

To: Infrastructure, Land and Environment Policy Board

On: 29 May 2024

Report by: Director of Environment, Housing and Infrastructure

Heading: Environment, Housing and Infrastructure Annual Health and Safety Report (2023/24) and Plan (2024/25)

1. Summary

- 1.1 The Council's Health and Wellbeing Plan, a key priority within the Council's People Strategy 2021 – 2026, promotes a positive Health and Safety culture to ensure compliance with relevant Health and Safety legislation and supports the Council Plan in Working together to achieve a thriving and connected Renfrewshire, creating opportunities for all.
 - 1.2 This report summaries Environment, Housing and Infrastructure Department's approach to Health and Safety with Annual Health and Safety Report (Appendix 1) which sets out work undertaken in 2023/24 and the Annual Health and Safety Plan 2024/25 (Appendix 2) which sets out arrangements in place for the management of Health and Safety and continuous improvement in relation to this area for 2024/25.
 - 1.3 It should be noted that the Report and Plan will be considered by the Communities and Housing Policy Board on 21st May 2024, the Infrastructure, Land and Environment Policy Board on 29th May 2024 and the Finance, Resources and Customer Services Policy Board in June 2024 in respect of the elements covered by those Boards' remits.
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2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1 Approves the Environment, Housing and Infrastructure Health and Safety Report for 2023/24 (Appendix 1) and as specific to the areas of activity delegated to this Policy Board and

- 2.2 Approves the Environment, Housing and Infrastructure Annual Health and Safety Plan 2024/25 (Appendix 2) as specific to the areas of activity delegated to this Policy Board; and
 - 2.3 Notes that the Report and Plan is also being presented to the Communities and Housing Policy Board and the Finance, Resources and Customer Services Policy Board to approve the elements covered within those Boards' remits.
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3. Background

- 3.1. Environment, Housing and Infrastructure is responsible for the provision of every day essential services, directly to the public of Renfrewshire, to other services within the Council and to community planning partners. These services are delivered by approximately 1,900 employees, employed on a full-time or part-time basis, with a gross expenditure budget of approximately £70.3 million.
 - 3.2. The Department provides the following key frontline services:
 - Operations: Neighbourhood Services, Fleet and Social Transportation, Waste and Recycling (to over 91,000 households and businesses).
 - Climate, Public Protection and Roads: supporting our communities through our Regulatory and Community Safety Services and supporting more than 849 km of roads and transport infrastructure.
 - Facilities and Property Services: (Hard and Soft Services) including PPP and Compliance, Building Services and Property Services, a multi-disciplinary design team.
 - Housing Services: Management and investment in housing stock (approximately 12,300 properties) and providing a wide range of advice and support to our tenants.
 - 3.3 Environment, Housing and Infrastructure Services deliver universal services for over 180,000 Renfrewshire residents, helping to run our schools and care homes, providing 12,300 homes for social rent, protecting and enhancing our local environment through a wide range of initiatives and work to make Renfrewshire a great place to live and work.
 - 3.4 Our services are delivered by a diverse, skilled and committed workforce of around 1,900 who deliver services 24/7 over 365 days a year. The health, safety and wellbeing of all our employees is of paramount importance.
 - 3.5 Governance for Health and Safety is provided through monthly discussions at Environment and Infrastructure Senior Leadership Team meetings and quarterly CRMT (Crisis Resilient Management Team).
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Implications of the Report

