



## BACKGROUND

Kirklees Council has a well-established and embedded health and safety management system. Legal compliance is the accepted minimum standard. Periodic monitoring of health and safety compliance is undertaken and reports provided to the senior leadership team. Managers and employees have access to competent health and safety advice via the Corporate Safety Team. Employees are actively consulted and involved with health and safety initiatives.

### Points to note:

- Health and Safety Policy in place detailing; policy, organisation (roles and responsibilities) and arrangements for implementation supported by corporate guidance.
- Corporate Health and Safety Strategy that has two strategic aims:
  - Continuous improvement in H&S performance
  - Developing a proactive safety culture
- Consultation at Corporate/Directorate/Service level via health and safety forums (Joint Consultation Groups and Committees)
- Monitoring of health and safety via an audit and inspection programme delivered by the Corporate Safety Team
- Performance reports produced and circulated to managers
- Competent health and safety advice provided by the Corporate Safety Team (Chartered Occupational Safety and Health Practitioners)
- Health and Safety Oversight Board meets quarterly to review systems of control and governance specifically in relation to the management of health and safety as assurance for the Executive Leadership Team
- A six monthly corporate health and safety performance report is prepared by the Corporate Safety Team for the Health and Safety Oversight Board and the Executive Leadership Team
- The Council has formulated a health and safety risk matrix, which identifies corporate responsibilities, risks, how the risks are discharged and mitigated. Risk Leads update the risk matrix six monthly by indicating risk direction and highlighting any issues for escalation. (Appendix 2: Risk Matrix refers)
- Health and Safety training for senior leaders, managers and employees
- Highways & Streetscene and Homes & Neighbourhoods, additionally, have health and safety professionals embedded within their respective Services. They are responsible for:
  - Ensuring that corporate and local policies are implemented and adhered to in the Services
  - Ensuring the Services have adequate and appropriate health and safety management arrangements in place
  - Ensuring all accidents, incidents and near misses are reported and investigated and that all completed reports are forwarded to the Corporate Safety Team in a timely manner
  - Developing of a health and safety plan, monitoring performance and achievement of objectives.

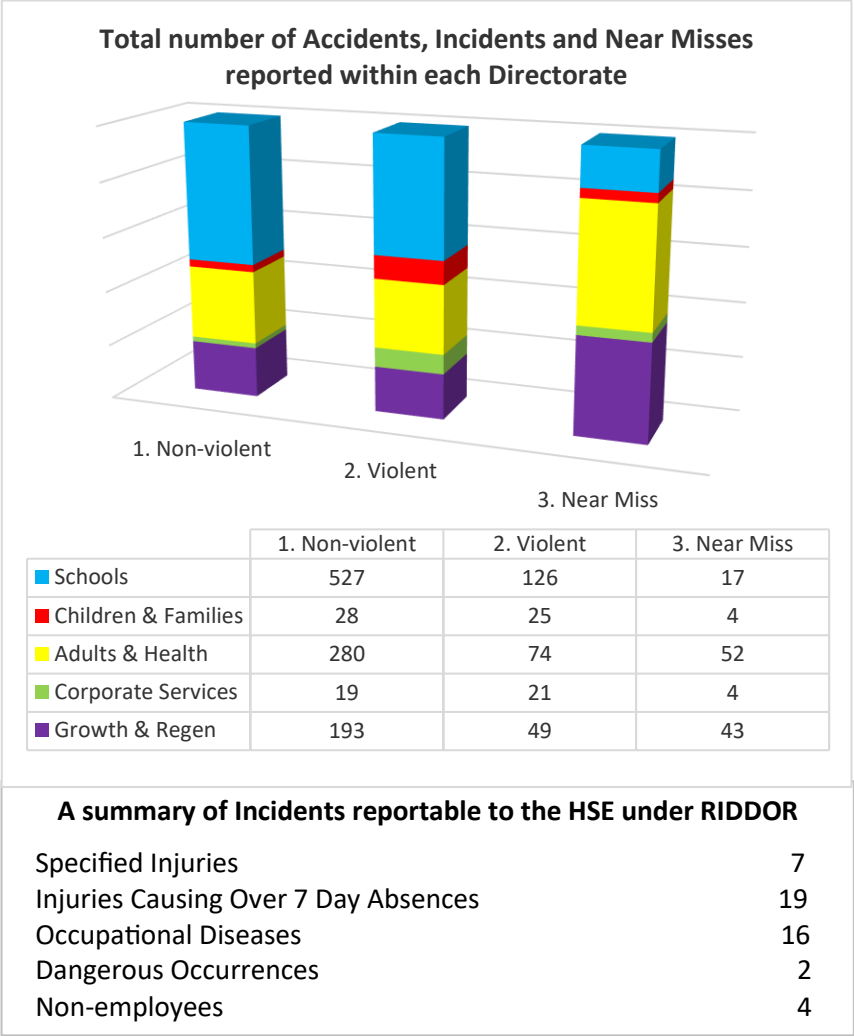
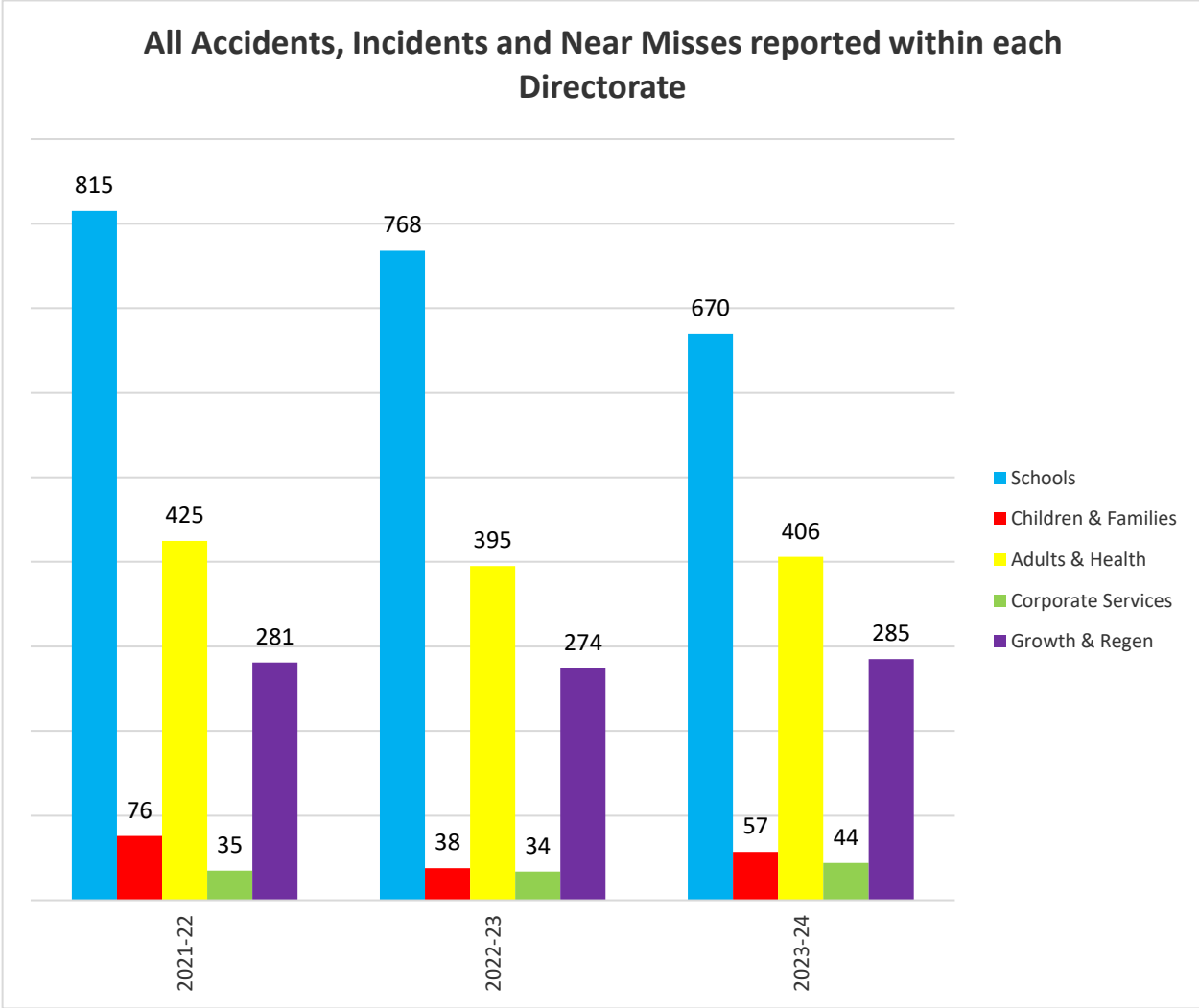


# Annual Corporate Health and Safety Report

**PURPOSE OF REPORT**

This report provides a summary of health and safety performance pertinent to the Council.  
The report covers the period from 01 April 2023 – 31 March 2024.

