

Agenda Item No:	8	
Committee:	Employment Committee	
Date:	18 July 2025	
Report Title:	Health and Safety Annual Report 2024/25	

1.0 Purpose / Summary

- 1.1 This report provides the Employment Committee with an overview of the Council's Health & Safety performance for 2024/25.
- 1.2 To enable effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council's health and safety performance during the period April 2024 – March 2025.
- 1.3 The scope of this report covers the key activities of updating / reviewing Council health and safety guidance documentation, accident statistics, health and safety training, occupational health (health surveillance) and a review of the progress with the Health and Safety Action Plan.

2.0 Key Issues

- 2.1 The Council has seen continued performance in health and safety, some of the key points within the report are:
 - The total number of accidents has decreased to 17 recorded during the year (compared to 26 the previous year).
 - There was one injury/incident classed as 'reportable injuries' requiring reporting to the Health and Safety Executive (HSE).
 - The ongoing delivery of the Council's health and safety training programme, with 113 staff receiving various corporate health and safety training.
 - A programme continues to review/update the Council's Health and Safety Codes of Practice, to ensure they remain suitable and sufficient for use.
 - Progress of the Health and Safety Action Plan (to 31 March 2025) and a summary of the work planned for 2025/2026 are included.

3 Recommendations

- 3.1 Employment Committee to note the Council's performance for 2024/25 in the report, which has previously been presented to the Corporate Management Team and the Health and Safety Panel.

Wards Affected	All
Forward Plan Reference	N/A
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Background Papers	N/A

Corporate Health and Safety Annual Report

2024-2025



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Corporate Health and Safety Annual Report

2024/2025

1. EXECUTIVE SUMMARY

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2024/2025 and of its intentions regarding health and safety for the year 2025/26. It demonstrates that Fenland District Council shows strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council employs approximately 355 employees (full and part-time) which equates to 296.5 full-time employees (FTE) in varied roles across all services with exposure to varied levels of risk. All work activities are risk assessed, and these risk assessments are reviewed each year by the relevant service manager.

Health and safety support to the Council is provided from a number of sources, which include professionally qualified officers, the Corporate Management Team, line managers and the Council's Health and Safety

1.1 Progress against the Health and Safety Action Plan 2024/25

Good progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2024/2025, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- The roll out of health and safety e-learning courses developed for staff training.
- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 5.96, which is a decrease of 1.75 on the previous year.
- Health and Safety corporate training was delivered to a total of 113 staff.
- An ongoing programme of audits and inspections have been undertaken.
- We have also delivered a quarterly focus on specific health and safety topics throughout the year to raise awareness and understanding amongst the workforce. Topics have included lone working, stress awareness, mental health awareness and wellbeing.

2. KEY ACTIVITIES

2.1 Relaunch of new e-learning Health and Safety Courses

Following the full implementation of the Council's new HR/Payroll system, we have now rolled out a new, comprehensive and increased range of health and safety training materials to further upskill our workforce. A number of these courses are designated as mandatory (depending on the nature of the service/team involved).

The following courses are now available on the Council's e-learning platform:

- Spill Prevention & Control
- Control of Substances Hazardous to Health (COSHH)
- Safeguarding Children
- Safeguarding Vulnerable Adults
- Bomb Threats and Suspicious Packages

