



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Corporate Health and Safety

Annual Report

2024 – 2025



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Planning

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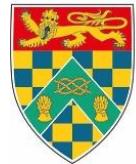


TABLE OF CONTENTS

1.0	Executive Summary	2
2.0	Business Continuity & Emergency Planning	3
3.0	Health and Safety Training	5
4.0	Accidents and Incidents	5
5.0	Health and Safety Performance Measures	16
6.0	Service Plan 2024 – 2025	16

LIST OF TABLES, CHARTS & FIGURES

Training	Training Courses 2024 - 2025	8
Chart A	Accident trends by Service area 2022-25	9
Table 1	Accident Category Type 2024/25	10
Table 2	Accident by Service Area 2024/25	11
Table 3	Vehicle Accidents 24/25	12
Table 4	RIDDOR Summary of Accidents Reported 24/25	13
Table 5	Leisure Centre Accident Rates (over 5 years)	15
Table 6	Health and Safety Target Performance Indicators	16

INTRODUCTION

1.0 EXECUTIVE SUMMARY

This report provides an overview of South Kesteven District Council's Health and Safety performance during the 2024/25 financial year. This report will also cover Business Continuity (BC) and Emergency Planning (EP) actions for the same financial period.

The council's overall performance within these areas remains strong with a high level of assurance, these areas have robust policies and procedures with risk mitigation in place. This is based on several factors including; internal and external audit findings, key performance indicators, benchmarking of higher risk areas with other agencies and the evaluation of the response and recovery work during the extreme weather events.

The number of accidents/incidents reported to the council has seen a significant increase from the previous year. In isolation this rise would be cause for concern, however there are a number of factors which have contributed, and should be seen as a positive.

Business Continuity and Emergency Planning saw another challenging period. For the second year SKDC faced unprecedented and record-breaking river water levels/extremes of weather and the subsequent impact on the fluvial system. This led to several communities being impacted as in 2024.

The Council again provided support to these communities both in response and through recovery. The program of providing support for the creation of community emergency plans remains in place with a number of Parish Councils having engaged. The Council's response was swift, comprehensive, and ensured the impact to the community was minimised as much as possible.

1.1 The Health and Safety Management Approach

The direction for health and safety is set by the Corporate Management Team with Cabinet Members support. This sets the corporate priorities for health and safety across the council's activities. The Corporate Management Team (CMT) and Senior Management Team (SMT) have overall responsibility for ensuring sufficient time and resources, making sure these are available to council officers, to fulfil health and safety responsibilities and provide staff with the required support and training. Members and staff at every level carry a moral, legal, and financial obligation to adhere and actively support health and safety. This approach has proven effective, and there are no plans to change this.

As noted in last year's report, the Council has created an Officer Safety Working group, which is now embedded in the management approach towards safety improvement. The group meets 4 to 5 times a year depending on the need and discusses a wide range of items including, accidents trends and behaviours to increase the knowledge, build awareness for colleagues to share and be able to take appropriate action. Through this group we have seen the confidence of officers to challenge safety concerns and to actively engage with the safety team grow, which can only enhance and improve the culture of safety.

Significant matters or concerns raised will be led by the Health and Safety team but will include the individuals/service area raising this and the Health and Safety lead will report any actions and strategic concerns to CMT/SMT where appropriate and when a wider council response is required.

1.2 Corporate Health and Safety Role

The role of the Corporate Health and Safety team remains unchanged. It is the responsibility of the Health and Safety team to monitor accidents and trends, ensuring investigations are prompt and appropriate. Should it be required at any point, the Health and Safety team will notify the Health and Safety Executive, or other relevant bodies of any reportable matters and coordinate the Council's cooperation and response.

The team continue to produce and provide guidance to managers and all service areas on a number of topics, as well as carrying out other core functions including, risk management support and audit, technical support on health and safety related matters and training provision.

With the increased resource now in the safety team, it will be moving to a more hands on role in some key areas. The team will be increasing the active monitoring of higher risk locations and will this year be undertaking in-house Hand Arm Vibration (HAV) testing of the operational equipment being used by service areas. This will provide greater flexibility and speed in the testing and identifying any dangerous equipment to reduce the likelihood of exposure and occupational related ill health, as a result this will reduce sickness levels and insurance exposure.

