



Annual Corporate Health and Safety Report

PURPOSE OF THE REPORT

The purpose of this report is to provide an overview of the Council's health and safety performance for the period 1 April 2025 to 31 March 2026.

BACKGROUND INFORMATION

Kirklees Council has a well-established health and safety management system, with legal compliance as the minimum standard. Health and safety compliance is periodically monitored, with reports submitted to Senior Leadership Teams. Managers and employees can access competent advice from the Corporate Safety Team, and staff are actively consulted and involved in initiatives.

Points to note:

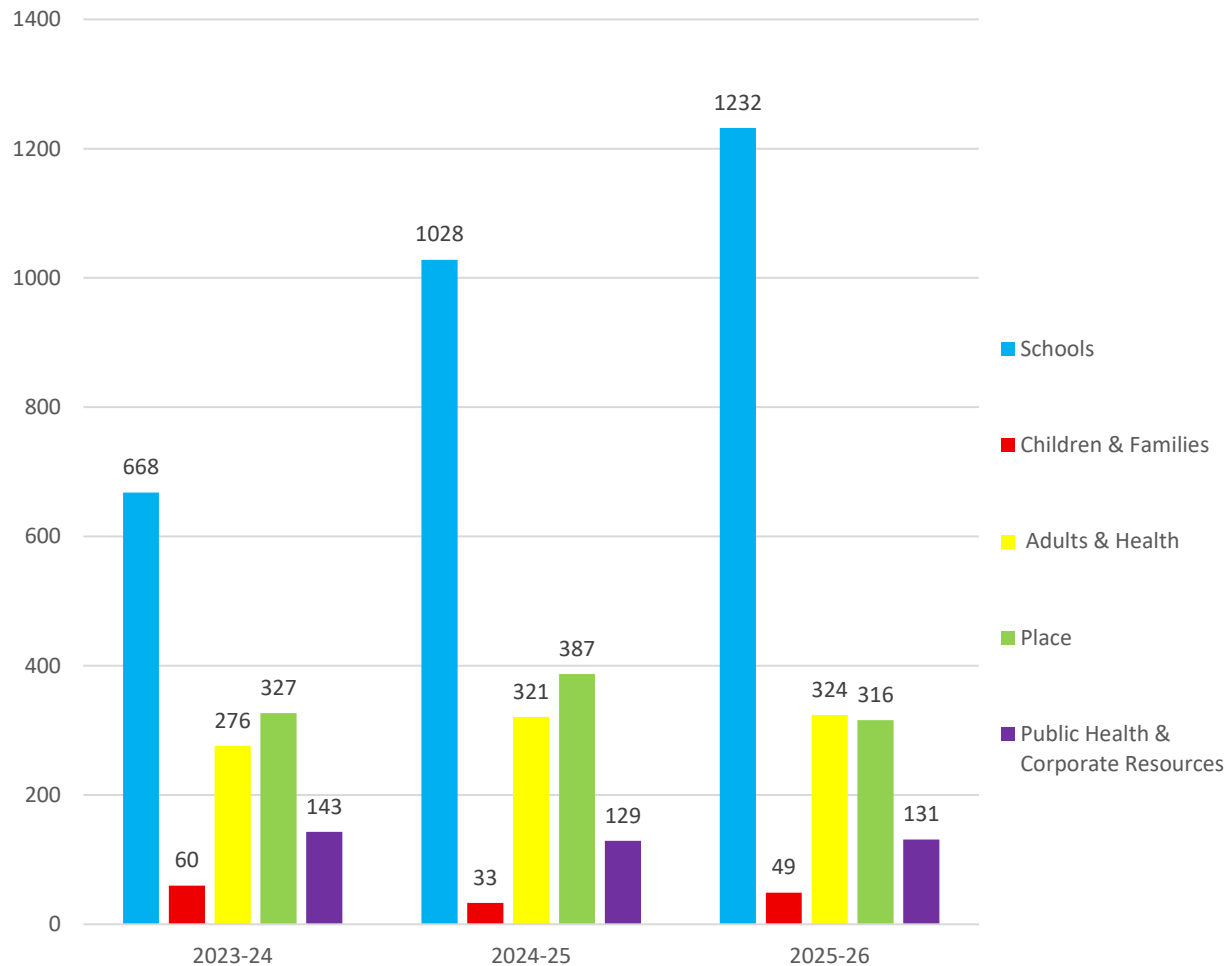
- A Corporate Health and Safety Policy is in place, covering policy, organisation (roles and responsibilities), and implementation, supported by corporate guidance.
- The Corporate Health and Safety Strategy focuses on:
 - Continuous improvement in performance
 - Developing a proactive safety culture
- Consultation takes place at Corporate, Directorate, and Service levels through forums such as Joint Consultation Groups and Committees.
- Health and safety is monitored through an audit and inspection programme delivered by the Corporate Safety Team.
- Performance reports are produced and shared with managers.
- Competent advice is provided by qualified (Certified or Chartered) Occupational Safety and Health Practitioners within the Corporate Safety Team.
- The Health and Safety Oversight Board meets six-monthly to monitor health and safety performance, review systems of control and governance, providing assurance to the Executive Leadership Team.
- A six-monthly corporate performance report is produced for both the Oversight Board and Executive Leadership Team.
- A corporate risk matrix identifies responsibilities, risks, and mitigation measures. Risk Leads update these every six months, noting risk direction and escalating issues as needed.
- Health and safety training is provided for leaders, managers, and employees.
- Highways & Streetscene and Homes & Neighbourhoods also have embedded health and safety professionals responsible for:
 - Implementing corporate and local policies within services
 - Ensuring appropriate management arrangements
 - Reporting and investigating all accidents, incidents, and near misses, and submitting reports promptly to the Corporate Safety Team
 - Developing safety plans and monitoring performance against objectives



