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Monday, 21 September 2026

Supplementary Documents

Governance and Audit Committee

Tuesday, 29th September, 2026 at 2.00 pm,
Council Chamber, County Hall, The Rhadyr USK

Please note that a 30 minute pre-meeting will take place at 1.30pm for Committee Members and Audit Officers

AGENDA

Item No	Item	Pages
8.	**Health and Safety Annual Report**	1 - 60

Paul Matthews
Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

Andrew Blackmore
Colin Prosser
Rhodri Guest
Michael Thomas

County Councillor Sara Burch	***Cantref;***	***Labour and Co-Operative Party***
County Councillor Tony Easson	***Dewstow;***	***Welsh Labour/Llafur Cymru***
County Councillor David Jones	***Crucorney;***	***Independent Group***
County Councillor Malcolm Lane	***Mardy;***	***Welsh Conservative Party***
County Councillor Phil Murphy	***Caerwent;***	***Welsh Conservative Party***
County Councillor Peter Strong	***Rogiet;***	***Welsh Labour/Llafur Cymru***
County Councillor Ann Webb	***St Arvans;***	***Welsh Conservative Party***
County Councillor Rachel Garrick	***Caldicot Castle;***	***Labour and Co-Operative Party***

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Our Governance and Audit Committee meetings are live streamed and a link to the live stream will be available on the meeting page of the Monmouthshire County Council website

If you would like to share your thoughts on any matters being discussed by Governance and Audit Committee, you may attend the meeting in person (or join remotely via Microsoft Teams), or submit written representations (via Microsoft Word, maximum of 500 words).

The deadline for submitting representations to the Council is 5pm three clear working days in advance of the meeting. All representations received will be made available to the committee members prior to the meeting.

The amount of time afforded to each member of the public to speak is at the Committee Chair's discretion. We ask that contributions are no longer than 4 minutes.

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Aims and Values of Monmouthshire County Council

Our purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

Monmouthshire Governance & Audit Committee Question/Consideration Guide

Role of the Pre-meeting	
1. Why is the Committee considering this agenda item? (relevance and materiality) 2. What is the Committee's role and what outcome do Members want to achieve? 3. Is there sufficient information to achieve this? If not, who could provide this? 4. What are the confidential views of the auditors on relevant matters? - Discuss members' views/ key concerns with the papers and agree priorities	
Potential Questions/Considerations for the Meeting	
Internal Audit (IA) 1. What is the IA functional model and is it fit for purpose? 2. Does IA have sufficient authority and influence across the Authority? 3. Is IA suitably resourced and empowered? Is the annual IA plan appropriate? On what do we make this judgement? 4. Do Chief Officers demonstrably accept and champion the role of IA? How do they do this? 5. Are IA findings acted upon energetically by Officers? How is this demonstrated? Do we effectively challenge and hold officers to account for implementing IA findings? 6. How can we be confident that the internal control environment remains appropriate? 7. Do we have confidence in overall IA effectiveness? On what do we base this? 8. Is the annual/ periodic IA opinion plausible? 9. Do we have sufficient visibility over the work, output and effectiveness of allied IA teams, e.g. TCBC?	*External Audit (EA)* 1. Is the EA team (financial and performance) credible? 2. Are we confident over the arrangements for developing the EA annual work plan/ timetable and is it aligned to our understanding of key risks? 3. Do Chief/ senior officers engage appropriately with EA? How is this demonstrated? 4. Is there a constructive relationship between IA, EA (and other inspectorates)? How is this evidenced? 5. Have relevant officers demonstrably considered the results/ conclusions of EA national and specific reports? 6. Do we have good visibility over emerging issues identified by EA? 7. In respect of ISA260 and equivalent EA financial reports, do officers clearly demonstrate understanding of issues raised and have a credible plan to resolve issues for next financial year? 8. Does EA have confidence in MCC's Officers and governance arrangements?

Governance 1. Is there a codified and cohesive description of MCC's overall governance arrangements? Is it fit for purpose? 2. Is there clarity over the governance of the various oversight and scrutiny arrangements for (and effectiveness of) material partnerships and collaborations? 3. Is there clarity over the apportionment of responsibilities and decision making authorities? 4. How are governance/ control breaches identified and reported? 5. Are we confident that the arrangements for material expenditure (tendering, contracting and capital procurement) are robust? 6. Do we have confidence in whistleblowing (and similar arrangements) for raising concerns? *Corporate Risks* 1. Have key accountabilities for the identification, assessment, monitoring and management of risks been adequately defined and implemented? 2. Has the approach to risk management been designed and implemented effectively? 3. How can the Committee be confident that the Corporate Risk Register captures all significant risks facing the Authority? 4. Are the risk mitigation action plans credible and sufficient so as to achieve the desired outcomes?	*Budgeting/ Financial Risk/ Reserves* 1. Is there a clearly defined, governed and checkpointed process and timetable for developing the Authority's budget? 2. Is there an appropriate suite of financial risk related policies? Are they suitable? 3. Are the key financial/ operational assumptions understood, credible, documented and stress tested? 4. Does the Finance function have suitable capabilities and capacity to manage financial risk/ meet statutory requirements and obligations to the Council? 5. Do we have confidence that the budgetary process is likely to produce a plausible budget/ MTFP? 6. Are there suitable arrangements in place to manage and report on overall financial performance? *Financial Statements/ Misstatement Risk* 1. Is there a shared understanding as to the purpose of the Committee in reviewing draft financial statements? a. Are the Notes to the Accounts reasonable? b. Are the narrative reports, including the Annual Governance Statement reasonable and accord with the committee's view? 2. Are we comfortable with EA's work and audit opinion?

Questions for the Committee to conclude...
Do we have the necessary information to form conclusions/make recommendations/ escalate matters to the executive, council, relevant scrutiny committee? Do we need to follow up? If so, how?

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SUBJECT:	**ANNUAL HEALTH AND SAFETY REPORT 2025/26**
MEETING:	**GOVERNANCE AND AUDIT COMMITTEE**
DATE:	**29th September 2026**
DIVISION/WARDS AFFECTED:	**WHOLE AUTHORITY**

1. PURPOSE:

1.1 To present the Council's Annual Health and Safety 2025/26 Report (Appendix 1) to the Governance and Audit Committee and afford members the opportunity to i) provide feedback on health and safety performance and progress during the year and ii) endorse priorities for 2026/27.

2. RECOMMENDATIONS:

2.1 That the Governance and Audit Committee considers the Annual Health and Safety Report and provides feedback to inform future reports.

2.2 That the Committee endorses the health and safety priorities identified for 2026/27 which will strengthen the Council's health and safety management framework.

3. KEY ISSUES

Background

3.1 The Council has a statutory duty under the Health and Safety at Work Act etc. 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, service users, contractors and members of the public affected by its activities.

3.2 Failure to manage health and safety effectively exposes the Council to legal, financial, and reputational risks.

3.3 This report reflects the Council's commitment to strengthening its health and safety culture and improving transparency and accountability in this critical area.

