



Corporate Health & Safety Update

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Chief Officer Responsible:	Michelle Howard , Director for Housing and Communities (Deputy Chief Executive)
Lead Member/Relevant Portfolio Holder	Leader of the Council & Portfolio Holder for Housing, Leisure & Landlord Services

Corporate Priority:	<ul style="list-style-type: none"> • Theme 1: Healthy Communities and neighbourhoods • Theme 2: High quality homes and landlord services • Theme 5: Right conditions to support delivery
Wards Affected:	N/A
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No
Key Decision:	No
Subject to call-in:	No

1 Summary

- 1.1 This report provides an update on the Council's work and outcomes regarding Health and Safety as employer, commercial and residential landlord, and a public body delivering a wide range of services. This report also outlines planned actions and next steps.

2 Recommendations

That Cabinet:

- 2.1 Note the contents of the report.
- 2.2 Note the key areas of focus in 2024/25 (see section 8).

3 Reason for Recommendations

- 3.1 Health and Safety is taken seriously by the Council and this report seeks to provide assurance and confidence in the continued emphasis across the organisation.
- 3.2 The Council seeks to not only meet its statutory and regulatory requirements, but to enable a culture of continuous learning and improvement.

4 Background

- 4.1 As part of its governance arrangements, a report is provided to Cabinet each year setting out the Council's work and outcomes regarding Health and Safety as employer, commercial and residential landlord, and a public body delivering a wide range of services. This report also outlines planned actions and next steps.
- 4.2 In the last health and safety update to Cabinet (January 2023), the following areas were noted as areas of focus for 23/24. Progress against these is shown below:

Key areas of 2023/24 action plan:	Status
Progress remaining safety management standards	Complete
Reposition health and safety noticeboard to improve awareness of key information	Complete
Operational compliance audits (corporate / housing / services)	Complete
Review resilience and sustainability of improved health and safety arrangements	Ongoing
Analysis of stress and associated support needed within the organisation	Carried forward
Timely compliance with the Government Protect Duty	Ongoing

- 4.3 Health and Safety is taken seriously by the Council and this report seeks to provide assurance and confidence in the continued emphasis across the organisation.
- 4.4 The Council seeks to not only meet its statutory and regulatory requirements, but to enable a culture of continuous learning and improvement.
- 4.5 Notable achievements since the last update include:
 - Completion of health and safety policy manual / individual safety management standards.

- Intensive schedule of workshops, training and bespoke support to achieve strong understanding and compliance across service areas and specific training and accreditation to support corporate leadership in this area.
- Implementation and oversight of robust lone working arrangements across the organisation, supported by 'People Safe' lone working technology.
- Lone working and personal safety workshop for councillors, with further sessions planned.
- Supporting external fire inspection arrangements leading to positive outcomes and mitigation of action points.
- Positive HSE spot check on plant protection products (storage and use of hazardous substances) at Snow Hill.
- External review and positive feedback on the robustness of landlord health and safety arrangements – demonstrated by internal audit spot check and feedback from the Regulator for Social Housing.
- Ensuring and assessing proposals for robust health and safety management arrangements as part of the new leisure contract.
- Water hygiene review meetings have become embedded across the organisation.
- Collaborative approach to ensure safe effective and proportionate risk management arrangements for council activities and events including volunteering events (such as millennium quilt project, litter picks, community action days), elections, remembrance parade.
- Employee protection register and management arrangements have been refreshed, high levels of staff engagement to ensure safety and providing an important evidence base to support staff in a high-risk situation.
- Refreshed and strengthened maintenance and inspection arrangements for key assets and open spaces.
- Service delivery improvements supported by refreshed and strengthened accident and near miss reporting arrangements.
- Installation of new and visible health and safety noticeboards across offices to support staff awareness.
- Refreshed and resilient arrangements for first aid, fire wardens and trained evac chair staff.
- Completion of asset and service-based health and safety audits (based on legislative and in house health and safety standards) to support assurance and continuous improvement.
- Consistent and robust advice, guidance and support on health and safety from lead officer and expert in health and safety.
- Corporate and team commitment and motivation across the council to embed and prioritise good health and safety across the council, notable through a more proactive and engaged approach from staff teams.
- Linked the council's work on health and safety risk management with its work on insurance, looking proactively at foreseeable risk as part of the council's risk

management strategy, and embedding learning arising from accidents, incidents and near-misses.

