

Finance and Resources Committee

10:00am, Tuesday 25 April 2023

Health and Safety Performance 2022

Item number	
Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 The Committee is recommended to note the health and safety progress and performance in 2022.
- 1.2 The Committee is recommended to approve the move to future annual health and safety reports reporting on the period 1 April - 31 March of the following year in line with benchmark authorities.

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Health and Safety Performance 2022

2. Executive Summary

- 2.1 A significant amount of the Council Health and Safety Team resource was directed towards supporting workplaces to manage the changing COVID 19 environment during 2022. This principally focused on supporting workplace returns in a safe manner and in line with Scottish Government guidance.
- 2.2 The Council set out its Health and Safety priorities for 2022 in the Council's Health and Safety Strategy and Plan for 2020 – 2022. The principal focus for 2022 was to complete the implementation of the Strategy ahead of the development of a new Strategy to build on progress to date.
- 2.3 Health and safety metrics for the prior year (2021) reflect the level of operational activity within the Council at that time. Valid 'year by year' statistical comparisons of the metrics are accordingly not possible due to the unprecedented circumstances and continued business disruption as a result of Covid, therefore comparative figures for 2019 have been included as a best comparator indicator. The longer-term incidents trends will require to be monitored as the new ways of operating are established in order to determine this measure of health and safety performance.

3. Background

- 3.1 The Council has statutory duties, including under:
 - the Health and Safety at Work etc. Act 1974, and subordinate legislation;
 - the Fire Scotland Act 2005; and
 - the Housing (Scotland) Acts.
- 3.2 The purpose of this report is to update the Council on action taken to manage health and safety during 2022 in response to the above and to present the associated performance during this time.

4. Main report

4.1 Coronavirus (SARS-Cov-2) – COVID 19

- 4.1.1 2022 saw a gradual transition back to working arrangements more recognisable to those before the pandemic in 2020. Government restrictions and all forced controls were abated during the period. The City of Edinburgh Council continues to follow the Scottish Government Coronavirus – COVID-19: Scotland’s Strategic Framework, republished in February 2022.
- 4.1.2 The Scottish Government framework is supported by corresponding guidance published by the Health and Safety Executive, the health and safety regulator for the City of Edinburgh Council’s activities.
- 4.1.3 Workplaces which had remained closed during the pandemic were reopened through the co-ordinated programme ‘Our Future Work’. The group supporting this work, including the Health and Safety team, provided advice and direction on the measures necessary to re-open in a safe manner and additional considerations to take account of where hybrid working was taking place. The Health and Safety Team have continued to support the return to workplaces by publishing a template risk assessment on the Orb.
- 4.1.4 A challenge for workplace operations returning to normal has been supporting the re-qualification of first aiders in the workplace given the impact on this type of face to face training during the pandemic. The Council’s Learning and Development team have responded and have provided training to support first aid provision within workplaces.
- 4.1.5 In addition to workplaces returning, many of those essential service workplaces which continued to operate throughout the pandemic have seen the ability to return workplace use to more normal occupancy levels.
- 4.1.6 The Council has sought to ensure the safety of occupied places by providing Co2 monitors to support risk assessment of workplace ventilation as an ongoing COVID workplace control.
- 4.1.7 During 2022 the Council Health and Safety Team reviewed the health and safety management approach within the Council and developed a new Health and Safety Strategy for the Council to build on the existing arrangements and to build on the 2020-2022 Strategy.
- 4.1.8 The 2020-2022 Health and Safety Strategy sought to develop partnership working with other local authorities with the purpose of exploring benchmarking activity in order to better compare the City of Edinburgh Council’s Health and Safety performance with its peers. The reintroduction of a series of regional and national (Scotland wide) Local Authority health and safety network will directly support this.

