

# OCCUPATIONAL HEALTH AND SAFETY REPORT

QUARTER 3 – OCT-DEC 25

## Agenda

- 1 Items for note/discussion/comments
- 2 Accident reports
- 3 Violence reports
- 4 Lone Worker App usage
- 5 Health and Safety training
- 6 Health and Safety audits/inspections
- 7 Tests, drills and evacuations
- 8 Risk Assessments
- 9 Appendix (Accident report summary, Database summary)

## 1. ITEMS FOR DISCUSSION/COMMENTS

Item	Comments	Action
1.	Meeting of Central Joint Safety Panel on 18/11/25.	Reviewing membership/TOR and booking next meeting.
2.	Procurement of new health and safety system ongoing	Current focus on introducing lone worker system (see below).
3.	List of lone worker app users provided by Strata and list of lone worker pendant users supplied by HSG.	Identify current users of lone worker app and pendant and create up to date spreadsheet with current users of both systems and current need for both devices.
4.	Hand Arm Vibration Testing for 2025 completed. 130 bits of kit tested over the course of the year in Streetscene	Move on to year 2 of the plan, which should see over half of the equipment in Streetscene tested.
5.	Depot audits (CD, MSD) Vastly improved, December audit found 20 minor issues – housekeeping, pothole, chemicals and Battery charging placement	Audits have reduced from Bi-weekly to monthly due to improvement.
6.	Risk assessment register does not reflect current organisational chart. Changes have highlighted structural changes as well as personnel (i.e. trained managers) and gaps in risk assessments.	Update risk assessment register in line with new organisational charts. Identify new managers and risk assessment training needs. Organise risk assessment training.
7.	Quarterly Streetscene Health and Safety meeting completed.	Discussed ongoing Health and safety within the service, Area Officers bringing ideas to the forefront.

## 8. ACCIDENT REPORT STATISTICS

### December

Service	
Streetscene	2
Place, Assets, Commercialisation	1
<b>Total</b>	<b>3</b>

Location	
Manstone Depot	1
Clyst St Mary	1
Exmouth LED	1
<b>Total</b>	<b>3</b>

Accident type	
Slip, trip or fall on same level	1
Damage to vehicle, equipment or machinery	1
Fall from height	1
<b>Total</b>	<b>3</b>

### RIDDOR

Service	Team	Place	Type
N/a			

### November

Service	
CSC	1
Member of the general public	2
Streetscene	2
<b>Total</b>	<b>5</b>

Location	
Manstone Depot	1
ETH	1
Bumble and Bee Café, Exmouth	1
Sidbury Cemetery	1
Salting Hill	1
<b>Total</b>	<b>5</b>

Accident type	
Struck by moving object	1
Other	1
Slip, trip or fall on same level	1
Slip, trip or fall on same level	1
Damage to vehicle, equipment or machinery	1
<b>Total</b>	<b>5</b>

### RIDDOR

Service	Team	Place	Type
N/a			

### October

Service	
Streetscene	4
Member of the general public	5
<b>Total</b>	<b>9</b>

Location	
BDH	2
Budleigh High Street	2
Churchill Court, Exmouth	2
Four Elms Hill	1
Manor Pavilion Theatre	1
Pound Lane, Exmouth	1
<b>Total</b>	<b>9</b>

Accident type	
Damage to vehicle, equipment or machinery	3
Other	4
Slip, trip or fall on same level	2
<b>Total</b>	<b>9</b>

#### **RIDDOR**

Service	Team	Place	Type
N/a			

## 9. VIOLENCE REPORT STATISTICS

#### **December**

Date	Service	Team	Place	Type
No reports				

#### **November**

Date	Service	Team	Place	Type
19/11/25	Housing	Estate Management	Blackmore Court, Exmouth	Referred by outside agency, threatening behaviour
07/11/25	Finance	CSC	ETH	Intimidation or harassment, threatening behaviour

#### **October**

Date	Service	Team	Place	Type
01/10/25	Member of the public		Tenants property -	Harassment, neighbour dispute
03/10/25	Housing	Homelessness and Housing Options	BDH	Threatening behaviour, violence
30/10/25	Housing	Homelessness and Housing Options	BDH	Intimidation or harassment
30/10/25	Housing	Homelessness and Housing Options	BDH	Intimidation or harassment – Double entry
30/10/25	Housing	Homelessness and Housing Options	BDH	Intimidation or harassment – further information to previous entry

## 10. LONE WORKER APP USAGE

### December

	October	November	December
Total Uses	1573.00	1433	1185
Total Users	101	99	98
Average Use	15.57	14.47	12.09