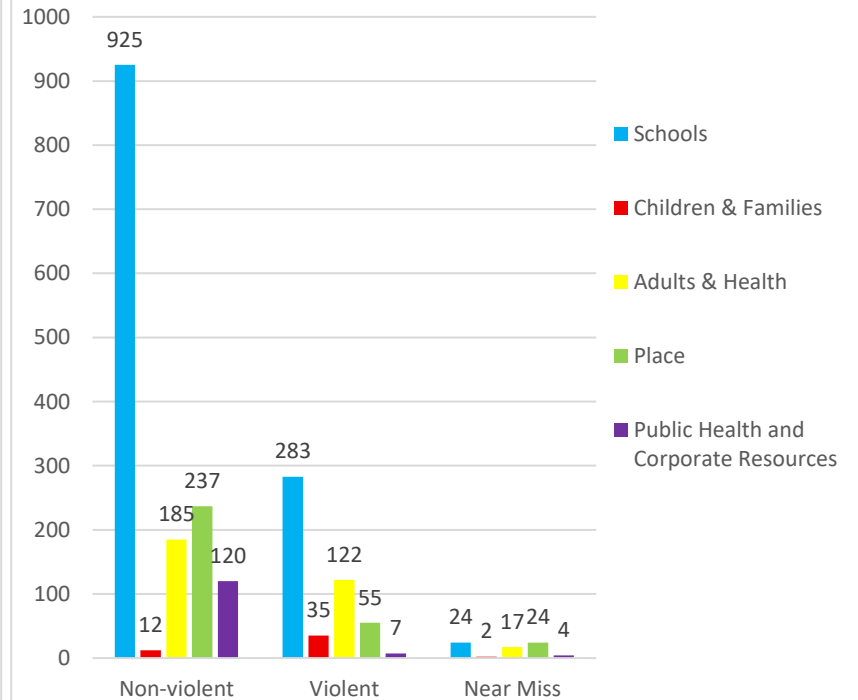
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ACCIDENT STATISTICS

Total Accidents, Incidents and Near Misses reported within each Directorate



Breakdown of Accidents, Incidents and Near Misses reported within each Directorate 2025-26