3.4 The report covers a wide range of health and safety topics including accident and incident data, sickness absence trends, occupational health, training, regulatory oversight, and assurance mechanisms. It also outlines the Council's alignment with national health and safety priorities and sets clear priorities for 2026/27.

Key Messages

3.5 **Management of Asbestos:** The Council is taking action to improve the way it manages asbestos risks in its property portfolio. This includes the introduction of a new asbestos officer post, more rigorous training for staff involved in managing asbestos and continued roll out of asbestos awareness training to all staff whose work has the potential to bring them into contact with asbestos containing materials.

3.6 **Occupational Health:** The Council has extended its Health Surveillance programme to include waste operatives involved in glass recycling activities and night workers are now offered annual health assessments. These proactive measures support the early identification of potential health issues and help safeguard long-term employee wellbeing.

3.7 **Depot Safety Improvements**: Continued investment in health and safety improvements across depot sites has delivered higher safety standards, including enhanced segregation of vehicles and pedestrians. These measures have significantly reduced the risk of workplace transport incidents.

3.8 **Strategic priorities for 2025/26**: Clear priorities have been identified for 2026/27, including:

- Implement a corporate lone worker solution to better protect employees working alone or in potentially vulnerable situations.
- Expand the availability of health and safety e-learning and digital learning resources across the organisation.
- Strengthen the Council's health and safety assurance framework through the introduction of a risk-based programme of inspections and audits by the Corporate health and Safety team.
- Establish a Health and Safety Compliance Oversight Group to provide greater scrutiny of health and safety compliance and performance across the organisation.
- Continue to strengthen arrangements for managing asbestos in Council properties.
- Improve understanding of work-related ill health, with particular focus on psychological wellbeing, work-related stress and musculoskeletal disorders.
- Enhance support arrangements for employees affected by work-related violence and aggression and continue to improve reporting and investigation processes.

4. QUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

4.1 Effective management of health and safety has positive impacts across all well-being goals and protected groups. It strengthens the Council’s ability to safeguard staff and communities, prevent harm and promote equality, well-being and long- term sustainability.

4.2 An Integrated Impact Assessment has been completed and is available at Appendix 2.

5. EVALUATION CRITERIA

5.1 The effectiveness of the Council's health and safety management arrangements can be assessed against the following criteria:

- **Statutory Compliance**: Evidence of compliance with relevant legislation and official guidance
- **Risk Management**: Effectiveness of risk identification, control measures, and assurance processes
- **Incident Performance**: Trends in reported accidents and near misses, work related sickness and occupational health data
- **Training and Competence**: Completion rates and impact of health and safety training programmes
- **Continuous Improvement**: Progress against Corporate Health and Safety Action Plans
- **Leadership and Culture:** Evidence of senior management commitment, communication and engagement

6. REASONS:

6.1 The Annual Health and Safety Report 2025/26 provides a comprehensive overview of the Council's current position and future direction. It demonstrates a clear commitment to continuous improvement and acknowledges the need to further develop the Corporate Health and Safety function to meet organisational and regulatory expectations.

6.2 The report has been subject to a thorough review by the Council's Strategic Leadership team and the recommendations endorsed.

7. RESOURCE IMPLICATIONS:

7.1 There are no direct financial implications arising from this report. Any actions requiring expenditure will be met from existing service budgets or through separate business cases.

8. CONSULTEES:

Strategic Leadership Team
Cabinet Member Resources
Head of HR
Head of Internal Audit
Principal Insurance and Risk Management Officer
Directorate Health & Safety Leads
Corporate Training Team

9. BACKGROUND PAPERS:

Appendix 1 - Health and Safety Annual Report 2025/26
Appendix 2 - Integrated Impact Assessment

10. AUTHOR: Kate Thompson, Corporate Health and Safety Manager

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Health AND Safety Matters

Health and Safety Annual Report 2025/26

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INTRODUCTION

Monmouthshire County Council is committed to providing safe, healthy and supportive environments for employees, service users, pupils, contractors, volunteers and members of the public who may be affected by our activities. This report summarises the Council's health and safety performance during 2025/26 and highlights the progress made in strengthening compliance, improving wellbeing and reducing risk across the organisation.

During the year, significant progress was made in a number of key areas. These included the development of new health and safety risk assessment training for managers, the development of a suite of risk assessment templates for schools, the expansion of health surveillance programmes and the introduction of night worker health assessments. We also piloted a lone worker protection solution, increased access to CPR and defibrillator awareness training and continued to strengthen occupational health and wellbeing support for employees.

The Council has continued to benefit from strong collaborative working through its network of Directorate Health and Safety Leads. This partnership approach has helped drive improvements and share good practice.

The report also identifies a number of challenges and areas requiring continued attention. In particular, sickness absence levels remain high, with psychological ill health continuing to be the leading cause of absence. Incidents of violence and aggression towards employees, especially within schools and frontline services, remain a significant concern and will continue to be a priority area for intervention and support.

Feedback received from the Health and Safety Executive has reinforced the importance of strengthening the Council's monitoring, audit and assurance arrangements. During the coming year, work will focus on implementing a more robust corporate assurance framework, including enhanced inspection and audit activity and the establishment of a Health and Safety Compliance Oversight Group to provide greater scrutiny of compliance and performance.

While this report highlights only a selection of the work undertaken during 2025/26, it demonstrates the Council's continued commitment to continuous improvement in health and safety. Through effective leadership, partnership working and a focus on learning and prevention, we are building stronger arrangements that support employee wellbeing, protect our communities and ensure the Council continues to meet its legal and moral responsibilities.

KEY HEALTH AND SAFETY IMPROVEMENTS

- **Health and Safety Risk Assessment Training**
  During 2025/26, a new Health and Safety Risk Assessment Training programme was developed and is now being rolled out to managers across the Council. The training promotes a consistent approach to risk assessment, and will strengthen management capability to identify hazards, evaluate risks and implement effective control measures. This supports legal compliance and helps embed a positive health and safety culture across the organisation.

- **School Risk Assessment Templates**
  A suite of health and safety risk assessment templates was developed for schools, providing a consistent framework for identifying and managing workplace risks. The templates support schools in meeting their legal obligations, reduce administrative burden and provide assurance that key hazards are being systematically considered. The refresh of Health and Safety information on the Council's intranet site in 2026/27 will provide the opportunity for wider sharing of template and specimen risk assessments and should improve the quality and consistency of risk management arrangements across the Council.

- **Night Worker Health Assessments**
  A programme of night worker health assessments was introduced during the year, addressing a previous compliance gap while supporting employee wellbeing. The programme demonstrates the Council's commitment to protecting the health of employees undertaking night work and ensuring compliance with statutory requirements.

- **Hearing Conservation**
  To further reduce the risk of occupational hearing loss, the Council's health surveillance programme was extended to waste operatives involved in glass recycling activities. This proactive measure supports the early identification of potential hearing-related health issues and helps safeguard long-term employee wellbeing.