1. **Financial** – Potential exists for financial liability from property damage, civil or criminal prosecutions through the outcome of accidents and/or ill-health. This report demonstrates Environment, Housing and Infrastructure Services compliance and commitment to Health and Safety policies and procedures.
2. **HR & Organisational Development** – This report supports Renfrewshire Council's commitment to the health, safety and wellbeing of employees.
3. **Community/Council Planning**
 - *Our Renfrewshire is well* – EH&I will improve the physical and mental health and wellbeing of employees through participation in the “Healthy Working Lives” and “Your Health Matters” Programmes and any other corporate initiatives promoting wellbeing.
 - *Our Renfrewshire is safe* – EH&I will provide training and support to employees to allow them to develop within the organisation and to gain the skills and experience necessary to provide a quality service to our customers.
4. **Legal** – Environment, Housing and Infrastructure will continue to comply with all current statutory Health and Safety legislation and Renfrewshire Council Corporate Health and Safety policies and guidance.
5. **Property/Assets** – The maintenance of appropriate registers (eg Asbestos Register with respect of domestic Council properties) and an obligation to conduct workplace inspections.
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
8. **Health & Safety** – This report supports and demonstrates Environment, Housing and Infrastructure's commitment to ensuring efficient Health and Safety management across the Department.
9. **Procurement** - None
10. **Risk** – This report supports the overarching management of risk by Renfrewshire Council.
11. **Privacy Impact**- None.
12. **COSLA Policy Position** – Not applicable
13. **Climate Risk** – Not applicable

List of Background Papers

- (a) Background Paper 1: Audit, Risk and Scrutiny Board (20th May 2024), Risk Report – May 2024
- (b) Background Paper 2: Health and Wellbeing Plan (For all council employees),

The foregoing background papers will be retained within Environment, Housing and Infrastructure Department (Service Development) for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Gill Darbyshire, Senior Service Development Manager, gill.darbyshire@renfrewshire.gov.uk

Author: Gordon McNeil, Director of Environment, Housing & Infrastructure
E-mail: Gordon.mcneil@renfrewshire.gov.uk

Renfrewshire Council
Environment, Housing and Infrastructure

ANNUAL HEALTH AND SAFETY REPORT
1st April 2024 – 31st March 2025

(Achievement made during 1st April 2023 to 31st March 2024)

May 2024

This annual report is prepared by Environment, Housing and Infrastructure in accordance with Renfrewshire Council's Health and Safety Policy and Plan, the purpose of which is to evaluate the health and safety performance of the Service and set future health and safety objectives.

1. Management of health and safety within the Service

1.1 Broad context of health and safety policy

The Director of Environment, Housing and Infrastructure (EH&I) has overall responsibility for the application of Health and Safety Policy and welfare at work of employees within the Department. The Leadership Team of EH&I, comprising four Heads of Service and Senior Managers, take a lead and active role in the monitoring and application health and safety policy.

The objective of EH&I is to ensure that health, safety and wellbeing are an integral part of the business and all services areas continually seek to develop a positive culture and attitude amongst employees to achieve this.

As outlined below, regular discussion takes place on a wide range of health and safety policy areas and this allows the opportunity to ensure that arrangements are in place to reflect the service fully and to monitor the effectiveness of current arrangements, updating as required.

2. Organisation for implementing health and safety management

2.1 Health and Safety Planning Group/Committees

EH&I is represented on the Corporate Health and Safety Committee (CH&SC) by the Senior Service Development Manager who attends the quarterly meetings. The Head of Operations and Service Development Chairs the Council's Resilience Management Team (CRMT) which covers all services across the Council. Health and Safety is lead across EH&I by the Senior Service Development Manager supported by Service Co-ordination Assistant and officers across all Services.

A monthly meeting of EH&I Senior Leadership Team is chaired by the Head of Operations and Service Development, arranged to align with the quarterly meeting cycle of the CH&SC, which discusses a wide range of health and safety work including:

- (a) Accidents - statistics, trends, investigations and other information to identify causes and provide so far as is practicable solutions for their prevention.
- (b) Workplace inspections (internal) and audits (Corporate and external)
- (c) The planning, performance management and review of EH&I's approach to Health and Safety
- (d) The monitoring and implementation of the Health & Safety Action Plan

- (e) The identification, assessment and recording of risks
- (f) Actions arising from the Corporate Health & Safety Committee (CHSCM)
- (g) Actions arising from the corporate and service Risk Management and planning arrangements, and
- (h) New developments in Health & Safety arising from legislation and Government and Council policy

The Health and Safety Policy continues to reflect and provide a guidance framework for the management of Health and Safety across EH&I.