## ACCIDENT STATISTICS

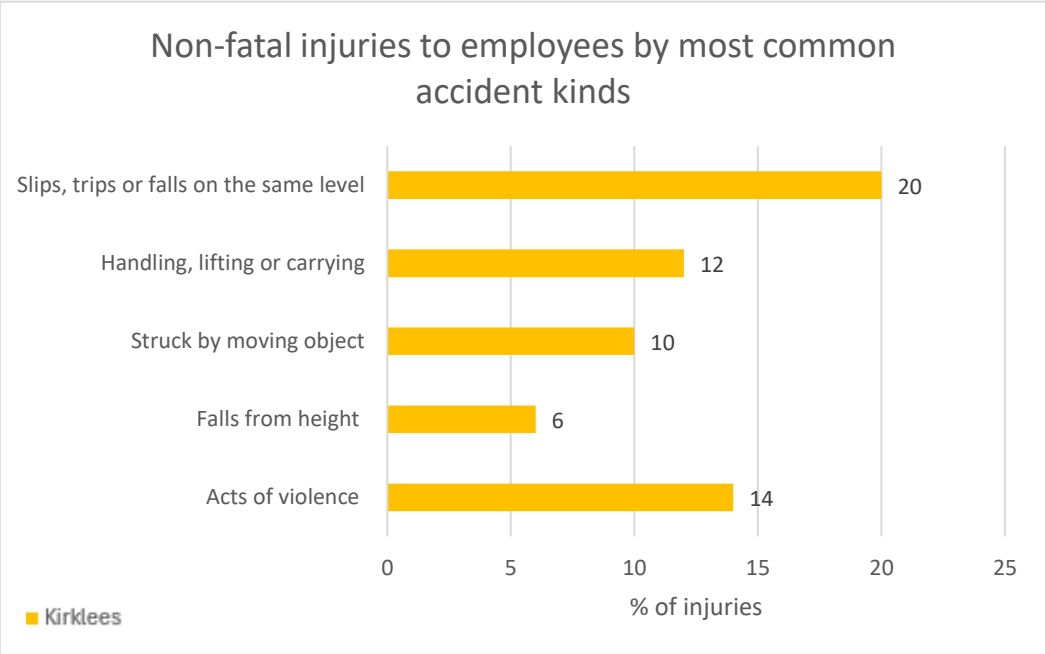
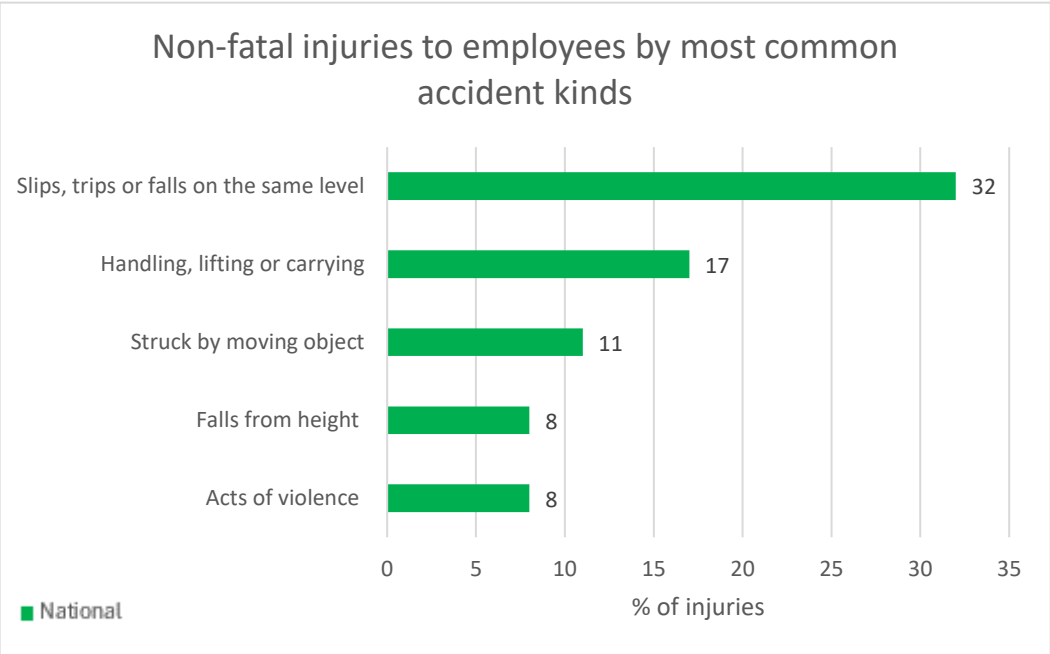
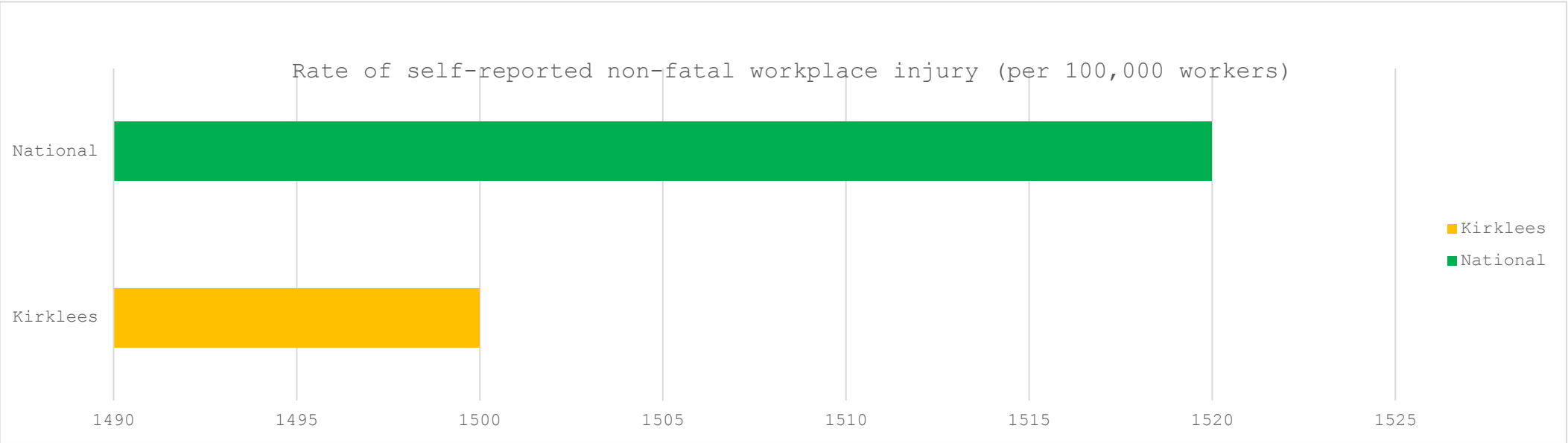




# Annual Corporate Health and Safety Report



## BENCHMARKING





# Annual Corporate Health and Safety Report



## EMPLOYERS' LIABILITY CLAIMS

### Employers' Liability claims received

Incident No.	Category	Department	Description	Incident Date	Value of Incident	Status	Cause - Employers Liability
2073	Employers Liability	Housing Services	Attacked by Dog	22/03/2023	£0.00	Closed repudiated	Assault
2146	Employers Liability	Child Protection & Family Support	Fell from chair which was broken	21/10/2022	£22,500.00	Re-opened	Accident - Council Premises, Fall
2197	Employers Liability	Property Repairs & Maintenance	Assaulted by a Member of the Public	24/06/2022	£0.00	Closed repudiated	Assault
2280	Employers Liability	Highways Operations/Construction	Impalement of right knee	26/03/2023	£0.00	Closed repudiated	Use of Machinery/Equipment/Tools
2329	Employers Liability	Highways Operations/Construction	NIHL	01/01/1986	£10,000.00	Open investigating	Noise
2330	Employers Liability	Highways Operations/Construction	NIHL	01/01/2003	£10,000.00	Open investigating	Noise
2380	Employers Liability	Adult In House Care	Assaulted by Service User	14/05/2023	£6,868.00	Open repudiated	Assault
2419	Employers Liability	Waste, Recycling & Street Cleaning	Window was half open, branch has hit passenger in the eye	24/01/2022	£0.00	Closed repudiated	Accident - Travelling
2443	Employers Liability	School Catering	Loading Trolley collapsed injuring Knee	08/06/2023	£0.00	Closed repudiated	Defective/Faulty Tools/Equipment
2498	Employers Liability	Adult Social Care Operations	Attacked by resident	18/05/2022	£0.00	Closed repudiated	Assault by Service user
2510	Employers Liability	Waste, Recycling & Street Cleaning	Slipped on step exiting depot	20/06/2023	£8,500.00	Open investigating	Accident - Council Premises
2617	Employers Liability	Welfare & Exchequer	Tripped over Trolley on Floor	10/05/2023	£6,080.00	Open repudiated	Accident - Council Premises
2666	Employers Liability	Ravenshall School - SPE - M	Teacher Tripped on rubble in playground	07/09/2021	£9,244.00	Open repudiated	Accident - Council Premises
2702	Employers Liability	Adult Social Care Operations	Employee injured when service user fell on her	21/03/2023	£8,000.00	Open investigating	Accident - Travelling



# Annual Corporate Health and Safety Report



Incident No.	Category	Department	Description	Incident Date	Value of Incident	Status	Cause - Employers Liability
2719	Employers Liability	Property Repairs & Maintenance	Verbally abused by colleague, caused PTSD	28/10/2021	£5,000.00	Open repudiated	Bullying/Harassment
2769	Employers Liability	Town Halls and Public Buildings	Fell down stairs in Town Hall	03/10/2023	£0.00	Closed repudiated	Accident - Council Premises
2795	Employers Liability	Earlsheaton Infant School - PRI - M	Mesothelioma	01/04/1983	£150,000.00	Open investigating	Disease, Inhalation
2823	Employers Liability	Highways Operations/Construction	Electric Shock	08/10/2023	£7,129.00	Open repudiated	Electrocution
2941	Employers Liability	Waste, Recycling & Street Cleaning	Slip / Trip	31/10/2023	£5,000.00	Open repudiated	Surface Defect Uneven
3124	Employers Liability	Parks, Greenspaces & Woodland	HAWS	01/01/2019	£7,000.00	Open investigating	Occupational Disease, Use of Machinery/Equipment/Tools, Vibration
3135	Employers Liability	Adult Social Care Operations	Home carer slipped on external steps of service user's property	16/01/2024	£7,806.00	Open repudiated	Accident - Travelling
3383	Employers Liability	Highways Operations/Construction	HAWS	15/11/2023	£21,080.00	Open investigating	Occupational Disease, Use of Machinery/Equipment/Tools, Vibration

## Employers' Liability payments

Claim payments	£128,573.50
CRU	£5,768.00
Claimant costs	£140,793.25
Own costs	£17,289.08
	£292,423.83

## POLICY UPDATE



# Annual Corporate Health and Safety Report

- The Corporate Health and Safety at Work Policy, the Corporate Fire Safety Policy and the Corporate Asbestos Management Policy have been reviewed and updated to reflect changes to the Council's management structure. The policies set out the Council's general approach and commitment to health and safety and outline the management arrangements in place. Appropriate management arrangements must be produced by all Services to ensure the aims and objectives of the policies are fulfilled.
- Corporate health and safety guidance on Mobile, Agile & Flexible Ways of Working, Health & Safety Training, Safety Signs & Signals, Dangerous Dogs, Snow & Ice Clearance, Display Screen Equipment, Portable Electrical Equipment, Risk Assessment, Site Traffic Management (Children's Service), Slips/ Trips & Associated Falls, New & Expectant Mothers (Including women of childbearing age) and Management & Control of Contractors has been reviewed and updated.