- Display Screen Equipment (DSE) and Workstation Safety
- Fire Safety and Procedures
- Electrical Safety Refresher
- The Highway Code (2022 Changes)
- First Aid in the Workplace
- Health & Wellbeing
- Manual Handling
- Stress Awareness
- Fire Safety
- Health & Safety Introduction
- Mould, Damp & Condensation
- Noise Awareness
- Norovirus
- Office Safety Refresher
- Personal Protective Equipment (PPE) Refresher
- Security & Terrorism Awareness
- Violence & Aggression in the Workplace
- Working with Young People
- Young People at Work
- Electrical Safety
- First Aid (Refresher)
- Driving Safety
- Health & Safety for Homeworkers
- Lone Working
- Slips, Trips & Falls
- Supporting Wellbeing & Attendance
- Health & Safety in the Home
- Induction Safety
- Moving and Falling Objects
- Noise Awareness (Refresher)
- Office Safety
- Personal Protective Equipment (PPE)
- Provision & Use of Work Equipment Regulations (PUWER)
- Stepladder & Ladder Safety
- Virus Prevention & Protection
- Workplace Safety
- Accident Investigation
- Managing Mould, Damp & Condensation
- Risk Assessments
- Building a Health & Safety Culture
- Health & Safety for Managers
- Introduction to Health & Safety Audits
- Accident Reporting (RIDDOR)
- Fire Wardens
- Personal Emergency Evacuation Plans (PEEP)
- Business Continuity
- Health & Safety for Directors
- Respiratory Illness & Pandemic Awareness
- Managing Contractors
- Accident Reporting (RIDDOR) Refresher
- Hot Weather Conditions
- Steward Training
- Working at Height
- Construction Design Management Regulations

- Legionella
- Winter Weather Awareness
- Hand Arm Vibration
- Safe Movement of Vehicles

2.2 Codes of Practice (COP) Review

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice (COPs) 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 below COPs were revised/implemented during the year:

- Legionella
- Security Threats
- Noise at Work
- Accident – Near Miss Reporting
- Lone Working
- Fire Safety
- Electrical Safety
- Control of Substances Hazardous to Health (COSHH)
- Personal Protective Equipment (PPE)

2.3 Training

Health and safety training needs are identified in several ways including springboards, regular one to ones, team meetings and through the Council's Health and Safety Panel. A corporate health and safety matrix has been developed (which is available on the health and safety intranet pages), this details all courses available either via e-learning, internally or externally delivered and which courses are applicable to specific services/teams.

With the full implementation of the new HR/Payroll system, we are able to now monitor and track the completion of all mandatory training (as referred to above).

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees. The following health and safety training was delivered during the year.

Course Type	Numbers Trained	Comment
Conflict Management	0 59 via e-learning	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working / reception desks)
Display Screen Equipment Assessor	0	Knowledge and skills in how to set up workstations correctly and the health associated issues that can be encountered.
EVAC Chair Use	0	How to use an EVAC Chair safely and correctly. The course enables staff to have hands-on experience in operating and deploying the chair and provides guidance on the safe evacuation of the mobility impaired.
Managing Challenging Phone Calls	0 45 via e-learning	Skills, confidence, and strategies in managing angry and demanding customers over the telephone.

First Aid at Work Re-qualification (2-day course)	0	Competence to maintain as a qualified First Aider.
Emergency First Aid at Work	9	Competence to administer emergency first aid to someone who is injured or becomes ill whilst at work.

Training is also supported by on-the-job training within all service areas, but especially at the higher risk sites such as the BASE and Wisbech Port. Training at the BASE is delivered in several 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 and reversing assistant training. The aim of the training is to ensure that the job is carried out in the correct safe manner to maintain safe working practices and reduce the accident rate.

2.4 Health and Safety Emergencies

2.4.1 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 conduct 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.

We have also fully reviewed and updated our fire evacuation procedures in relation to our Business Centres.

2.4.2 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 Fenland Hall and the BASE, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years. They also provide additional support at Fenland Hall. In addition to the above training, annual re-fresher first aid training is also provided.

Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Fenland Hall	6	14
BASE	3	9
Business Centres	2	8

2.4.3 Mental Health First Aiders

A total of 53 staff from across the Council have been trained and accredited by Mental Health First Aid England to assist staff who are experiencing mental health issues.

A Mental Health First Aider is trained to be able to:

- Understand the important factors affecting mental ill.
- 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.