Consultation Mechanisms

Information on health and safety issues are communicated to employees using a wide range of internal channels such as strategic meetings, operational meetings, Trade Union meetings, workload reviews, “toolbox talks,” emails and noticeboards.

It is particularly important to note that a significant number of EH&I employees do not have access to electronic communications and therefore, as set out above, a range of approaches are taken in this area including joint working arrangements for employee and Trade Union consultation. Although the Department has an ability to communicate digitally with frontline employees through digital messaging, enabling a quick and effective way to communicate important information, this relies on employees providing a personal mobile number and signing up to receive notifications through “RenTalk”.

Regular meetings take place with EH&I Directorate and Trade Union Representatives where key health and safety issues may be discussed, supporting ongoing awareness and practice of health and safety, management of risks, prevention of accidents and ill health and the maintenance of safe working practices.

3. Planning and setting standards:

3.1 Setting of health and safety objectives

The Council’s new Health and Wellbeing Plan sets the Council’s strategic aims in this area and together with, “Our People, Our Future 2021- 2026”, provides a high-level guide on which EH&I bases all health and safety objectives to support with wider outcomes.

Across EH&I there is a clear understanding of the wide range of services and the risks associated with these. When setting health and safety objectives the Environment, Housing and Infrastructure Health and Safety Senior Leadership Team (SLT) consider matters such as:

- Developments or changes in the regulation of health and safety in the workplace or in working practices:
- The identification of areas where there is a need for improvement that may entail the implementation of safe working practices or investment in equipment; and

- The need for training and raising awareness in relation to health and safety.

A summary of the significant risks, including potential occupational health risk faced by EH&I employees is outlined below.

Health and Safety Risk Management Update

The Annual Risk Update 2024 sets out the key area of risk for Renfrewshire Council. Risks are evaluated using the Council's risk matrix multiplying the likelihood of a risk occurring by its potential impact. Risks are then evaluated as "low," "moderate", "high" or "very high". Following the integration of Housing Services into Environment, Housing and Infrastructure all risks were revisited. The latest report outlines a number of risks carried by EH&I and the actions proposed to mitigate these. The work outlined in this report contributes to wider health and safety objectives and the minimisation of risk in this area.

Health and Safety Training

EH&I recognise that health and safety training is a key factor in the reduction of accidents, incidents and the prevention of ill-health. Services actively support, organise and carry out such training on a regular basis as required.

Across EH&I the current management system which assists with monitoring of health and safety training and performance has reached the end of the contract. Work, supported by the Project Management Unit and ICT, is already underway to support this area of work and provide a longer-term business management approach with the transfer of all training records to the ERP Business World. This will, in due course, allow for increased monitoring and reporting of training requirements across EH&I.

Fire Safety Information/Drills

A range of regular fire safety drills is undertaken across EH&I services and within each Council owned and operated property on a regular basis in line with all relevant legislation. An EH&I Fire Group has been established, with representatives from all services, which discusses and addresses work in this area.

Over 2023/24 Housing Services have undertaken fire risk assessments for all multi-storey blocks (14) and sheltered housing complexes (10) and is addressing any work highlighted. The Head of Housing Services chairs a quarterly Fire Safety Liaison meeting which brings together relevant services from across the council and colleagues from the Scottish Fire and Rescue Service. This is an excellent example of collaborative work with a wide range of colleagues and community planning partners.

Wellbeing Initiatives

The Health and Wellbeing Forum, comprising representatives from across EH&I, meets monthly to discuss a wide range of initiatives. Recent work has included the distribution of mental health "Z" cards for all frontline employees. As a result of the excellent feedback in relation to this work the initiative is being rolled out corporately.

The "Walk and Talk" Group continue to meet regularly on a Sunday to promote health and wellbeing with a particular focus on mental health. The number of people attending varies but this is an important option to those wishing to informally meet with colleagues and friends in a healthy and positive way.