4.2 **Edinburgh Health and Social Care Partnership (EHSCP)**

- 4.2.1 Safe reopening of sheltered housing community rooms for the residents involved site inspections by the Lead H&S Adviser for HSCP to all 14 community rooms in Edinburgh. Advice, support and guidance was provided on safe occupancy levels, ventilation and introduction of CO2 monitors, and improvements required in Fire Safety and/or health and safety issues that were identified.
- 4.2.2 Care Homes slowly and cautiously reduced or removed COVID restrictions through 2022 by following the Scottish Government and Health Protection Scotland guidance – where spikes of infections were identified the Care Homes took reactive measures and closed the care home to all non-essential visitors, and reintroduced the mandatory wearing of face coverings and other infectious control measures.
- 4.2.3 At the start of 2022 two CHS advisers started a programme of reviewing and guiding the care home Fire Safety and Evacuation process, at the request of the acting Senior Care Home Manager. A review of the care homes current written Fire Evacuation procedure was conducted, followed with a set number of site visits to the care home being reviewed, where a practical fire drill was carried out and observed by the two CHS advisers, after which they provided their feedback. This programme is to continue through 2023 until all care homes have been assessed.
- 4.2.4 The ATEC24 service area has been receiving significant support from CHS over 2022 due to management and operational changes, as well as identified issues around Health and Safety and Fire Safety. Key training has been delivered (and is ongoing) to support the service during 2022, including: SHE Awareness, Incident Reporting, RIDDOR Awareness and Dynamic Risk Assessments. There are ongoing issues around lack of storage space due to the increase of service requirements from the service, which supports vulnerable service users within the community. The lack of space does increase Health and Safety hazards to both staff and visitors, though the management of the service, with CHS support, are addressing any identified hazards.
- 4.2.5 There are also issues within the open area of the Yard at ATEC24 following a significant occurrence on 2022, where an agency worker was knocked over and injured. Management, along with support and advice from CHS, are working on practicable yard safety measures, including speed ramps, extending the pedestrian walk ways with the yard area and re-marking all road marking from the main gate in to and including the working yard.
- 4.2.6 The Wester Hales Healthy Living Centre is an EHSCP medical and hub centre with both CEC and NHS Staff working from it. With the building now open again and providing normal services, management are currently engaging with employees from CEC and NHS with regard to fire safety

arrangements. As services have adopted some form of hybrid working, this has had an effect on providing adequate fire warden cover to the building. Service management are in discussion with all service areas who are accommodated in the building to address the issue.

4.3 Children, Education and Justice Services

- 4.3.1 Children, Education and Justice Services have a Self-Assurance Framework to support managers with the health and safety assurance process. This system allows them to plan, monitor and take action throughout the year, allowing the competent person to have the tools to ensure they have the necessary skills, knowledge and experience in relation to hazard identification, risk assessment, and determination of necessary controls; and includes knowledge of legal and regulatory requirements.
- 4.3.2 Children, Education and Justice Services actively record incidents, accidents and fire related incidents on the Council's SHE incident reporting system. All incidents are reviewed and, where applicable, are investigated along with required Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 (RIDDOR) notifications sent to the Health and Safety Executive (HSE). Detailed information, reports and recommendations are sent to the appropriate department managers. Quarterly dashboard reports are produced for the service and meetings arranged to discuss the content of the report.
- 4.3.3 Ensuring clear communication, CHS support Children, Education and Justice Services with SORT Briefings to communicate and provide support in addressing any queries or initiatives in relation to Health and Safety. This included presenting "Risk Matters" as a support tool to ensure that relevant Health and Safety communication was escalated, this included: taking lessons learnt from playground inspections and in incident investigation, Loose Parts Play, Tree Climbing; Lifting Equipment in Educational Settings Patient Hoist; Using Hand Tools in Early Years, Christmas Safety, E-scooters, Finger Entrapment, Smoking and vaping, Incident Reporting and Information Collation.
- 4.3.4 A number of training sessions were developed and delivered that include health and safety induction, risk assessment, asbestos awareness and incident reporting and collation on SHE Portal, with positive feedback received. Children, Education and Justice Services also have in-service essential health and safety training days planned and are in the process of conducting a full review of essential learning.
- 4.3.5 New guidance for school pool operations was produced and provided the template Normal Operating Procedures and Emergency Action Plans.
- 4.3.6 To ensure schools and services were Covid-19 secure, the CHS supported the implementation of processes, procedures and controls. This also required

continual reviewing and updating of risk assessment to ensure compliance with the current Scottish Government guidance and legislation.