- Achieved Unison '[violence at work charter](#)' accreditation in recognition of the things in place to protect and support staff against violence and aggression in the workplace.
- Full Council support for the [Debate Not Hate](#) campaign, in support of healthy debate and respectful challenge in democracy.

5 Main Considerations

5.1 Health and Safety Policy

5.2 Rather than a single policy document, the council's health and safety policy has been developed in a way that it can be used as a manual, with quick access to relevant sections and guidance as required.

5.3 The policy comprises three key parts:

- Statement of Intent (signed and published to staff and housing scheme noticeboards)
- Health and Safety Roles and Responsibilities
- Safety Management Standards

5.3.1 Safety Management Standards

5.3.2 A suite of safety management standards which outline specific work activities and how to safely manage and lead, and what actions are required of managers and employees to keep colleagues and the workplace safe. Safety Management Standards are supported by information sheets, supporting guidance, toolkit and templates to support individuals and teams to achieve and demonstrate compliance.

5.3.3 Safety Management Standards are saved in alphabetical order on the staff intranet for staff to search, access guidance and templates and implement standards relevant to their work areas.

5.3.4 The format being implemented also makes it easier to update operational standards, templates, and guidance (rather than needing to review and update a large policy document).

5.3.5 The development and implementation of each Safety Management Standard has been scheduled according to their priority. Training and briefing sessions on safety management standards have taken place where appropriate, led by the Council's Health and Safety Officer.

5.3.6 The Council now has a full suite of safety management standards (50 in total). Further operational safety management standards will be considered and designed as required, or in response to any learnings or industry good practice, or through items identified in risk assessments, audits or learning from accidents, incidents and near misses. A routine programme of review of safety management standards will take place. A list of the safety management standards in place can be found at Appendix A.

5.4 Health and Safety Training

5.4.1 The Council has some core online mandatory health and safety training requirements for staff and some specifically for managers. Mandatory training completion data for core modules is shown below (as of July 2024).

- Introduction to workplace health and safety: 99% (88% at last update to Cabinet)
- Introduction to health and safety for managers: 100% (81% at last update to Cabinet)
- Manual handling: 99%
- Display screen equipment: 98%

5.4.2 Additional training units are being built into the council's online training system, including – driving safely for work, asbestos awareness, using PPE, managing stress, and managing isolation and self-motivation for home workers.

5.4.3 Additionally, a range of in-house training sessions and workshops have been delivered across the year to relevant colleagues by the health and safety officer, including:

- Risk assessments
- Lone working and personal safety
- Control of Substances Hazardous to Health (COSHH)
- Vibration and noise exposure awareness
- Building responsible officer role
- Work at height
- Manual handling
- Fire wardens / evac chair operators

5.4.4 Additional training units are being built into the council's online training system, including – driving safely for work, asbestos awareness, using PPE, managing stress, and managing isolation and self-motivation for home workers.

5.4.5 External specialist and accredited training has also been provided, including Institute of Occupational Safety and Health (IOSH):

- IOSH safety for executives and directors – 1-day accredited course completed by the extended senior leadership team and included a requirement to make personal commitments to support and embed health and safety.
- IOSH managing safely – 3-day accredited course completed by managers and included completion of a risk assessment and an assessment of learning.