Occupational Health Usage

EH&I has a wide range of measure to support the health and wellbeing of our workforce. This includes health surveillance (annual assessments) around "hand arm vibration" (HAVS) and noise for those potentially exposed to these risks. The School Crossing Patrollers were all invited to attend a role specific medical assessment. Findings from any assessment are actively followed up and referral to the appropriate medical professional if required is put in place.

Service Drive Health and Safety Audits/Inspections

The Operation Service (Neighbourhood Services, Fleet and Sustainable Transport, Waste and Recycling), Service Development Team and Roads and Infrastructure maintained the British Standards Institute ISO 9001 – Quality Management Systems that supports the teams to monitor and continually improve the quality of our services.

Health and Safety Plan 2023/24 Update - Achievements

This is the first report which covers Environment, Housing and Infrastructure following the significant restructure and alignment of the services to include Housing Services in the previous Environment and Infrastructure Department. As part of the restructure and changes in remits there are now several new Managers and Senior Managers across the Department. During 2023/24 a wide range of health and safety related work was undertaken and a summary of achievements is outlined below.

Operations and Service Development:

- All HGV drivers have completed the required Certificate of Professional Competence (CPC) hours which involves vehicle safety/checks and low bridge strikes.
- Review and establishment of the EH&I Senior Leadership Team Health and Safety Group to discuss all operational aspects of health and safety.
- Establishment of Fire Safety Group with representation from all areas
- Establishment of the "Working at Heights" Group with representation from all areas
- Successful implementation of the new Neighbourhood Services structure has increased the number of qualified first aiders available to administer first aid directly to frontline workforce.
- Memorial Safety inspections continue to be completed in line with Scottish Government guidance, increasing safe working practices and environment safety within our cemetery operations.
- Neighbourhood Services trained two new JCB operators and refreshed external training in large mechanical operations.

Facilities and Property Services:

- Introduction of a “Walk and Talk” walking Group on a Sunday morning to promote mental health and wellbeing.
- Mental Health booklet and “Z card” created and distributed to all frontline staff.
- Two managers attended and completed Advanced Mental Health Training
- Rolled out new Safety Check Logbooks in all premises.
- Establishment of Asbestos Working Group -involving representatives from areas which are likely to come across asbestos.
- Monthly Property Service/Health and Safety meetings take place to discuss any health and safety project issues, safety flashes, recent HSE guidance/legislation and good practice. This is fed back to the respective teams for incorporation into future projects where applicable.

Climate, Public Protection and Roads

- Monthly Health and Safety site inspection sheets have been implemented and are conducted by either the team leader or supervisor.
- Daily packs are now issued with work instructions to all Road Operations crews outlining risk assessment and safe working practices for each activity they are undertaking that day.
- Conflict Management Training has been undertaken by our Wardens Service.
- Our Environmental Health teams have been working with colleagues in OneRen in relation to swimming pool interventions at their premises.

Housing Services

- 5 Fire Safety workshops held, which were attended by 37 housing staff.
- 3 Fire Safety Warden courses held, which were attended by 23 housing staff.
- Asbestos Awareness training delivered to officers.
- Quarterly Fire Safety Liaison Meeting with Scottish Fire & Rescue Service
- Participated in Asbestos Working Group to review asbestos management procedures.
- All staff have access to online Health & Safety courses on I-Learn
- Health & Safety inspections carried out and recorded at multi-storey blocks, sheltered housing complexes and supported accommodation units.

4. Measuring performance

The Annual Health and Safety Plan is monitored on a regular basis and quarterly reports are discussed to review and monitor performance against the key actions detailed in the Plan.

4.1 Active monitoring

The EH&I Health and Safety SLT monitor the health and safety performance to identify any trends and implement initiatives to address these. This work considers both internal and external HSE inspections, accident reviews and investigations, wellbeing information and legislative and industry guidance.

All services continue to undertake a range of work to ensure statutory compliance.

During 2023/24 EH&I Department Audits were undertaken in the Cleansing and Graffiti. All findings and recommendations were shared with the teams and are being addressed.