- **Infection Prevention and Control**
  A comprehensive Infection Prevention and Control Policy was developed for one of our residential care homes for vulnerable adults. The policy establishes a robust framework for managing infection risks and will provide a template for the development of similar arrangements across other residential care settings.

- **CPR and Defibrillator Awareness**
  The Health and Safety Team facilitated a programme of workplace CPR and defibrillator awareness sessions across Council locations. These practical drop-in sessions increased employee confidence in responding to cardiac emergencies and promoted greater awareness of the critical role early CPR and defibrillation can play in improving survival outcomes. The initiative has enhanced organisational resilience by equipping staff with potentially life-saving skills.

- **Lone Worker Protection Pilot**
  A pilot of the PeopleSafe lone worker app and personal safety devices was undertaken to assess their effectiveness in supporting employees who work alone or in potentially vulnerable situations. Feedback from participants was overwhelmingly positive, with users reporting increased confidence, reassurance and a greater sense of personal safety. The pilot demonstrated strong support for the introduction of a corporate lone worker solution and highlighted the risks associated with continuing without dedicated arrangements. A business case will now be developed to explore wider implementation and strengthen the Council's arrangements for protecting lone workers.

- **Display Screen Equipment (DSE) Eye Test Scheme**
  Uptake of the Council's DSE eye test voucher scheme continued to increase, with 100 vouchers issued during the year. The scheme provides employees with convenient access to eye tests without the need for upfront payment or reimbursement claims. Increased participation supports employee wellbeing, enables the early identification of vision issues and assists the Council in meeting its DSE obligations.

- **Depot Safety Improvements**
  Continued investment in health and safety improvements across depot sites has delivered higher safety standards, including enhanced segregation of vehicles and pedestrians. These measures have significantly reduced the risk of workplace transport incidents and contributed to safer working environments for employees, contractors and visitors.

These initiatives provide a snapshot of the work undertaken during 2025/26. Alongside numerous other improvements delivered across Council services, these activities have collectively enhanced legal compliance, supported employee wellbeing and reduced workplace risk. Together they demonstrate the Council's continued commitment to maintaining high standards of health and safety and fostering a positive safety culture throughout the organisation.

AT A GLANCE

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Health & Safety 2025/26

295

Work-related accidents/incidents reported online.

(188 reported in 2024/2025)

18

RIDDOR notifications

(16 reported in 2024/2025)

92

Staff attended health surveillance clinics

66

In-house First Aid courses

35,162

Number of working days lost through sickness absence.

35,340 in 2024/2025

12.8

Days lost through sickness per FTE

12.7 in 2024/2025

48

Staff reported sick with work-related stress

In house Management of Aggression & Personal Safety Awareness courses

8

Musculo skeletal disorders up (last 6 years)

82%

Psychological illness **up** (last 8 years)

70%

MANAGING HEALTH AND SAFETY

The Council's arrangements for managing health and safety are set out in our Corporate Health and Safety Policy. Overall responsibility for health and safety rests with the Chief Executive, who is accountable for ensuring the health, safety and wellbeing of employees and others who may be affected by the Council's activities.

Strategic responsibility for health and safety has been delegated to the Deputy Chief Executive, who is accountable to Cabinet for the Council's health and safety performance, and to members of the Strategic Leadership Team in respect of the services under their control.

The Cabinet Member for Resources maintains active oversight of health and safety matters through regular engagement with the Deputy Chief Executive and Corporate Health and Safety Manager. This provides a clear focus on emerging risks, performance and improvement priorities, helping to ensure that health and safety remains firmly embedded within the Council's strategic agenda.

Strong leadership continues to be demonstrated across Directorates through the support of nominated health and safety Leads who coordinate Directorate Health and Safety Working Groups.. Working closely with the Corporate Health and Safety Manager, these officers play a key role in coordinating health and safety arrangements, sharing good practice and ensuring that Directorate-level issues and priorities inform corporate decision-making.

Communication and collaboration across Directorates remain strong. Weekly virtual meetings facilitated by the Corporate Health and Safety Manager provide an effective forum for Health and Safety Leads to discuss emerging issues, share learning and drive continuous improvement.

The Corporate Health and Safety Group provides formal oversight of health and safety matters and includes representation from recognised Trade Unions. The Group supports partnership working, promotes the sharing of good practice and provides a valuable forum for consultation, monitoring and continuous improvement.

Collectively, these arrangements provide a strong framework for managing health and safety across the Council. Through effective leadership, governance, communication and partnership working, they are helping to strengthen organisational resilience, embed a positive health and safety culture and support the delivery of safe, healthy and effective services for our communities

While good progress has been made, we recognise the need to further enhance our corporate health and safety systems and processes. Key priorities include improving the quality of health and safety information on our intranet site, improving management information and data, strengthening health and safety monitoring, inspection and audit arrangements, and providing more robust assurance on compliance and performance. These improvements will support informed decision-making and enable the Strategic Leadership Team to gain greater assurance that health and safety risks are being effectively managed.

To further strengthen governance and oversight, a Health and Safety Compliance Oversight Group will be established as a sub-group of the Corporate Health and Safety Group. The group will monitor compliance with statutory health and safety requirements, review assurance information, identify areas requiring improvement and support the timely implementation of corrective actions. This will provide a clearer line of sight on health and safety performance and support the Council's commitment to continual improvement.

Collectively, these developments will strengthen corporate governance, improve the quality of assurance available to senior leaders and help ensure that health and safety risks are effectively managed across all Council services. They represent an important step in the Council's journey towards a more mature, data-led and continuously improving health and safety management system.

ACCIDENTS & INCIDENTS

The Council remains committed to continuously improving health and safety performance, with a strong focus on preventing work-related injury and ill health. Effective accident and incident reporting, investigation and learning are key components of our approach, enabling us to identify trends, understand underlying causes and implement measures to reduce future risk.

Reporting and Investigation

Managers are responsible for ensuring accidents, incidents (including violence) and near misses are reported using a digitalised reporting tool and for investigating work-related accidents and incidents using a structured reporting process. This enables the identification of root causes and contributing factors and supports the implementation of corrective actions to prevent recurrence.

Investigations are conducted in proportion to the severity and complexity of the incident, with support provided by Directorate Health and Safety Leads and the Corporate Health and Safety Team where required. Serious incidents are investigated by the Corporate Health and Safety Manager to ensure a thorough, consistent and robust response.

All accident and incident reports are reviewed by the Corporate Health and Safety Team to:

- Confirm whether the incident is work-related.
- Verify that appropriate investigations have been completed.
- Ensure compliance with statutory reporting requirements, including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

This oversight supports effective governance, promotes organisational learning and helps ensure that timely corrective action is taken where required.

Incident Overview 2025/26

A total of **425 incidents** were reported through the Council's online reporting system during 2025/26. Following review, **295 incidents** were confirmed as work-related, compared with **188 in 2024/25**.

