

# **Health and Safety Annual Report**

**2024/2025**



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL



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# **Corporate Health and Safety Annual Report**

**2024/2025**

## **1. EXECUTIVE SUMMARY**

This combined report is a statement of East Cambridgeshire District Council (ECDC), East Cambs Trading Company Ltd (ECTC) and East Cambs Street Scene Ltd (ECSS) health and safety performance to the end of the financial year 2024/25 and its intentions with regard to health and safety for the year 2025/26. It demonstrates the three organisations strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

ECDC employs 189 employees (full and part-time), ECTC employs 31 employees (full and part-time) and ECSS employs 69 employees (full and part-time).

Health and safety support to the ECDC, ECTC and ECSS was provided by the Council's Health & Safety Advisor.

### **1.1 Progress against the Health and Safety Actions Plan 2024/25**

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan 2024/25, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- LOLER and Working at Height Code of Practices reviewed and completed
- E-learning management platform completed and live
- Quarterly Health and Safety Working Group meetings held
- A summary of actions planned for 2024/25 is listed in Section 5 of this report

## **2. KEY ACTIVITIES**

### **2.1 Codes of Practice (COP) Review**

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. The following COPs were scheduled for review/revision during the year:

- LOLER (complete and implemented)
- Risk Assessment (review in progress)
- Working at Height (complete and implemented)
- Fire Safety (in progress)
- Misuse of Drugs & Alcohol (in progress)

Both ECTC and ECSS have adopted the completed COPs and each individual company is responsible for the management and operation of these COPs.

### **2.2 Training**

Health and safety training needs are identified in a number of different ways including regular one to ones, team meetings and through the Council's Health and Safety Working Group. The Health

and Safety Advisor also ensures that training is compliant and consistent with our duties and legal responsibilities.

Both ECTC and ECSS follow the same process of the Council for training and in many cases training resources are shared. Both companies attend the Health and Safety Working Group to engage and share knowledge.

A rolling programme is produced for the year, which takes into consideration training needs identified and provides refresher training on a regular basis and courses for new employees.

The introduction of the corporate health and safety e-learning training programme, covering 17 topics, provides an efficient and effective method for delivering the topics of required learning.

Training is also supported by on-the-job training within all service areas (where required), but in particular at the higher risk sites such as Portley Hill Depot (ECSS and ECTC). Training at the Depot is delivered in a number of ways including 'Toolbox Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## **2.3 Health and Safety Emergencies**

### **2.3.1 Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained either as Fire Wardens or in the use of fire extinguishers. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conducting a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

### **2.3.2 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At the Grange, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Depot and Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years.

### **2.3.3 Mental Health First Aiders**

Mental health first aiders provide a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the individual to get appropriate help in a crisis.

Staff within the Council have been trained and accredited by Mental Health First Aid England to assist people who are experiencing mental health issues.

Mental Health First Aiders are trained to be able to:

- Understand the important factors affecting mental health;
- Identify the signs and symptoms for a range of mental health conditions;
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan;
- Signpost people to professional help.

## **2.4 Health and Safety Working Group**

The Council has a Health and Safety Working Group to ensure that there is a corporate approach to relevant issues. The group meets on a quarterly basis with representation across the Council/ECSS/ECTC including a Corporate Director, Human Resources, Health and Safety and Trade Union representatives.

The Group reviews and comments on codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

## **2.5 Occupational Health**

A external Occupational Health provider commenced work with the Council in April 2022 and has provided an excellent service. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The services that are part of the health surveillance checks are as follows:

- ECDC Facilities/Maintenance
- East Cambs Street Scene (ECSS)
- East Cambs Trading Company (ECTC)

### 3. PERFORMANCE

#### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

| INCIDENT TYPE                    | Annual Total 2022/23 | Annual Total 2023/24 | Annual Total 2024/25 | Fenland DC 2024/25 |
|----------------------------------|----------------------|----------------------|----------------------|--------------------|
| Contact with machinery           | 0                    | 0                    | 0                    | 1                  |
| Struck by moving object          | 2(1*)                | 1                    | 2                    | 0                  |
| Struck by moving vehicle         | 0                    | 0                    | 1                    | 0                  |
| Strike against Fixed object      | 1                    | 2                    | 1                    | 0                  |
| Slip, trip, fall same level      | 3(1*)                | 7(2*)                | 1                    | 6(1*)              |
| Lifting & handling injuries      | 2(1*)                | 2                    | 1                    | 4                  |
| Injured by an animal             | 2                    | 1                    | 2                    | 1                  |
| Fall from height                 | 1                    | 0                    | 0                    | 0                  |
| Physical Assault                 | 0                    | 0                    | 2                    | 0                  |
| Sharps Injury                    | 0                    | 4                    | 0                    | 0                  |
| Burns/scalds                     | 0                    | 0                    | 0                    | 0                  |
| Contact with hazardous substance | 0                    | 0                    | 0                    | 0                  |
| All other kinds & unspecified    | 3                    | 2                    | 6                    | 4                  |
| Road Traffic Accident            | 1                    | 2                    | 1                    | 0                  |
| Total                            | 15(3*)               | 21(2*)               | 17                   | 16(1*)             |
| <b>INCIDENT RATE</b>             | <b>6.02</b>          | <b>8.07</b>          | <b>5.8</b>           | <b>5.6</b>         |

- The Incident Rate gives a more accurate benchmark of accident statistics and is calculated based on the accident rate per 100 employees (full time equivalent).