## INSPECTIONS

There were 36 workplace or service area management review and inspections were undertaken during the 12-month period ending 31 March 2024. Action plans have been developed to rectify findings. Where action plans are outstanding, service areas are sent two reminders to return completed action plans. The main deficiencies found during the management review and inspections were as follows:

- Inadequate risk assessments
- Non-compliance with specific Regulations
- Lack of health and safety performance monitoring
- Poor housekeeping

## AUDITS

Audits of the health and safety management systems took place within Educational Outcomes, Business & Skills, Employment & Skills, Major Projects, Early Support, Transformation & Culture Change, Waste, Recycling & Street Cleaning and Transport Services. If required, Services will be revisited in six months' time to monitor progress with the recommended actions.

## HEALTH AND SAFETY TRAINING



# Annual Corporate Health and Safety Report



**66% of the Senior Leadership in the Council have completed the IOSH Managing Safely for Senior Executives course.**

### A summary of Employee uptake of the Corporate Mandatory eLearning by Directorate

Directorate	Adults & Health			
<b>Count of Resource Status</b>	<b>Column Labels</b>			
<b>Row Labels</b>	<b>Health and Safety Awareness</b>	<b>Manual Handling</b>	<b>Stress Awareness for Employees</b>	<b>Fire Safety</b>
completed	41%	44%	40%	47%
Not complete	59%	56%	60%	53%
Directorate	Children & Families			
<b>Count of Resource Status</b>	<b>Column Labels</b>			
<b>Row Labels</b>	<b>Health and Safety Awareness</b>	<b>Manual Handling</b>	<b>Stress Awareness for Employees</b>	<b>Fire Safety</b>
completed	50%	45%	49%	51%
Not complete	50%	55%	51%	49%
Directorate	Corporate Strat, Comm&PHealth			
<b>Count of Resource Status</b>	<b>Column Labels</b>			
<b>Row Labels</b>	<b>Health and Safety Awareness</b>	<b>Manual Handling</b>	<b>Stress Awareness for Employees</b>	<b>Fire Safety</b>
completed	61%	65%	61%	64%
Not complete	39%	35%	39%	36%
Directorate	Growth & Regeneration			
<b>Count of Resource Status</b>	<b>Column Labels</b>			
<b>Row Labels</b>	<b>Health and Safety Awareness</b>	<b>Manual Handling</b>	<b>Stress Awareness for Employees</b>	<b>Fire Safety</b>
completed	80%	77%	78%	81%
Not complete	20%	23%	22%	19%

### RISK MATRIX



# Annual Corporate Health and Safety Report



The Council’s health and safety risk matrix, identifies corporate responsibilities, risks, how the risks are discharged and mitigated. All Corporate Leads have been consulted. Risk Leads are responsible for updating the risk matrix six monthly, by indicating risk direction and highlighting any issues for escalation. The below table provides a summary of the risk matrix for the period ending 31/03/2024:

Risk Rating	Exposure	Comments
	3%	<b>Requires urgent attention:</b> <i>Homes and Neighbourhoods - the big six building safety compliance areas i.e., Gas, Electric, Fire, LOLER, Legionella and Asbestos.</i>
	60%	<b>Some issues which if not addressed need monitoring</b>
	37%	<b>Satisfactory</b>

## HSE ACTIVITY

Following F2508A notification to the HSE on 18th March 2024 and 20th March 2024 that Grounds Maintenance operatives were diagnosed with Hand Arm Vibration Syndrome on 30th August 2023 and 29th March 2023 respectively, a HSE Visiting Officer contacted the Corporate Safety Team. The Principal Health and Safety Advisor was able to satisfy the HSE Visiting Officer on points raised, although a considerable amount of written evidence had to be produced. The health and safety management arrangements and information provided to the HSE Visiting Officer were deemed satisfactory. However, because late reporting is technically a material breach, the HSE is entitled to recover costs and will issue a Notice of Contravention for this express purpose.

## APPENDICES

**APPENDIX 1:** Details pertaining to the accidents and incidents reportable to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

**APPENDIX 2:** Corporate Health & Safety Risk Matrix, which identifies corporate responsibilities, risks, how the risks are discharged and mitigated.



**RIDDOR REPORTABLE INCIDENTS 1 APRIL 2023 – 31 MARCH 2024**

Job Title	The kind of incident	Type of injury	Details	Recommendations and conclusion
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**EMPLOYEES****Specified Injuries****Maintained Schools**

ETA	Slipped, tripped or fell on same level	Break / Fracture	We are in the process of installing an electric gate to the car park and the piece tripped over was fitted last week.	When the work is completed, the gates will be closed and will open only to let cars in / out of car park for members of staff with a car and pass to open the electronic gate. When the electronic gates are complete pedestrians will not be able to use this as an entrance to school.
ETA	Slipped, tripped or fell on same level	Break / Fracture	Tripped over a chair leg and fell to the ground. Banged leg and wrist took weight of the fall. Ice pack given at the time of incident. It was still hurting at the end of the day and the IP went to hospital where it was diagnosed as a broken wrist.	IP aware she should have been concentrating.
ETA	Struck by object	Loss of consciousness	IP was on duty in in the playground during morning break when she was hit in the face by a basketball causing injury to her face and neck due to the impact.	A first aider was called and whilst being attended to, the staff member lost consciousness. She was taken into the staff room and laid on the floor with feet raised. She was showing visible signs of shock, shivering and was very drowsy. She was wrapped in a foil blanket and a FAW member of staff remained with her. Unfortunate accident with no further action required.

**Adults Social Care**

Home Support Worker	Slipped, tripped or fell on same level	Break / Fracture	IP slipped on the step leading to S/U property. IP stated her foot went sideways on the step, broken left arm, banged head and knee on impact.	
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**Operational Services**

Refuse Collection Operative	Hit by a moving, flying or falling object	Break / Fracture	Bin fell off lifter following being emptied. IP stood 3-4 feet back. Bin bounced off floor and hit IP in chest IP fell to floor.	Unfortunate incident.
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### Homes & Neighbourhoods

Joiner	Fell from a height	Break / Fracture	IP was fitting a new loft hatch to the property. IP says the step ladder wobbled and he lost his balance causing him to fall.	Investigation ongoing.
Electrician	Fell from a height	Break / Fracture	Appeared to have fallen off stepladder.	No witnesses and operative has no memory of event. Site caretaker found operative dazed and confused and sent for help. Same caretaker reports that operative was working safely. There is the possibility of the operative blacking out while up the steps.

### Injuries Causing Over 7 Day Absences

#### Maintained Schools

Lunchtime Supervisor	Hit by a moving, flying or falling object	Cut / Scratch	A child's trike bumped into IP's shin and caused a deep cut on her shin.	Bikes not used at lunchtimes when more children are outside.
Educational Support Assistant	Slipped, tripped or fell on same level	Bruise / Swelling	Lost footing when walking down the stairs by the main entrance to school, was looking in her bag. Landed on ankle which caused a bad sprain and bruising up the lower leg.	All staff will be spoken with during staff meetings and reminded about health and safety in school.

#### Venue Management

Caretaker	Hit by a moving, flying or falling object	Bruise / Swelling	IP was carrying milk cartons to a classroom and tripped over a chair and has caught his hand on sink as he fell.	Advise to make sure walkway is clear of obstructions before carrying items.
Relief Cleaner	Hit by a moving, flying or falling object	Bruise / Swelling	Whilst cleaning, a table was turned on its side by IP's colleague. IP was stood sideways cleaning another table when her colleagues table fell down landing on IP's foot, her foot was throbbing and unable to take weight.	To apply re training for all relief cleaners regarding moving of furniture in the deep cleans.
Team Leader	Slipped, tripped or fell on same level	Bruise / Swelling	IP was coming down some stairs and stepped on the edge of the carpet which caused her to go over on her ankle. IP took painkillers at home and rang in sick the following day. Sustained bruise/swelling to ribs.	Checks were made and the carpet was not found to have any defects.

Catering Assistant	Slipped, tripped or fell on same level	Bruise / Swelling	IP tripped over her own feet, lost her balance and fell against the oven. Injury sustained to shoulder, hip and head.	IP reminded of the importance of always remaining vigilant in a kitchen.
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Bereavement Services Operative	Other kind of incident / accident	Cut / Scratch	IP was working in Earlsheaton Cemetery Garden of Rest, preparing a plot for the interment of cremated remains. He was using a spade and as he struck the spade down into the ground, he struck resistance, the shaft broke and his left hand slipped down the shaft of the spade, a splinter from the broken wooden shaft of the spade entered his left ring finger. He removed the splinter. When Registrar arrived on site 10 am, IP presented open wound and was advised to clean up and dress the wound, this was done. In the afternoon IP advised Registrar that finger was swollen and painful. IP was advised to go to A&E. IP went home after work and went to A&E.	All wooden handle equipment has been inspected and as part of renewal will be replaced with other material type. Risk assessment reviewed. Additional prybars purchased. Inspections to be recorded. All teams reminded of importance of using correct PPE / equipment for the job.
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### Highways & Streetscene

Loader	Contact with moving machinery	Strain / Sprain	Refuse Collection Vehicle reversing to collect bins to empty but didn't stop hitting bins and pushed IP over.	Investigation ongoing.
Refuse Collection Operative	Slipped, tripped or fell on same level	Bruise / Swelling	Tripped on an uneven public walking area.	Recommend that footpaths and public walking areas are better maintained and repaired. Take extra care on uneven ground.
Recycling and Waste Advisor	Another kind of accident	Strain / Sprain	IP was getting out of the van and put foot down further than what he thought. Left leg was twisted as IP left the vehicle.	Undue care and attention.
Construction and Development Manager	Contact with moving machinery	Cut / Scratch	IP was cutting round-headed bolt on deck-board, which was hanging down from climbing frame unit. Falling deck-board hit the top of the	Reassess the risk assessment to see if any further control measures are required. Ensure staff carry out a dynamic risk assessment on site prior to

			angle grinder, pushing it onto right thumb.	carrying out works to reduce risks.
Civil Enforcement Officer	Slipped, tripped or fell on same level	Bruise / Swelling	CEO 150 tripped in a pothole on Oates Street, Dewsbury.	The incident was totally unpredicted therefore no recommendations have been made – other than repair potholes in a more speedier fashion.