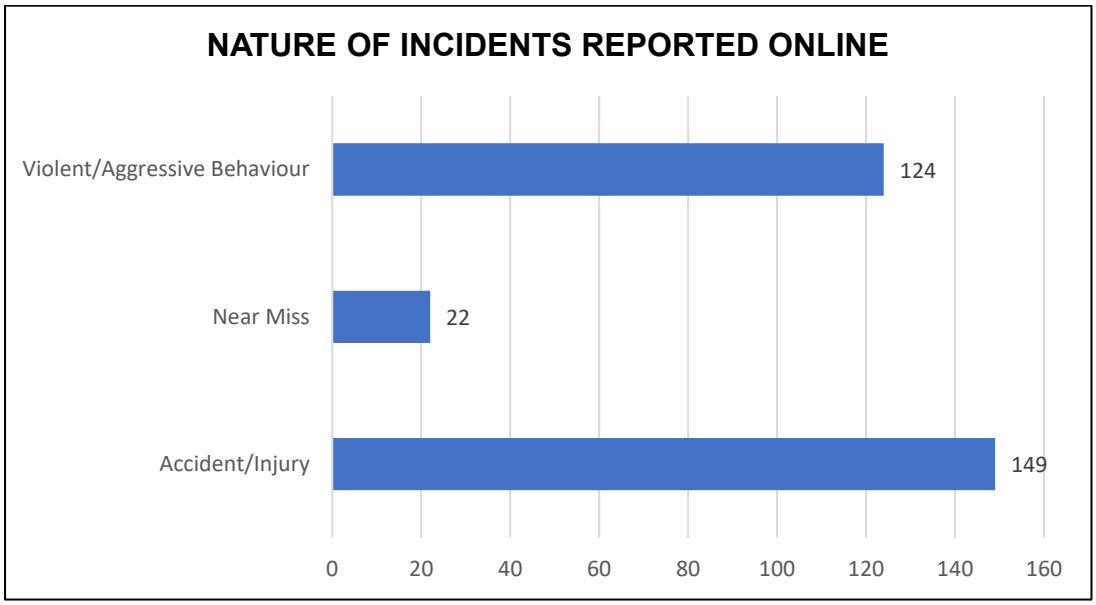
Incidents classified as non-work-related included sports injuries, falls in care settings where no environmental or supervisory factors contributed to the event, and incidents occurring in service users' own homes.

The **Children, Learning, Skills and Economy Directorate** (includes schools), reported the highest number of work-related incidents (**123**), followed by **Infrastructure (81)** and **Social Care and Safeguarding (62)**. The increase in reporting, particularly within schools, reflects greater engagement with the reporting process and provides valuable intelligence to support future risk reduction activities.

Incident Types

Of the 295 work-related incidents reported (last years figures)

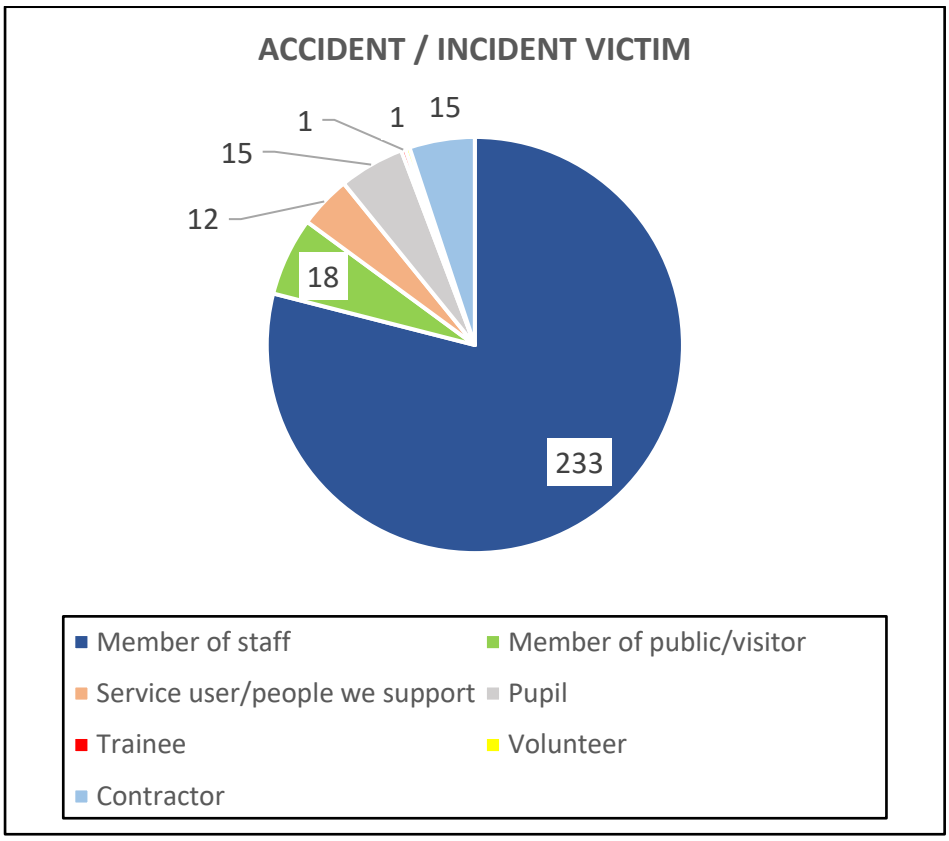
- **149** (150) related to accidents and injuries.
- **124** (18) involved violence or aggression towards employees.
- **22** (20) were reported as near misses.



The significant increase in reports of violence and aggression compared with the previous year (**124 compared with 18 in 2024/25**) reflects both growing concerns in front-line services and improved reporting practices, particularly on the part of schools . Increased reporting is welcomed, as it provides a more accurate understanding of risk and enables targeted intervention and support.

