

**THIS ITEM IS FOR INFORMATION ONLY**

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

<b>Title of meeting:</b>	Employment Committee
<b>Subject:</b>	Health and Safety Training Deep Dive
<b>Date of meeting:</b>	09 March 2023
<b>Report by:</b>	Lynda Martin, Corporate Health and Safety Manager
<b>Wards affected:</b>	All

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**1. Requested by**

1.1 Employment Committee.

**2. Purpose**

2.1 To provide a greater level of detail to the Employment Committee regarding the health and safety training data provided within the 2021 - 2022 Health and Safety Annual Report.

**3. Information Requested**

3.1 Deep dive of health and safety training completed in the three years from 2019/2020 to 2021/2022 to ascertain why there was a significant reduction in completion rates.

**4. Background**

4.1 At its meeting in November 2022 the committee received the Health and Safety 2021 - 2022 Annual Report containing information on the completion of health and safety training. It was noted by the committee that paragraph 7.1 of the report identified a significant reduction in completion of mandatory training rates over the course of three years from 2019/2020 to 2021/2022. The committee requested that a deep dive be undertaken to understand the reasons for the reduction and to gain a better understanding of where and why this was happening, and what steps are being taken to address it. The committee requested that a report be brought back to its meeting in March 2023.

4.2 Having undertaken further investigation into the data it has been identified that the training completion data for the years 2019/2020 and 2020/21 included both online and in person training, however the data for the 2021/2022 only covered online training. The omission of face to face training data is what has caused the anomaly that shows the 'significant reduction in completion rates of 24%'.

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4.3 The data has been re-run and the table below shows the training completion rates for on line training only to enable a like for like comparison of training completion.

<b>Training Course</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>
Asbestos Awareness	69	53	114
Display Screen Equipment	883	990	877
Fire Safety	1531	1156	1560
Health and Safety Induction	619	586	680
Incident Reporting	201	214	204
Legionella Awareness	97	130	90
Manual Handling of Loads	144	156	226
Manual Handling of People	86	134	15
<b>Total</b>	<b>3630</b>	<b>3419</b>	<b>3766</b>

This revised analysis confirms that staff completed health and safety online training as per the cyclical requirement for refresher training during this three-year period.

There are three mandatory health and safety online training courses. These are Display Screen Equipment, Fire Safety, and Health and Safety Induction.

Completion rates for these three online mandatory health and safety courses are monitored and addressed in two ways. Reports of training completion are run and analysed by the Health and Safety team. The reports are then shared on a quarterly basis with Directors so they can have oversight of mandatory training completion by their staff; where necessary Health and Safety team members follow up with services to provide advice and guidance. Mandatory training completion rates are also monitored by the Health and Safety Forum and shared with directorate health and safety reps who are then able to report back and take action within their directorates.

The monitoring of mandatory online health and safety training in this way has been recently introduced and will also inform the future years' health and safety action plan (with specific actions and dates for completion).

It should also be noted that work is currently underway in conjunction with internal audit to review mandatory training and policy compliance - this work is being overseen by the Corporate Governance Group (Chief Exec, Chief Internal Auditor, City Solicitor, Director Corp Service, Director Finance).

The data in the table above for the non-mandatory online health and safety courses, shows how many staff have completed the training. Work is currently underway to further refine the approach to mandatory training to ensure that staff only complete mandatory training relevant to their role rather than a 'one size fits all' approach. The data capture and reporting of mandatory training completion rates does not currently reflect role specific requirements therefore any reports run at Directorate level will not reflect an accurate

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picture of mandatory training completion. Once the more granular approach has been implemented it will be reported as part of the regular health and safety updates.

It can be noted that the figures for the online Manual Handling of People training peaked in 2020/21 and then dropped. This online provision was developed prior to the pandemic and utilised during lockdown to ensure training was kept up to date for those for whom manual handling of people is a significant risk. As soon as it was possible, face to face training resumed and this is reflected in the low uptake of on line manual handling training recorded for 2021/22.

The council collects training completion data from its learning management system (LMS). The supplier of the LMS has recently terminated its contract with the council at short notice and the learning and development team are in the process of procuring an alternative solution. In the meantime, whilst training continues to be delivered there is a larger than usual administrative burden in managing training provision and collecting data which may impact on reporting in the short term.

The committee requested information on whether there was any evidence to suggest a greater uptake of face to face training over on line training. Face to face training is delivered for those health and safety courses for which there is a practical element, for example manual handling. Courses such as Fire Safety are only delivered on line so it is difficult to ascertain whether there is greater or lesser uptake as the courses are fundamentally different and deliver different learning. However, the completion rate for training shown above suggests there is no discernible impact on uptake across all courses.

Going forward, this has been a valuable exercise in demonstrating how a deeper analysis of data can lead to an improved understanding of the role and importance of health and safety in the workplace. Future reports to this committee, as a result of risk profiling work and the new Learning Management System, will therefore be able to provide a more granular analysis of compliance and a more specific and measurable set of actions in the annual health and safety plan.

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Signed by Lynda Martin, PCC Corporate Health and Safety Manager

**Appendices:**

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**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location