### Homes & Neighbourhoods

Estate Caretaker	Slipped, tripped or fell on same level	Strain / Sprain	IP pulled into a lay-by next to St John the Evangelist Church. He parked diagonally in the lay-by as the tipper is a long vehicle. IP stepped out of the cab and on to the tarmac. The section of the lay-by just by the pavement is broken and there is a pothole in it. The tarmac was raised up on one edge. IP says he must have stepped down on to the raised edge, his ankle then twisted inwards, and he went down into the pothole and then fell to the side and backwards, landing on his back on the pavement.	Report to be made to Highways about the condition of the surface in this particular lay-by.
Estate Caretaker	Injured while handling, lifting, or carrying	Musculo-skeletal	I did my risk assessment, I thought it was within my capabilities, I pulled a tonne sack with grass in it and cuttings backwards and then once I realised it was light enough, I turned round to drag it forwards. As I turned and set off, I felt the pain in my calf, it felt like something popped. At first, I thought something had fallen on it, then I tried to pull again, and it just went.	Refresh manual handling training, use a colleague to help in future.
Joiner	Injured while handling, lifting or carrying	Strain / Sprain	Fitting a kitchen strained back.	Advised to follow manual handling techniques.
Electrician	Hit by a moving object	Bruise / Swelling	A light was covered in paint so to remove it the IP was using a terminal screwdriver to crack away some of the paint, as he was doing this, the light fitting cracked and the end of his screwdriver	

			went into his left hand, breaking the skin.	
Joiner	Slipped, tripped or fell on same level	Cut / Scratch	While cutting down a sheet of 18mm Plywood with an 18V Milwaukee Ripsaw the Stanley Trestles that were supporting the sheet fell away from IP. This resulted in him tripping and falling forward while cutting and the Ripsaw that was trapped in the plywood cut across 4 of his fingers on his left hand as the blade slowed down. This caused cuts to his four fingers, he had stitches in 3 of them to close the cuts up and the fourth fingers just had a shallow nick.	Recommended he rest his hand until his injury has fully healed and return to work once his doctor has assessed his hand, making sure it has healed suitable and once he feels fit enough to return to work.

### Environmental Strategy & Climate Change

Support Worker	Slipped, tripped or fell on same level	Strain / Sprain	IP was alighting the minibus by the minibus steps, and slipped and fell off the step, going over onto her ankle.	Checks were made and the step was not found to have any defects.
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### Markets

Assistant Market Officer	Injured while handling, lifting, or carrying	Bruise / Swelling	IP was steering into the garage using the front tow bar of the trailer that attaches to the vehicle and two other staff pushed either side of the trailer. The bar jerked/ jack-knifed to the left while they were pushing the bar/arm from a straight position, IP was holding with both hands when the bar jerked resulting in him losing his balance, stumbling, and twisting his left foot. IP said he has never stumbled before when doing this task, however he was aware the bar has tendency to jerk/ jack-knife. Other staff were aware the tow bar on these trailers tends to jerk when moving the trailer. The concrete ramp into the garage was crumbled and uneven. A trailer that can be reversed	Manual handling risk assessment to be reviewed. Trailers to be driven back to Queensgate Market after use to be stored, until the concrete ramp into the Brook Street garage is repaired. Where possible the trailer with the pin mechanism that can be reversed when driving the vehicle be brought up from Flint Street. Markets are exploring purchasing hydraulic vehicle lifting equipment to remove the need for staff to manually push stall trailers to store them.
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			into the garage on the vehicle was at another location.	
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### Occupational Diseases

#### Homes & Neighbourhoods

Plumber	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	A management plan has been agreed and put in place.
Heating Engineer	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	A management plan has been agreed and put in place.
Brick Layer	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	To avoid progression for disease following this diagnosis, operative will be redeployed into a suitable role where he is not expected to use vibrating tools at work.
Joiner	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	A management plan has been agreed and put in place.
Electrician	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	A management plan has been agreed and put in place.
Plumber	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.
Plumber	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.
Mason	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.

## Highways & Streetscene

Civil Engineer	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	In his current role since February 2022, operative is not required to use any power tools.
Development Operative	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	A management plan has been agreed and put in place.
Chargehand Gardener	Disease	Hand Arm Vibration Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Hand Arm Vibration Syndrome.	A management plan has been agreed and put in place.
Development Operative	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.
Environmental Ranger	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.
Development Operative	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.
Environmental Ranger	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.
Gardener	Disease	Carpal Tunnel Syndrome	Employee Healthcare as part of health surveillance diagnosed operative with Carpal Tunnel Syndrome.	A management plan has been agreed and put in place.

## Dangerous Occurrences

### Homes & Neighbourhoods

Electrician	Dangerous Occurrence	Accidental release or escape of substances liable to cause harm	An operative was carrying out electrical works within an under-stair cupboard at a domestic property as part of a kitchen scheme. In the process he damaged an item in the ceiling he suspected to contain asbestos. The item was beneath a plasterboard ceiling and was not identified on the asbestos survey report. The operative who has had asbestos awareness training, immediately ceased work and the cupboard was sealed up with warning signs posted.	A sample was taken, and analytical results were positive for AIB (Asbestos Insulation Board). Bradley Environmental attended the same day to conduct reassurance air testing. This testing showed satisfactory fibre levels within the air to the property and therefore no risk to normal occupancy if the cupboard door remains sealed. A licensed asbestos removal contractor was commissioned to complete an environmental clean of the cupboard and remove the remaining AIB.
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### Highways & Streetscene

Highways Operative	Dangerous Occurrence	Fire and explosions caused by electrical short circuit or overload	A Highways Operative working as part of a four person team upgrading a road crossing on Huddersfield Road in Meltham was nearly electrocuted when he struck a three-phase 440 volt mains power cable. The respective Senior Engineer that day had talked through the construction phase plan with the Senior Highways Operative highlighting how this work was to be carried out using trial holes, (slip trench) which involved the use of safe digging practices. This information was present in the Construction Phase plan with utility drawings provided.	The team failed to adhere to training, risk assessment and construction phase plan which makes clear that all works of this type are to be undertaken after consulting utility drawings and use of a CAT scanning tool. Management are considering disciplinary action.
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## NON-EMPLOYEES

### Maintained Schools

Pupil	Slipped, tripped or fell on same level	Cut / Scratch	IP was playing out at lunchtime and fell on a piece of wood and got a splinter on his right calf.	Remove loose pieces of wood from school grounds.
Pupil	Hit something stationary or fixed	Cut / Scratch	IP exited the trim trail swinging area to the right-hand side. As she jumped, her shin caught the top of foot support post.	Edges of grooved areas have been filed/smoothed and the rules for the use of the trim trail have been updated. Additionally, school has communicated to all users of the swing set to slow down before coming off the swing and avoid jumping where individual can hit the swing set.
Pupil	Slipped, tripped or fell on same level	Bruise / Swelling	IP was playing netball courts with his friends, slipped on an icy patch and fell back hitting the back of his head on the ground. IP was taken directly to hospital with resultant bruise and swelling to the head.	In order to prevent recurrence, areas will now be cordoned off when icy.
Pupil	Hit by a moving object	Concussion	The pupil was sitting in a drama classroom when a piece of board that was stuck to a mirror fell from a wall hitting the student on the head. This caused a cut above the left ear and a bruise to the left side of his cheek. Also concussion.	No wall fixings will be fitted using adhesive only, going forward.

**CORPORATE HEALTH & SAFETY RISK MATRIX**

<b><u>Risk Description</u></b>	<b><u>Corporate Lead</u></b>	<b><u>Mitigation</u></b>	<b><u>Assurance</u></b>	<b><u>For information/to escalate</u></b>	<b><u>Risk Direction</u></b> →↑↓	<b><u>Risk Rating</u></b>
1. <b>Corporate Manslaughter</b>	Jane O'Donnell	<ul style="list-style-type: none"> <li>The Corporate Safety Team is the Council's competent person for health and safety, with responsibility for supporting the Directors' Group, Cabinet and management to discharge statutory duties and responsibilities</li> <li>All the Safety Advisors are graduate or chartered members of the Institute of Occupational Safety and Health (IOSH)</li> <li>They provide a comprehensive range of support to assist Services within each Directorate to discharge their (the Directorate's and the Council's) responsibilities in ensuring the safety and health of employees and others. The emphasis is on practical/enabling advice and support to assist the Service in providing a safe work environment</li> <li>The Corporate Safety Team has a degree of independence and is a focal point for competent advice. They check that safety legislation is adhered to and</li> </ul>	<ul style="list-style-type: none"> <li>Bi-annual corporate performance reports.</li> <li>Audit of the health and safety management systems of Services within the Council, on 3 – 5 year interval determined by risk, carried out in accordance with HSE guidance Successful Health and Safety Management (HSG (65)). The audit is prescriptive as it requires the existence of certain set procedures but within the scope of the audit there exists, the flexibility to include situations highlighted in this matrix</li> <li>Management review and inspection of high risk premises at <b>3 yearly</b> intervals and medium risk premises at 5 year intervals. <b>Corporate Landlord inspects low risk premises.</b></li> </ul>		→	<b>Green</b>