People Affected

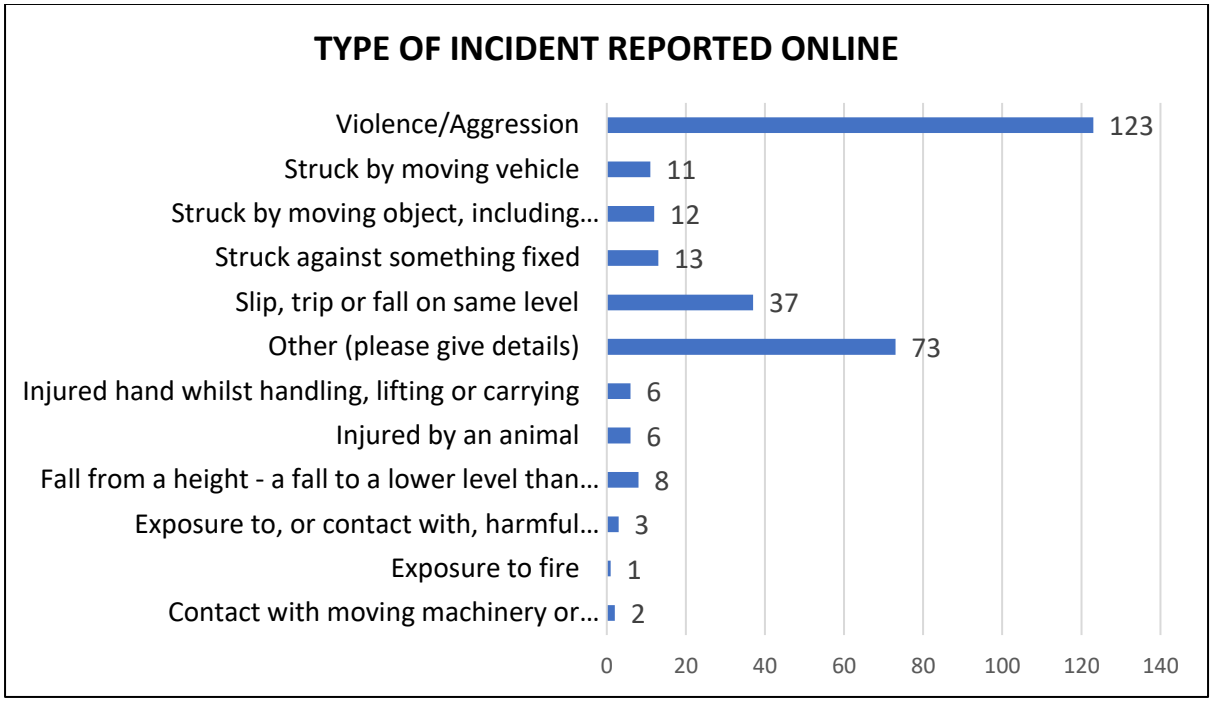
Employees accounted for **79%** of all work-related incidents reported during the year (**233 incidents**), with the remaining incidents involving members of the public, pupils, service users, contractors or visitors.



Accident Categories

The most frequently reported accident categories were:

- Violence and aggression (**123**)
- Other incident types (**73**)
- Slips, trips and falls on the same level (**37**)



Violence and aggression therefore remains the most significant reported health and safety issue across Council services.

Violence and Aggression in Schools

In addition to incidents recorded through the Council's online reporting system, schools separately reported a further **159 incidents of violence and aggression towards employees** via local reporting arrangements.

Violence and aggression towards school staff continues to be a significant challenge and reflects wider national trends. Increased reporting has helped improve the Council's understanding of the scale and nature of the issue and will support the development of targeted interventions to protect employees and promote staff wellbeing.

Given the prevalence of violence and aggression across schools and other front-line services, this remains a key health and safety priority for the Council.

Priorities for 2026/27

Priorities for 2026/27 will focus on improving both the quality of reporting and the effectiveness of organisational learning arising from accident and incident investigations. Key actions include:

- Strengthening support arrangements for employees affected by work-related violence and aggression.

- Continuing to improve accident and incident reporting and investigation processes across all service areas.
- Targeting under-reporting to improve the quality and completeness of health and safety data.
- Developing e-learning modules on accident and incident reporting and accident investigation.
- Using incident trend analysis to inform risk reduction initiatives and preventative action.

By promoting a culture of reporting, learning and continuous improvement, the Council is developing a more proactive and evidence-led approach to managing health and safety risks. The increase in reporting provides greater visibility of workplace hazards and enables targeted interventions to prevent harm. During 2026/27, particular focus will be given to strengthening support for employees affected by work-related violence and aggression, alongside continued improvements to reporting, investigation and organisational learning

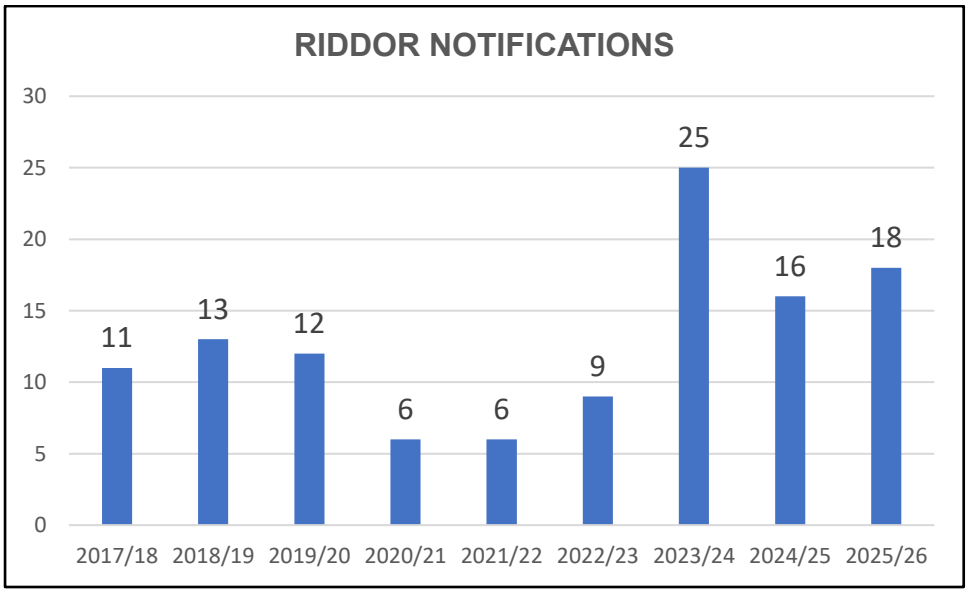
RIDDOR NOTIFICATIONS

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require certain serious work-related accidents, occupational diseases and dangerous occurrences to be reported to the Health and Safety Executive (HSE). Compliance with these requirements provides assurance that significant incidents are appropriately investigated and enables scrutiny by the enforcing authority where necessary.

RIDDOR notifications are generally submitted by the Corporate Health and Safety Team in consultation with relevant managers. This ensures the information provided is of a consistent quality and any lessons learned are identified and shared.