Historically Huntingdonshire District Council was included in the benchmarking figures. Unfortunately, these figures were not provided in time to be included in this report.

#### 3.2 Accident/Near Miss Reports- Totals by Organisation

Near miss reporting is a crucial part of health and safety management. Near misses reveal potential risks and weaknesses in safety procedures, training, or equipment that could lead to accidents.

A robust near miss reporting system demonstrates that the organisation takes safety seriously, encouraging employees to come forward without fear of blame and fostering a culture of continuous improvement.

The data is being used to identify trends and areas within the ECDC where extra support through training and/or equipment may reduce risk and deliver closer compliance.

The Health and Safety Working Group, through working closely with Reprographics team, are working on an intranet reporting method which, because of its simplicity should encourage reporting. A test run was completed, using the health and safety working group members as Guinea pigs, with great success. We hope to have it operational before the end of 2025.

Corporately the number of accidents/near misses reported by employees/agency staff within each organisation/service is set out in the following table:

| Organisation | Annual<br>2024/25 | Total |
|--------------|-------------------|-------|
| ECDC         | 23                |       |
| ECTC         | 43                |       |
| ECSS         | 38                |       |
| <b>Total</b> | <b>104</b>        |       |

### 3.3 Reportable RIDDOR Injuries, Illnesses and Dangerous Occurrences Involving Council/ECSS/ECTC Employees

| Type                | Annual<br>Total<br>2020/21 | Annual<br>Total<br>2021/22 | Annual<br>Total<br>2022/23 | Annual<br>Total<br>2023/24 | Annual<br>Total<br>2024/25 |
|---------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| RIDDOR<br>Accidents | 1                          | 1                          | 3                          | 2                          | 2                          |

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE).

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

### 3.4 Number of Employees Working Days Lost

| Type                                  | Annual<br>Total<br>2020/21 | Annual<br>Total<br>2021/22 | Annual<br>Total<br>2022/23 | Annual<br>Total<br>2023/24 | Annual<br>Total<br>2024/2025 |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| Number of work -<br>related days lost | 60                         | 69                         | 83                         | 30                         | 28                           |

A total of 28 days were lost due to work-related accidents during 2023/24, which was a reduction from previous year.

### 3.5 Work Related Ill-Health Days Lost

Lost working time statistics through ill-health are gathered and produced separately via the Human Resources team.

### 3.6 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data, but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

#### **4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2025**

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2024/25 and the extent to which they have been met is set out in Appendix 1. Work continues to drive forward improvements in health and safety management where required.

#### **5. Health and Safety Actions 2025/26**

In the coming year the emphasis will be to continue to support managers and staff to continue good standards of health and safety. A summary of some of the work planned for 2025/26 is provided below:

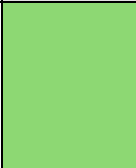
- Work with the Health and Safety Working Group & Reprographics Service to design and implement new Accident/ Near Miss reporting via the intranet
- Continue development of utilising Accident/Near Miss reporting data to create information that supports continuous improvement in health and safety management
- Continue development of a 'Health and Safety' calendar to support the safety management and operations of ECDC, ECTC and ECSS
- Consider the benefits of introducing a document management system for health and safety related tools.
- Continue to review ECDC Codes of Practice as required.
- Participation in the East Cambs Safety Advisory Group (SAG) and reviewing documentation for events wishing to use ECDC land.



## Appendix 1 - Health and Safety Action Plan for 2024/25

### KEY - RAG indicator

|                                                                                   |                                       |
|-----------------------------------------------------------------------------------|---------------------------------------|
|  | No action yet taken                   |
|  | Action progressing towards completion |
|  | Action completed                      |

| Progress Against Action Plan (to March 2025)                                                                                 |                                                                                                                                                                                                                   |                                                                                       |             |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------|
| Action                                                                                                                       | Progress                                                                                                                                                                                                          | Status                                                                                | Target Date |
| Revision of the Council's Codes of Practice as required under the three yearly revision programme.                           | LOLER review complete and implemented<br>Risk Assessment- review commenced<br>Working at Height- review complete and implemented<br>Fire Safety- review commenced<br>Misuse of Drugs & Alcohol – review commenced |    | 31/03/2025  |
| Final implementation of a corporate health and safety e-learning training programme.                                         | Academy10 e-Learning management platform by Skill gate completed and rolled out in March 2024 for ECDC.                                                                                                           |    | 31/03/2025  |
| Co-ordinate meetings of the Council's Health and Safety Working Group                                                        | Quarterly meetings held.                                                                                                                                                                                          |    | 31/03/2025  |
| Undertake inspections of individual services/teams/buildings as required.                                                    | Request for assistance from Democratic Services and from Planning.<br>Advice provided as required by the circumstance and procedures amended by the departments as necessary.                                     |    | 31/03/2025  |
| Update intranet-based health and safety information for staff use.                                                           | On-going information updated as necessary<br>Work commenced on electronic reporting system for accidents/near miss                                                                                                |  | 31/03/2025  |
| Participation in the East Cambs Safety Advisory Group (SAG) and reviewing documentation for events wishing to use ECDC land. | No requirement to attend in 2024/25                                                                                                                                                                               |  | 31/03/2025  |