A Corporate Health and Safety programme of planned workplace inspections for 2024/25 is currently being developed.

4.2 Re-active monitoring

The ongoing health, safety and wellbeing of employees and service users continues to be a priority for EH&I. The focus to promote an open, positive health and safety culture and to encourage employees and management to report all incidents, accidents, and occurrences.

All reported incidents, accidents and occurrences are reviewed on a weekly basis, resulting in more accurate data. Every incident, accident or occurrence is investigated and associated risk assessments reviewed and amended where necessary.

During 2023/24, across EH&I, there were 178 incidents, accidents and near misses reported compared to 66 in 2021/22 and 105 in 2022/23. The table below (Figure 1) shows the breakdown of these incidents by service area and category.

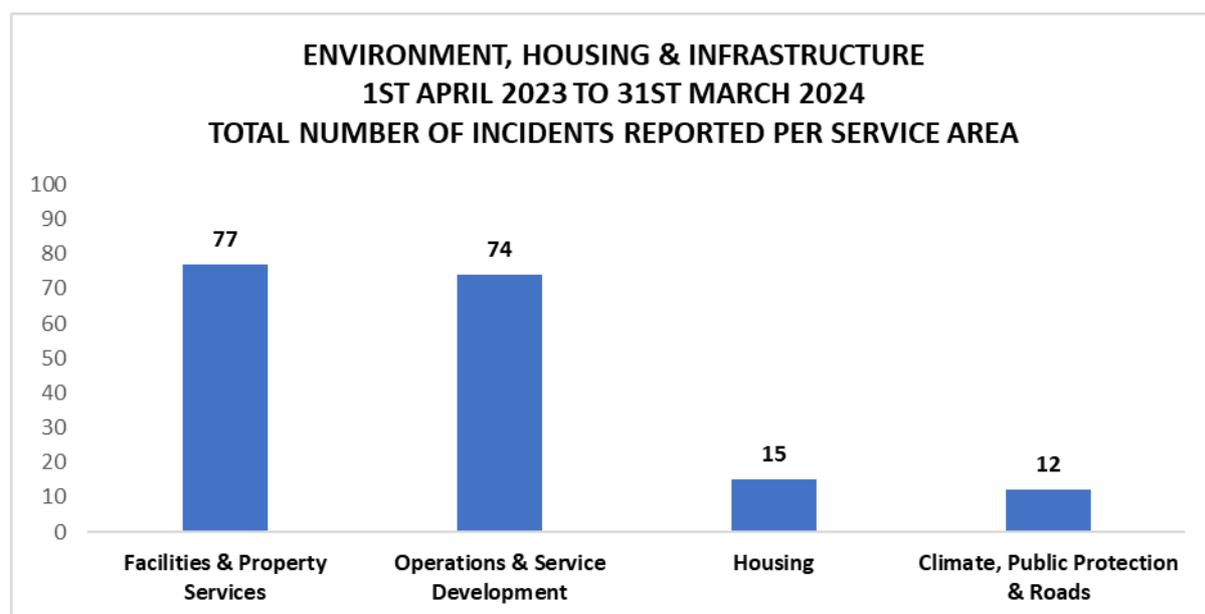


Figure 1: EH&I Total Number of Accidents, Incidents and Near Misses Reported in 2023/24

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there were 15 accidents across EH&I in 2023/24 which were reported (Figure 2). Over 7-day absences, which must be reported, accounted for over 80% of these reports.

Figure 2 below shows RIDDOR data and the breakdown by the type of accident or incident for 2023/24 compared to previous data from 2022/23 and 2021/22.