RIDDOR Notifications 2025/26

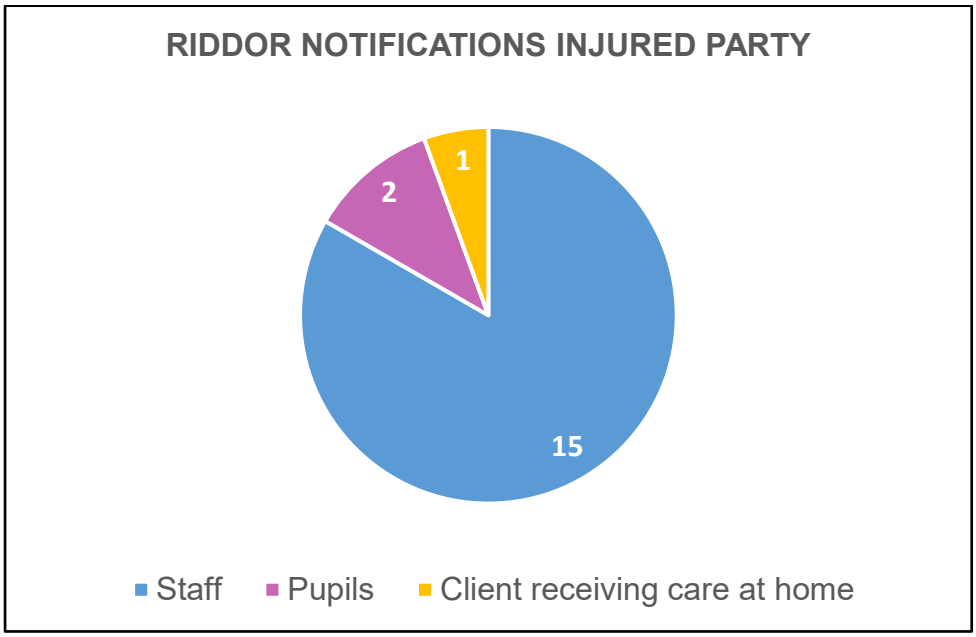
During 2025/26, the Council submitted **18 RIDDOR notifications** to the HSE. Details of the incidents and subsequent actions taken to prevent recurrence are provided in **Appendix 1**.



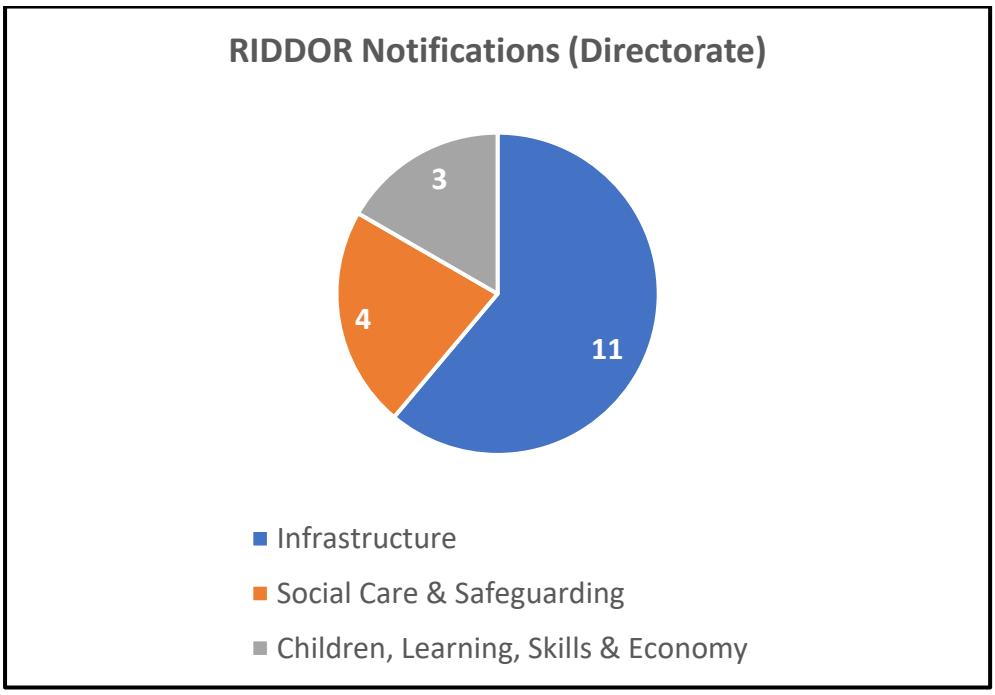
Of the 18 notifications:

- **15 related to employees**
  - 2 involved specified injuries resulting in fractures.
  - 13 related to employees being absent from work for more than seven consecutive days following a work-related injury.

- **3 related to non-employees**, comprising two primary school pupils and one client receiving care in their own home.



The **Infrastructure Directorate** reported the highest number of RIDDOR notifiable incidents (**11 notifications**), reflecting the nature of operational activities undertaken within the service and the associated risk profile.



Slips, trips and falls accounted for **six** of the employee-related RIDDOR notifications and continue to represent a significant cause of serious workplace injury.

Reporting Performance

RIDDOR notifications must be submitted within prescribed statutory timescales. During 2025/26, reporting timescales were achieved in **67% of cases**.

Where delays occurred, these were primarily attributable to late notification of incidents to the Corporate Health and Safety Team or insufficient information being provided during the initial reporting process. Improving the timeliness and quality of incident reporting will therefore remain a priority during 2026/27.

Analysis and Future Priorities

The number of RIDDOR notifications reported during 2025/26 (**18**) was higher than in most previous years, although lower than the peak of **25 notifications recorded in 2023/24**. This increase is considered to reflect improved awareness of reporting requirements and greater confidence in reporting processes rather than a deterioration in health and safety performance.

The continued digitalisation of accident and incident reporting processes has significantly improved the quality, consistency and oversight of RIDDOR reporting. As a result, confidence in the accuracy of data and compliance with reporting requirements remains fairly high.

Further work during 2026/27 will focus on improving the timeliness of notifications, strengthening management awareness of reporting requirements and ensuring lessons learned from investigations are effectively shared across the organisation.

While RIDDOR incidents remain relatively infrequent when considered in the context of the Council's workforce and service delivery activities, each incident provides an important opportunity for learning and improvement. The Council remains committed to investigating all serious incidents thoroughly, implementing appropriate corrective actions and using incident data to inform targeted interventions that reduce risk, prevent recurrence and improve health and safety performance across the organisation.

SICKNESS ABSENCE

Sickness absence is an inevitable aspect of working life, with employees occasionally requiring time off due to physical or mental health issues. It is essential that both aspects of health are treated with equal importance. According to the Office for National Statistics, an estimated 148.8 million working days were lost due to sickness or injury across the UK in 2025, equating to an average of **4.4** days per worker. More working days were lost by workers in the public sector than the private sector, with **5.6** working days lost per worker in local government.

Within our organisation, a total of **35,162** working days were lost to sickness absence during 2025/26. This equates to **12.75** lost working days per full-time equivalent (FTE) employee, compared to 12.68 in 2024/25. Of these, **70%** were attributed to **long-term** absence and **30%** to **short-term** absence.