2.5 Health and Safety Panel

Health and safety committees give a structured approach to consultation. They provide a forum where management and employees can work together to resolve any health and safety issues. Within the Council we have the Health and Safety Panel which meets quarterly, this is chaired by a Corporate Director, and comprises the Head of Human Resources, Health and Safety / Emergency Planning Manager, and 13 workplace “health and safety champions” across the Council including Trade Union representatives.

The Panel approves codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council’s priorities in health and safety.

2.6 Occupational Health

The external Occupational Health provider has continued to meet the organisation’s requirements for dealing with and promoting health at work issues. 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 well-being checks. The services that are part of the health surveillance checks, and number of staff assessed during the reporting year were as follows:

Team	Number of Staff Assessed
Environmental Services (drivers)	6
Street Scene	1
Vehicle Workshop	0
Marine Services	0
Other FDC commercial vehicle drivers	1

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Accident Kind	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/2024	Annual Total 2024/25	Benchmark East Cambs DC 2024/25
Contact with machinery	0	0	0	0	0	1	0
Struck by object	0	0	3	0	2	0	2
Struck by moving vehicle	1	0	1	0	1	0	0
Struck against fixed object	1	4(2*)	0	2	0	0	1
Slip, trip, fall same level	5(1*)	9(3*)	6	8(2*)	7(1*)	7(1*)	1
Lifting & handling injuries	4(1*)	1(1*)	4	4	7(2*)	4	1
Injured by an animal	1	1	2	2	0	1	2
Fall from height	0	1	0	2(1*)	0	0	0
Physical Assault	0	0	0	0	0	0	0
Contact with electricity	0	0	0	0	0	0	0
Exposed to fire/explosion	0	0	0	0	0	1	0
Exposure harmful substance	0	0	0	0	0	0	0
Other Kinds / Unspecified	5	5	2	0	9(1*)	3	7
Total	17(2*)	21(6*)	18	18(3*)	26(4*)	17(1*)	14 (0*)
Incident Rate per 100 FTE employees	6.17	7.55	6.31	6.31	7.71	5.96	8.71
Near Miss Reports	2	0	6	4	1	1	N/A

*RIDDORS (reportable injuries)

Key points to consider from the figures presented in the above table are:

- The total number of accidents over the past year has decreased by 9 as the previous year with a total of 17 accidents recorded. The largest cause of accidents was 'Slips/Trips with 6 incidents, followed by 'Manual handling' with 4 incidents and 'Other kinds/unspecified' with 3 incidents.
- The Incident Rate gives a more accurate benchmark of accident statistics and is calculated based on the accident rate per 100 employees (This has decreased to 5.96 from 7.71)
- Despite a programme to raise awareness of Near Misses the number reported has stayed the same in 2024/2025.

3.2 Accident Totals by Service and Teams

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

Service	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Annual Total 2024/25
Communities, Environment Leisure & Planning	13	18	13	14	21	14
Property Assets & Major Projects	1	1	2	0	0	0
Marine Services	0	0	0	1	0	1
Policy & Governance	0	0	1	1	0	0
People, Resources & My Fenland	3	2	2	2	5	2
Total	17	21	18	18	26	17

As the largest service within the Council, (Communities, Environment, Leisure & Planning) remains the service with the most reported accidents with 17 reported accidents during the year, 14 of which were within Environmental Services (not including Near Miss reports).

Breakdown of Accidents by Teams 2024/25		
Team	Accident kind	Total number of incidents
Environmental Services	Manual Handling	4
	Slip/Trip	4
	Other	2
	Exposure to fire	1
Streetscene	Slips/Trips	1
	Other	2
Reprographics	Contact with machinery	1
Marine Services	Slip/Trip	1
Member of public	Slip/trip	1

3.3 Reportable RIDDOR injuries, illnesses and dangerous occurrences involving Council employees.

Type	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Annual Total 2024/25	East Cambs DC 2024/25
RIDDOR Accidents	2	6	0	3	4	1	0

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). During 2024/25 there was 1 accident that was reportable to the HSE (over 7 Day Injuries), which did not require further investigation by the 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 Total annual lost working days

Type	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Annual Total 2023/24	Annual Total 2024/25
Number of work-related days lost	148	87	11	88	133	211

The number of days absent from work because of an accident whilst at work has shown an increase over the past year to a total of 211 days, which was a combined total for 4 members of staff. 205 of these days were due to a Road traffic accident and an Achilles tendon injury (neither of these were reportable).