2.0 BUSINESS CONTINUITY & EMERGENCY PLANNING

2.1 Business Continuity

The Business Continuity (BC) arrangements within SKDC are under regular review and this was last completed in March 2025. This included the overarching BC Strategy for the council and the Business Impact Analysis (BIA) and Business Continuity Plan (BCP) for each service area/ Directorate.

The overarching strategy identifies those areas which are classified as a critical service, and which would take priority in a widespread business interruption event. These critical service areas also make up the majority of the membership should an Incident Management Group be stood up, dependant on the need.

The BIA is effectively a risk assessment for service provision and looks at the threats to the service, ranging from loss of power or location to failure of a provider or contractor, and anything in between, which may affect the service.

This then requires the service area to identify the mitigations they can introduce at service level, and those areas with which they would need corporate support to continue to provide the service, the level at which they could tolerate operating and the projected time for which they could operate at this level before business impact became critical.

The quality of BIA and BCP returned this year has been very good. To ensure transparency these are also reviewed by our partners in the County Emergency Planning team and were scrutinised by our external audit provider whilst the internal review was conducted.

The BC Steering group meets to discuss shared best practice and BC related matters; this group also agrees the exercising program for the coming year. Following the flooding in January 2025, it was

agreed by the group that this live incident would be considered as meeting the exercising requirements for the first 6-months, as this incident involved a full incident management group in response and recovery.

The work undertaken in this area and the training/exercise opportunities which officers attended along with other Category 1 responders, have put the council in a strong position to respond to business interruption incidents and would likely reduce the impact on services. Category 1 responders, under the Civil Contingencies Act 2004, are organisations at the core of the response to most emergencies (the emergency services, local authorities, NHS bodies). They have several key duties including; sharing information with other local responders to enhance co-ordination, to co-operate with other local responders to enhance co-ordination and efficiency and to have business continuity arrangements.

2.2 Emergency Planning

The Emergency Planning team of the Council has continued to provide the general “day-to-day” support and operational readiness required of a Category 1 responder. Most recently this has been heavily flood related, both in response and the wider project of raising awareness and resilience in communities, providing information and some flood defence to parish councils and residents, as well as supporting emergency services and other partners as and when required on a range of matters.

The flooding in January 2025 again provided a very challenging time for all involved. During the response phase officers were monitoring and dealing with flooding risks which spanned the length of the district from Claypole to Market Deeping. Several of the communities impacted in 2024 were being supported again, a number which had not been affected previously were at risk and being supported with significant flood risk still on the horizon into the early hours of day 3 of the response.

It is acknowledged that the response did not reach all those who needed it in time. The Council is committed to doing everything it can to support the communities, but its resource is not infinite, and we must remember that responsibility for much of this, sits outside the districts powers and ability to control or manage. The Emergency Planning lead attended the County debriefs for both response and recovery to raise issues identified including a failure in communication with delayed response to residents of Grantham.

We have worked with those residents to support them in obtaining help from the partner agencies with responsibility and have organised and hosted flood awareness events with several agencies to provide information, support and advice on preparedness and resilience direct to the affected communities.

The Council now has additional Tactical and Strategic trained officers (TCG/SCG) than it has ever had, to further increase resilience and response to incidents without unduly impacting service provision. Officers regularly attend exercises, most recently cyber-attack, extremes of heat and flooding, to continue to develop operational understanding of managing these incidents and multi partner responses.

SKDC continues to maintain a strong approach to emergency planning and supporting other agencies, which is acknowledged by our partners. There is a duty officer on call 24/7 who will work with our CCTV operators to triage/manage any calls received. In addition to this, the council's senior officers also operate a rota system for on-call duties should the situation require additional resource, or it carries a wider council impact and escalation by the duty office.

3.0 HEALTH AND SAFETY TRAINING

Providing suitable training for employees is a legal requirement and essential to ensuring employees work safely, this also provides management with a level of assurance that their teams are health and safety competent and confident in their roles. Employee training needs are identified in one-to-ones, as well as training required for a particular role as highlighted in role or specialist works risk assessments.