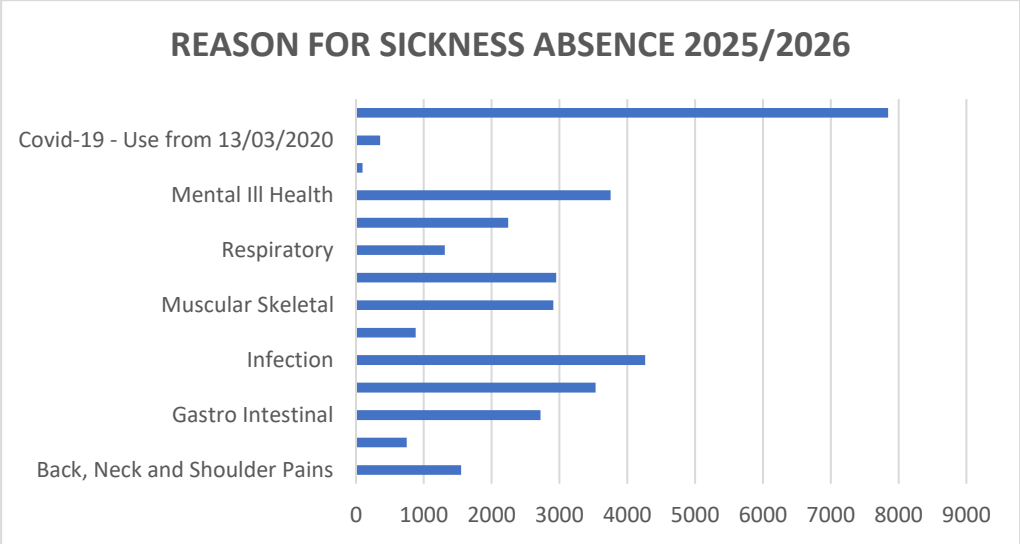
The following table shows the number of lost working days per FTE by Directorate.

NUMBER OF LOST WORKING DAYS PER FTE BY DIRECTORATE 2025/26	
Chief Executives	**10.1**
Infrastructure	**19.0**
Place & Community Wellbeing	**7.9**
Law & Governance	**0.5**
Children, Learning, Skills & Economy	**9.3**
Resources	**11.2**
Schools	**9.2**
Social Care & Safeguarding	**17.7**
Whole Authority	**12.75**

The nature of work activities and the work environment are almost certainly factors impacting on sickness levels in Directorates with the highest sickness levels. .

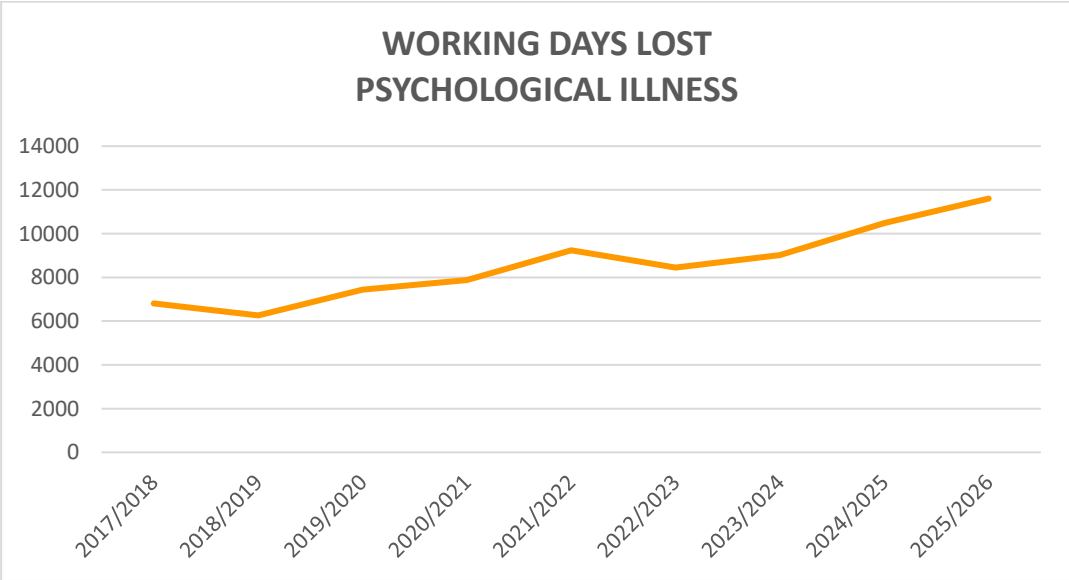
Reasons for Sickness Absence

The leading cause of sickness absence in 2025/26 was psychological illness, including stress and mental ill health. This was followed by infection and hospitalisation. A breakdown of the reasons for sickness absence is shown below:



Psychological absence accounted for 11,604 lost working days in 2025/26, an increase from 10,479 in 2024/2025. This now represents 33% of all sickness absence, up from 29.7% in 2024/2025.

The overall upward trend in psychological absence is shown below:



Musculoskeletal disorders are up with 2,909 working days lost in 2025/2026 compared to 2,399 and 1,818 in 2024/25 and 2023/24 respectively. Whilst we are unable to identify the proportion of these which are work- related, we will investigate further to ensure our manual handling training is suitably robust and being effectively targeted.

Work-Related Sickness Absence

RIDDOR records indicate that during 2025/26, 13 employees experienced work-related injuries or incidents, resulting in an absence from work of seven or more consecutive days.

Sickness absence reporting has been adjusted to allow us to measure work-related stress. This accounts for just under 10% of mental health related absences. A further 9% of cases cite a combination of work and personal/home factors. Overall work-related stress is a factor in around 7% of workforce absence.

Planned Actions for 2026/27

To address the increasing cost and impact of sickness absence, we will continue to strengthen absence management processes, including the implementation of new Wellbeing and Attendance at Work Policy and Guidance documents. This policy, approved in February 2026, and guidance, approved in August 2026, have a colleague-centred and case management approach to wellbeing and attendance at work and, in accordance with our organisational values, aim to take a more proactive and supportive approach to wellbeing and a preventative approach to sickness related absence. We will also continue to promote the wellbeing training and support offered to colleagues.

While overall sickness absence levels remain broadly comparable with the previous year, the continued increase in psychological absence highlights the importance of maintaining a strong focus on employee wellbeing. Through the implementation of new attendance and wellbeing arrangements, targeted support initiatives and improved data analysis, the Council will continue to promote healthier workplaces, support employees to remain in work where possible and reduce the impact of ill health on individuals, services and communities.

OCCUPATIONAL HEALTH

During 2025/26, the Council continued its partnership with **Insight**, our Occupational Health provider, which plays a key role in supporting employee wellbeing, managing sickness absence, delivering health surveillance programmes and providing specialist occupational health advice to managers.

Health Surveillance

Working in partnership with Insight, the Council delivered a proactive health surveillance programme for employees exposed to specific occupational health risks arising from their work activities. Health surveillance forms an important part of the Council's arrangements for protecting employee health and is required where employees may be exposed to hazards such as noise, vibration, dust, fumes and hazardous substances.

During 2025/26, **92 employees** attended health surveillance appointments. Surveillance activities included audiometry, Hand Arm Vibration Syndrome (HAVS) screening, lung function testing, skin assessments, vision testing, blood pressure monitoring and other assessments linked to safety-critical roles.

The programme supports the early identification of potential work-related health issues, enables timely intervention where concerns are identified and provides assurance that occupational health risks are being effectively managed. During the year the programme identified several employees in safety critical roles requiring urgent follow up with their own GPs (for dangerously high blood pressure) or requiring further testing to enable them to safely fulfil their roles.

Occupational Noise Assessment

Following an occupational noise assessment undertaken in 2024/25, employees involved in glass collection were included within the Council's health surveillance programme during 2025/26. This proactive measure strengthens the Council's arrangements for protecting employees from occupational hearing loss and supports the early identification of any hearing-related health concerns.