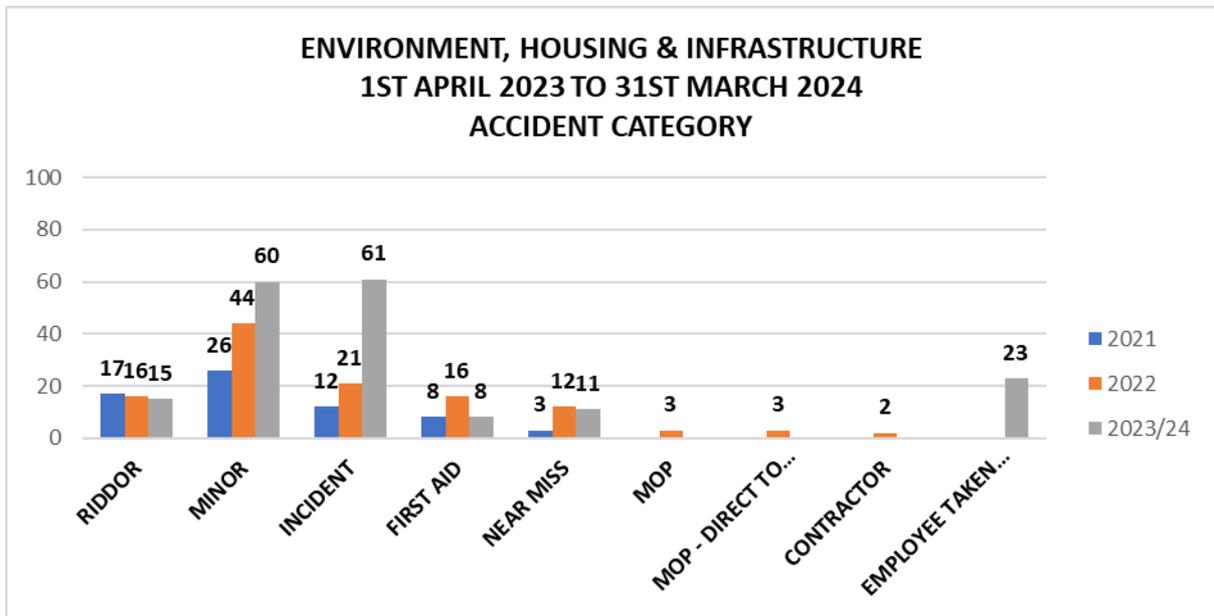


Figure 2: Breakdown by category for 2023/24 compared to 2022/23 and 2021/22

Figure 3 below shows the top 5 incident types in 2023/24. The information indicates that “violence and aggression” was the most comment type accounting for 46 out of 178 or just over 25% of the total followed by “slip, trip and fall at the same level” with a further 37 incidents (around 21%).