4.3.7 Over the past year one of the key elements has been focusing on behaviours of concern, and the team has collated relevant statistical information and produced weekly reports to Quality Education Managers and a dashboard of incidents for the monthly meetings with Senior Managers. Health and Safety also attend the Additional Support Needs (ASN) Research Study meetings and provide statistical information to back up any research about the impact of learning space design on physical incidents by pupils with ASN.

4.4 Corporate Services

4.4.1 Corporate Services, as with other directorates, has experienced some recent re-structuring, with the most significant change being that the Property and Facilities Management functions moved to the Place directorate. Corporate Services includes the Divisions/Teams of Finance and Procurement, Human Resources, Customer and Digital Services, Legal and Assurance, as well as Policy and Insight, Strategic Change and Delivery and Communications.

4.4.2 Corporate Services has played a key role in the Council's ongoing response as the coronavirus pandemic progressed and legal restrictions were eased and finally removed. This has included support to phased resumption of office-based activities and delivery of face-to-face training, whilst also facilitating a continued approach to hybrid working, where possible.

4.4.3 The health and safety risk profile for Corporate Services is slightly different to other directorates, with more employees working in lower hazard environments, although there are still a range of health and safety risks that require to be managed and controlled. Examples of work undertaken include a coordinated approach to DSE workstation assessment and work to develop approaches for managing risks to those employees who have contact with service users in person and by telephone, including some lone working activity.

4.5 Place Directorate

4.5.1 Critical front-line training has continued within all Place directorate service areas, including that of the operation of specialised plant and equipment being provided by external providers. As building capacity allows, cultural and museums events have steadily been increasing there has been an additional demand for fire management and first aid training which has been successfully programmed into service areas.

4.5.2 In consultation with the Council's occupational health partners (PAM) a full programme of health surveillance face to face appointments is now back up and running. Service areas having been supported by health and safety with information and appointment uptake from the previous year, which will assist service areas to assess that staff get the appropriate level of health surveillance that they required.

- 4.5.3 Place service areas along with specialist areas within Education can now access new vibration monitoring devices (R-Line watches) which will provide the users and supervisors with up to date and reliable exposure data. A cloud-based recording system being available to accurately view levels of operator's individual's exposure which service areas can then use to refine their work methods and ensure effective management of the risk to vibration.
- 4.5.4 A trial system with the SHE safety management system risk assessment module is current being undertaken for Place whereby service areas will have a one stop digital platform to access their own individual workplace risk assessments. This cloud-based option is also being used to allow mobile workers additional access to report incidents through their mobile and hand-held devices.
- 4.5.5 To ensure that workplace inspections are now being re-established within Place directorate workplaces, buildings, offices, workshops, depots etc information was being communicated through the various Safety and Well Being groups and committees. Service areas are being asked to programme in their quarterly inspections throughout the year and where possible to arrange these jointly with their local union safety representatives.
- 4.5.6 The health and safety team have been working with the various Service Teams and Heads of Service to establish a list of Duty Holders for all Place premises building and depots. With these individuals now in place this will now ensure a main point of contact for safety issues will now be available within each Place designated building and/or location.

4.6 **Employees**

- 4.6.1 Employees of the Council have been supported through 2022 to return to workplaces and complete necessary training in support of this.
- 4.6.2 The use of technology, i.e. MS Teams etc. which was new in 2020 has continued to be used to keep colleagues/teams in touch and has proven to be useful in the delivery of training and team/Service briefings on a range of health and safety topics.

4.7 **Trade Unions**

The recognised Trade Unions have supported their members and the Council in difficult circumstances and environments. Their significant contributions to Council services should be acknowledged and thanked for the collegiate and solution-focussed approach that they have adopted. Health and Safety Consultative groups at Directorate and Service levels operated throughout 2022 with the support of the recognised trade unions.