- 5.4.6 Some roles require extensive and specialist training, for example, housing compliance, where lead officers have completed and been awarded nationally recognised qualifications and accreditations relevant to their roles including:
- Asbestos P405 Management of Asbestos in Buildings
 - Asbestos P402 Surveying and Sampling
 - Asbestos Duty to Manage & Asbestos Awareness
 - Legionella Awareness
 - Damp and Mould Awareness
 - Gas Safety
- 5.5 Eight officers across our Safer Communities, Tenancy Services, Housing Options, Environmental Health, and Case Management Teams have recently undertaken accredited mediation training leading to a qualification. This was a 5-day course funded through the national Safer Streets Programme. As well as attending the training, attendees completed a practical assessment and a 4000-word assignment to secure the qualification. Every participant passed their practical assessment and submitted their assessment for marking. When successful, they will all be fully accredited mediators, which is nationally recognised qualification. This will be of huge benefit across our teams, particularly when dealing with difficult situations to achieve a positive solution for the benefit of our communities.
- 5.6 **Assurance and Compliance**
- 5.7 There are several ways in which the Council seeks assurance in relation to Health and Safety. This includes operational audit and assurance arrangements based on HSE requirements, and through service or subject specific internal audits. Several key examples are included within this report.
- 5.8 Additionally, external assurance is sometimes obtained from outside regulatory bodies on key topics. Recent examples include:
- HSE spot check of chemicals
 - Inspection of landlord health and safety arrangements by the Regulator for Social Housing as part of its new inspection programme (consumer standards)
- 5.8.1 **Operational Audit and Assurance**
- 5.8.2 A health and safety audit tool has been introduced and implemented by the Council's Health and Safety Officer, based on the key areas of compliance recognised by the HSE. Not every section is relevant to every team, or to every audit.
- 5.8.3 In 2022, the audit tool was used as appropriate to each circumstance to achieve a baseline position for compliance across the Council's corporate assets (including buildings, car parks, allotments, public toilets, leisure centre facilities, play areas) and housing assets (communal areas / sheltered schemes) and across teams and to provide initial action plans to strengthen and improve health and safety compliance. The baseline audits highlighted areas for improvement including updating team and building risk

assessments and lone working arrangements, training needs analysis, structured contractor management and cyclical maintenance and inspection arrangements in council buildings.

- 5.8.4 Significant work has been progressed since and feedback about the audits as a tool for improvement has been very positive. Building and service audits have since been repeated as planned and have been given compliance gradings, which have been used as service improvement tools with managers and reported to the Senior Leadership Team.
- 5.8.5 Key findings arising from the 2023/24 audits are outlined in the table below:

Building / Asset Based Audits
<p>Strengths identified include:</p> <ul style="list-style-type: none">• Documentary evidence of cyclical maintenance and statutory inspections• Documentary evidence of fire risk assessment, risk management, mitigation and record keeping, and progressing actions as required.• Robust asbestos management and monitoring arrangements for council building and communal housing areas.• Building folder in place for each council building and sheltered housing scheme to provide an on-site and accessible record of key information for staff and contractors (eg, water hygiene, electrical reports, asbestos register, fire risk assessment, building layout and maps).• Installation of scooter pods and safer ways for tenants to charge lithium batteries to reduce / contain fire risk.• Implementation of a permit to work system for contractors accessing council buildings leading to stronger contractor management and monitoring.
<p>Areas where opportunities for improvement identified:</p> <ul style="list-style-type: none">• Ensure service level agreements are clear and explicit on roles, responsibilities and liabilities for health and safety matters.• Glass and glazing risk assessments to support consideration of action planning and risk mitigation (building on recent sector learning).• Asset improvements to support water temperature management across all sites to achieve value for money and reduce the risk of compromising water hygiene.• Review of documentation relating to access to council buildings for persons with disabilities.• Updating asset register, inspection and maintenance plans for assets and furniture in open spaces (such as cemetery, country park, sheltered housing schemes, open spaces).• Scenario planning to support resilience and safety in public buildings in the event of public safety being compromised (eg, public disorder or terrorism related activity).

Service Based Audits

Strengths identified include:

- Completion of 23 service audits and follow up activity relevant to the actions or risks identified, with individual advice and guidance provided by the health and safety officer. All service audits graded as moderate compliance or above and some examples of best practice, with clear action plans in place and a schedule for re-audit in 2025 to support continuous improvement and assurance.
- Evidence that all service areas are engaging and consulting with their staff on matters relating to health and safety.
- All service areas have an operational risk assessment deemed suitable and sufficient, including consideration of lone working, DSE, first aid, occupational health, and PPE need suitability. In addition, where appropriate driver declaration forms undertaken annually and hazardous substances identified and risk assessed, based on team need.
- Provision of direct and targeted support as required and increasing culture of staff seeking advice and guidance from health and safety officer at an earlier stage.
- Identification of service level activities that would be better managed corporately (technology to support lone working and personal safety), supported by robust risk assessment and control measures at service level.
- Identification (and subsequent delivery) of training based on needs identified through service audits, with clear arrangements for refreshing training.