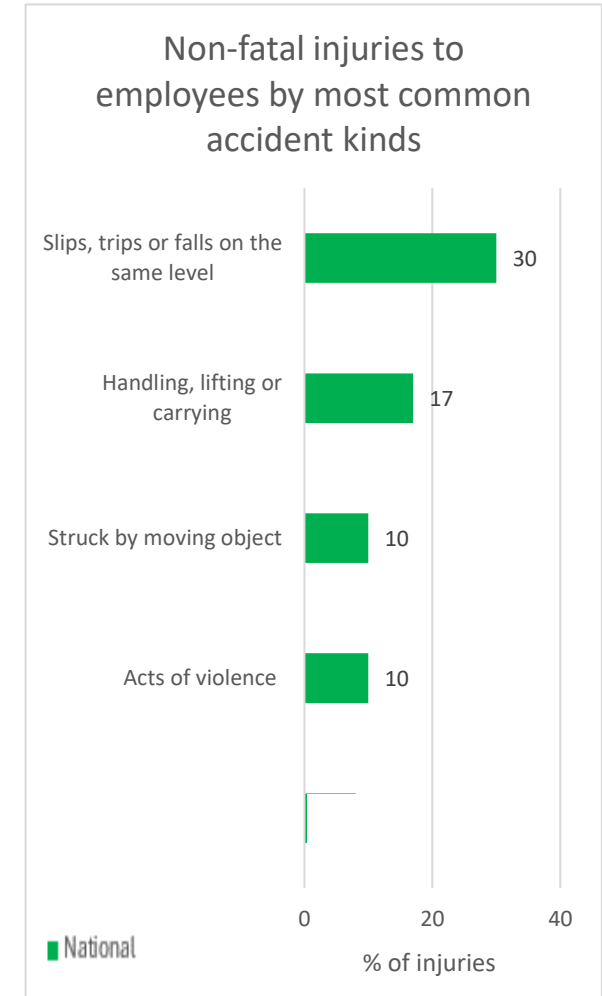
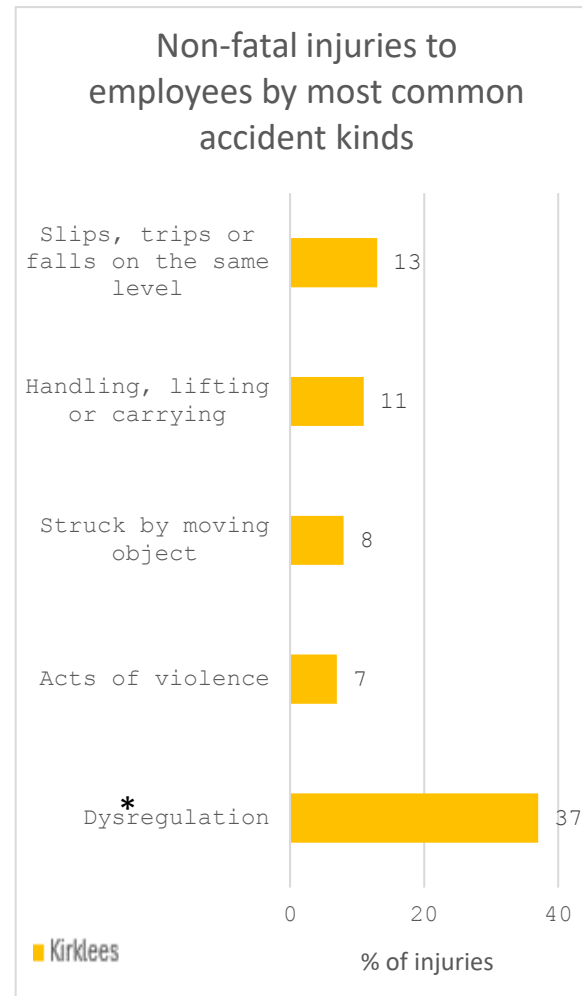
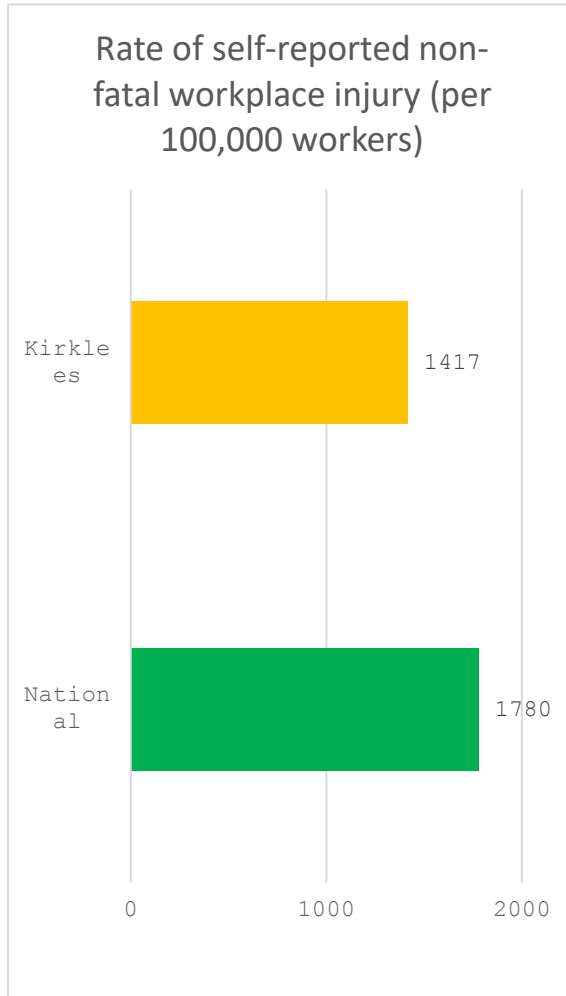


