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| HIGH LIFE HIGHLAND REPORT TO BOARD OF DIRECTORS13 June 2023 | AGENDA ITEM 11REPORT No HLH/ /23 |

## **ANNUAL Health and Safety And EnvironmeNtal Compliance Report - Report by Chief Executive**

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| **Summary**An important element of the governance structure relating to the charity’s Health and Safety and Environmental Compliance performance is the annual Health and Safety and Environmental Compliance Report.This report informs Directors about the performance of High Life Highland in terms of health and safety and environmental compliance for the reporting period 2022-23.It is recommended that Directors comment on and note: 1. that there were no notifications for improvement or enforcement actions during the reporting period;
2. that there were no environmental incidents requiring SEPA notification during the reporting period;
3. the low number and low severity of accidents or incidents over the reporting period, reflecting continuing good practice across the charity and the operational restrictions through the year;
4. that the Health and Safety and Environmental Compliance Committee continues to meet quarterly with officers and the Charity’s external Health and Safety advisers to review Health and Safety performance, and on reviewing the accident and incident trend data it concluded that there are no issues arising from this requiring charity-wide action;
5. that the external safety audit was completed by QLM during October 2022 with an action plan created for risk reduction; and
6. that there were no union safety audits completed within the reporting period.
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| **1.** | **Business Plan Contribution** |
| 1.1 | This report supports the highlighted business outcomes from the High Life Highland (HLH) Business Plan:1. **Seek to continuously improve standards of health and safety.**
2. **Commit to the Scottish Government’s zero carbon targets and maintain the highest standards in environmental compliance.**
3. Use research and market analysis to develop and improve services to meet customer needs.
4. **Increase employee satisfaction, engagement and development to improve staff recruitment and retention.**
5. **Improve the financial sustainability of the company.**
6. **Value and strengthen the relationship with THC.**
7. Develop and deliver the HLH Corporate Programme and seek to attract capital investment.
8. Use research and market analysis to develop and deliver proactive marketing and promotion of HLH and its services.
9. Initiate and implement an ICT digital transformation strategy across the charity.
10. **Develop and strengthen relationships with customers, key stakeholders and partners.**
11. Deliver targeted programmes which support and enhance the physical and mental health and wellbeing of the population and which contribute to the prevention agenda.
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| **2.** | **Background** |
| 2.1  | The HLH Health and Safety Policy Statement requires annual and exception reporting, to the HLH Board on health and safety performance. |
| 2.2 | At the HLH Board meeting on the 23 April 2014 Directors agreed to delegate to the Health and Safety Strategic Group, now the Health and Safety and Environmental Compliance Committee (as of 14 June 2018), the decision on the final layout of the tables in the appendices to this report. The Committee reviewed and agreed the information in this report and accompanying appendicesat its meeting held on 29 May 2023.  |
| **3.** | **Health and Safety and Environmental Compliance Performance** |
| 3.1 | There were no enforcing officer notifications for improvement, or enforcement action during the reporting period. There were no environmental incidents requiring reporting to SEPA during the reporting period.  |
| 3.2 | Having analysed the information in the appendices, the Health and Safety and Environmental Compliance Committee identified the following information as being important to report to the HLH Board: 1. there are no trends indicating that any charity-wide actions are required, however the Committee have seen an increase in incidents recorded under “Act of Violence” against HLH staff and will continue to monitor this closely;
2. there were 24 accidents / incidents reported which were recorded as an “Act of Violence”, 17 were customer to customer and 7 were against HLH staff;
3. there were three accidents reported under RIDDOR within the reporting period, all RIDDOR incidents have been dealt with appropriately. All incidents have been reviewed and assessed, with no trends identified (summary by service contained in [**Appendix A**](https://www.hlhinfo.com/userfiles/file/Board/Meetings/Board_Meetings/2023/13_June_2023/F-Item-11a-RIDDOR-2022-23.docx)**)**;
4. the HLH online reporting system continued to be developed to help improve the analysis of accidents and incidents within the reporting period, an increase in the number of incidents have been recorded in comparison to 2019/20 and 2020/21 where COVID-19 restrictions were in place, the percentage of incidents against attendance remains stable (details contained in [**Appendix B**](https://www.hlhinfo.com/userfiles/file/Board/Meetings/Board_Meetings/2023/13_June_2023/F-Item-11b-AI-2022-23.docx));
5. due to seven unrelated fire incidents in HLH facilities over 2017/18, close monitoring of all incidents, that could have resulted in a fire within the reporting period was carried out with three incidents recorded over 2022/23 (details contained in [**Appendix C**](https://www.hlhinfo.com/userfiles/file/Board/Meetings/Board_Meetings/2023/13_June_2023/F-Item-11c-FIRE-2022-23.docx)).
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| 3.3 | Given the size of HLH and the number of physical visits to our facilities the very small number of accidents/incidents reflects the good practice across all areas of work.  |
| **4.** | **Annual External Audit** |
| 4.1 | The annual external safety audit for 2022/23 examined the sites listed below, the audit was completed in October 2022, with the report issued to sites in November 2022.  |
| 4.24.34.4 | Facilities Audited:

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| 2022- 2023 Audits  | Time | Service |
| Inverness Botanic Gardens and Nursery | Full Day | Leisure |
| Joss Street Hall  | ½ Day | Youth |
| Averon Leisure Centre | ½ Day | Leisure |
| Fort William Mobile Library *via MS Teams* | ½ Day | Libraries |
| Alness Youth Centre | ½ Day | Youth |
| Dingwall LC | Full Day | Leisure |

During the audits a small number of actions were identified to reduce risk, the action within the reports continue to be monitored by the Health and Safety and Environmental Compliance Committee. A small number of actions related to issues that affect multiple properties or services across HLH that are being managed by the Health and Safety teamThe completion of all action plans has been set for the end of May 2023, each RPO will return evidence of completion to the Health & Safety team early June 2023.The team will review each plans along with the on site RPO by the end of July 2023, the evidence providing will ensure that completion has been achieved and the QLM Audit for 2022/23 can be closed. A further update report will then be presented to the Health and Safety and Environmental Compliance Committee at its November meeting. |
| **5.** | **Safety Representatives Charter** |
| 5.1 | In line with the Safety Representatives Charter agreed in June 2016, all trade unions have been offered the opportunity to complete a safety audit in 2022/23, however no audits were completed. |
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| **6.** | **Implications** |
| 6.1 | Resource Implications – there are no additional resource implications arising from this report. |
| 6.2 | Legal Implications - there are no additional legal implications arising from this report.  |
| 6.3 | Equality Implications – there are no additional equality implications arising from this report.  |
| 6.4**7.**7.1 | Risk Implications – there are no new risks which require to be added to the risk register arising from this report. **Conclusion**Having considered the report the members of the Health and Safety and Environmental Compliance Committee agreed to report to the Charity Board that it is satisfied all monitoring and management controls are in place; the Committee has scrutinised and challenged where appropriate, and that overall the High Life Highland is demonstrating and delivering the standards the Committee would expect.  |
| **Recommendations**It is recommended that Directors comment on and note: 1. that there were no notifications for improvement or enforcement actions during the reporting period;
2. that there were no environmental incidents requiring SEPA notification during the reporting period;
3. the low number and low severity of accidents or incidents over the reporting period, reflecting continuing good practice across the charity and the operational restrictions through the year;
4. that the Health and Safety and Environmental Compliance Committee continues to meet quarterly with officers and the Charity’s external Health and Safety advisers to review Health and Safety performance, and on reviewing the accident and incident trend data it concluded that there are no issues arising from this requiring charity-wide action;
5. that the external safety audit was completed by QLM during October 2022 with an action plan created for risk reduction; and
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Designation: Chief Executive

Date: 30 May 2023

Author: Craig Steedman, Head of Estates and Environment