## 11. HEALTH AND SAFETY TRAINING

Course title	Date	Attendees	Service
IOSH Managing Safety Training	TBC		
Director's training	04/02/25	Chloe Woodman Andy King Emma Congerton Anita Williams Gemma Roberts Ed Freeman Julia Woodbridge	Communications, Culture & Marketing Housing Regulated Services Housing Statutory Services Legal People and Performance Planning Strategy and Development Streetscene
Conflict and de-escalation training	TBC		
Risk Assessment for manager part 1	03/11/25	Kay Barnes Andi Loosemore Stephen McNaughton Andy Shaw	Housing Housing Housing Property and Asset
Risk Assessment for manager part 1	24/11/25	Will Dommett Alistair Jeans Danielle Furzey Deb Jamieson Angie Knight Rebecca Meakin Phillippa Norsworthy	Countryside and Leisure Countryside and Leisure Housing Housing Housing Housing Environmental Health
Risk Assessment for manager part 1	26/11/25	Tim Cox Liam Goodwin Melody Trott Graham Baker Richard Seager Paul Osborne Jody Harding	Environmental Health Environmental Health Environmental Health Property and Asset Property and Asset Countryside and Leisure Housing
Duty Manager training			
Fire Warden training 1	31/10/25	Claire Clifford Peter Crofts Andrew Gordon-Raby Oliver Hodgson Barry Mason Luke Morgan Robert Pow Vicki Saunders Karen Stephenson James Stoneman Tanya Trott Julia Woodbridge	Streetscene Streetscene Streetscene Streetscene / Environmental Health Streetscene Streetscene Streetscene Streetscene Streetscene Streetscene Streetscene Streetscene
Fire Warden Training 2	24/11/25	Sherryl Allen Cat Easeman Gemma Girvan Fiona Page-Turner Howard Silvills	Communications, Culture & Marketing Communications, Culture & Marketing Communications, Culture & Marketing Communications, Culture & Marketing Communications, Culture & Marketing

First Aid training	23/10/25	Shane Cooper Kristina Hewat-Boyne Leah Steele	Housing Housing Housing
First Aid training	04/11/25	Sherryl Allen Anna Aroussi Fiona Page-Turner Susan Redish Howard Sivills Mark Chapman Neil Dyble Paul Jaina David Rochford Graham Trude Josh Worthington	Communications, Culture & Marketing Communications, Culture & Marketing Communications, Culture & Marketing Communications, Culture & Marketing Environmental Health Streetscene Streetscene Streetscene Streetscene Streetscene
Toolbox talk – lone working	09/10/25	Kathy Archer-Parsons Andy Shaw John Taylor Marc Taylor Oliver Smith Joshua Govus	Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset
Toolbox talk – Driving for work	09/10/25	Kathy Archer-Parsons Andy Shaw John Taylor Marc Taylor Oliver Smith Joshua Govus	Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset Compliance - Property and Asset
Streetscene Tool Box talks:  Manual Handling  Hand Arm Vibration  Dust / Pollen and other airborne contaminants  Mental Health awareness  Lone Working  Fire Safety and Heat Exhaustion  Working Near Water  Driving (Include Winter, Depots)  Hazardous Substances (COSHH)  Working in low light conditions  Cliff Safety  Slips Trips and Falls		All of Streetscene Operations.	Streetscene.

## 12. HEALTH AND SAFETY SITE AUDITS

Site/Venue	Inspection date
Camperdown Depot	17/12/2025 - 23 outstanding issues. Several of the works now booked in.

Manstone Depot	09/12/2025 - 22 issues raised - some works engineers have taken the lead of. The rest are minor actions, housekeeping, slips and trips, lighting and storage. - Meeting on 07/01/2026 10 actions had been completed with several others due for completion by Friday.
Withycombe Pitches and Changing Rooms	16/12/2025 - 1 Minor issue raised – Nets left on the floor by the main door.
Phear Park Work Base	16/12/2025 - 4 minor issues raised – 1 light not working, 2 housekeeping issues and eye wash out of date. (changed on the day)
Manor Gardens Work Base	16/12/2025 - 5 minor issued raised – Shelving / racking required for more space
Ottery St Mary Work Base	N/A not currently used.
Connaught Gardens Work Base	11/12/2025 - 2 minor issues raised, Completed on the day.
Blackmore Gardens Work Base	11/12/2025 - 3 issues raised. 1 completed on the day. The other two are minor issues
Blackmore Gardens Bowling Club Work Base	11/12/2025 - 1 minor issue raised, out of date poster.
Honiton Work Base	09/12/2025 - 0 issues raised
Sidford Changing Rooms and Playing Pitches	10/12/2025 - 0 issues rasied
Sidmouth Cemetery Work Base and Chapel (Storage Area)	N/a due in January
Axminster Millway Rise Work Base	10/12/2025 - 4 issues raised, 2 maintenance technician jobs and 2 minor issues
Seaton Seafield Gardens Work Base	10/12/2025 - 12 issues raised, 10 minor, 1 for a broken security fence and the other is location of lithium battery charging units.
Thelma Hulbert Gallery	21/10/25 – Follow up visit to include fire risk assessment response. Met with manager to discuss provision of evacuation chair/sled and training in use of equipment. All other items completed.
Manor Pavilion Theatre	
Seaton Wetlands – Discovery Hut	
East Devon Business Centre	