A summary of Incidents reportable to the HSE under RIDDOR

Specified Injuries	11
Injuries Causing Over 7 Day Absences	40
Occupational Diseases	0
Dangerous Occurrences	0
Non-employees	4



BENCHMARKING



***Dysregulation** refers to difficulty managing emotional, behavioural, or physiological responses, resulting in reactions that are disproportionate to the situation.



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HEALTH AND SAFETY TRAINING

The Council has an effectively managed health and safety training programme designed to promote a positive safety culture and support compliance with its legal duty to protect employees. A mandatory health and safety training matrix defines the minimum training requirements for each role across the Council, ensuring that employees receive training appropriate to their responsibilities. All mandatory health and safety courses are either IOSH-accredited or formally approved, providing assurance that the content meets recognised best-practice standards as determined by the world's leading professional body for occupational safety and health.

A summary of uptake of Corporate Mandatory Health & Safety Training as at 31 March 2026

Directorate	All			
Course	Fire Safety	Health & Safety Awareness	Manual Handling	Managing Safely for Senior Executives
Completed	84.82%	83.03%	83.06%	80.00%

Note: The corporate mandatory Health and Safety training target of 70% for the year ending 31 March 2026 was successfully achieved and exceeded. In recognition of this strong performance, a new stretch target of 90% has been agreed for the next financial year.

POLICY UPDATE

The following corporate health and safety guidance documents have been reviewed and updated to ensure they remain current, clear, and aligned with best practice. The updates are largely minor in nature, with the only significant change being to the First Aid guidance, which now includes arrangements for employees undertaking hybrid working within corporate buildings.

- Cash Collection and Handling
- Needle Stick/Sharps Injuries
- Bomb Threat
- Work at Height
- Site Traffic Management
- RIDDOR
- Health and Safety Training
- Visitors
- Mobile Phones



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- First Aid
- Managing Safety
- Monitoring Health and Safety Performance
- Lone Working
- COSHH
- Contractors Working in Occupied Premises/Areas
- Noise at Work
- Hand-Arm Vibration
- Gas Safety

In addition, a new corporate guidance document has been introduced on **Driving for Work – “Grey Fleet”**, which sets out clear standards and expectations for employees who use their own vehicles for work purposes.

AUDITS

The Corporate Safety Team currently conducts audits of Council services’ health and safety management systems on a five-year cycle, aligned to HSG65. However, ongoing organisational change and limited capacity mean that this approach, already extended to a seven-year cycle following COVID-19 and restructuring, no longer provides timely or reliable assurance. In some instances, audits are out of date by the time they are completed, significantly reducing their value to both senior leadership and service areas.

A revised approach is therefore required to ensure continued statutory compliance, provide meaningful organisational oversight, and enable specialist resources to be targeted toward areas of greatest health and safety risk.