4.8 Leadership

- 4.8.1 Leadership at all levels within the Council, from the Corporate Leadership Team to first line supervisors, has responded to the changed operating landscape, with many teams and Services now operating in a hybrid manner.
- 4.8.2 The Leadership team has continued to monitor COVID absence levels throughout the organisation, utilising incident data until September and since then using absence data to track the impact of the virus.
- 4.8.3 The Corporate Leadership Team approved the new Health and Safety Strategy which went on to be presented and approved by the Finance and Resources Committee on 26 January 2023. This sets out the Corporate Leadership Teams clear commitment to build on the existing health and safety arrangements for the future.

4.9 Health and Safety Strategy

- 4.9.1 The Council's 2020-2022 Health and Safety Strategy came to the end of the implementation period. The Strategy approved by the Finance and Resources Committee on 3 December 2020 comprised of three key aims:
- Consolidation, Adaption and Renewal
 - Leading, Comparing and Learning
 - Embracing New Technologies and Information Systems
- 4.9.2 This Strategy was designed to be achievable within the constraints of both the pandemic and Corporate Health and Safety resources. These aims were designed to ensure that the Council is a learning organisation and a leader, sharing new ideas and information with our partner Councils. Sections 4.10-4.12 below sets out the actions against each of the Strategies strands during the time frame of the Strategy 2020-2022.

4.10 Consolidation, Adaption and Renewal

4.1.1 Delivery of an appropriately resourced Health and Safety team

The Health and Safety Team operated throughout 2021 with reduced staffing levels in its senior roles, including the Lead Trainer role. This has only been sustainable given the reduction in face-to-face training delivery, as a result of the pandemic, and through the suspension of the health and safety workplace audit programme. While it has been possible to work with a reduced staffing compliment for a period, this does have an impact on the overall capacity of the team. In 2022 the team successfully recruited a new Principal Health and Safety Adviser. The recruitment to vacancies within the team is being completed during 2023 with the Senior Health and Safety

Adviser post and two Health and Safety Adviser posts rising from an internal promotion and an external recruitment of team members now having been recruited to. The appointment of a Lead Trainer post is still to be completed.

4.1.2 Internal development and succession planning within CHS

Following the review of the overall Health and Safety System in operation within the City of Edinburgh Council, this review has been used to inform a revision of the staffing structure of the team to support the future strategic and operational needs of the Council. The revised structure was implemented in 2022 in line with the Service support requirements. This will create the ability for team members to develop and provide opportunities for staff to develop and progress into more senior roles within the team in the future.

4.10.3 Greater communication and collegiate working between CHS Directorates/divisions and trade union safety representatives

The Council Health and Safety Team are operating with designated Health and Safety Advisers being allocated as Service Leads to individual Council Directorates. This is enabling strong working relationships to be established and maintained between the Advisers, Service Managers and Trade Union Officials representing employees within the associated Directorate. This is evident in consistent officer attendance at Health and Safety Consultative forums and management meetings where health and safety matters are the focus.

4.10.4 Working with directorates/service areas to ensure that the Council's policies, procedures and activities remain fit for purpose

This is delivered through a combination of discussion on the application and impact of policies along with a focus on items which are resulting in higher levels of incident reporting by Service. This work has helped inform the review of the Council's Health and Safety Management System.

4.10.5 The review of the Council's Health and Safety Management system has in turn informed the areas for development in the new Health and Safety Strategy 2023-2028.

4.1.6 Fully operable, supportive, governance and assurance

The current model of testing assurance of health and safety arrangements in individual workplaces has been to carry out a programme of workplace health and safety audits. This programme was paused during the pandemic to create capacity for wider ranging COVID workplace inspections and to have members of the Council Health and Safety team in a position to respond promptly to COVID related enquires.

