

STANDARDS AND AUDIT COMMITTEE – 2 MARCH 2023

## UPDATE ON HEALTH AND SAFETY E-LEARNING

### Executive Summary

The annual Health and Safety report to the Standards and Audit Committee outlines the Council's Health and Safety Activities for the 2021/22 financial year. At its meeting in October 2022 the Committee requested an update in respect of completion of E Learning courses.

### Recommendations

The Committee is requested to:

**RESOLVE** That the report be noted;

The Committee has the authority to determine the recommendation(s) set out above.
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**Background Papers:** None.

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### 1.0 Introduction

1.1 The annual Health and Safety report to the Standards and Audit Committee outlines the Council's Health and Safety Activities for the 2021/22 financial year. At its meeting in October 2022 the Committee requested an update in respect of completion of E Learning courses.

### 2.0 Overview of E Learning Courses

2.1 Staff are required to undertake health and safety eLearning which is provided by a training portal called WorkRite.

2.2 All staff are required to undertake the following courses:

- Fire Awareness
- Manual Handling Awareness
- Mental Health Awareness
- Personal Travel Safety
- Slips, Trips & Falls

The vast majority of staff use a computer and work in an office to some degree, therefore most staff will also be required to undertake:

- Display Screen Equipment For Agile Workers
- Office Health & Safety

There are courses undertaken by staff where appropriate to their role, including:

- Asbestos Awareness
- Conflict Resolution
- COSHH
- Driver Awareness ( mandatory for all staff with a leased car, car allowance or who drive for work purposes )
- First Aid ( mandatory for all staff with a first aid qualification )
- Food Safety 1 ( mandatory for all Community Meals Service staff )
- Food Safety 2 ( mandatory for all Community Meals Service staff )
- Legionella Essentials
- New & Expectant Mothers ( to be taken by the New & Expectant Mother AND her line manager )
- Risk Assessment ( mandatory for all managers )
- Working At Height

**3.0 Statistics**

- 3.1 The number of E Learning course completed and reported at the October committee was 3710 completed and 506 outstanding.
- 3.2 The number of E Learning courses completed at the date of writing this report is 2954 with 608 outstanding.
- 3.3 It should be noted that E Learning courses are cyclical and therefore employees who have not undertaken the E Learning courses in October will not necessarily be the same employees who are currently reporting as outstanding.
- 3.4 The values for outstanding courses include staff who have only recently started employment with the Council, so have only just been allocated a course.
- 3.5 It should also be noted that we are unable to report the length of time these courses have been outstanding; it could be a month, week or day overdue.
- 3.6 There has been a glitch in the E Learning system which has resulted in emails being sent to employees requesting completion of a course when the course has already been completed. This has caused frustration amongst colleagues and we are seeking to resolve the issue with the course provider.

**4.0 Future Approach**

- 4.1 The Corporate Leadership Team has recognised the importance of embedding the culture of completion of mandatory training into the Council's governance framework. As such, completion of mandatory E Learning training shall be linked to employees Performance Development Reviews. Employees and their Senior Manager shall be sent an email outlining the importance of completing these courses and emphasising that non completion shall be directly linked to their appraisal process.

**5.0 Corporate Strategy**

- 5.1 No specific matters arise from this report.

**6.0 Implications**

Finance and Risk

Completion of the E Learning courses is a important part of the Council's Health and Safety programme.

Equalities and Human Resources

- 6.1 No specific matter arise from this report.

Legal

- 6.2 No specific matter arising from this report.

**7.0 Engagement and Consultation**

- 7.1 No specific matter arise from this report.

REPORT ENDS