Areas where opportunities for improvement identified:

- Clear and consistent management of all external contracts to ensure confidence and documentary evidence in delivery of associated health and safety requirements.
- Routine analysis of training needs needed from each service area to support planning and delivery of training.
- Ensure all teams have health and safety as a standing team meeting agenda item to support evidence of staff awareness, consultation and decision making relating to health and safety matters.
- Ensure documentary evidence to show distribution of PPE to staff members in line with risk assessments.
- Ensure a programme of review and revision of relevant documentation within each service area – annual review or following incident or learning.
- Specific monitoring of action plan progress by health and safety officer, particularly for higher risk activities and service areas.

5.9 Internal Audit – Landlord Health and Safety (annual spot check)

5.10 As a landlord, the Council has a number of crucial responsibilities to ensure the safety of its housing properties. These include ensuring the regular servicing and safety checks on gas, electrical installations, passenger lifts and fire safety equipment; risk assessments of fire and water safety; and the timely and satisfactory completion of any remedial actions arising from inspections.

- 5.11 The audit of Landlord Health and Safety in 2022/23 provided assurance over progress made by the Council in embedding a robust compliance regime for housing properties. The audit plan for 2023/24 included an allocation for targeted testing on compliance, to provide real time, ongoing assurance that the compliance regimes continue to remain on track and controls continue to be applied consistently in practice.
- 5.12 Audit testing in 23/24 has provided assurance that the control environment remains fit for purpose, with further work progressing on development of procedures and management plans. Regular reporting to management and Members provides ongoing assurance over the tracking of compliance and completion of remedial actions arising. Audit sample testing has provided assurance over the integrity of the reported performance and confirmation that compliance is suitably evidenced.
- 5.13 In random sample testing, 100% of properties selected had valid gas safety certificates; valid electrical installation inspection reports (EICRs) rated as ‘Satisfactory’; and an asbestos survey – with full management surveys commissioned where any existing coverage had been limited to refurbishment surveys. For applicable properties, 100% selected at random had evidence of a fire risk assessment; water safety inspection; and six-monthly servicing of passenger lifts. Evidence of remedial action completion or tracking was generally available on request.

Since October 2022, there has been a legal requirement for all social housing to have both smoke detection and carbon monoxide detection devices (where gas supply) installed. Over the last twelve months a significant programme of work has been co-ordinated to ensure compliance. Primarily due to access issues, there are currently 6% of applicable properties where it is not evidenced whether a carbon monoxide detector is in place and 4% where it is not evidenced whether a smoke detector is in place – but records are held that remaining tenanted properties have been contacted, ensuring compliance with the requirements of the regulations. Programmes continue in both areas to ensure these remaining properties are confirmed as compliant and installations made, where any gaps are identified, including the additional installation of heat detection which exceeds legal requirements. This is already subject to weekly and monthly performance monitoring. Contractors are installing devices during routine visits whenever a lack of detector is noted.

Internal Audit Assurance Opinion			
Control Environment	Good		●
Compliance	Good		●
Organisational Impact	Low		●
Risk	High	Medium	Low
Risk 1: Tenants are harmed / exposed to risk due to a lack of compliance and inspection regime, or non- completion of remedial actions	-	-	1
Total number of recommendations	-	-	1

- 5.14 There was one recommendation arising from the audit, which has since been completed. Monitoring of internal audit / action is overseen by the council’s Audit and Standards committee.
- 5.15 Landlord health and safety is included in the 24/25 internal audit programme and is recommended as annual spot check of compliance.

5.16 **Inspection from the Regulator for Social Housing**

5.17 In April 2024, the Regulator for Social Housing assumed new powers arising from the Social Housing (Regulation) Act, to proactively inspect all local authority landlords as part of a continuing effort to drive up standards within the social housing sector. All social landlords with over 1,000 homes (including local authorities) will be subject to proactive inspection every four years and Melton Borough Council became one of the first councils in the country to go through the new inspection process.