		<p>corporate and local policies and practices are adopted.</p> <ul style="list-style-type: none"> <li>• Corporate Safety Policy and associated procedures and guidance</li> <li>• Service Health and Safety; Policies; Procedures; Risk Assessments</li> <li>• Safety Committee/employee liaison structure.</li> <li>• Health and safety training programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Accident reports monitored and followed up and or investigated as necessary.</li> <li>• The Council's online accident and incident reporting system was upgraded in the third quarter of 2022 and enhancements are currently underway with regard to the reporting functionality for the Corporate Safety Team and changes to the process for investigation by Incident managers</li> <li>• Mandatory health and safety training matrix developed to specify the minimum level of training dependent on role within the Council. A well-managed training programme will help to develop a positive health and safety culture as well as helping to ensure that the Council meets its legal duty to protect its employees.</li> <li>• Internal Audit</li> </ul>			
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<p><b>2.</b></p> <p><b>Use of Contractors</b></p>	<p>Jane Lockwood</p>	<p><b>Selection of Contractors</b></p> <ul style="list-style-type: none"> <li>• Contract procedure rules</li> <li>• H&amp;S legislative requirements included in standard contractual documents</li> <li>• Procurement category management approach provides further risk mitigation and robustness</li> </ul> <p><b>Management of Contractors</b></p> <ul style="list-style-type: none"> <li>• Effective contractor management</li> <li>• Contractors vetted – Safety Schemes in Procurement (SSIP) standard or H&amp;S included in method statements</li> </ul>	<ul style="list-style-type: none"> <li>• All tenders over £25k are issued via YOR tender and monitored by Corporate Procurement.</li> <li>• Model form of contracts used as appropriate (NEC 3&amp;4/JCT) to ensure necessary compliance with all applicable H&amp;S laws, regulations and industry standards and compliance with all H&amp;S requirements contained in particular contract(s)</li> <li>• Contract managers monitor performance and undertake due diligence checks</li> </ul>		<p>→</p>	<p><b>Green</b></p> <p><b>Amber</b></p>
<p><b>3.</b></p> <p><b>Management of asbestos</b></p>	<p>David Martin</p>	<ul style="list-style-type: none"> <li>• 2023 Asbestos Management Policy &amp; Arrangements (AMPA) approved by H&amp;S Oversight Board in place</li> <li>• Asbestos register completed with each PAMP on site.</li> <li>• Asbestos survey and re-inspection plan available.</li> <li>• Asbestos removal plan and high risk report.</li> <li>• Asbestos training programme in place.</li> </ul>	<ul style="list-style-type: none"> <li>• AMPA available online via intranet</li> <li>• PAMP documents are available from the asbestos consultancy team</li> <li>• Asbestos awareness training available on request. Planned provision to schools &amp; Corporate Landlord &amp; Capital Service already in place.</li> </ul>		<p>→</p>	<p><b>Green</b></p>

			<ul style="list-style-type: none"> <li>• Ongoing development of internal system to develop asbestos registers, PAMPs and risk reports.</li> <li>• Re-inspections are currently ongoing. Will repeat each year on a risk basis</li> <li>• Programme in place to survey all commercial units nearing completion</li> </ul>			
<p><b>4. Management of legionella</b></p>	David Martin	<ul style="list-style-type: none"> <li>• Corporate Legionella Management Policy is in place which details our required actions from a weekly, monthly, quarterly and annual perspective. This, however, is out of date and is being reviewed</li> <li>• All checks are being carried out by IWS as part of the framework setup.</li> <li>• New framework now in place, ISW have again been successful and continue to provide water quality work.</li> <li>• Internal checks are being carried out by Caretakers/AMOs whilst on site which check up on all sites, looking at various elements</li> <li>• Water quality checks are being carried out.</li> <li>• We are compliant with L8.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection of water systems is being recorded as carrying out all checks and works required under the framework. Logs for this are available</li> <li>• Certification is available on site and centrally on G drive and online via IWS portal</li> <li>• Real time updates are available via IWS' ORT system. This includes RA and monitoring, TMVs and remedial works</li> <li>• Logs of AMO and Caretaker audits are available via the Asset Management Team.</li> <li>• Previous version of the Corporate Legionella</li> </ul>		→	Amber

			<p>Management Plan is available on the intranet</p> <ul style="list-style-type: none"><li>• IWS are carrying out the required checks as per recommended intervals. This includes works for H&amp;N and KAL, as well as KC</li><li>• Caretakers and site staff are carrying out the weekly flushing and recording of little used outlets. Random audits on if this carried out done via IWS</li><li>• Legionella Awareness Plus course delivered to all staff requiring this information. Further training is being planned for schools and other key people identified for legionella plus training post-COVID</li><li>• RAs now up to date and on programme for renewal every 2 years</li><li>• Corporate stock has had most remedial works ordered or completed with new items being found and resolved</li><li>• H&amp;N water responsibilities handed</li></ul>			
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			<p>over to Housing Compliance Team</p> <ul style="list-style-type: none"> <li>Schools have a big backlog of remedial works, some of this sits with the academies or school's responsibility and some sits with the corporate schools team</li> </ul>			
<p>5. <b>Medical needs in schools</b></p>	Jane O'Donnell	<ul style="list-style-type: none"> <li>Medical Needs Policy in place for schools which also applies to Residential Service; Youth Service; Early Years settings.</li> <li>Training for Head Teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Medical Needs Policy is available on Kirklees Business Solutions website</li> <li>Individual Health Care Plans for children with medical needs</li> <li>Independent health and safety audits by the Corporate Health and Safety Team</li> <li>Schools and early years settings have full access to the policy through Kirklees Business Solutions website and have been advised that this document remains current until replaced and should be adhered to</li> <li>Independent Ofsted inspections</li> </ul>		→	<p><b>Green</b></p>

<p><b>6A.</b></p> <p><b>Tree Management</b></p>	<p>Will Acornley</p>	<ul style="list-style-type: none"> <li>• Corporate Policy and Guidance on tree management – currently being updated for 2023.</li> <li>• Risk zoning of trees within public areas – current review of risk matrix being undertaken for 2023.</li> <li>• Inspection of trees in Council ownership. Schools are responsible for their own tree management. This is included within their budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Four qualified Tree Inspectors are now in place. Supported by the Arboricultural Team manager.</li> <li>• A dedicated Woodland Manager has been put in post, who will oversee both strategic and operational delivery, supported by a Woodland Officer.</li> <li>• Trees have been risk zoned and the high risk areas are being looked at first. These include, roadsides etc. We will translate this into an enhanced inspection regime to suit risk profiles</li> <li>• A computer management system (Ezytreev) was implemented (2014) to record and manage all tree inspection data and to process necessary tree works. The Tree Inspectors will help continue the move to a proactive approach. Trees are additionally being inspected when reported by the public or a complaint is made</li> </ul>	<p>Risk was discussed as being dropped to amber at a recent ELT meeting because the Woodland Development Manager has been asked to produce a report relating to this, to take to SLT. He is revising our site data to concentrate on those sites which we absolutely have to look at, as opposed to all sites. This is taking a bit of unpicking as this was delayed due to leave but the team are on with it and will get a report to SLT asap</p>	<p>→</p>	<p><b>Amber</b></p>
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			<ul style="list-style-type: none"> <li>• A tree strategy and associated guidance document are adopted that sets out the inspection regimes to meet the level of risk exposure as well as link the various Council Tree Policies into a single gateway document. This new Tree Policy has now been adopted (November 2023).</li> <li>• Clear defined areas of responsibility and actions are being drawn up to articulate the limits of any maintenance</li> </ul>			
<b>6B. Ash Dieback</b>	Will Acornley	<ul style="list-style-type: none"> <li>• Ash Die back is a national issue that is caused by the fungal infection of ash trees. Most parts of the country are now affected and there is widespread decline. Given the expected high tree mortality rate and the associated scale of works that will be required to manage infected trees for public safety, it is important that the effects of ash dieback are planned for and managed, especially in safety-critical locations. We are presently developing our policy and approach to the issue within Kirklees to be adopted in 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Ash die Back Strategy for Kirklees. Resources and funding for delivery are yet to be secured which will be significant.</li> <li>• An initial review of high risk area has been undertaken and information is being collated, including where private trees affect public highway</li> </ul>		→	<b>Amber</b>

<p><b>7.</b></p> <p><b>Transport/ Work Related Road Safety &amp; Vehicle Overloading</b></p>	<p>Will Acornley</p>	<ul style="list-style-type: none"> <li>• Transport telematics policy.</li> <li>• Driver handbook.</li> <li>• Driver training/assessment.</li> <li>• Regular scheduled maintenance.</li> <li>• Repair and defect facility.</li> <li>• Vehicle telematics.</li> <li>• Internal Audit.</li> <li>• Vehicle weighing systems.</li> <li>• Scheduled testing of weighing systems.</li> <li>• Vehicle cameras fitted to all new HGVs</li> <li>• HGV Cyclear (driver cyclist awareness technology) fitted to all new RCVs</li> <li>• Reverse radars fitted to all new HGVs</li> <li>• Reverse cameras or sensors fitted to all new LGVs. Minibuses and cars where possible</li> <li>• ID clear fitted to all new HGVs (security device for stationary and hijacked vehicle thefts)</li> <li>• New up to date telematics software procured and rolling out Spring/Summer 2023.</li> <li>• Electronic driving licence checking service on trial.</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles maintained to DVSA standards by qualified Technicians</li> <li>• 'Green' Operator Compliance Risk Score (OCRS) – records traffic events and road worthiness</li> <li>• "O" Licence compliance checks in place.</li> <li>• Revised inspection sheet introduced.</li> <li>• Restructure of Fleet &amp; Transport services into Centre of Excellence Model – including compliance officers.</li> <li>• Exception reports for maintenance activities.</li> <li>• Driver behaviour standards and Telematics training.</li> <li>• Upgrading vehicle telemetry software.</li> <li>• Weekly gross vehicle weight audit and report – Presented at Waste Assurance Board and at future Transport Assurance Board.</li> </ul>	<p>For information. The Centre of Excellence was tested by the Traffic Commissioner who supported the approach. The condition and age of the fleet continue to be a challenge, with a Cabinet report for investment being brought forward</p>	<p>→</p>	<p><b>Amber</b></p>
<p><b>8.</b></p> <p><b>Fire Safety: Fire Risk</b></p>	<p>David Martin</p>	<ul style="list-style-type: none"> <li>• Corporate Fire Safety Policy &amp; Policy statement in place and signed by Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Safety Logs available at all premises.</li> </ul>		<p>↓</p>	<p><b>Amber</b></p>