The ability to provide a range of training options online has allowed the council to continue to meet its legal and moral obligations in these areas.

The move to a new online training model for Display Screen Equipment (DSE) was completed last year and now fully embedded with users able to choose multiple options to identify their exact working style in line with hybrid working.

As with previous reports, Corporate Health and Safety continues to support the following training as part of its function:

- Health and Safety (induction for new employees);
- Workstation Safety Plus (mandatory online training for all DSE users);
- Fire Safety Awareness and Manual Handling to be provided through the new LMS;
- Fire Warden (training needs for all council workplace premises);
- First Aid at Work (3-days and 2-days refresher);
- Accident Investigation training (provided in house for those with responsibility to investigate)
- Business Continuity training (provided in conjunction with LCC EP team) to the senior team and rolling out to team leaders;
- Evacuation chair training;
- Risk Assessment training.

4.0 ACCIDENTS AND INCIDENTS

Services are responsible for reporting, recording, and investigating accidents and incidents that occur within their own service area and those that involve the public. In significant incidents, the Corporate Health and Safety team will act as the lead investigators. The Council must identify the root cause of an incident and reduce the likelihood of reoccurrence. All health and safety incidents must be submitted to the Corporate Health and Safety team, who oversee a central database and provide assurance to the council that suitable and sufficient investigations are taking place, proportionate to the level of incident.

Failure to report in a specified timeframe can result in a breach of regulations. Any failure to report is challenged by the corporate team with the responsible service area.

4.1 Accident and Incident Trends

There was a total of 103 reported accidents in 2024/25 this is an increase of 20 (24%) reported incidents on the previous year.

This number includes accidents which involved a member of the public, at one of our sites, with no fault of SKDC, which accounted for 30 accidents (29%). Near miss reporting has increased again from last year. While the reporting of accidents will always be encouraged the corporate team have identified that a number of accidents are being reported which could be classified as a first aid incident or not reportable at all.

A series of workshops will be provided, and this will become a standing feature in the safety working group with recent examples being used to further clarify the distinction between what to report and what not to report.

Slip, trip, or fall incidents still account for the highest proportion of all reports (28%) and are usually the most common causes of accidents. They also make up 80% of the incidents that meet the Reporting of Incidents, Disease and Dangerous Occurrences Regulations (RIDDOR) in 2024/25

While all accidents carry the potential for significant injury or loss and are investigated on that basis, the councils reported accidents are, for the most, made up of minor accidents that resulted in sprains, cuts, and lower-level injuries.

4.2 Accident and Incident Numbers and Charts

Chart A shows the number of reported accidents/incidents over the last three years for council work - related activities by reporting area.

The Waste services have reported their highest figure for three years with a total of 17 accidents, 8 of the 17 were vehicle related accidents. This is still a low number for the amount of staff and operational movements. The number is encouraging but this requires constant attention to safety controls and behaviours within the area, to ensure that accidents remain as low as possible and that all accidents are being reported.

This area is a traditional high-risk area due to the number of staff, vehicle movements and the potential for significant injury. For this reason, the Safety team have undertaken a benchmarking exercise with peers in Lincolnshire. While the number is slightly higher than some, it is in line with the numbers that other safety teams are recording within their own Waste services.

The sharpest increases have been seen in the Housing Technical Services area, which has doubled the number of reported accidents from 2023/24, and in the Streets team which has risen to 22 from 6 in 23/24. A significant amount of time has been spent with both services in the last year to improve the level and quality of accident reporting, which has accounted for some of the increase. There has also been an increase in staffing levels and the number of tasks being completed by both which will increase the potential for accidents/incidents.

There is no evidence that this increase is due to a reduction in safety. The corporate safety team have been working very closely with the Trade Union safety reps, actively monitoring works, undertaking site visits, and reinforcing the importance of reporting.

As part of the workshops noted in section 4.1 a full review of accidents from 2024/25 will be completed with each of the highest incident service areas to examine for trends, behaviours, or additional mitigations.