### 13. TESTS, DRILLS AND EVACUATIONS

Site	Type of test / drill / evacuation	Date
BDH	Fire drill	02/10/25
ETH	Fire drill	06/10/25
BDH	Blue light	09/12/25
ETH	Blue light	15/12/25
Camperdown	Drill	17/12/2025 09:00am
Manstone	Drill	09/12/2025 11:10am
EDBC	Fire drill	Booked for 20/01/26

### 14. SERVICE RISK ASSESSMENTS

Directorate	Service	Team	Risk Assessments	Overdue
Finance	Revs & Bens, Customer Access, Fraud & Compliance	Customer Access	2	2
Finance	Revs & Bens, Customer Access, Fraud & Compliance	Council Tax	9	9
Governance & Licensing	Communications, Culture & Marketing	Manor Pavilion Theatre	1	0
Governance & Licensing	Communications, Culture & Marketing	Thelma Hulbert Gallery	7	0
Governance & Licensing	Communications, Culture & Marketing	Events	30	0
Governance & Licensing	Communications, Culture & Marketing	Wedding	5	0
Governance & Licensing	Democratic Services	Democratic Services	1	0
Governance & Licensing	Electoral Services	Electoral Services		
Governance & Licensing	Legal	Legal	1	0
Housing & Health	Environmental Health	Commercial		
Housing & Health	Environmental Health	Environmental Protection	2	0
Housing & Health	Environmental Health	Licensing	2	0
Housing & Health	Housing - Programme, Development & Investment	Housing Systems/information & analysis/right to buy		
Housing & Health	Housing Regulated Services	Landlord Services	2	0
Housing & Health	Housing Regulated Services	Property & Assets	4	3
Housing & Health	Housing Regulated Services	Tenancy Services	16	16
Housing & Health	Housing Solutions	Housing Allocations		
Housing & Health	Housing Solutions	Housing Options	8	8
Housing & Health	Housing Strategy & Operations	Housing Sustainment & Resettlement		
Housing & Health	Housing Strategy & Operations	Housing Sustainment & Resettlement		
Housing & Health	Housing Strategy & Operations	Private Sector Housing	1	0
Housing & Health	Housing Strategy & Operations	Tenants & Communities		
Place	Countryside & Leisure	Arboricultural	7	0
Place	Countryside & Leisure	Countryside - Activities		
Place	Countryside & Leisure	Ecology		
Place	Countryside & Leisure	Habitat Regulation		
Place	Countryside & Leisure	National Landscape	1	0
Place	Place, Asset & Commercialisation	Estates	1	0
Place	Place, Asset & Commercialisation	Parking Services	1	0
Place	Place, Asset & Commercialisation	Placemaking & Major Projects		
Place	Place, Asset & Commercialisation	Principle Building Surveyor		
Place	Place, Asset & Commercialisation	Property & Estates	12	0
Place	Place, Asset & Commercialisation	Property & Estates		
Place	Planning Strategy & Development Management	Building Control	1	0
Place	Planning Strategy & Development Management	Development Management		
Place	Planning Strategy & Development Management	Growth, Development, Prosperity		
Place	Planning Strategy & Development Management	Growth, Development, Prosperity		
Place	Planning Strategy & Development Management	New Communities		
Place	Planning Strategy & Development Management	Planning Policy		
Streetscene	Fleet & Equipment		20	0
Streetscene	Project Engineers		5	0

Streetscene	Recycling & Waste Operations		8	0
Streetscene	Streetscene Operations	Business Support	3	0
Streetscene	Streetscene Operations	Beach Safety	10	0
Streetscene	Streetscene Operations	Streetscene Operations	132	0
Streetscene	Streetscene Operations	Trees Team	15	0