<p><b>Assessments; Alarm Systems and Emergency Procedures</b></p>		<ul style="list-style-type: none"> <li>• Fire risk assessments. New programme in place with external provider</li> <li>• Fire safety concordat with WYFRS approved by SLT and signed by Chief Executive.</li> <li>• Regular inspections of premises.</li> <li>• Regular inspection and maintenance of fire safety systems.</li> <li>• Fire Safety Training for responsible persons and staff.</li> <li>• Corporate fire safety policy in place.</li> <li>• Corporate induction fire safety training introduced, compulsory for all staff (electronic and manual formats).</li> <li>• New system of fire management rolled out in line with hybrid working where each service required to nominate red hats when working in an office</li> <li>• Risk assessment works identified and matrix/priority of works formulated. Process in place to commission work.</li> <li>• Fire Safety Training available for responsible persons, competent assistance, marshals/wardens and all staff.</li> <li>• Sprinkler installation consideration given to all</li> </ul>	<ul style="list-style-type: none"> <li>• Audits and inspections by Fire Safety Team.</li> <li>• Audits and inspection by WYFRS.</li> <li>• Third party accreditation of inspection and maintenance of fire safety systems (BAFE) renewed 2022.</li> <li>• All certificates are stored on site and with Fire Safety Team.</li> <li>• Hard copies of reports now being scanned to digitise whole system</li> <li>• The concordat with WYFRS is approved and awaiting final sign off by WYFRS</li> <li>• Fire safety systems are inspected twice per annum.</li> <li>• All repairs and maintenance carried out as required.</li> <li>• Established programme of fire risk assessments to cover schools from 2022 to replace existing 2016 information.</li> <li>• Increased training to ensure that employers' fire safety responsibilities are clear.</li> </ul>			
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		<p>refurbs/new builds case by case review</p> <ul style="list-style-type: none"> <li>• Programme of updating fire plans for all corporate building commenced 2020. On hold at present.</li> </ul> <p>Compartment line diagrams being completed for all buildings with new FRA</p>	<ul style="list-style-type: none"> <li>• Implemented fire safety policy for schools. Policy under review for 2024.</li> <li>• Asset management collating action plans and prioritising works stemming from assessments (Ongoing).</li> <li>• Project groups appointed for allocating/managing works.</li> <li>• Training courses booked through My Learning and bespoke for schools etc. if required.</li> <li>• Works planned to carry out fire safety works to 30Nr schools in the next 12 months. Contract to be signed with CLC alongside work to 20 corporate buildings</li> <li>• External consultant engaged to carry out <b>compartmentalisation</b> surveys as required</li> <li>• Framework in place for FRAs. Internal team provides expert challenge for any FRA commissioned</li> <li>• Risk will be green once Schools Fire Policy is completed. Target net</li> </ul>			
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			H&S Oversight Board Meeting			
9. <b>Gas Installations/ Appliances</b>	David Martin	<ul style="list-style-type: none"> <li>• Gas servicing and</li> <li>• Gas tightness testing to: Gas Safety (Installation &amp; Use) Regulations 1998 and Gas Safety (Installation &amp; Use) Regulations 1998 and Gas Safety (Installation &amp; Use) (Amendment) Regulations 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• Gas tightness tests include all system including gas taps.</li> <li>• Full gas pressure tests carried out at least once every 5 years.</li> <li>• Gas line drawings available for most properties</li> <li>• Gas servicing carried out annually.</li> <li>• Managed risk assessments on catering systems to reduce risk</li> <li>• Certificates available on site and with Building Services to prove the above. Available to Corporate FM &amp; Compliance Team via Consillium</li> <li>• Any high risk gas issues are sorted immediately on discovery during survey.</li> <li>• Defects are reported to Responsible Person</li> <li>• A full compliance data collection programme is in place</li> </ul>		↓	<b>Green</b>

<p><b>10.</b></p> <p><b>Electrical Installations/ Appliances</b></p>	<p>David Martin</p>	<ul style="list-style-type: none"> <li>• Testing of all fixed wiring and all distribution boards as per BS7671.</li> <li>• Servicing electrical Installations.</li> <li>• Portable Appliance Testing.</li> <li>• Fixed appliance testing.</li> </ul>	<ul style="list-style-type: none"> <li>• Servicing programme based on building risk assessments.</li> <li>• Programme of condition inspection and assessment.</li> <li>• Certification on site and stored centrally.</li> <li>• Reports sent to AMO, schools and Corporate Landlord.</li> <li>• All information checked by Service Maintenance Team.</li> <li>• Orders for works and invoices available.</li> <li>• Immediate rectification of urgent issues.</li> <li>• Defects are corrected following application for funding. Defects carried out at Servicing up to a value of £1,000.00.</li> <li>• Distribution boards changed as required.</li> <li>• Documents kept in both Building Services folders and on Corporate Landlord M&amp;E drives.</li> </ul>		<p>→</p>	<p><b>Green</b></p>
<p><b>11.</b></p> <p><b>Lifts/Hoists etc</b></p>	<p>David Martin</p>	<ul style="list-style-type: none"> <li>• Repair and maintenance.</li> <li>• Insurance inspections and assessments carried out as</li> </ul>	<ul style="list-style-type: none"> <li>• Lift inspections and assessments available</li> </ul>		<p>→</p>	<p><b>Green</b></p>

		<p>required by servicing schedule via Insurance Team.</p> <ul style="list-style-type: none"> <li>• Capital replacement project being developed to replace lighting &amp; emergency lighting as replacements becoming unavailable</li> <li>• Capital replacement project in place.</li> </ul>	<p>plus applications for capital investment.</p> <ul style="list-style-type: none"> <li>• Assessments carried out and risk assessment/ reported by age and serial number.</li> <li>• Service intervals of a minimum of every 6 months for all lifting machinery. All inspected by ANSA elevators.</li> <li>• Programme of inspection available.</li> <li>• Certification held centrally though in service maintenance file.</li> <li>• All defects sorted by ANSA Elevators.</li> <li>• Ongoing contract to maintain all lifts managed within Corporate Landlord. This is with ANSA Elevators.</li> <li>• Handover of responsibility to H&amp;N of all H&amp;N lift units. This is included in the new contract document for ongoing management responsibility</li> <li>• Insurance required – inspection and assessment carried out on a 6 monthly basis</li> </ul>			
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			<p>independent of ANSA Elevators by HSB.</p> <ul style="list-style-type: none"> <li>• Ongoing condition checks to advise when replacement is required.</li> <li>• All brake systems checked for asbestos.</li> <li>• Agreed procedure for electrical power downs.</li> </ul>			
<p><b>12.</b></p> <p><b>Pressure Systems</b></p>	David Martin	<ul style="list-style-type: none"> <li>• Identify pressure systems e.g. boilers with pressure vessels.</li> <li>• Written scheme of examination including testing regime in full accordance with the Pressure Systems Safety Regulations 2000.</li> <li>• Audit being carried out by external provider to identify all systems and service</li> <li>• Insurance Team has been provided with all locations where pressure systems may exist to ensure we identify any systems currently unknown</li> <li>• Further investigations are being commissioned as part of the new insurance-led framework to identify any unknown systems</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance Team organises testing for insurance purposes.</li> <li>• Instructions given to external provider to identify and service all pressure vessels. This will be done every 12 months</li> <li>• Written scheme to be produced by compliance team to identify those and record all works completed</li> <li>• A full compliance data collection programme is in place to assess any missing data</li> </ul>		→	Amber
<p><b>13.</b></p> <p><b>Hazardous Pipelines: Fuel; Gas etc</b></p>	David Martin	<ul style="list-style-type: none"> <li>• Plans of pipework and isolation devices. All completed as required.</li> <li>• Pipelines labelled.</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy information held on site in the yellow safety box.</li> <li>• Gas pipes tested every 5 years and then checked</li> </ul>		→	Green



		<ul style="list-style-type: none"> <li>• Visual condition survey maintenance checks on all pipework.</li> <li>• Oil tank maintenance in the remaining 3 oil fired boiler systems.</li> </ul>	<p>annually. Reports available.</p> <ul style="list-style-type: none"> <li>• Pipes are labelled/painted during surveys to reflect usage during annual gas testing.</li> <li>• Annual condition check on hazardous pipelines. Documented evidence available in each site.</li> <li>• Building Services hold all information and reports. Also available by Consillium.</li> <li>• All failures are reported and fixed immediately.</li> <li>• Reporting systems are in place.</li> <li>• Urgent repairs are taken care of immediately.</li> <li>• Non-urgent tasks are reported for funding based on condition and risk.</li> </ul>			
<p><b>14.</b></p> <p><b>Radon Associated Risks in Buildings</b></p>	David Martin	<ul style="list-style-type: none"> <li>• Radon investigation included with previous risk matrix update and was tabled at H&amp;S Oversight Board for approval and acceptance</li> <li>• Suggested new system is monitoring risk zones as outlined by Radon UK interactive map</li> </ul>	<ul style="list-style-type: none"> <li>• New KC wide risk assessment for Radon to be created</li> <li>• New Radon risk would be in place for all buildings</li> <li>• Carry out any remediation works as required by risk assessment</li> </ul>		→	<b>Amber</b>

		<ul style="list-style-type: none"> <li>Start at high risk zones and check all buildings then move down risk order until ending at Very Low Risk if required to do so. If all high risk sites are below control limits/STELs then risk assess all other sites using UK Radon Map as evidence</li> </ul>				
<p><b>15.</b></p> <p><b>Swimming and Hydrotherapy Pools</b></p>	<p>Alex Mellor (KAL)</p> <p>Adam McNeely (Kirklees)</p>	<ul style="list-style-type: none"> <li>Risk assessments.</li> <li>Regular pool plant testing.</li> <li>Planned preventative maintenance.</li> <li>Bacterial testing monthly by independent lab.</li> <li>Chlorine and pH testing.</li> </ul>	<ul style="list-style-type: none"> <li>Pool water manual.</li> <li>6 pool tests carried out per day, reviewed weekly by management.</li> <li>Written risk assessments for all aspects. Printed on site and stored electronically. <ul style="list-style-type: none"> <li>Building risk assessments.</li> <li>Activity risk assessments.</li> <li>Pool/facility risk assessments.</li> </ul> </li> <li>Ongoing site specific checks. <ul style="list-style-type: none"> <li>Daily.</li> <li>Weekly.</li> <li>Monthly.</li> </ul> </li> <li>All information held hard copy on site and centrally on G drive.</li> <li>Internal audits of the above systems.</li> </ul>		→	<p><b>Green</b></p>