5.18 The specific focus for the inspection regime is compliance with the new [Consumer Standards](#) which took effect from April 2024. The proactive inspection regime will lead to a 'Regulatory Judgement' for each social landlord, which will be published by the Regulator for Social Housing.

5.19 The inspection of Melton Borough Council as a social landlord took place between April and June, and the council has now received its final Regulatory Judgement.

5.20 A key standard within the regulatory regime is the safety and quality standard, which includes stock quality, repairs and maintenance, as well as landlord health and safety. In relation to health and safety, the Regulator for Social Housing has confirmed the following findings:

5.20.1 "We have assurance that overall Melton BC is meeting its landlord health and safety obligations. Outcomes across all key areas of health and safety compliance are good and performance is actively monitored by senior officers and councillors."

5.21 This is a positive external validation of the Council's continued grip and focus on health and safety and the controls, monitoring and governance arrangements in place.

5.22 **HSE spot check (storage and use of hazardous substances)**

5.23 In April 2024, the Council was notified that it was part of a routine audit programme from the HSE. The audit sought to check for controls on operators of Plant Protection Products (PPPs) to ensure that they are compliant with relevant legislation. This was relevant to the council due to its grounds / street cleaning arrangements.

5.24 No breaches identified during the visit, which included checks of things like chemical storage, chemical usage logbook, signage, risk assessment, PPE. Positive feedback was received, and 2 minor recommendations were made, which have subsequently been addressed.

5.25 **Unison Workplace Charter**

Melton Borough Council has become one of the first employers in the East Midlands to sign up to UNISON's End Violence at Work Charter. The charter aims to protect employees working in public services from acts of abuse, assault and threatening behaviour. By signing up, Melton Borough Council has demonstrated a commitment to supporting the workforce, and actively reassuring employees there are procedures in place to support staff should violent incidents occur.

5.26 To sign the charter, organisations must explain and provide evidence for how they meet ten important standards for protecting against violent incidents. These include a clear incident-reporting and investigation procedure, continually collecting and monitoring data on violent incidents, and providing training to ensure staff know how to deal with threatening situations appropriately. There is more information about this on the council's [website](#).

5.27 **Community Leadership meets Health and Safety: Melton Millenium Quilt Case Study**

5.28 The Millennium Quilt Project was a celebration of our borough's past and present, marking the 50-year anniversary of the borough and is an example of creative collaboration to find a solution.

5.29 The project featured an exquisite quilt, created by a group of local residents, that serves as a visual representation of our community, culture, and heritage, and after a period of being out of sight, the project sought to find solution that would enable the quilt to be displayed in the Council's Parkside building for people to enjoy for many more years.

5.30 However, this community focussed project encountered a few health and safety challenges along the way:

- At 2.75m long x 2.15m wide the quilt is very large, limiting the available locations in which it could be displayed – the only location suitable in terms of best display point to enable visitors to see it was the Parkside reception, but suitably sized spaces were directly linked to a Fire Exit route, meaning that there would be a health and safety hazard.
- Research was undertaken to ascertain whether the quilt could fire-proofed to make it safe to hang in Parkside, along with options to frame the quilt. In order to treat the quilt with a fire-retardant product it would have to be cleaned first.
- Dry cleaners were approached, but all felt it was too risky, as there was no guarantee that the colours would not run and ruin this unique quilt.
- Fire management specialists indicated that it would be too risky to chemically treat the quilt to fireproof it and may ruin it.
- Instead – a professional digital print of the quilt was taken and turned into a canvas, which carries much less risk and is now displayed in Parkside, and the original quilt has been safely preserved in an archive box with acid free tissue paper, supported by the Carnegie Museum, Leicestershire Collections and by Timpson's, who donated an engraved plaque.
- The archival of the quilt and unveiling of the canvas replica became a community project to be proud of – a safe & satisfactory outcome and quite a community partnership patchwork journey!