4.10.7 While planning has been taking place to resume audits/assurance work, the Council Health and Safety team carried out a review of the health and safety system in place against the regulatory framework the City of Edinburgh Council operates within. Following this work the team have been exploring ways of making greater use of the electronic health and safety management system in place to support the recording of key workplace activities in relation to health and safety obligations which will directly support the auditing process and streamline the face to face element of the audit approach. The further embedding of the Health and Safety Management System will be considered as part of the re-procurement process for the system in 2023.

4.11 **Leading, Comparing and Learning**

4.11.1 **Subject to buy-in from other authorities, the formation of a Scottish Councils' Health and Safety Forum (or other like body), led by this Council initially**

The Head of Health and Safety has sought through the Chair of the Society of Personnel Directors Scotland (SPDS) Health and Safety Forum to re-establish the local forum through which to drive forward health and safety benchmarking across Scotland's local authorities in the first instance. This work resumed in 2022 with benchmark data being captured across the East of Scotland SPDS Health and Safety group. Through this work it has been established that our partner local authorities report their annual health and safety performance from 1 April each year to the following 31 March.

4.11.2 **The establishment of consistent reporting data set and definitions**

The Council Health and Safety team have produced health and safety dashboard reports for services throughout 2022 in a consistent manner. The dashboard information has been well received, recognising there is scope to develop active indicators in the future as part of Policy and Management Arrangement review work to create a balance between the activity to manage health and safety and the resultant incident figures. More detailed reporting has been generated for Children, Education and Justice Services as part of the Directorates management response to the number of violent incidents reported.

4.11.3 **Consulting on consistent approaches to health and safety issues throughout Scotland**

The Head of Health and Safety has engaged with the Chair of the local SPDS Health and Safety forum to re-establish the group with the purpose of discussing and sharing approaches to managing health and safety locally but

also through the associated national forum. The SPDS Health and Safety forum has begun meeting on a regular basis in 2022.

4.11.4 Using Scottish Council's data to compare performance with this Council

Ahead of the pandemic, the principle of comparing health and safety performance and reactive indicators with other Council's to establish how the City of Edinburgh's Council's performance compared was reasonable. In the current climate where the routine of work has been so disrupted over the past 2 years that our own year on year performance comparison has more limited value the benefit to be gained by comparing with partners is also more limited at this time.

4.1.5 Introducing identified best practices to directorates/service areas

The review of the Council's Health and Safety system against the regulatory framework it operates within has clarified areas where the Council have well established arrangements and areas where arrangements require to be refreshed. The refresh of subject specific arrangements from 2023 on will create the opportunity to reflect on current practice and apply best practice approaches taking account of legal requirements and industry standards.

4.12 Embracing New Technologies and Information Systems

4.12.1 Many areas of health and safety in the workplace could benefit from deploying new technologies. Areas such as communications with employees who work in isolation (lone working) access to onsite best practice information and guidance when needed, immediate reporting of accidents, production of suitable and sufficient risk assessment, etc. could have a profound effect on how the Council operates services.

4.12.2 During 2022 the City of Edinburgh Council made a number of enhancements to the system to enable risk assessments to be recorded and adapted on the platform, work is being carried out to explore the potential of using the platform for other incident reporting such as vehicle incident reporting. The system also has a display screen assessment module which could support not only those carrying out assessments but broader health and safety performance monitoring. This will be factored in the procurement exercise due in 2023.

4.12.3 It is recognised that technological advances in a wide range of areas and sectors have the potential to support managing workplace risk. The Council Health and Safety team continue to make use of the health and safety

management information system to measure aspects of health and safety performance. Many of the strides forward in use of technology which impact employees on a day-to-day basis will come through assessment of workplace risk and deployment of workplace controls. In support of the wider application of the current platform the use of a mobile app was introduced in 2022 making the system available to Services to deploy to those who are often out of the office.

4.13 Health and Safety Indicators

4.13.1 The table below includes 2019 Statistics to show the expected data over a 'normal' year. The Council utilises the 'SHE Assure' incident reporting system and other internal record management systems to provide this data.

