

Health & Safety

Annual Report 2024-25



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Executive Summary

Once again, it's time to reflect on the past year and recognise the continued efforts we've made to ensure that the health, safety and wellbeing of both our employees and the people we serve is maintained, appreciating the essential role it plays in the delivery of our services. The 2024-25 report highlights some of the achievements and progress we've accomplished with our health and safety management approach.

Our Corporate Health and Safety Team continue to utilise technology to improve both the effectiveness and efficiency of our health and safety systems, with the development of a new internal Accident, Incident Reporting (AIR) form, which was trialled over the last quarter of 2024 and received excellent feedback from both managers and employees on how easy it was to use, the level of detail that could be recorded and how reports will be centrally managed and monitored. The team also trialled the introduction of a voucher scheme for employees to receive eye tests and, where needed, prescription glasses for using Display Screen Equipment (DSE). This scheme will increase our capacity to provide eye tests for employees and reduce the overall costs associated with providing this legal requirement.

The Personal Emergency Evacuation Plan (PEEP) system was also re-designed and transferred from a paper-based system to a new MS form style format, working in conjunction with our Evolve group the new PEEP was designed to ensure managers can quickly and easily develop PEEPs for our employees who require assistance or support to ensure they can safely evacuate in the event of an emergency. Communicating our health and Safety message to our employees is an essential element to the success of our safety strategy, with 31 H&S bulletins being developed covering a range of subjects from lone working, accident reporting, prosecutions, electrical safety and the location of defibs. These were supported by 28 quarterly performance update reports presented to both corporate and directorate level meetings, aimed at keeping H&S high on the agenda and giving assurance that our approach to managing health and safety is working.

Health and safety continue to be a strength within LCC and although further improvements can always be made, our team's dedication to finding new and initiative ways to manage health and safety and make it easier for both managers and employees to engage with the systems and policies we've implemented for both their safety, and protection. We hope this enables us to continue the provision and maintenance of a healthy, safe and well managed environment for both our service users and employees.



Andrew Crookham

Deputy Chief Executive & Executive Director – Resources

Key Results

This corporate update report provides a summary of the Health and Safety activities for 2024-25 and gives assurance on how well the council manages its health and safety risks.



We continue our good standing with the Health and Safety Executive (HSE) having not been subjected to any investigation, intervention or formal enforcement action.

Another record year for H&S e-learning, with over 11,000 courses having been completed by LCC employees covering 22 subject areas i.e. manual handling, asbestos, driving, risk assessment, etc.



The 12-month trial of the new eye test voucher scheme was a complete success. With over 1000 employees involved in the process. Formal policy as now been changed and from 1st April 2025 the scheme will be launched across the whole authority.

The development and introduction of a new on-line managers accident/incident investigation form. This links into the new Accident Incident Report (AIR) form, making it easier for managers to investigate serious accidents and identify actions to reduce the likelihood of re-occurrence.



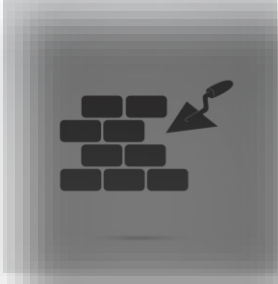
Lucky number seven, for the last seven years we've achieved a 100% return rate on our maintained school's health and safety self-assessment programme. Once again, we focused on a handful of key subjects, allowing us to delve deeper into potential risk areas to help us pinpoint what additional guidance was required.

48 health and safety audits covering a wide range of service areas from schools, heritage sites, wastes sites, and day centres was undertaken last year. These were accompanied with advice and recommendations to ensure compliance and, if required, improvements.



Key Results

“Its Our Property”



Following the introduction of the premises checklist last year, a recent audit identify the need for some specific training on the use of the system. The Corporate Health & Safety Team in conjunction with Corporate Property developed an e-learning course, designed to provide the responsible person with the competence to complete the checklist. This will be launched in April 2025.

“Waste not, want not”

The Corporate Health and Safety Team supported the Waste Team with establishing a monthly health and safety meeting. Reviewing accidents, incidents, the implementation of new policies and guidance and an opportunity for issues or concerns to be discussed in relation to our waste transfer or recycling stations.



“Building for the future”

On the back of two previous successful trainee posts gaining their health and safety advisor qualifications, In December 23 we appointed a new apprentice health and safety trainee on a 3-year contract. This continues our commitment to creating career opportunities and developing our own employees.

“On Target”

We set a KPI target of 75% (4100) of all LCC employees (non-schools) to have completed the fire safety awareness training in 24-25. This was achieved with 76% of employees completing the course. This will now be increased to 85% for 25-26 with a final target of 95% in 26-27.