Table 1 Provides a breakdown by type of accident and the overall percentage for the periods 2023/24 and 2024/25.

Table 2 Provides the service area and type of accident for 24/25 relevant to this report.

The largest accident category figures for 2024/25 are slips and trips, accounting for 29 accidents. This remains in line with the main cause of accidents nationally but is a slight reduction on last year.

Regardless of the context, the Council, its officers, and Members have a legal, moral, and financial responsibility to constantly review all its activities and procedures and to drive safety improvements wherever practical.

Although the numbers are still what could be considered low for the size of the organisation and the activity undertaken. It is important to note an increase in the number of near miss reports for the third year running. The reporting of near misses has in the past been challenging, this continued increase demonstrates the effectiveness of the training session provided.

The Corporate Health and Safety team continue to highlight this message through training and awareness sessions, and the continued support of the leadership team is key to improving this, and all other aspects of the safety culture at SKDC.

Table 3 Provides a brief breakdown of the vehicle accident reports provided to the Corporate Health and Safety team. There were a total of 24, of which 9 are identified as partly or entirely being the fault of a third-party vehicle. The remaining 15 all being the fault of the SKDC driver operating the vehicle.

This number in itself is again very low for the volume of vehicle movements made each year and in several cases are only minor damage (wing mirrors or scratches). While it would always be preferable to incur no accidents at all, this is not a realistic target so the drive must always be to reduce so far as possible.

There were a number of reversing accidents reported, these are the type of incident that should be almost completely avoidable. Staff receive training and instruction in safe reversing and in aiding a driver to reverse a vehicle. There have been several failings in this area as can be seen from the table. The safety team have worked with the relevant areas to reinforce the importance of strong reversing controls.

Where required, officers have been retrained and subjected to additional active monitoring by the service areas.

Disciplinary and capability actions are never the preferred option of supporting or increasing awareness of and compliance with safety matters, however, they have also been implemented in several cases, the overriding duty is to reduce accidents and prevent injury or loss and this is one which the safety team and service areas take seriously.

Corporate Training Provided 2024 - 2025

TRAINING	DATES	DELEGATES
FIRE WARDEN	2024-05-29	14
	2024-10-09	11
	2025-03-25	11
TOTAL		36
TOTAL FIRE WARDENS TRAINED ACROSS THE COUNCIL		75
FIRST AID AT WORK	May-24	1
	Jun-24	2
	Jul-24	2
	Aug-24	1
	Sep-24	6
	Oct-24	3
	Nov-24	3
	Dec-24	1
	Feb-25	1
	Mar-25	1
TOTAL		21
TOTAL FIRST AIDERS TRAINED ACROSS THE COUNCIL		42
CARDINUS HEALTH AND SAFETY PLUS (DSE)		
ACTIVE USERS		371
TOTAL COMPLETE		350
OUTSTANDING		21

CHART A – This chart shows the trend in accident numbers by service areas over the last 3-years.