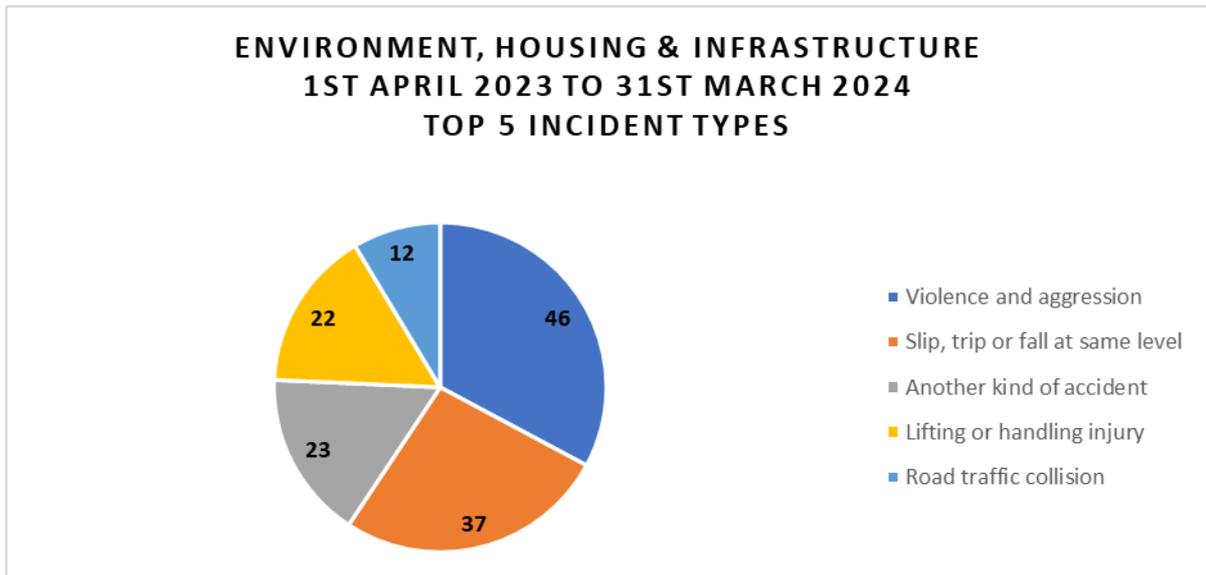


Figure 3: Top 5 health and safety incident type in 2023/24

During 2023/24 there was one Health and Safety Executive (HSE) intervention following an onsite inspection in September 2023. A fee notice was issued in relation to the use of new equipment. All recommendations and findings in the report were accepted and changes implemented. The HSE have subsequently confirmed they are satisfied with the steps taken and the compliance in place.

Having previously identified that late reporting of incidents, accidents and occurrences as a significant risk across EH&I work has been undertaken to support managers, supervisors and employees across services to increase knowledge of incident reporting, incident investigation requirements and RIDDOR requirements. EH&I has fully implemented use of the Corporate Accident/Incident Recording system on the ERP Business World. Local arrangements are in place to support employees who do not have access to the corporate network. This work has reduced the number of accidents/incidents being reported late, increased the number being reported (increasing visibility of these and providing an opportunity for further corrective work to be undertaken) demonstrating a positive incident reporting culture across EH&I.

Key themes have been identified from the Health and Wellbeing Plan including physical, mental, financial and social wellbeing which will be developed in 2024/25.

5. Review of support services

Supporting our employees and attendance is a key priority for EH&I and arrangements are in place to utilise the services of the Council's Occupational Health provider. During 2023/24 a number of referrals have been made and systems and processes are in place for manager or employee self-referrals to the Occupational Health Service or employee counselling service. The key elements used have been:

- Early intervention programme
- Employee counselling service
- Treating employees referred to the Service
- Physiotherapy and
- Cognitive Behaviour Therapy (CBT) for employees
- Statutory Occupational Health Benchmarking (eg Hand Arm Vibration Syndrome (HAVS), Audiometry)

6. Annual Health and Safety Plan 2024/25 (Appendix 2)

The Environment, Housing and Infrastructure Health and Safety Action Plan 2024/25 sets out the key actions that will be undertaken in 2023/24. The Environment, Housing & Infrastructure Health and Safety SLT will continue to review Health and Safety management across EH&I respective areas of responsibility.

Environment, Housing and Infrastructure Annual Health and Safety Action Plan 2024/25

Service Area	Title of Action	Due Date
Operations and Service Development		
Neighbourhood Services	<ul style="list-style-type: none"> • Service managers to review all risk assessments related to tasks completed and ensure they are updated, relevant and meet the needs of employees. • Refresh and deliver health and safety training in the fundamentals of safe working including manual handling, risk profiling, safe systems of work and regular toolbox talks. • Review and refresh the induction process for all employees, ensuring training records are completed, updated and relevant to the role. • Develop current Safe Systems of Work for tasks ensuring they are communicated with employees. • Contribute to the development of the Hand Arm Vibration Syndrome (HAVS) working group, support the implementation of the guidance document and aid the referral process for employees identified through routine monitoring and screening. • Review all fire safety documentation in premises managed by Neighbourhood Services and update as required. 	<p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p>
Fleet and Sustainable Transport	<ul style="list-style-type: none"> • Ensure that all HGV vehicles have an Operator Licence undertakings obligation to be roadworthy as shown by the pass rate at MOT for the fleet maintenance schedule. • The Fleet Compliance Team will provide gate checks both internally and, on the roadside, to ensure that fleet compliance is being adhered to by the fleet drivers. • As part of the driver performance within all operational departments, ensure the appropriate training is being provided and recorded. • As part of the driver performance within all operational department, ensuring all fleet vehicles are on the fleet tracking system and reports, detailing driver behaviour, are sent to the operational line managers. 	<p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p>

