

HR Committee – 12 March 2026

Corporate Health and Safety Quarter 3 Report

Purpose	For Information
Classification	Public
Executive Summary	This Report highlights the significant work undertaken by the Corporate Health and Safety Team in Quarter 3 2025 – 2026. This report also includes key feedback from the Service Safety Panels and Working Groups, which are the Council’s primary function for health and safety cooperation and consultation.
Recommendation(s)	The HR Committee to consider and support the: 1. draft Vibration at Work Policy; 2. findings from the Q3 Accident/Incident Report; and 3. draft Driving at Work Policy.
Reasons for recommendation(s)	Support the legal requirement of the Council as outlined within the Health and Safety at Work etc. Act 1974 and associated legislation and guidance.
Ward(s)	All
Portfolio Holder(s)	Councillor Jill Cleary – Leader of the Council
Strategic Director(s)	Alan Bethune – Strategic Director Corporate Resources - Section 151 Officer
Officer Contact	James Loring Corporate Health and Safety Manager 02380 285 332 James.loring@NFDC.gov.uk

Introduction and background

1. This report highlights the significant work undertaken within the Corporate Health and Safety Team and throughout the Council from 1st October 2025 – 31st December 2025 (Quarter 3).

2. **Vibration at Work Policy Review** – Appendix 1 contains the reviewed Vibration at Work Policy; this policy was last reviewed in June 2018. The policy outlines the following key requirements:
- when purchasing equipment, managers and supervisors must ensure that they consider the risk associated with vibration.
 - Managers and supervisors must ensure to provide suitable information, training and instruction to all employees who may be exposed to vibration at work.
 - Managers and supervisors must ensure that suitable and sufficient vibration risk assessments have been undertaken for any equipment used.
 - Where it is likely that an employee is regularly exposed to levels of vibration at or above the exposure action value (EAV) complete the initial health questionnaire before employment begins.
 - Ensure that individuals identified as being exposed to levels of vibration that are likely to exceed the EAV are identified to occupational health so that health surveillance can be carried out, if required.
 - Provide all employees with suitable and sufficient information and training on the hazards, symptoms and control measures related to vibration at work.
 - Employees must report any symptoms of vibration at work promptly to their line manager or supervisor.
 - Employees must cooperate with any programme of health surveillance and training which is identified as necessary following risk assessment.
3. **H&S Brief Bites (Accident Reporting and Investigation & CDM Awareness (Client Focused))** – The Corporate Health and Safety team have now created H&S brief bite training courses for accident reporting and investigation and CDM awareness. The team have been identifying dates to hold the sessions with HR and the learning team.

A number of teams within the council have also requested service specific training courses in a few areas. Unfortunately, the Corporate Health and Safety team do not have the capacity to provide regular service specific training. However, will look to increase the number of H&S brief bites in 2026 – 2027.

4. **Risk Assessments (Homelessness)** – The Corporate Health and Safety team have been working with the Housing Options Manager, the Senior Homelessness Navigator and the Homelessness Navigator to review all risk assessments and method statements in the team. Progress has been made on a number of assessments, this includes:

- Verifying rough sleepers' task specific risk assessment & method statement
- Visiting clients face to face task specific risk assessment
- Lone working generic risk assessment & method statement

As part of the risk assessment review process, a number of required actions and actions to be considered have been identified. The Corporate Health and Safety team have recommended the service review the current client-based risk assessment as part of the on-boarding process.

5. **Open Spaces Risk Assessments** - The Corporate Health and Safety team have been working with the Grounds Maintenance Supervisors on the review of all risk assessments and method statements in the service. A total of 40 assessments have been identified at this time. Grounds Maintenance Supervisors have made a positive start on reviewing the risk assessments however, due to the significant workload placed on supervisors within this team, progress is slow. The Health and Safety team will continue to support the service with this task. Due to the current gaps in risk assessment and method statements, it places the organisation at increased risk of enforcement and civil claims.
6. **Civic Buildings and Facilities Fire Procedures** – On 23/12/2025 Hampshire Fire and Rescue Service (HFRS) undertook an audit at Hardley Depot. The visit was very positive with no formal actions identified. HFRS have written to Chief Executive to confirm they are happy with the current level of fire safety management at the site.
7. **Control of Contractors Checklist** – In Quarter 3, the Corporate Health and Safety Team was asked to support Procurement in reviewing the contractor vetting elements of the procurement process. This request followed a number of contractor related incidents. An initial meeting between both teams identified several significant gaps in the existing process. To address these, the Corporate Health and Safety Team has developed a new contractor-assessment checklist for Procurement, which introduces additional controls, including:
- Requesting copies of relevant health and safety policies and accreditations from contractors.