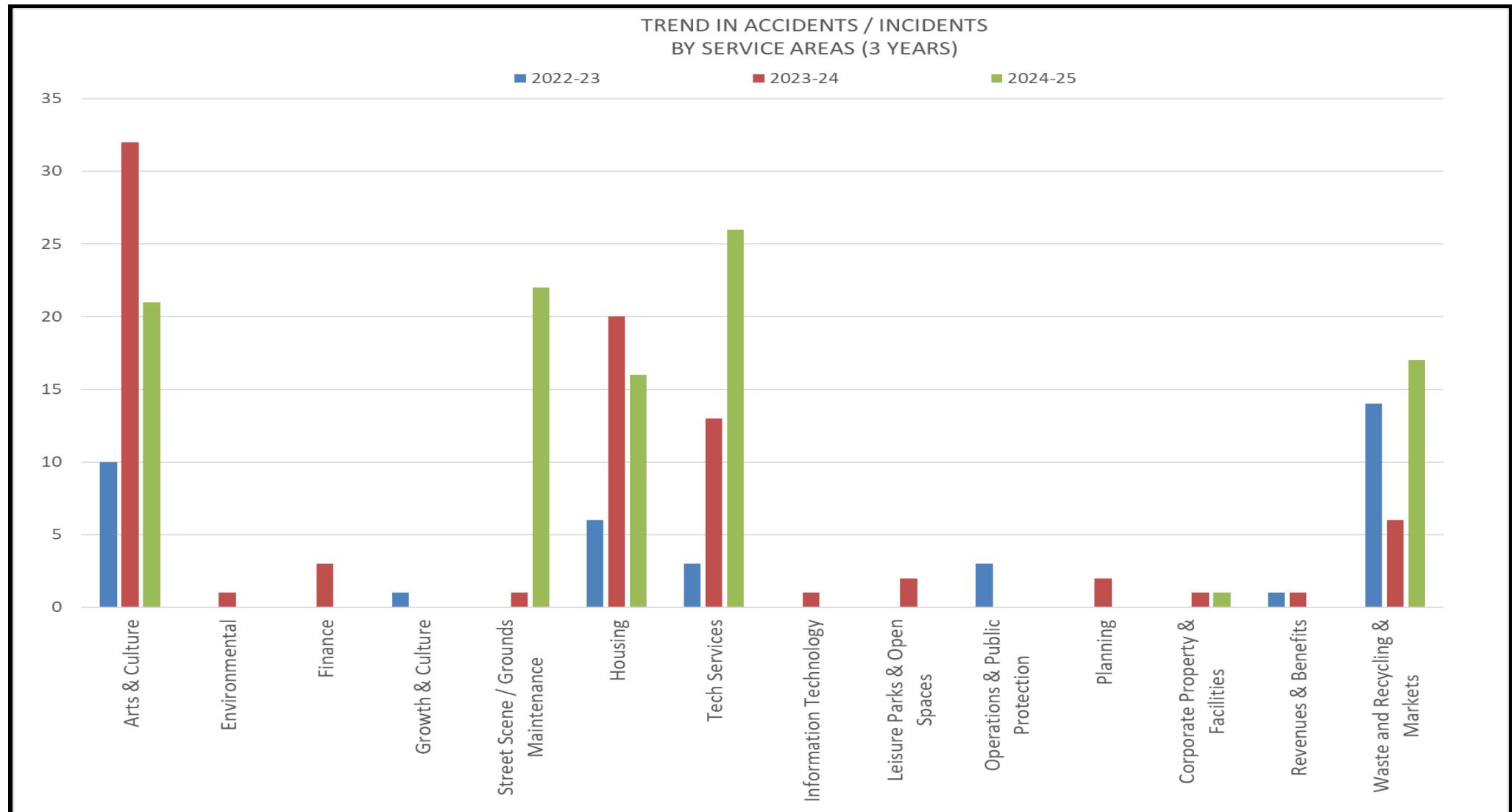


TABLE 1 – Accident by Type 2024/25

CATEGORY	2024/25	% OF TOTAL
Assault - Physical	2	1.94
Contact with electricity	1	0.97
Contact with moving machinery	1	0.97
Falls from height	1	0.97
Injured while handling a person	1	0.97
Injured while handling an object	4	3.8
Manual Handling	3	2.9
Medical	3	2.9
Near Miss	13	12.6
Slips/Trips/Falls	29	28.1
Struck Against	2	1.94
Struck by moving object	10	9.7
Property Damage	8	7.7
Unacceptable Behaviour	1	0.97
Vehicle Accidents/Incidents	24	23.3
TOTAL	103	

TABLE 2 - Comparison by Service Area 2024/25

CATEGORY/INJURY TYPE	ARTS & CULTURE	STREETS GROUNDS	HOUSING	HOUSING TECH SERVICES	PROPERTY & FACILITIES	MARKETS & WASTE SERVICES	TOTAL
Assault - Physical			1			1	2
Contact with moving machinery				1			1
Contact with electricity		1					1
Fall from height	1						1
Injured while handling a person			1				1
Injured while handling object		1		3			4
Manual Handling	1	2					3
Medical	1			2			3
Near Miss	2	4		3		4	13
Slips/Trips/Falls	12		11	4	1	2	29
Struck Against	1			1			2
Struck by moving object	2	3		3		2	10
Property Damage	1	4	1	2			8
Unacceptable Behaviour			1				1
Vehicle Accidents / Incidents		7	1	7		8	24
TOTAL	21	22	16	26	1	17	103