	<ul style="list-style-type: none"> • Ensure a fleet asset management plan and driver handbook are created and distributed to operational departments. • Ensure that all areas of the Underwood Road Depot are secure and employee access are enabled. • Ensure that the Underwood Road Depot has an updated fire plan and that all signage within the depot is visible to all employees and members of the public. • Ensure all Underwood Road Depot users are consulted on a regular basis and kept up to date with the ongoing Depot works. 	<p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p>
Waste and Recycling	<ul style="list-style-type: none"> • Service managers to review all risk assessments related to tasks completed and ensure they are updated, relevant and meet the needs of employees. • Refresh and deliver health and safety training in the fundamentals of safe working including manual handling, risk profiling, safe systems of work and regular toolbox talks. • Review and refresh the induction process for all employees, ensuring training records are completed, updated and relevant to the role. • Review all current risk assessments and update as required. • Refresh manual handling training for all staff. • DSE Equipment assessment to be carried out for all staff. 	<p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p>
Service Development	<ul style="list-style-type: none"> • Increase representation at the Health and Wellbeing Forum, ensuring that there is a named representative or substitute at each meeting. • Ensure mental health “Z” cards are delivered to all frontline employees and are included in the inductions for new members of staff. • Encourage employees to complete health and safety and welfare modules on i-Learn and attend training courses as required (eg Personal Safety, Violence and Aggression, Mental Health First Aid, Wellbeing etc). • Promote and health and safety incident reporting system and encourage reporting of incidents and near misses. • Monitor and review the number of workplace accidents and ensure appropriate action is taken to prevent future incidents. 	<p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p> <p>31/03/2025</p>

	<ul style="list-style-type: none"> • Ensure all CPC licences are up to date and renewed as required. 	31/03/2025
Property Services	<ul style="list-style-type: none"> • Ensure all Technical Unit Officers have a valid Construction Skills Certification Scheme (CSCS) card and training is arranged for new officers/expired certification. 	31/03/2025
Climate, Public Protection and Roads		
Climate and Public Protection	<ul style="list-style-type: none"> • Review and transfer all risk assessments for Public Protection to the new risk assessment template. 	31/03/2025
	<ul style="list-style-type: none"> • All public facing staff in Public Protection to complete violence and aggression training. 	31/03/2025
	<ul style="list-style-type: none"> • Develop and implement a staff induction pack. 	31/12/2024
	<ul style="list-style-type: none"> • Stress management training to be carried out. 	31/03/2025
	<ul style="list-style-type: none"> • Complete specific risk assessment for handling XL Bully Dogs. 	30/06/2024
Roads and Transportation	<ul style="list-style-type: none"> • Review and update risk assessment within roads. 	31/03/2025
	<ul style="list-style-type: none"> • Arrange phone and SOS function in winter maintenance vehicles and wider road fleet. 	31/03/2025
	<ul style="list-style-type: none"> • Arrange SVQ winter maintenance training. 	31/03/2025
Housing Services		
Housing Services	<ul style="list-style-type: none"> • Undertake a regular programme of risk assessment and safe systems of work reviews. 	31/03/2025
	<ul style="list-style-type: none"> • Compile departmental risk assessment and safe systems of work register. 	31/03/2025
	<ul style="list-style-type: none"> • Undertake a regular programme of health and safety training and information sharing for all employees. 	31/03/2025
	<ul style="list-style-type: none"> • Undertake violence aggression training for all at risk employees. 	31/03/2025
	<ul style="list-style-type: none"> • Monitor accident trends and statistics to identify risk and provide, as far as is practicable, for its prevention/reduction. 	31/03/2025
	<ul style="list-style-type: none"> • Promote the use of Mental Health First Aiders within Housing Services 	31/03/2025

	• Record and report on all health and safety related training.	31/03/2025
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