6 **Options Considered**

6.1 None. Health and Safety is taken seriously by the Council and this report seeks to provide assurance and confidence in the continued emphasis across the organisation. The Council seeks to not only meet its statutory and regulatory requirements, but to enable a culture of continuous learning and improvement

7 Consultation and Oversight

- 7.1 The Council's Health and Safety Working Group (HSWG) now meets on a bi-monthly basis, chaired by the Director for Housing and Communities or Health and Safety Officer and represented by teams across the council.
- 7.2 Collectively, the HSWG has responsibility for:
- Oversight and progress of health and safety action plan
 - Reviewing health and safety performance, identifying any gaps or areas for improvement and ensuring that appropriate action is taken
 - Being informed of any significant health and safety challenges, failures and outcomes of investigations
 - Receiving information on monitoring and audit activities
 - Ensuring health and safety implications are considered in all decisions
 - Informing the Director for Housing and Communities (Health and Safety SLT Lead) of any key health and safety issues
- 7.3 The health and safety officer attends the Joint Staff Working Group and provides information and updates from the health and safety working group (HSWG) group and key health and safety updates as a standing agenda item. This annual report was discussed with the Joint Staff Working Group at their meeting in August 2024.
- 7.4 The Health and Safety Officer reports directly to the Director for Housing and Communities (Deputy Chief Executive) who retains corporate oversight of health and safety. An annual update on health and safety is provided to the Senior Leadership Team.

8 Next Steps – Implementation and Communication

- 8.1 Key areas for the 24/25 action plan include:

Review and revise safety management standards in a planned way and in risk priority order
Face fit testing arrangements for relevant service areas (suitability of face masks)
Review and refresh EPR procedure (employee protection register)
Consider how best to progress a corporate approach to documenting stress management arrangements given their overlap between health and safety and HR.
Ensure service level agreements are clear and explicit on roles, responsibilities and liabilities for health and safety matters
Glass and glazing risk assessments to support consideration of action planning and risk mitigation (building on recent sector learning).
Asset improvements to support water temperature management across all sites to achieve value for money and reduce the risk of compromising water hygiene.

Review of documentation relating to access to council buildings for persons with disabilities.
Updating asset register, inspection and maintenance plans for assets and furniture in open spaces (such as cemetery, country park, sheltered housing schemes, open spaces).
Scenario planning to support resilience and safety in public buildings in the event of public safety being compromised.
Clear and consistent management of all external contracts to ensure confidence and documentary evidence in delivery of associated health and safety requirements.
Routine analysis of training needs needed from each service area to support planning and delivery of training.
Ensure all teams have health and safety as a standing team meeting agenda item to support evidence of staff awareness, consultation and decision making relating to health and safety matters.
Ensure documentary evidence to show distribution of PPE to staff members in line with risk assessments.
Ensure a programme of review and revision of relevant documentation within each service area – annual review or following incident or learning.
Specific monitoring of action plan progress by health and safety officer, particularly for higher risk activities and service areas.

9 Financial Implications

- 9.1 Failure to meet statutory requirements has direct financial implications. On top of this are hidden costs associated with staff having time off for accidents and ill health, accident investigation, replacement of equipment etc. Other financial implications could include any action or intervention taken by regulatory bodies and associated implications (for example the HSE).
- 9.2 Health and safety risk management and mitigation planning may identify the need for additional cost or investment. Such matters are considered on a case-by-case basis.
- 9.3 The risks to the organisation associated with any decisions to reduce costs on health and safety management across council services should be considered carefully.

Financial Implications reviewed by: Director for Corporate Services

10 Legal and Governance Implications

- 10.1 Accountability for the duty of care towards our employees under the Health and Safety at Work Act etc. 1974 and the Management of Health and Safety at Work Regulations 1999 sits the Council as an employer. Legislation sets out the responsibilities of an employer and arrangements describing how this accountability is discharged is outlined in the health and safety policy.
- 10.2 As the Executive of the Council, it is a good practice to have an oversight of how health and safety is managed by the Council.

