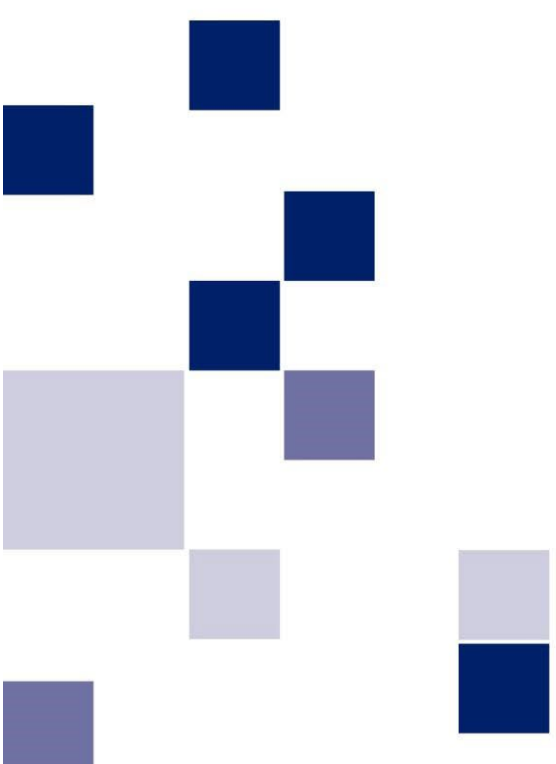


Annual Health and Safety Report 2023 - 2024

September 2024



Introduction

1. In 2017, the organisation commissioned a review of our health and safety arrangements. The SSSC entered a shared service arrangement with the Care Inspectorate, providing the Estates, Health and Safety Manager as the Competent Person required under the Health and Safety at Work Act 1974.
2. There were three meetings of the Health, Safety and Wellbeing Committee in 2023-24.

Measuring Performance

3. The Health and Safety Performance figures are reported quarterly to the Health, Safety and Wellbeing Committee. They are summarised below.

Incident Category	Total in 2022/23
Verbal Aggression	2
Machinery / Equipment	
Trap/Crush	
Burns/Scalds	
Vehicles/Cars/Road/Traffic	
Moving / Falling Object	
Slips, Trips and Falls	1
Cuts	
Other	1
Near Misses	
Total	4

4. The organisation has a very low risk profile and good health and safety provisions are in place. This is reflected in the low number of incidents, none of which were RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations) reportable.
5. We will work with Communications colleagues to develop messaging for staff to remind them the importance of reporting near misses and slips, trips and falls.

Risk Assessments

Risk Assessment Category	2023/24
Fire Risk Assessment	1
Young Persons	2
Specific – ill health	22
Stress / Mental Health	4
New or Expectant Mothers	8
DSE (1-2-1)	18
Manual Handling	1
Posturite Referrals	2
Total	58

6. The completion rate of relevant risk assessments remained high, indicating a good health and safety culture within the SSSC. The reasons for absence are monitored through HR and reported through the assurance report. We continue to monitor the need for DSE risk assessments in relation to our agile working.

Fire Safety

7. Fire and evacuation procedure remains unchanged but with the increase in the number of tenants from 2024 onwards, it is anticipated that these will be reviewed in 2024-25.

Health and Safety Training

8. We require new managers to attend bespoke training on Managing Health and Safety. We run this training on a quarterly basis where numbers allow.
9. The Health and Safety team reviewed mandatory training needs in consultation with the Organisational Development (OD) team.
10. E-Learning is the primary delivery method for initial health and safety essentials, including Basic Occupational Health and Safety, Basic Fire Safety, Display Screen Equipment (DSE) training, Manual Handling and Stress Awareness. We are working with OD colleagues to ensure we streamline the e-learning modules to make the most effective use of learning.

SSSC	Percentage Compliance
H&S Course	88%
Intro to managing H&S	80%
Fire safety and evacuation	90%
Driver safety awareness	89%
Handling workplace stress	91%
Staying safe with DSE	83%
Managing safely – health and safety for managers	84%

Monitoring and reporting

11. The SSSC Health, Safety and Wellbeing Committee meets quarterly and monitors health and safety performance. Any issues are reported in year to EMT and will be escalated to Council if necessary.
12. The work of the Committee compliments the work going on to deliver the SSSC People Strategy. We will support the implementation of key activity across the People Strategy like trauma informed practice and wellbeing for our staff.



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