TABLE 3 – Vehicle Accidents 2024/25

A/I Number	Date of Incident	Who was at fault	SKDC Vehicle Damage	Third Party Vehicle/ Property Damage	Cause	Insurance claim
HS/375-24	2024-04-06	Third Party	Minor	Major	Collision - Third Party went through red light	Yes
HS/376-24	2024-04-06	SKDC	Minor	Major	Driving - SKDC vehicle clipped the kerb/grassy bank causing impact with Third Party	Yes
HS/378-24	2024-04-29	SKDC	No damage	No damage	Operative complacency in vehicle checks	No
HS/383-24	2024-05-16	SKDC	Minor	Minor	Reversing	No
HS/385-24	2024-05-08	SKDC	N/A	Minor	Mower slipped on wet grass into gas box knocking it off wall	No
HS/389-24	2024-05-30	Third Party	Wing mirror	N/A	Parked - wing mirror damaged	No
HS/395-24	2024-07-02	Third Party	Minor	N/A	Non-fault - Third party van canopy opened and damaged Council vehicle	Repair cost recovered
HS/397-24	2024-06-03	Third Party	Minor	N/A	Non-fault - Third Party tractor/trailer hit SKDC vehicle	Repair cost recovered
HS/410-24	2024-07-26	50/50	Minor	Minor	Sideswipe - vehicles on narrow road	Yes
HS/413-24	2024-08-11	SKDC	No damage	No damage	Driving - caught Third Party wing mirror	No
HS/417-24	2024-09-23	SKDC	No damage	Major	Reversing	Yes
HS/418-24	2024-09-23	Third Party	Minor	Minor	Non-fault - Third Party pulled out of junction	Repair cost recovered
HS/419-24	2024-09-27	SKDC	Minor	No damage	Reversing	No
HS/425-24	2024-10-04	50/50	Minor	No damage	Non-fault - Third Party reversing	No
HS/432-24	2024-10-24	SKDC	No damage	Minor	Reversing	No
HS/435-24	2024-10-29	SKDC	Minor	N/A	Reversing	No
HS/438-24	2024-11-21	Third Party	No damage	Minor	Collision - Third Party at fault	No

A/I Number	Date of Incident	Who was at fault	SKDC Vehicle Damage	Third Party Vehicle/ Property Damage	Cause	Insurance claim
HS/443-24	2024-12-04	SKDC	Major	Major	Collision - SKDC vehicle did not observe stationary traffic ahead	Yes, and personal injury
HS/447-24	2024-12-27	Third Party	Minor	No damage	Parked - wing mirror damaged	No
HS/461-24	2025-02-11	SKDC	Minor	No damage	Careless driving	No
HS/469-24	2025-03-12	SKDC	Minor	Damage to brick wall	Reversing	Yes
HS/474-24	2025-03-14	SKDC	No damage	Damage to bollard	Careless driving	No
HS/475-24	2025-03-21	SKDC	Minor	Major	Reversing	Yes
HS/476-24	2025-03-24	SKDC	No damage	Minor	Careless driving	No

TABLE 4 – RIDDOR Summary of Accidents Reported

SECTION	ACCIDENT	REPORTED TO HEALTH & SAFETY	TRIGGER (Over 7 days or specified injury)	PERSON EXPOSED	DESCRIPTION OF INJURY	CATEGORY TYPE	HAZARD TYPE
Waste & Recycling	20-11-2024	28-11-2024	Specified injury	Employee	Slipped in water and fell backwards. Fracture of left fibula neck.	Fracture/s	Slips/Trips/Falls
Arts & Culture	11-12-2024	13-01-2025	Specified injury	Member of Public	Fell down emergency stairs in the theatre suffered a fracture	Fracture/s	Slips/Trips/Falls
Repairs - Technical Services	11-02-2025	12-02-2025	Over 7 days	Employee	Slipped and fell backwards, landing on right elbow, jarring shoulder. Ligament damage to right shoulder.	Tendon and Tissue Damage	Slips/Trips/Falls
Housing	28-02-2025	10-03-2025	Specified injury	Member of Public	Fell over, hit the back of head causing severe laceration.	Laceration/ Cuts	Slips/Trips/Falls
Repairs - Technical Services	08-03-2025	12-03-2025	Over 7 days	Employee	Crushed left thumb on tail lift causing a small fracture and cut/tear to the tissue, fractured and required surgery.	Fractures	Injured while Handling/ Lifting an object