- Confirming of details of the contractor's competent health and safety support, as requested under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Obtaining risk assessments and method statements at the pre-tender stage (including examples of similar previous work).
- Requesting equivalent information for any subcontractor intended to be used on the contract

The review also identified a clear knowledge gap within the Procurement Team regarding Construction (Design and Management) Regulations (CDM). Specifically, this relates to understanding Client duties and the requirement to formally appoint a Principal Designer and Principal Contractor where more than one contractor is engaged. The Corporate Health and Safety Team has therefore requested that Procurement colleagues attend the CDM Awareness "H&S Brief Bite" session.

In addition, the review highlighted a lack of oversight by the Procurement Team in relation to contractor vetting. While contract administrators are responsible for obtaining and reviewing health and safety documentation, there is currently no subsequent review or audit by Procurement. In line with HSG65 *Managing for Health and Safety*, it is recommended that a formal review and assurance step be incorporated into internal procurement procedures.

8. **Driving at Work Policy** – The Waste and Transport Service Manager, the Human Resources Manager, and the Corporate Health and Safety Team have been developing a revised Driving at Work Policy. This draft policy expands on the scope of the current Occupational Road Risk (Grey Fleet) Policy by incorporating additional requirements for fleet vehicles. The draft policy is included at Appendix 2

Service Safety Panels

9. **Housing Service Safety Panel** – The Housing Safety Panel was undertaken on 27th January 2026. All documentation including the minutes from the panel can be found on Sharepoint.
10. **Office Service Safety Panel** – The Office Safety Panel was undertaken on 21st January 2026. All documentation including the minutes from the panel can be found on Sharepoint.
11. **Operations Service Safety Panel** – The Operational Safety Panel was undertaken on 28th January 2026. All documentation including the minutes from the panel can be found on Sharepoint.

Working Groups

12. **Control of Contractors Working Group** – The Control of Contractors Working Group was undertaken on 20th January 2026. All documents including the minutes can be found on Sharepoint.

Accident/Incident Quarter 3 Report 2025 - 2026

13. Appendix 3 contains the annual accident/incident report for quarter 3 2025 – 2026. Key headlines from the report include:
 - A continual small decrease quarter by quarter for non-reportable injury incident reported this financial year.
 - 2 RIDDOR reportable incidents reported in Q3. Overall RIDDOR reportable incidents are down 30% when compared to this time last financial year.
 - A total of 40 days were lost in Q3 due to injuries. All days lost were reported in the place, operations & sustainability department. This is a 40.6% reduction compared to the previous financial year (April – December).
 - An increase in manual handling incidents was reported in Q3. However, only 2 were reported by the Waste and Recycling team.
 - A continual small decrease in the number of members of the public incidents reported compared to the previous financial year.

Significant Incidents Q2 2025 - 2026

14. **#180 – Engineering Works - RIDDOR Reportable Incident** – when installing a concrete base for a public waste bin, the operative installed a timber frame filled with a type 1 stone. As part of the compacting process, two of the operatives were manual handling a vibration plate. During the process the injured person (IP) tripped on the wooden framework, fell over and landed on their hand with the weight of their full body. The IP continued with his task for several hours before reporting it to his supervisor. His supervisor then took him to hospital to receive treatment. The IP was provided a wrist support for his injuries. This incident resulted in 18 days lost due to injury. A Level 2 managers investigation was undertaken by the supervisor, supported by a member of the Corporate Health and Safety team. The investigation identified that no task specific manual handling or method statement was in place for the activity.

In addition, the IP last attended manual handling training in 2018. This training course should be refreshed every 3 years. 7 actions

were identified as part of the investigation. At the time of writing this report, the Corporate Health and Safety team are waiting for an update on progress of all actions identified.