To address this, the team has piloted a self-audit model, whereby managers assess their own health and safety management arrangements against a structured framework aligned with statutory requirements. While this pilot, delivered using Excel spreadsheets and email, has demonstrated clear benefits, the process is operationally inefficient, labour-intensive, and not sustainable at scale.

The Corporate Safety Team now intends to develop a business case for the procurement or development (including potential adaptation of an existing in-house platform) of a digital, centrally managed self-audit system. Such a system would automate data capture, analysis, and reporting; provide real-time oversight for senior leaders; and enable the team to focus on areas of greatest risk and weakest performance.



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This proposal has already been presented to the Health and Safety Oversight Board, which expressed clear support and confirmed that this is a priority area of work ahead of submission to the Technology Business Case process.

INSPECTIONS

There were 50 workplace or service area management review and inspections undertaken out of 50 scheduled for the 12-month period ending 31 March 2026. 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:

- Lack of health and safety performance monitoring
- Inconsistencies in accident reporting schools
- Protracted building maintenance issues, primarily due to unclear cost allocation/responsibility between schools and asset management

RISK MATRIX

The Council's health and safety risk matrix identifies corporate 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 table below provides a summary of the risk matrix for the period ending 31 March 2026:

Risk Rating	Exposure	Comments
	0%	Immediate action required
	41%	Needs improvement / monitoring closely / not meeting expectations but not critical
	59%	Satisfactory

Key changes to the risk matrix since 01 April 2025:

- **Risk 4 - Management of Legionella**
Amber to Green
- **Risk 6A - Tree Management**
Increasing Risk - remains Amber



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- **Risk 6B - Ash Die Back**
Increasing Risk - remains Amber
- **Risk 9 - Gas Installations/Appliances**
Amber to Green
- **Risk 20 - Automatic Doors; Electric Gates; Barriers and Shutters**
Amber to Green
- **Risk 26 - Big Six Compliance**
Risks split into component parts for clarity and improved oversight

HSE ACTIVITY

During the reporting period, Corporate Safety engaged with the Health and Safety Executive (HSE) in relation to several incidents and concerns raised across education, operational services and housing. In all cases, the HSE reviewed the relevant health and safety management arrangements and confirmed that controls were satisfactory, with no formal enforcement action taken.

Key matters included:

- The HSE conducted inspections at the Grounds Maintenance Depots located at Wilton Park and Greenhead Park. The purpose of the visit was to assess compliance with legislation governing the use and storage of Plant Protection Products (PPPs). The inspection was positive overall. The service was able to demonstrate satisfactory compliance with the requirements, and the Pesticides Enforcement Officer was satisfied with the responses and evidence provided. While a few minor issues were identified, the overall management arrangements for PPPs were deemed appropriate and compliant.
- A concern was raised with the HSE regarding works at a play area in Mirfield. The allegation involved the operation of a mini excavator and dumper without adequate pedestrian segregation. Following a review of the health and safety management arrangements and the information provided, the HSE deemed the controls and documentation satisfactory. No further action was required.
- The HSE investigated a serious accident involving a pupil with special educational needs who fell from a climbing frame, sustaining significant injuries. The school's health and safety management arrangements and supporting information were reviewed by the HSE and assessed as satisfactory.
- The HSE raised concerns regarding alleged shortcomings in risk assessments at an alternative provision school, following reports of staff being subjected to physical harm by pupils. Corporate Safety supported a comprehensive review of policies, individual risk assessments and positive behaviour plans, alongside discussions with senior leadership and behaviour support staff. The HSE confirmed that appropriate controls and strategies were in place to manage foreseeable risks to staff.



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- Concerns were reported to the HSE regarding a failed septic tank at a school, resulting in raw sewage affecting the entrance and other accessible areas. The HSE reviewed the health and safety management arrangements relating to biological hazards and confirmed that controls and documentation were adequate. No further action was required.
- The HSE contacted Corporate Safety following an allegation that staff undertaking highway-related work had not received appropriate training and that traffic management controls may have been insufficient. The service area's arrangements were reviewed and deemed satisfactory by the HSE.
- A concern was raised that falling material from height had struck a tenant exiting a ground-floor property. Corporate Safety investigated the allegation, and operatives on site stated that the incident did not occur. The findings were shared with the HSE, who confirmed that no further action would be taken based on the available information.