4.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Table 4

RIDDOR regulations require certain specified accidents, ill health, and dangerous occurrences to be reported to the relevant enforcing authority, in this instance the Health and Safety Executive.

As detailed in Table 4 on page 13, the reported five accidents in 2024/25. These were reportable due to meeting the specified injury threshold. The number of these reports will fluctuate dependant on several factors, but an increase is not an automatic cause for concern. All accidents are subject to the same level of expected levels of investigation, however, any RIDDOR reportable accident will automatically involve the Corporate Safety team and will be subject to an increased level of scrutiny.

4.4 Leisure Centres

Table 5 Shows the number of incidents at each leisure centre, along with the number of visitors and overall visitor per accident rate. These numbers are provided by Leisure SK, and they are responsible for recording accidents and reporting them to the relevant authority.

There are a recorded 835,442 people who attended all three sites with 386 accidents being reported during the year. This is a slight increase on the previous years with the rate going from 0.04 to 0.05 and gives a rate of one accident per 2,164 visitors.

The numbers are broadly consistent with previous years but the reduction in footfall with an increase in accidents must be monitored to ensure this upward trend does not continue, where practical. Where it does then these activities must be reviewed to ensure that the mitigations are suitable and take human behaviours into account.

By the very nature of sporting and physical activities you will see an increased risk of accidents. children and teenagers have a different perception of risk and are more likely to run in areas they should not or behave in an overly exuberant manner which can lead to increased risk of incident.

TABLE 5 : Leisure Centre Accident Rates (over 5 years)

Footfall per Incident 2024 - 2025				
Area	Footfall	Accidents	Visitors	
			per Accident	% Rates
Bourne	253,954	162	1568	0.06
Stamford	135,762	49	2771	0.04
Grantham	445,726	175	2547	0.04
Deeping Closed				
Total	835442	386	2164	0.05

Footfall per Incident 2023 - 2024				
Area	Footfall	Accidents	Visitors	
			per Accident	% Rates
Bourne	255,201	155	1646	0.06
Stamford	125,102	52	2406	0.04
Grantham	481,315	123	3913	0.03
Deeping Closed				
Total	861618	330	2611	0.04

Footfall per Incident 2022 - 2023				
Area	Footfall	Accidents	Visitors	
			per Accident	% Rates
Bourne	175,293	110	1594	0.06
Stamford	83,277	22	3785	0.03
Grantham	468,525	123	3809	0.03
Deeping Closed				
Total	727095	255	2851	0.04

Footfall per Incident 2021 - 2022				
Area	Footfall	Accidents	Visitors	
			per Accident	% Rates
Bourne	120,769	70	1725	0.06
Stamford	62,779	14	4484	0.02
Grantham	289,675	71	4080	0.02
Deepings Closed				
Total	473223	155	3053	0.03

Footfall per Incident 2020 - 2021				
Area	Footfall	Accidents	Visitors	
			per Accident	% Rates
Bourne				
Deepings			Closed because of Covid-19	
Stamford			(No figures)	
Grantham				
Total	0	0	0	0.00

5.0 HEALTH AND SAFETY PERFORMANCE MEASURES

Along with the KPI's below, a quarterly dashboard of performance indicators is shared with Corporate Management Team and Heads of Service and covers accidents and incidents, quarterly monitoring activities and any trends identified or areas which require increased focus.

Fire logbook and Risk assessment audits have been added this year to the indicators. These have been completed in previous years so are not a new feature but were reported internally and will now be a permanent feature of this report.