“Nobody left behind”

Continuing our move to digital we, in conjunction with the EVOLE group, developed a new Personal Emergency Evacuation Plan (PEEP) system. Making it easier for managers to complete individual escape plans for both employees and visitors who require some assistance in the event of an emergency.

Key achievements

“It’s all logged and recorded”

This year saw the development of the new internal Accident, Incident Reporting (AIR) form. Using Msforms our team designed a form that allows all accidents, near miss, abuse/aggression and medical emergency to be recorded on the same system. Due to the function of Msforms, the form will automatically be proportionate to the severity of the incident being recorded i.e. more serious, more information gathered, encouraging even the smallest incident to be recorded.

This is an internal system, so no 3rd party company is required to administrate the system or store our data, and we can amend, update and review the system in real time to ensure it remains relevant and as up to date as possible. The system was trialled in the last quarter of 2024-25 and will be launched across the whole authority from 1st April 2025.



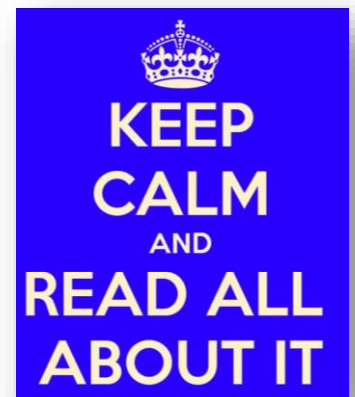
“Educating the educators”



We launched the new schools Health and Safety webpage; this new webpage contains information, guidance and helpful templates on several key and relevant safety related subjects that schools need to be aware of i.e. fire safety, risk assessments, legionella, asbestos and many more.

“Getting the message across”

Ensuring our health and safety message is being communicated in an effective and efficient way to our employees is an essential part of our health and safety management process. This year we developed and issued over 30 separate health and safety bulletins, covering a wide range of subjects and topics and produced 28 quarterly update reports for both Directorate and Corporate meetings to ensure safety management remains high on everyone's agenda.



Identified Priorities

The council has appropriate systems and processes in place to ensure good Health & Safety management is maintained. We are satisfied that these work well, however there is always room for continuous improvement. Several priorities were identified within the 2023-24 annual report, our progress on these is highlighted below:

What we have done

Actions identified/undertaken	Progress
Full implementation of the new Corporate eye care voucher scheme	Completed
Launch of the new Health & Safety KPI's and the online update and monitoring HUB pages	Completed
Implementation of the SHINE Driving Assessment Toolkit (DAT) system within Lincolnshire Fire and Rescue.	On-going
Restructure of the Corporate H&S team including the appointment of a new trainee health and safety apprentice	Completed
Designing, development, trialing, and implementation of an all-new internal accident and incident reporting system	Completed

Future priorities

To ensure our systems and processes remain in good working order and we continue to grow our service provision, we continually review and investigate areas where improvements or efficiency savings can be made. Our focus for 2025-26 includes the following areas:

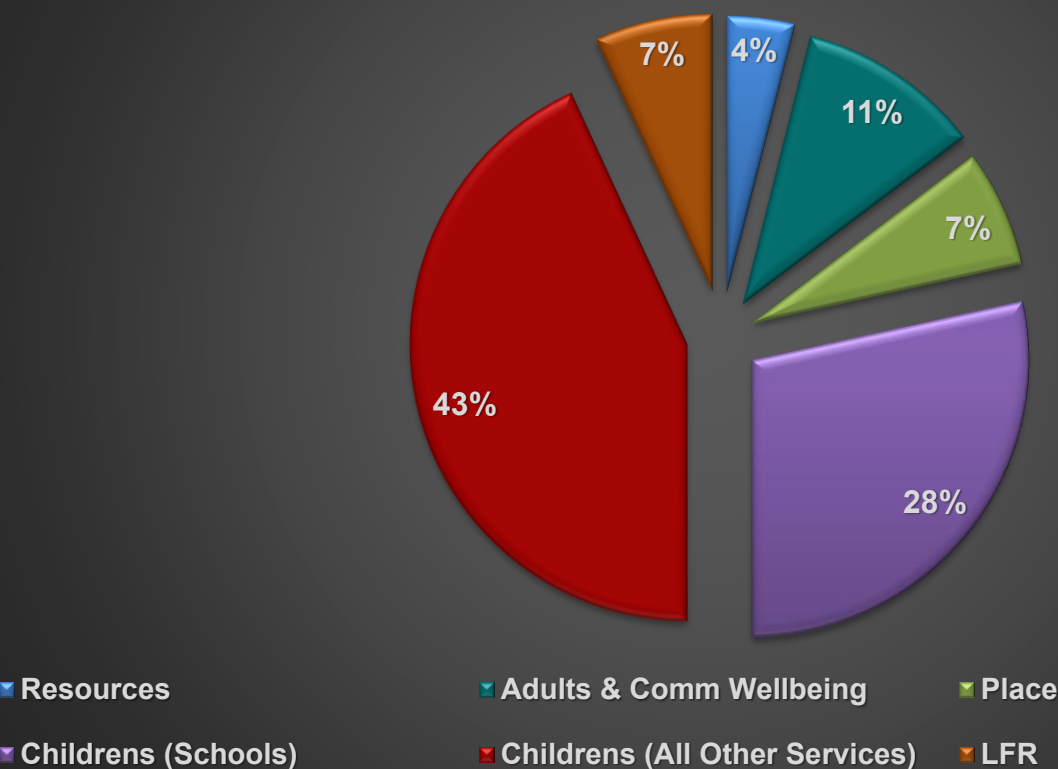
Key activity	Lead officer/team	Timescales
Review, update and re-launch of the Driving Assessment Toolkit (DAT) for the next 3 years (2025-28)	Corporate Health and Safety Team	April 2025 to Aug 2025
Development of a new Personal Protective Equipment (PPE) HUB page/Policy	The Corporate Health and Safety Team	April 2025 to March 2026
Implementation of our new 'Service' led H&S audit process, moving away from the old 'building' led process	The Corporate Health and Safety Team & LFR	From April 2025
Implementing the new 'Responsible Persons' training for all officers/managers with duties under the Compliance officer checklist policy	Corporate Health and Safety Team / Corporate Property	From April 2025
Establishing a new Corporate H&S group, this will replace the old Corporate Risk & Safety Steering group and focus primarily on health and safety issues/concerns	Corporate Health and Safety Team	From July 2025