			<ul style="list-style-type: none"> <li>• Pool test equipment all serviced and spares available.</li> <li>• Documented training and certification.</li> <li>• Health and Safety Audits.</li> <li>• Quality checks.</li> <li>• Competency tests for employees.</li> <li>• Always a level 1 trained member of team on duty at pools.</li> <li>• Ongoing training schedule.</li> </ul> <p>Legionella inspection on dry side carried out under PRP legionella contract (IWS).</p> <ul style="list-style-type: none"> <li>• Pools have been placed in hibernation due to COID but will be brought back into operation following October half term with a refreshed Risk Assessment and operational controls in place</li> </ul>			
<b>16.</b> <b>Local Exhaust Ventilation Systems</b>	David Martin	<ul style="list-style-type: none"> <li>• LEV systems should be tested every 14 months under Control of Substances Hazardous to Health (CoSHH) Regulations 2002.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports available on each site.</li> <li>• Hard copies held on site, electronic copies held by Building Services.</li> </ul>		→	Amber

<p><b>And general ventilation systems</b></p>		<ul style="list-style-type: none"> <li>• Individual Service areas are responsible for the testing and not Corporate Landlord &amp; Capital.</li> <li>• Schools who buy back have their fume cupboards tested and certified on a 12-monthly basis.</li> <li>• Servicing of resistant materials machinery in schools are the responsibility of the school.</li> <li>• Ductwork systems examined and cleaned in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.</li> <li>• Annual servicing of fire damper systems in accordance with relevant guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports produced following each visit.</li> <li>• Reports held by Building Services.</li> <li>• Remedial works carried out as required without delay.</li> <li>• Sub contracted to a specialist LEV company to maintain.</li> <li>• Damper servicing and ductwork cleaning to be audited and servicing/cleaning schedule created</li> </ul> <p><b>Note</b> the only reports kept centrally are for fume cupboards in schools</p>			
<p><b>17. Fixed Gymnasium; Sports and Playground Equipment</b></p>	<p>Will Acornley</p>	<ul style="list-style-type: none"> <li>• Adherence to BS EN 1176 and other appropriate standards for bought equipment.</li> <li>• Regular inspection and maintenance regime carried out by in-house team of qualified inspectors. Varying inspections depending on use of the equipment, i.e. whether this is in a school, or public playground/skate park etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Play Equipment guidance note in place and signed off by Directors. Currently within date and renewal date available.</li> <li>• 504 non-school facilities currently maintained which are inspected on a 20 working day basis.</li> <li>• An inspection service for outdoor fixed play equipment is offered to schools (individually commissioned) or schools can buy in</li> </ul>		<p>→</p>	<p><b>Amber</b></p>

			<p>external inspections. The inspection frequency is determined by numerous factors, such as type of material used in construction of equipment (metal or timber), location (urban or rural) and security of the school or playground (palisade fencing or no security).</p> <ul style="list-style-type: none"><li>• All certificates for schools are held within the schools only. Inspection reports are printed and hand delivered.</li><li>• All inspection reports for public areas are created via PDAs and stored within a single file with 12 months for each site per file.</li><li>• Schools are responsible for the maintenance of their gym equipment. They organise the inspections and keep the records. This is within their budgets. Mainly in-house.</li><li>• All public areas are inspected by our in-house inspection team.</li><li>• Team of 5 in-house inspectors qualified to</li></ul>			
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			<p>BTec/RPII level carrying out full operational inspections. Tested against a recent court case and found to be sufficiently robust.</p> <ul style="list-style-type: none"> <li>An additional play maintenance resource is being part time seconded across from another area to aid in maintaining sites.</li> </ul>			
19. Air Conditioning	David Martin	<ul style="list-style-type: none"> <li>Fridge gas regulations applicable and are mandatory.</li> <li>Pressure vessel regulations applicable.</li> <li>2 service visits per year being carried out.</li> <li>This meets environmental legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Spreadsheet documenting all service and maintenance visits to all known sites.</li> <li>Pressure vessel items covered in previous item.</li> <li>2 service visits per year being carried out.</li> <li>Filters are serviced.</li> <li>Units are cleaned twice annually.</li> <li>TM44 air conditioning inspection under the Energy Performance of Buildings. This is now complete and logged report recommendations to be considered but not mandatory</li> </ul>		→	Green
20.	David Martin	<ul style="list-style-type: none"> <li>Servicing and maintenance schedule of all automatic doors</li> </ul>	<ul style="list-style-type: none"> <li>Manufacturers' information from</li> </ul>	<ul style="list-style-type: none"> <li>Not been serviced at the current time. Progress is being</li> </ul>	→	Amber

<p><b>Automatic Doors; Electric Gates; Barriers and Shutters</b></p>		<p>being produced along with high level costs</p> <ul style="list-style-type: none"> <li>• Auto retract systems are in place on all doors.</li> <li>• Audit of assets has taken place to identify auto doors in place</li> </ul>	<p>installation plus any first year maintenance activity</p> <ul style="list-style-type: none"> <li>• Defect correction when reported</li> <li>• Defects are sorted immediately and in most instances parts/doors are replaced</li> <li>• All new installations are maintained during the first year as per manufacturers' instructions</li> <li>• Breakdown maintenance programme</li> <li>• A full compliance data collection programme is in place to assess any missing data</li> <li>• Full servicing to be procured for ongoing contract when all units known</li> </ul>	<p>made in terms of collating the asset list of applicable sites and associated equipment and the compliance guide is at a very early draft stage for these elements. Procurement and servicing will follow once we are aware of the locations of this equipment.</p>		
<p><b>21. Lath and Plaster Ceilings</b></p>	<p>David Martin</p>	<ul style="list-style-type: none"> <li>• Surveyed all Victorian and Edwardian schools between 2004 and 2008.</li> <li>• Risk matrix created, scored and implemented.</li> <li>• All items with a risk score of 8 or above was completed with immediate effect.</li> </ul>	<ul style="list-style-type: none"> <li>• All required school surveys and 10 corporate buildings surveyed</li> <li>• Information held across G drive and established at the moment</li> <li>• Reasonable legal confidence that the system is acceptable</li> <li>• Condition surveys are ongoing.</li> </ul>		<p>→</p>	<p><b>Amber</b></p>

			<ul style="list-style-type: none"><li>• Chicken wiring ceilings using 13 – 15 mm chicken wire</li><li>• Works generally carried out during large scale M&amp;E projects due to increased access to the ceiling</li><li>• Based on the capital investment programmes for the buildings</li><li>• Current risk scoring is based on whether the L&amp;P is already wired against those that are not, the batten sizing and centres plus whether any wiring is nailed or screwed</li><li>• Risk assessments are based on perceived risk and assessed by visible factors which may not allow for the correct assessment. Hidden issues can and do contribute to failures which cannot be predicted</li><li>• No further updating of the assessment or condition has been carried out by Building surveyors</li></ul>			
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<u>Risk Description</u>	<u>Corporate Lead</u>	<u>Mitigation</u>	<u>Assurance</u>	<u>For information/ To escalate</u>	<u>Risk Direction</u> →↑↓	<u>Risk Rating</u>
<b>22.</b>  <b>Management of Volunteers</b>	Emily Parry-Harries	<p>Many Services across the Council involve volunteers in delivering their activities. While every service is different, the quality standards and legal obligations apply equally to them all.</p> <p>To help volunteer managers achieve a fair, consistent and mutually beneficial approach to managing volunteers, a Volunteer Managers Practice Guide has been developed.</p> <p>Volunteer managers receive ongoing support from Third Sector Team and are invited to attend the Joint Volunteer Management Network Meetings which are led by TSL (and include VSC groups and charities)</p> <p>Corporate safeguarding task and finish group action to check all managers and supervisors have access to relevant info in SharePoint was completed.</p>	<p>All managers who involve volunteers should have accessed the SharePoint site and have access to the practice guide. The SharePoint site was recently reviewed. The SharePoint site was refreshed in late 2022 with updated information on DBS checks for volunteers and process pathways.</p> <p>Corporate Safeguarding task and finish group undertook an audit in April 2022 of volunteer managers safeguarding current position and encouraged them to sign up for the Kirklees Quality Volunteering Award Scheme (which includes an element of a check on Safeguarding practice). The audit to be repeated in late 2024.</p> <p>TSL are delivering safeguarding training for VCS which is resourced through the Council's commission to TSL</p>	There has not been any feedback to the Corporate Safeguarding Oversight Group for some time as no one from the Third Sector Team has been invited to this group to feedback.	→	<b>Green</b>

<u>Risk Description</u>	<u>Corporate Lead</u>	<u>Mitigation</u>	<u>Assurance</u>	<u>For information/ To escalate</u>	<u>Risk Direction</u> →↑↓	<u>Risk Rating</u>
<b>23 Management of graveyard headstones</b>	TBA	<p>There are 43 closed C of E churchyards which have been moved across to local authority maintenance responsibility from the church. There are 14 open cemeteries for which the council is responsible for. This includes the management of memorials, perimeter walls and trees and grounds</p> <p>The headstones/memorials range in date from recent to 18<sup>th</sup> Century and are in a similar range of conditions.</p> <p>The responsibility for these sites rests across three service areas, corporate landlord, greenspace and bereavement services.</p> <p>To obviate the hazard of failure of a headstone/memorial there is a visual and stability test regime in development.</p>	<p>The “live” sites are currently subject to an ad hoc visual inspection and reactive works programme but this does not meet best practice Limited topple testing is taking place through the Probation service</p> <p>A comprehensive topple test regime specification has been developed and has been soft market tested- significant cost. Option to develop in house regime have stalled.</p>	Risk Lead to be appointed for this risk	↑	<b>Amber</b>