Table 1 Health and Safety Adverse Events

Health and Safety Adverse Event Metrics	Full year 2019	Full year 2020	Full year 2021	Full year 2022	Comments
RIDDOR events	44	41	73	96	
Employee injuries	1987	1469*	1730	2228	*Included employee COVID submissions
Near Miss	1488	1555	1444	1471	
Violence/Aggression/ Behaviours of Concern	1584	1244	1640	2659	The CHS team have promoted incident reporting through SHE in 2022.
COVID 19 SHE Assure Reports					
Education & Children's Services		456	931	2260	COVID reporting for non-reportable cases stopped in Sep 2022. COVID cases have since been monitored through absence recording.
Place		9	151	458	
Health and Social Care		125	171	746	
Corporate Services		1	61	17	

4.13.2 The incident types that have contributed most to the increase in RIDDOR-reportable incidents between 2019 and 2022 are slips, trips and falls (17 in 2019; 39 in 2022) and physical assaults (1 in 2019; 17 in 2022). RIDDOR-reportable incidents in the 3 main injury type categories (Over-7-day, Specified Injury, Member of public taken to hospital) have approximately doubled between 2019 and 2022. In the case of RIDDOR-reportable incidents to members of the public, the total has increased threefold between 2019 and 2022. RIDDOR-reportable slips, trips and falls incidents occur across the year (2022), with peaks for employee incidents in May, June and September. However, further analysis indicates that more RIDDOR-

reportable specified injuries to employees are reported in the winter months. RIDDOR-reportable slips, trips and falls incidents involving members of the public tend to occur between September and March (i.e. seasonal). Numbers of RIDDOR-reportable physical incidents are greatest in ECS (12), although these incidents have also been reported in HSCP (4) and Place (1). Lifting and handling injuries were the third greatest contributor to RIDDOR-reportable injuries to employee in 2022 (8), with all incidents reported in relation to Place (5) and HSCP (3).

4.13.3 COVID reports were captured in SHE Assure during 2022 up to 23 September.

4.13.4 Table 2 provides a summary of insurance claims brought against the City of Edinburgh Council in 2022. These do not include incurred but not reported (IBNR) claims which may be presented in the future, as limitation for personal injury claims is 3 years post incident and property damage is 6 years post incident.

4.13.5 Not all claims that are submitted to the Council are paid out, and the defensibility rate is key in determining future premiums as it indicates the strength of the Councils policies and procedures.

Table 2 Notifiable Claims

Notified Liability Claims	Full year 2020	Full year 2021	Full year 2022
Public Liability			
Damage	518	610	509
Injury	159	175	183
TOTAL	677	785	692
Employers liability			
Damage	0	1	0
Injury	33	27	20
Total	33	28	20

4.13.6 Table 3 provides a summary of fire incidents experienced by the City of Edinburgh Council in 2022. The table also presents a summary of Scottish Fire and Rescue Service Audits following fire incidents. This table also reports the number of unwanted fire alarm signals (UFAS), the automatic notification of fire to the Scottish Fire and Rescue Service arising from false activations through alarm call points, dust etc and system errors. The table shows a rise in fire incidents reported compared to 2021, this is attributed to improved awareness of the need to report such incidents as promoted by the

Council Health and Safety team with Duty Holders in 2022. The total number of UFAS incidents have increased marginally on 2021, however of note is the reduction in multiple incidents attributed to any one site.

Table 3 Fire Safety Adverse Events

Fire Safety Metrics	Full year 2019	Full year 2020	Full year 2021	Full year 2022	Comments
Total number of fires	11	16	20	40	
Fire and Rescue Service attended	11	16	17	23	
Scottish Fire and Rescue Service audits	33	15	21	20	Thematic findings from audits related to Lack of contractors certification held on site, Fire Stopping, UFAS Arrangements and reduction, Evacuation Procedures, FRA's, condition of fire doors, information, instruction and training.
Unwanted Fire Alarm Signals (UFAS):					
Stage 1	203	224	260	274	Non fire alarm activation
Stage 2	9	9	4	1	5 UFAS in 3 months
Stage 3	1	0	4	0	10 UFAS in 6 months
Stage 4	0	0	0	0	20 FAS in 9 months

4.14 Health and Safety Specific Learning and Development

4.14.1 Table 4 provides a summary of Corporate learning and development carried out in 2022. In addition to this Service based face to face training sessions continued. Face to face training has resumed beyond the essential operational training carried out during 2020/21 as a result of COVID restrictions.

