

Health Safety and Wellbeing Objectives 2024-25

Summary of objective	Detail	Measure/end result
Management has sufficient health and safety knowledge and competence to ensure compliance with our legal obligations	Identify which posts require IOSH Managing Safely training or refresher Consider IOSH Leading Safely for SMT Identify IOSH trainer and course dates	100% IOSH training completed for essential post holders
Post organisational restructure the Health Safety and Wellbeing Committee functions effectively	Appoint external consultant to act as the competent person to provide specialist advice on statutory and legal requirements. Quarterly meetings of HSW Committee held and minuted. Staff representatives from every service Occupational Safety and Health Policy reviewed annually. Annual OSH report to P&R Committee	Any audit or assessment of health and safety is at least 'Reasonable Assurance' in line with 2022/23 Audit
The Authority has a robust process for reporting and monitoring incidents and near misses	Review of report forms and process Logging system for submitted forms Monthly review of incidents by Property and HR Quarterly update on incidents to HSW Committee Annual report to P&R Committee	All staff know their responsibility to promptly report any accident, near miss or violent incident to the appropriate line manager using the incident report form (OSH-AIR1)
All staff have an overview of good fire safety practice and what to do in the event of a fire alarm or a blaze.	All staff to complete Fire Safety ELMS module by 8 April (monitored by HR) All new starters to complete Fire Safety module as part of induction Learning shared with staff from regular fire drills	All staff are confident and understand their responsibilities in the event of a fire drill or an actual fire. Fire drill at AH 4 July
All staff know how to set up their workstation and adjust their immediate environment to minimize risk of injury	All staff to complete Display Screen Equipment ELMS module by 8 April (monitored by HR) All new starters to complete DSE module All hybrid workers to complete a DSE self-assessment form by 30 June	All staff are confident to adjust their workstations to minimize risk of injury. No absence from work as a result of an injury from work environment.