TABLE 6 – Health and Safety Target Performance Indicators

HEALTH AND SAFETY TARGET/PERFORMANCE INDICATOR	2022/23	2023/24	2024/25
Number of staff RIDDOR notifications to the enforcing authority	1	5	5
Number of staff lost days as the result of accidents (<i>based upon information received</i>)	58	135	252
Number of accidents/incidents	38	83	103
Fire logbooks Audit	100%	100%	100%
Risk Assessment Audits	100%	100%	100%

6.0 SERVICE PLAN 2025-2026

6.1 Health and Safety Plan

The Corporate teams planned works for the coming year will include several specific actions in addition to the day-to-day role of providing frontline support and guidance to the corporate body as noted below.

6.1a: Part of the Corporate Safety team plan will be to return some services to an in-house provision. The first of which will be the testing and monitoring of equipment in identified areas for exposure to Hand Arm Vibration risks. The team will undertake testing, provide advice, guidance and support to those staff and areas with an identified risk. Bringing services in house reduces delays in testing which could create an occupational exposure to staff and provides a pro active resource. Although cost is not a factor when considering safety this will provide a significant saving to the authority.

6.1b: Annual reviews of Risk Assessments, Fire action logs and review of policy, procedures and guidance remain a constant part of the work plan. Annual review of assessments and controls are recognised best practice and will allow greater insight into activities and oversight/ support to be provided by the Corporate Safety team. The regular review of risk and mitigation is a fundamental requirement to ensuring safety is at the forefront of decisions the Council makes and how it manages its undertakings.

6.1c: The new Turnpike Depot provides excellent opportunities for the Council and services to develop. The Safety team have been involved with this project through 24/25 and will continue to support this project and the move to the new site. The team will be situated on the site to support and ensure there is a smooth and safe transition to operating this multi service hub.

6.1d: Continue to develop the working relationship with Trade Union safety representatives and develop a program of safety group site visits to grow the understanding and culture of safety throughout organisation.

6.2 Business Continuity and Emergency Planning 2025/26

The Business continuity arrangements underwent a full internal review and an internal audit in 2024/25. The quality and standard was high and this included the introduction of a new document to the suite of arrangements.

In 2025/26 there will be a planned annual review in which service areas will be asked to review their documents against any changes to service provision or changes to technologies or newly identified dependencies. The steering group will meet to discuss findings and plan and exercises or testing, outside those organised by partner agencies which the council routinely attend.

Where the council responds to a live incident this, on agreement by the steering group, can be taken as fulfilling the planned exercises for that period as there is invariable a business continuity impact when a response group is formed. While no one hopes for an incident, they provide invaluable insight, information and training experience for officers.

Emergency Planning

Working with partners in the LCC Emergency Planning team we will continue to provide training and advice to all identified tactical and strategic officers to ensure the knowledge and skills required in an emergency are current and that SKDC remains well placed to respond and has built in operational resilience.

The Council will continue to offer support with community resilience plans and engage with all those Parish and Town Councils who wish to create their own plans. As part of our duty as a Category 1 responder and commitment to supporting the communities of SKDC.

This includes several Flood awareness events which will be attended by partner agencies, including the Environment Agency and LCC as the lead flood authority. These events are designed to provide information to residents and communities affected by flooding and to enhance their preparedness and resilience. This also allows us to bring partners together in one location where residents can raise concerns and discuss local issues.

As identified last year, a working group was established ahead of the expected The Terrorism (Protection of Premises) Act, referred to as Martyn's Law, which comes into effect in 2025. This group will provide support and guidance for venue/ building managers in the council to ensure that the requirements are being met with proportionate mitigations.

Officers will continue to attend training events to ensure their skills and knowledge remain current and they have the confidence to act in the event that they are required to respond to an incident within the district boundary or as part of a county wide multi agency response.

Desktop and live play exercises will be attended by officers where relevant and required. Officers from SKDC will be involved in the National exercise planned for late 2025 as they were last year. These exercises provide a great opportunity to practice and hone the skills needed during an emergency and to meet with partners and build relationships that are vital during a response or recovery phase.