15. **#220 – Waste and Recycling - RIDDOR Reportable Incident –** the IP exited the vehicle. As he placed his feet on the floor they went over on their ankle as the floor was uneven. This resulted in a sprained ankle. This incident resulted in 13 days missed; therefore a report was submitted to the HSE under RIDDOR 2013. The employee was wearing appropriate PPE at the time, no issues were identified or reported with their PPE. No further action has been identified from this incident.

Vehicle Incidents

16. The Transport & Depot Manager completes the quarterly vehicle stats for the Council. See Image 1, 2 & 3.

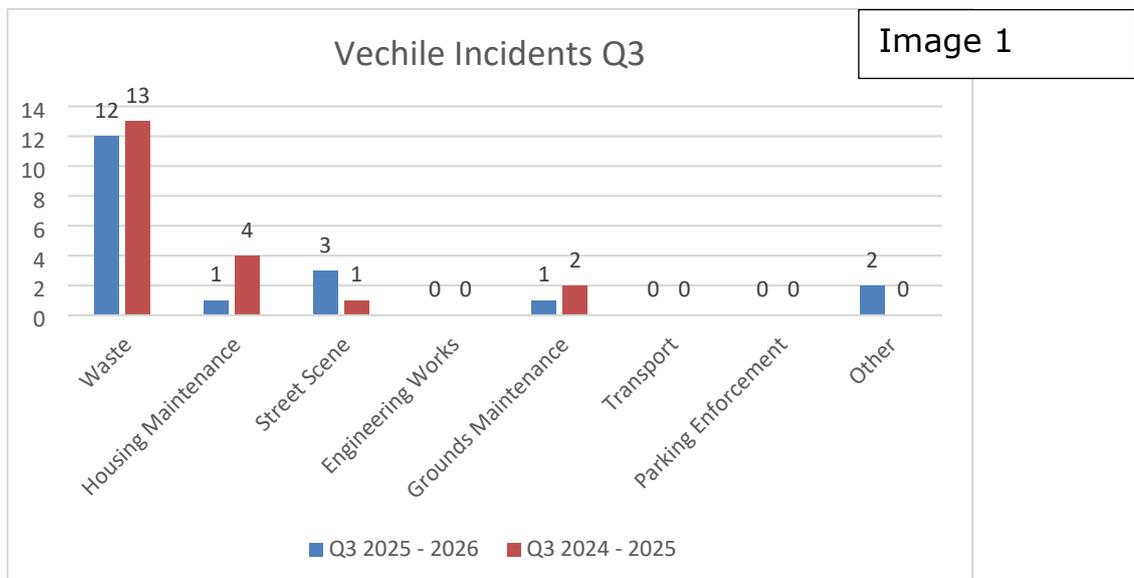


Image 1

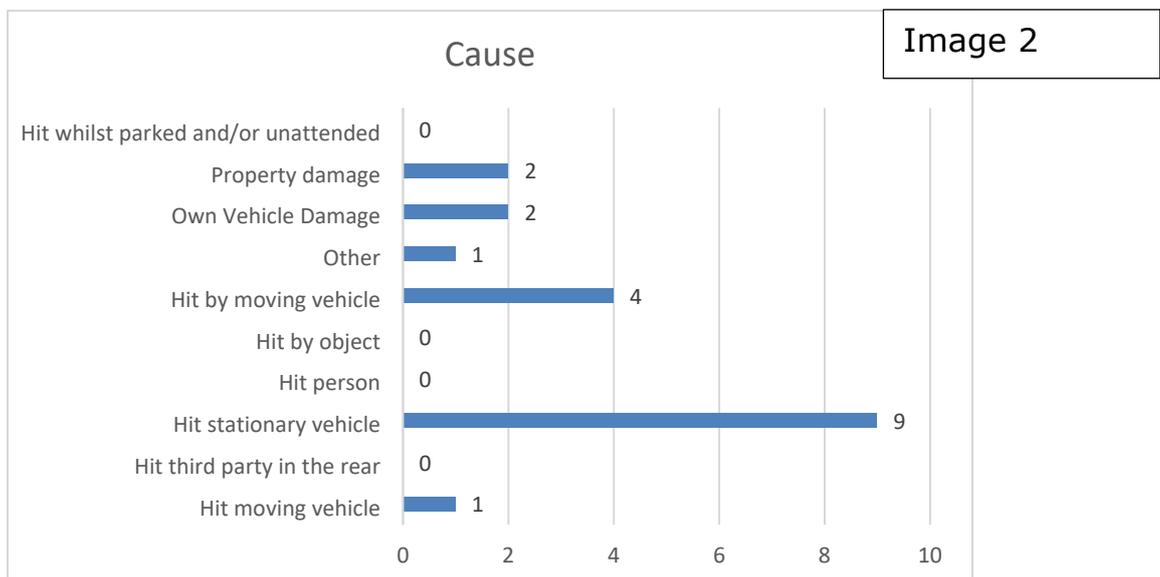
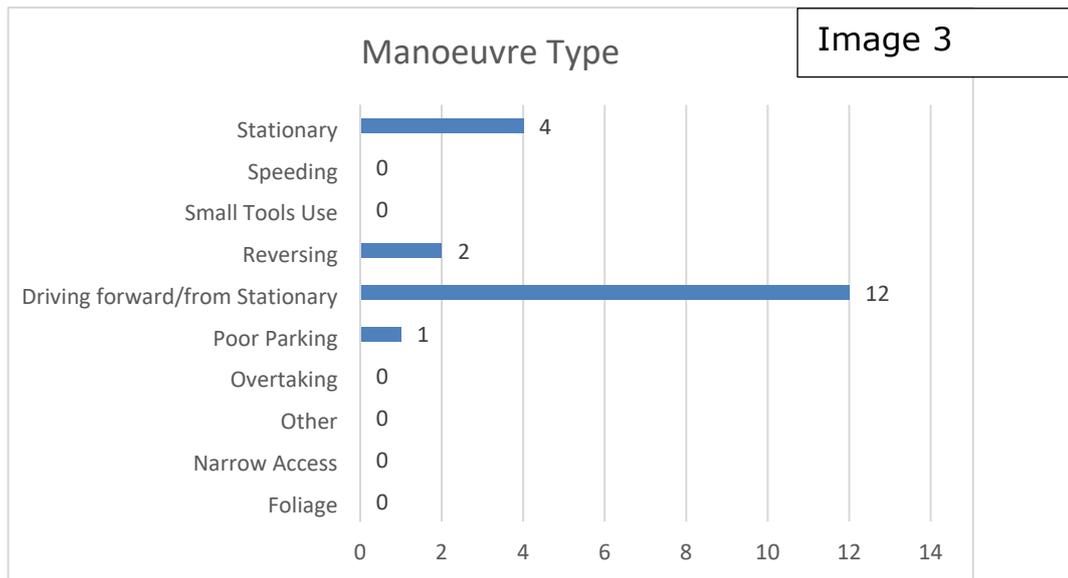


Image 2



Corporate plan priorities

17. All recommendations fall under the corporate values (LEAF), specifically within the Learning and Ambition categories.

Options appraisal

18. All recommendations have been made to ensure the Council complies with its legal duties as set out in the relevant legislation.

Consultation undertaken

19. Not identified as part of this report.

Financial and resource implications

20. Not identified as part of this report.

Legal implications

21. None Identified

Risk assessment

22. A formal risk assessment is not required at this level. All significant risks are identified as part of this report.

Environmental / Climate and nature implications

23. None identified.

Equalities implications

24. None identified.

Crime and disorder implications

25. None identified.

Data protection / Information governance / ICT implications

26. None identified.

EMT Comments

27. EMT requested that the exposure matrix be moved higher within the Vibration at Work Policy. This action has now been completed
28. EMT also requested that, once approved, the policy be communicated appropriately to all staff, and that the processes for purchasing new equipment be discussed with the Procurement team
29. EMT requested minor wording changes to the Driving at Work Policy to improve clarity throughout. This has now been actioned.
30. EMT reflected on the points raised under item 5 and will consider how best to ensure supervisors are upskilled through additional external or internal training.

ESLP Comments

31. All members of ESLP approved the contents of the draft vibration at work policy.
32. All members of ESLP approved the contents of the draft driving at work policy.

Appendices

Appendix 1 – H&SP12 – Vibration at Work Policy
Appendix 2 – DRAFT Driving at Work Policy
Appendix 3 – Q3 Accident/Incident Report 2025 - 2026

Background Papers:

None identified