<u>Risk Description</u>	<u>Corporate Lead</u>	<u>Mitigation</u>	<u>Assurance</u>	<u>For information/ To escalate</u>	<u>Risk Direction</u> →↑↓	<u>Risk Rating</u>
<b>24. Management of miscellaneous legacy assets e.g. Cleckheaton Viaduct</b>	David Martin	Lists of known miscellaneous assets gathered and monitoring programme in place	Where assets are known - in programme of assessment e.g. Bridges – using highways framework based on best assessment of risk. Mitigating measures put in place to manage risk e.g. scaffold platforms and high priority works at Cleckheaton viaduct		→	<b>Amber</b>
<b>25. Mental Health and Stress</b>	Shauna Coyle	<p>Care First webinars available on a wide range of wellbeing topics.</p> <p>Care First wellbeing app can be accessed via intranet or personal devise.</p> <p>Care First counsellors available 24/7 365 days per year.</p> <p>Self-referral for access to in-house counselling service.</p> <p>NHS IAPT (Improving Access to Psychological Therapy) working from Rowan Bank and integrated with the wider team.</p> <p>Monitoring and promotion of mandatory stress awareness learning.</p>	<p>Data analysis identifying trends and hotspots to bespoke appropriate intervention.</p> <p>Working in partnership with internal and external stakeholders and partners to deliver a joined-up service.</p> <p>Proactively seeking and acting on customer feedback.</p> <p>Stress prevention pilot concluded, both Children and Adult Services have an action plan in place to reduce workplace stressors</p>		→	<b>Amber</b>

		<p>Upskilling of the employee wellbeing champion network.</p> <p>Restorative practice Team has now integrated with Employee Health Care and are promoting support through change, restoring relationships and conflict de-escalation.</p> <p>Promotion of mediation has resulted in an uptake of the service with positive outcomes</p> <p>Employee Healthcare is currently working on a Kirklees version of the HSE stress indicator tool and will be using the tool with teams who have higher than average stress-related sickness absence</p>				
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<u>Risk Description</u>	<u>Corporate Lead</u>	<u>Mitigation</u>	<u>Assurance</u>	<u>For information/ To escalate</u>	<u>Risk Direction</u> →↑↑↓	<u>Risk Rating</u>
<b>26. Homes and Neighbourhoods (the big Six)</b>	Martin Cooke	<ul style="list-style-type: none"> <li>Homes and Neighbourhoods has agreed policies and procedures around each compliance regime</li> <li>Individual programmes of work have been agreed and are actively managed and monitored for each compliance regime</li> <li>All properties have an up-to-date administrative profile of works conducted on them and where issues of concern have been identified</li> <li>KPI's relating to compliance work are in place and actively monitored as part of the management function</li> <li>Staff conducting compliance work are required to be appropriately accredited, and subject to ongoing CPD as part of their performance management. A workforce development plan for 22/23 has been produced and necessary training is being organised.</li> <li>Materials and components used in works are required to</li> </ul>	<ul style="list-style-type: none"> <li>Inspection and Reinspection programmes continue to be monitored across the 6 areas of compliance, and actions taken where compliance has not been achieved. . Properties without current gas certification are being pursued and escalated through legal process for injunction to gain access. Properties without 5-year electrical test certificate accounted for and follow the EPA process to gain access where appropriate (all properties have a current 10-year test certificate). Details of properties where we have been unable to complete a gas or electrical and their status are reported to BSAB monthly.</li> </ul>	<ul style="list-style-type: none"> <li><b>Critical deadline at Risk:</b> The mitigations are at risk of missing key deadlines, which could impact overall timelines and deliverables</li> <li><b>Resource shortages</b> Asset management and building safety are experiencing shortages in key resources, including personnel, that are critical to the service's success</li> <li><b>Technical challenges: Unforeseen</b> technical issues with Asprey have arisen, requiring immediate attention and specialised expertise to resolve</li> <li><b>Stakeholder concerns:</b> Significant concerns</li> </ul>	↑	Red

		<p>conform to or exceed statutory requirements</p> <ul style="list-style-type: none"> <li>• Repair reporting, customer service and complaints regimes in place with enhanced standards for fire safety related repairs.</li> <li>• Referral to the RSH specialist consultancy is still in place with regular reporting and dialogue. An initial piece of work to develop and deliver an action plan of identified actions is virtually complete. Support for the next phase of action planning work is being scoped and market approaches will be made in October 2022.</li> <li>• A waking watch has been established at high-rise properties to provide assurance to the tenants together with information provision and engagement to keep them fully informed.</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term FRA works to High Rise blocks are ongoing and are nearing completion at Buxton House, Holme Park Court and Bishops Court. Decanting of Holme Park Court and Bishops Court is underway and ahead of schedule; a small number of properties in these blocks will be used as temporary accommodation over the next 1-2 years, this does not affect the timescales for emptying the buildings. Concept designs for the redevelopment of Buxton House have been drawn up and consultation is being taken forward. Engagement with residents of Buxton house has commenced and decanting is underway. Remedial works to Harold Wilson Court are due to commence in June 2023.</li> </ul>	<p>have been raised by stakeholders, such as the regulator, necessitating prompt action to address their feedback and maintain service alignment</p>		
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			<ul style="list-style-type: none"> <li>• Ongoing, monthly dialogue with RSH and Service Director H&amp;N. Regulator is provided with BSAB composite reports and information on fire safety risk and delivery.</li> <li>• Monthly reporting to BSAB is in place and issues of concern are reviewed and escalated.</li> <li>• A review of the competencies required across H&amp;N and suppliers that work in or on HRA stock will be commenced shortly. The review will identify qualification, training and support requirements and any gaps in coverage and result in skills and training matrix for delivery.</li> </ul>			
<b>27. Ionising Radiations and Radioactive Substances in Secondary Schools</b>	Emma Brayford/Khalid Razzaq	<ul style="list-style-type: none"> <li>• The Ionising Radiations Regulations require the Council to ensure that radioactive substances are accounted for, stored properly,</li> </ul>	<ul style="list-style-type: none"> <li>• As required in the CLEAPSS RPA scheme the COUNCIL has appointed a Principal Group Safety Advisor as an Interim</li> </ul>	(Current subscription runs from 1 <sup>st</sup> April 2024 – 31 <sup>st</sup> September 2024 – this will then change to an October renewal	→	<b>Amber</b>



		<p>handled safely and monitored regularly.</p> <ul style="list-style-type: none"> <li>• The Council use the CLEAPSS RPA scheme for local authorities. The RPA has a duty to advise the Council on radiological protection and compliance with the Ionising Radiations Regulations.</li> <li>• Secondary schools using ionising radiations and radioactive substances have appointed a Radiation Protection Supervisor (RPS)</li> <li>• The schools have Standard Operating Procedures and contingency plans in place</li> <li>• Appropriate, working monitoring equipment is easily available</li> <li>• There are satisfactory storage arrangements for radioactive substances.</li> <li>• The Fire and Rescue Service has been told where the radioactive substances are kept (on the schools' fire risk assessment)</li> <li>• The schools have an up-to-date list of staff authorised to handle the sources.</li> <li>• An up-to-date radioactive source history is kept by the schools for each source,</li> </ul>	<p>Radiation Protection Officer (RPO) and an RPA contracted by CLEAPSS</p> <ul style="list-style-type: none"> <li>• The RPO carries out the routine monitoring role, by visiting schools periodically and checking their records and procedures and liaises with the RPA.</li> <li>• In the CLEAPSS RPA scheme, the RPS does not normally deal directly with the RPA. For a routine enquiry, they can contact the CLEAPSS Helpline or, where relevant, the RPO.</li> <li>• The RPS ensures that staff authorised to handle or use radioactive substances are appropriately trained.</li> <li>• The Ionising Radiation Regulations require the Council to appoint an RPA. The Council uses the CLEAPSS RPA scheme for local authorities. The RPO (is not a legal term, just a convenient</li> </ul>	<p>and not April as in previous years.)</p> <p>All schools that have radioactive sources on school site, and have purchased RPO protection, will be offered a visit which should take place every two years. All schools have now received an on-site visit and will be contacted again in two years' time</p>		
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		<p>including the results of inspections and leak tests.</p> <ul style="list-style-type: none"> <li>• A use log is completed whenever sources are used. A monthly simple store-check is carried with records kept</li> </ul>	<p>description of their role) applies to the CLEAPSS RPA scheme. The RPO is the link between the schools and the RPA. Without an appointed RPO the use of the CLEAPSS RPA scheme would not fulfil duty placed on the Council to appoint an RPA by the Ionising Radiations Regulations Following discussions with H&amp;S and Learning it has been agreed that with no Kirklees Learning Partner in place, a GSA from H&amp;S will also be trained to deliver this role adding capacity and succession for future</p>			
<b>28. Hand and Arm Vibration Syndrome</b>	Khalid Razzaq	<ul style="list-style-type: none"> <li>• Corporate Health &amp; Safety Guidance Note No. 16: Hand Arm Vibration</li> <li>• Hand- Arm Vibration Management Strategy.</li> <li>• Specific risk assessments for exposure to hand arm vibration. Demonstrating that relevant service areas understand their operatives'</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-employment (initial base line assessment) and Annual health surveillance (with referrals) for all operatives that regularly use vibrating tools as part of their daily duties or others who could exceed the exposure action value (EAV).</li> </ul>	Following last three F2508A notifications to the HSE that operatives had been diagnosed, with hand-arm vibration syndrome, a HM Inspector of Health and Safety contacted Corporate Safety. We were able to satisfy her on points raised,	→	

		<p>exposure and are taking steps to reduce exposure.</p> <ul style="list-style-type: none"> <li>• All equipment will be procured or leased on the basis that it complies fully with the Health and Safety at Work Act etc. 1974, Supply of Machinery Safety Regulations 2008, the Provision and Use of Work Equipment Regulations 1998. Service areas will check manufacturers field data and the vibration data measured by HSE for the type of equipment being procured or leased and where possible arrange for operatives to try the equipment and take account of their opinions based on practical trials.</li> <li>• At the design stage active consideration will be given to alternatives that eliminate/reduce the risk associated with vibration.</li> </ul>	<ul style="list-style-type: none"> <li>• No service area will procure or lease new equipment with a points value in excess of 3 points per minute without prior approval from the Principal Health &amp; Safety Advisor.</li> <li>• Corporate Safety will periodically audit compliance with the Hand- Arm Vibration Management Strategy.</li> </ul>	<p>although she asked for a considerable amount of written evidence to be produced. The health and safety management arrangements and information provided to the HM Inspector were deemed satisfactory. However, because late reporting is technically a material breach the HSE are entitled recover costs. The HSE will be issuing a Notice of Contravention for this express purpose.</p>		
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