The table below gives the number of lost working days for each individual accident, including accident kind and the service.

Accident Kind	Lost Working Days	Service
Slip/trip or fall.	2.5	Environmental Services
Manual Handling.	133.5*	Environmental Services
Other.	75	Streetscene

*RIDDOR Reportable

3.5 Accidents involving Members of the Public (*Work Related*)

Type	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Tivoli 2024/25	Freedom Leisure 2024/25
Public	0	1	0	1	2	1	0	0

*RIDDOR

Injuries in connection with work activities involving members of the public have remained low over the past few years; with 1 recorded during 2024/25. Where these have occurred, they predominately involve slips/trips and falls occurring on Council properties or playgrounds. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

3.6 Conclusions from Accident Data

Accident statistics have decreased in the last 12 months. An analysis of the accident information has not indicated any trends. The majority of these accidents have occurred in our Environmental

Service team, and so we will be continuing with the focus on refresher training programme in this area in due course.

We had 1 reportable RIDDOR injury during the past year. Slips, Trips and falls are the biggest contributor to our accident statistics, with Lifting & handling injuries numbers having decreased, and Other Kinds/unspecified have also decreased on last year.

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 statistics, 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 FOR 2025/2026

In 2025/26 the emphasis will be to continue to support managers and staff to continue good standards of health and safety, provide refresher training and upskilling in areas where there has been a high accident rate.

A summary of some of the work planned for 2025/2026 is provided below:

- Continue to review and update of the Council's Codes of Practice as required under the three yearly revision programme, and/or as a result of any legislative changes.
- Delivery of the ongoing corporate health and safety training programme.
- Conduct accident investigations as applicable and continue to build management skills in conducting these investigations.
- Coordinate delivery of a health surveillance programme across the Council.
- Development of e-learning training courses for the Council's new e-learning platform.
- Undertake audits/inspections of individual services/teams/buildings as per the audit programme.
- Continue to update intranet-based health and safety information for staff use.
- To deliver a programme of proactive health and welfare events across the Council.
- Conduct a review of the Council's lone worker devices.
- Update the Council's Driving at Work regulations and associated policies.
- Development and consideration of additional people-centred leading indicators.

Appendix 1 - Health and Safety Action Plan for 2024/2025

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2024)			
Action	Progress	Status	Target Date
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to page four of this report for further details.	Completed	March 2025
Undertake audits in line with the Council's health and safety audit programme. Dependent on the service risks, the audit is either undertaken by the Health and Safety Manager or self-completed and submitted by the Head of Service for assessment.	Health and Safety audit were completed for the following services: - Housing & Community Support - Refuse & Cleansing - Property, Assets & Major Projects	Completed	March 2025
Launch of new suite of comprehensive Health and Safety e-learning courses. A number of these are mandatory for staff dependent on their roles/levels.	Launch of the e-learning is complete. Completion of mandatory training is underway and being monitored by the HR team	Completed	March 2025
Co-ordinate meetings of the Council's Health and Safety Panel including setting agenda items etc.	Quarterly meetings held, refer to page six of this report for further details. Production of agendas, accident statistics, reports etc are required for each meeting.	Completed.	March 2025
Marine Services – participate in the Port Management Group and undertake an annual International Ships and Port Security (ISPS) audit of the Port of Wisbech.	Bi-monthly meetings of the Port Management Group are held, with agenda and minutes produced. The ISPS audit assesses security and control measures in place at Port of Wisbech and is undertaken on an annual basis.	Completed.	March 2025
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	Codes of practice implemented/reviewed to comply with legislation requirements	Completed.	March 2025

Update and improve intranet-based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing
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