EVOSAFE report forms 24-25

Total number of reported incidents

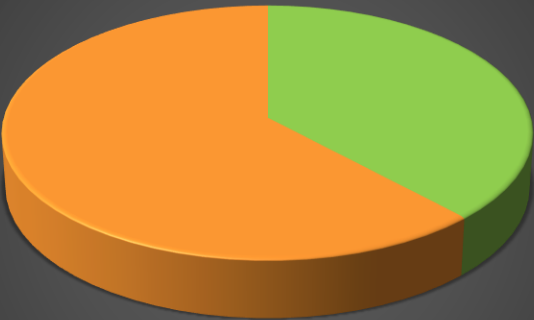


Percentage split of reported incidents



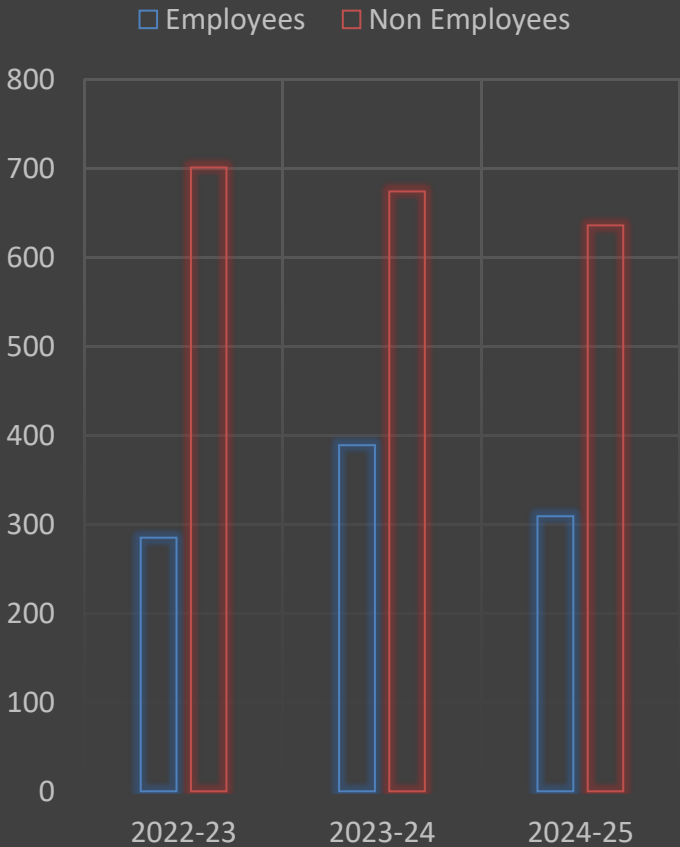
EVOSAFE report forms

Split of report forms

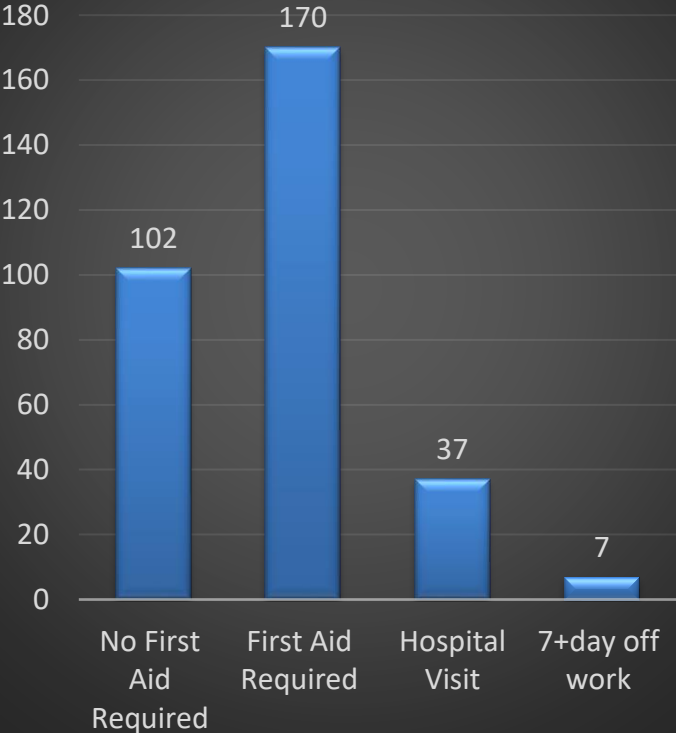


■ Employees ■ Non-Employees

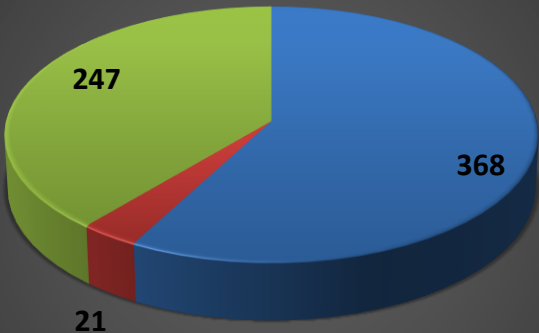
Accidents resulting in Injury



Outcome of employee injuries



Non-Employee Accidents



■ Pupils ■ Contractors ■ Public

Our risks

Health and Safety risks

There are no changes to the biggest health and safety risks the Council faces:

Risk	Mitigating actions	Inherent risk rating	Level of assurance
Failure to notify the HSE of RIDDOR-reportable incidents / injuries within the regulated timescales	- Policy and guidance recently reviewed. - New Accident reporting and RIDDOR notification system developed. - Process to be incorporated within Managers Health & Safety training	Green/Amber	Substantial
Inadequate Health & Safety knowledge/ understanding within middle and senior management	- New Managing Safety launched in 2022-23 - Over 240 managers have now completed the Managing Safety Training - Targeted questions within the digital audit	Green/Amber	Improving
Maintenance of effective governance arrangements	- Corporate Steering Group (to be replaced with new Corporate H&S group) - Directorate groups - TOR for Health & Safety Gov' structure	Green/Amber	Substantial
Enforcement action from the Health & Safety Executive against LCC	- Reviewing policies/procedures - Increased corporate training programme - Provision of competent support/advice	Amber/Red	Substantial
Enforcement action from the Health & Safety Executive against LCC's partners/contractors	- Contractor Health & Safety evaluation - Joint partnership meetings - Oversight and scrutiny	Amber	Substantial

Key

The Impact	Inherent risk rating	Assurance rating
Enforcement Action / Prosecution Financial Costs – fines, claims Representational costs – negative media coverage Harm to employees Harm to services users Impact on service delivery	RED - very large fines, criminal prosecution, death or life changing injury, prohibition of services.	Low – minimal level of confidence over the design and operation of controls, performance or management of risk.
	AMBER - significant fine, breaches of legislation, serious injury or harm, improvement notices for service.	Limited - medium level of confidence over the design and operation of controls, performance or management of risk.
	GREEN - monitor and be aware, activity to mitigate the risk within existing service delivery plans / management arrangements.	Substantial - high level of confidence over the design and operation of controls, performance or management of risk.