- 10.3 The health, safety and wellbeing of staff, Councillors, service users and other customers within the Council is of paramount importance and governance arrangements should allow continuous monitoring of performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, Councillors, clients, service users, volunteers and our contractors. Clarity around roles and responsibilities of individuals and groups (such as the Joint Staff Working Group and Health and Safety Working Group) is achieved through the health and safety policy, in addition to training, audit and monitoring.
- 10.4 Failure to manage statutory health and safety duties by any Council Service can result in uninsured unlimited fines in the criminal courts, additional insurance losses and significant reputational damage. There can also be personal culpability if health and safety risks are not managed appropriately.
- 10.5 The Social Housing (Regulation) Act requires that the council nominate a senior officer to be the person responsible for compliance with health and safety across its housing stock. That person must be “sufficiently senior to drive a culture of safety throughout the landlord organisation” and will be the public face of compliance for the council and tenants. Approval of the HRA Business Plan in July 2022 confirmed that the post of Director for Housing and Communities was designated as the Council’s nominated person responsible for compliance with landlord health and safety on behalf of the council. This is reflected in the description for the postholder. Details are also included on the council’s website.

Legal Implications reviewed by: Deputy Monitoring Officer

11 Equality and Safeguarding Implications

- 11.1 Under the equality duty (set out in the Equality Act 2010), public authorities must have ‘due regard’ to the need to eliminate unlawful discrimination and consider the potential impact decisions and actions on each of the protected characteristics.
- 11.2 Effective health and safety management outlined in this report supports the council’s equality, diversity and inclusion commitments and obligations. Maintaining buildings, providing safe access and exit in an emergency and delivering safe and effective services all support good safety management.

12 Data Protection Implications (Mandatory)

A Data Protection Impact Assessments (DPIA) has not been completed for this report. However, advice is being taken from the Council’s Information Governance Lead regarding the need for a DPIA related to any of the activities linked to the council’s health and safety activities.

13 Community Safety Implications

- 13.1 None arising directly from this report.

14 Environmental and Climate Change Implications

- 14.1 None arising directly from this report. However, good health and safety management supports environmental management, for example, the safe and effective use and storage of pesticides and chemicals.

15 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Risk of failure of governance of health and safety risks	Low	Critical	Medium
2	Risk of significant harm caused to Members, staff, clients, service users, volunteers, or contractors due to ineffective management of hazards	Low	Critical	Medium
3	Risk of failure to manage statutory duties as a landlord (commercial and dwelling)	Low	Critical	Medium
4	Lack of awareness of health and safety across the organisation	Low	Critical	Medium

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low			1,2,3,4	
	2 Very Low				
	1 Almost impossible				

Risk No	Mitigation
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1	Governance arrangements in place, including regular reporting to JSWG and SLT. Annual review of health and safety valuable to enable reflection and forward planning. Assurance arrangements clear including operational audits, internal audit and proactive response to external audit / assurance requests. Portfolio Holder oversight and support. Clear roles and responsibilities embedded and continued investment in health and safety.
2	Mitigated through effective governance and embedding a safe working culture into the organisation. Assurance arrangements clear including operational audits, internal audit and proactive response to external audit / assurance requests. Training and support for staff / teams. Portfolio Holder oversight and support. Clear roles and responsibilities embedded and continued investment in health and safety
3	Mitigated through effective governance and embedding a safe working culture into the organisation. Assurance arrangements clear including operational audits, internal audit and proactive response to external audit / assurance requests. Training and support for staff / teams. Portfolio Holder oversight and support. Clear roles and responsibilities embedded and continued investment in health and safety. Evidence of improvements in housing / landlord services evidenced through internal audit of landlord health and safety.
4	Mitigated through effective governance and embedding a safe working culture into the organisation. Awareness raising is key. Monthly H&S updates through the corporate messenger. Reporting to SLT, standing agenda item on team meeting agendas (checked through operational audits). Policy documents accessible and easier to navigate and update. Movement of position of safety information noticeboards to printing area in 2023 to improve awareness and access to key information. IOSH accredited training in 2024, followed by focussed session on reflections and personal commitments to develop and embed health and safety across the organisation.

16 Background Papers

- 16.1 Health and Safety Policy / Safety Management Standards
- 16.2 Health and Safety Action Plan
- 16.3 Health and Safety Action Plan
- 16.4 Landlord Health and Safety Audit, 2023/24
- 16.5 HRA Business Plan
- 16.6 [Cabinet Report](#), Corporate Health and Safety Update (January 2023)
- 16.7 [Regulatory Judgement](#) (Housing Inspection)

17 Appendices

- 17.1 Appendix A: Safety Management Standards