Table 4 Health and Safety Specific Learning and Development

Health and Safety Training Metrics	Full year 2019	Full year 2020	Full year 2021	Full year 2022	Comments
Health and Safety training courses delivered by Corporate Health and Safety					
Courses delivered	391	39	18	37	In 2022: - 13 course types delivered; - 29 courses delivered in-person; - 8 courses delivered online.
Employee attendance	3371	225	87	329	
Health and Safety training courses delivered/facilitated by Learning and Development					
Courses delivered	*	*	*	268	

Employee attendance	*	*	*	1974	* Data on Health and Safety courses facilitated by Learning and Development was not captured in the Health and Safety Annual Report prior to 2022.
Health and Safety training accessed/completed Online on MyLearning Hub					
Unique access by Employees	5374	12844	13839	15172	27 individual online courses available in 2022
Successful completion	4081	9699	10296	13145	
Total successful completion of H&S Training	7452	9924	10401	15448	

4.14.2 During 2022 the Council Health and Safety Team delivered 13 health and safety training course types. There were 37 courses provided in total to 329 employees. 29 of the courses were delivered in-person, due to practical elements included in the training. The table above shows the significant uptake of on-line learning in 2022 compared with 2019, this was initially driven in response to the COVID pandemic, however, is more suitable resource allocation going forward.

There were 18 health and safety training course types delivered or facilitated by the Learning and Development Team in 2022. There were 268 courses provided in total to 1974 employees. The majority of these courses were delivered in-person due to the practical nature of the training.

There were 27 health and safety modules available for employees to access on MyLearningHub in 2022. These modules were uniquely accessed by employees 15172 times and 13145 of these courses were successfully completed by employees.

In total in 2022, there were 15448 successful completions of health and safety training for employees. The mix of training delivery demonstrates the opportunities in continuing to develop a blended approach to health and safety learning and training. Further work is planned to link training delivery back to the role-specific and general health and safety training needs within Directorates.

4.14.3 The Council Health and Safety team will support Services in 2023 to review training requirements across the Council and identify the most appropriate delivery model for their training needs.

4.14.4 This is important now as the organisation reshapes the way it works and therefore the risk profile of the organisation changes and the means of receiving training develops in response to new ways of working. While face to face training has returned for courses, greater use will be made of MyLearning hub to address learning and development needs in combination with face-to-face training in the future.

4.14.5 MyLearningHub has shown its ability to deliver a range of training solutions. 2022 figures above show a further significant increase (30%) in the number of completed online learning and development courses compared to last year.

4.15 **Council Health and Safety Team**

4.15.1 The Council Health and Safety Team reported on a review of the Health and Safety Management System to the Council Leadership Team. This led into the development of a new Health and Safety Strategy which has since been presented to the Finance and Resources Committee on 26 January 2023.

4.15.2 The health and safety team made an internal appointment to the role of Principal Health and Safety Adviser, leading the way to appoint to the outstanding Senior H&S Adviser and Health and Safety Adviser vacancies within the team to create the capacity to deliver the aforementioned health and safety strategy.

4.15.3 The CHS team carried out work to support the application of the Duty Holder role outlined within the Council Health and Safety Policy. A new Duty Holder Guide was published along with the development of a register of site specific Duty Holders published on the Health and Safety Orb pages. This is now being maintained by the CHS team to support a range of work streams led by site Duty Holders.

4.15.4 The Scottish Fire and Rescue Service notified employers of a key change to the way they will respond to fire alarms in the future in non-sleeping accommodation, they will only respond to confirmed fires. The Council Health and Safety Team along with Property and Facilities Management established a short life working group to progress the Council's response to this change to ensure Duty holders are supported to respond to the change in 2023. A new fire evacuation plan template has been prepared which has been subject to consultation with trade unions ahead of publication.

4.15.5 The Council's Health and Safety Management Information Systems 'SHE' received approval to apply the mobile app, making it easier for many Services to capture incident details and populate the system. The Council Health and Safety Team highlighted changes to the SHE System to users after a supplier refresh.

4.15.6 The team carried two Senior vacancies and two Adviser vacancies into 2023. The Senior H&S Adviser post and two Adviser posts have now been recruited to and the Lead Trainer post will be recruited to early 2023 to ensure suitable resourcing to deliver against the ambitious Health and Safety Strategy and to support ongoing service support needs.

4.16 **Governance and Assurance**

4.16.1 The health and safety audit programme was suspended in March 2020 due to lock down restrictions. Notwithstanding this, Corporate Health and Safety redesigned existing self-audit tools to include a 'COVID Secure' Field.

4.16.2 The Council Health and Safety team, have operated telephone and email access to guidance. The 'Safe Working Practices Helpline' operated 24/7 throughout 2022 to ensure employees could raise any workplace COVID related concerns.

4.16.3 A new thematic approach to auditing has been trialled in 2022, initially with a focus on practical subject areas within Education settings. This approach has the benefit of providing assurance that controls are being universally applied across settings carrying a particular risk.

4.16.4 The Health and Safety Team are currently working through an exercise to produce risk profiles for Services which will support the identification of which teams need to manage key risks, which teams will require access to associated training and which teams will require to be involved in subject related auditing going forward.

4.17 **Enforcing Authority Engagement**

4.17.1 There were no formal notices issued by the Scottish Fire and Rescue Service against the City of Edinburgh Council in 2022.

4.17.2 The Scottish Fire and Rescue Service consulted with the City of Edinburgh Council in 2021 as part of a national consultation exercise on removing their routine response to automatic fire alarm systems, in an effort to reduce the impact unwanted fire alarm signals (UFAS) has on their service. The Fire and Rescue Board took the decision in December 2021 to no longer respond to automatic fire alarm activation from April 2023. The City of Edinburgh Council has since been advised this change will now take affect from 1 July 2023. The exemption from this includes sleeping accommodation such as Care Homes. The Council Health and Safety Team and Property and Facilities Management team have developed updated fire safety guidance to support Services affected and will be rolling out new advise in preparation for this change.

4.17.3 The City of Edinburgh Council were involved in a national exercise led by the Health and Safety Exercise to review Asbestos Management in school settings. A number of school sites were visited as part of this process and

while some informal feedback was provided, no formal action resulted from these reviews.

4.17.4 There were no formal notices issued to the City of Edinburgh Council by the Health and Safety Executive in 2022.

5. Next Steps

5.1 The Finance and Resource Committee approved a new Health and Safety Strategy on 26 January 2023. The newly developed Health and Safety Strategy will now be implemented, building on the current arrangements in place to deliver a best in class health and safety management system for the City of Edinburgh Council.

6. Financial impact

6.1 There is no direct financial impact arising from this report, although any failure to manage health and safety appropriately can have a potentially significant impact.

7. Stakeholder/Community Impact

7.1 There is ongoing consultation and engagement with Trades Unions and stakeholders.

7.2 The potential impact of failure to manage health and safety and welfare includes: death, injury, ill health, in addition to legal liabilities, regulatory censure, financial losses, business disruption and reputational damage.

7.3 There are no adverse equality impacts arising from this report.

7.4 There are no adverse sustainability impacts arising from this report.

8. Background reading/external references

8.1 [Corporate Health and Safety Strategy and Plan 2020-2022](#)

8.2 [Corporate Health and Safety Strategy 2023-2028](#)

9. Appendices

9.1 None.