Night Worker Health Assessments

During the year, the Council introduced a programme of health assessments for employees undertaking regular night work, addressing a previous compliance gap and strengthening compliance with the Working Time Regulations.

The programme provides night workers with an opportunity to identify health issues that may affect, or be affected by, night working, while enabling appropriate support and workplace adjustments to be considered where necessary.

A total of **31 night workers** were offered health assessments during the year. In addition to improving legal compliance, the programme supports employee wellbeing, promotes early intervention and demonstrates the Council's commitment to protecting the health of its workforce.

Occupational Health Referrals

Occupational health referrals continue to provide managers with access to specialist advice on employee health, fitness for work, workplace adjustments and attendance management.

Following the implementation of a new occupational health case management and reporting system during 2025/26, comprehensive referral data was not available in a format that supported meaningful analysis for this reporting period. However, the new system is expected to provide enhanced reporting functionality and improved access to management information in 2026/27.

This will enable more detailed analysis of referral activity, emerging workforce health trends and occupational health outcomes in future reports, providing greater assurance regarding the effectiveness of occupational health interventions across the organisation.

Occupational health continues to play a vital role in supporting employee wellbeing, protecting employees from work-related ill health and enabling individuals to remain healthy and productive at work. The developments delivered during 2025/26, including the expansion of health surveillance and the introduction of night worker health assessments, have strengthened the Council's occupational health arrangements and provided greater assurance that occupational health risks are being proactively identified and effectively managed.

HEALTH & SAFETY TRAINING

Training is a fundamental component of the Council's health and safety management system. The Council is committed to providing employees with appropriate information, instruction, training and supervision to enable them to work safely and fulfil their health and safety responsibilities. This supports compliance with relevant health and safety legislation and helps maintain a positive safety culture across the organisation

Training Delivery Methods

Training is delivered through a range of methods, including classroom-based learning, e-learning, virtual delivery, workplace instruction and written guidance, enabling training to be tailored to operational requirements and learning preferences.

Key Developments in 2025/26

Internal training capacity was increased through the development of additional in-house trainers, particularly within the Infrastructure Directorate. This has improved flexibility, reduced reliance on external providers and delivered cost efficiencies.

The Council strengthened its internal quality assurance arrangements through renewal of the Internal Quality Assurance (IQA) qualification held by the Senior Health and Safety Advisor, supporting the consistent delivery and assessment of accredited training.

A new Health and Safety Risk Assessment Training programme was developed and is being rolled out to managers and supervisors with the aim of strengthening competence in identifying hazards, evaluating risks and implementing appropriate control measures.

Development commenced on a bespoke e-learning programme for school governors, which will be launched during 2026/27 to support governance responsibilities relating to health and safety.

E-Learning for Health and Safety

The Council continues to explore opportunities to expand its use of e-learning, recognising the benefits it offers in terms of accessibility, consistency, scalability and reporting. This approach will support wider access to health and safety training while enabling employees to learn at a time and pace that best meets operational needs.

Corporate Training Team Delivery (2025/26)

Significant volumes of health and safety training continued to be delivered across the organisation during 2025/26, supporting compliance, competence and safe working practices.

Particular areas of focus included first aid, fire safety, manual handling, personal safety and operational safety training for frontline services. The continued uptake of these programmes demonstrates a strong commitment to developing employee competence and maintaining safe systems of work.

Title	Number of courses
First Aid at Work	6
Emergency First Aid at Work	30
Paediatric First Aid	2
Emergency Paediatric First Aid	3
Management of Aggression & Personal Safety Awareness	6
Fire Evac Chair	3
Manual Handling Awareness	7
Fire Safety Awareness (Thinqi)	2015 members of staff
Fire Warden	8
Legionella Awareness	2
Risk Assessment Awareness/Dynamic Risk Assessment for Drivers	5
Ladder Safety/Working at Height	3
COSHH	0
Operations related training (Number of courses)	
• L1 H&S = 1 • Highways Induction = 2 • Reversing Assistant = 6 • Traffic Management = 57 • Vehicle Restraint Systems = 26 • Telehandler = 2	

- Abrasive Wheels = 3
- Load Security & Safe Trailer Hitching = 2
- Chainsaw/Strimmer/Brushcutter/Hedgecutter/Woodchipper = 10
- Pressure Washer (depot wash down bays) = 1
- Winter Service Operations = 26
- Hand Arm Vibration Syndrome (HAVS) = 3
- Needlestick & BBV = 2
- Nail Gun = 2
- Ride on Riller = 1
- High Pressure Water Jetting (Water Jetting Association) = 1
- Skid Steer = 1
- Cable Avoidance Tool (CAT) & Genny = 4

Mon Social Care Workforce Development Team

The Mon Social Care Workforce Development Team continues to play a significant role in developing workforce competence across health and social care settings. During 2025/26, a total of **1,478 individuals** accessed health and safety-related learning through a combination of face-to-face, virtual and supported e-learning programmes. Training covered a broad range of topics including first aid, manual handling, medication management, personal safety, infection prevention and food safety.

Course Title	No. of courses	No. of people
Face to Face		
Emergency First Aid	16	139
First Aid at Work	3	19
First Aid at Work Requalification	2	14
Paediatric Emergency First Aid	4	21
Personal Safety Awareness	2	19
Manual Handling Foundation	12	82
Manual Handling Refresher	14	80
Key Handler 3 day	3	43
Reablement and positive risk taking	11	105
Manual Handling Sitting, Standing, Walking	5	18
Care of Medications	21	195
Food Safety Level 2	4	37
Safer Sleep Awareness	3	14
Safe Transport of Other People's Children	3	24
Foster Carer H&S E-Learning	6 (e-learning support)	69

Connect 5 well-being	9	65
Virtual		
COSHH Awareness	Self-directed	138
Infection Prevention		134
Health & Safety		140
Food Safety Level 2		122

Mental Wellbeing Training

During the year, the Social Care Workforce Development Team relaunched the Connect 5 wellbeing programme. The training equips participants with the knowledge, skills and confidence to have supportive conversations about mental health and wellbeing, including suicide awareness. The programme promotes early intervention, signposts learners to appropriate support and contributes to the Council's wider wellbeing objectives

Priorities for 2026/27

- Support implementation of the new regional Social Care Workforce Development model, strengthening access to specialist expertise, shared resources and best practice across the Gwent region.
- Explore the most effective way to deliver the range of online health and safety training required having regard to the capacity constraints in the health and safety and corporate training teams.
- Continue collaboration with Caerphilly County Borough Council to deliver Asbestos Awareness Training for employees whose work could foreseeably disturb asbestos-containing materials.
- Bring child car seat safety training in-house, improving accessibility for Children's Services employees, foster carers and connected carers whilst developing sustainable internal training capacity.

Training remains one of the Council's most important controls for managing health and safety risks. The development of new training programmes, expansion of internal training capacity and continued investment in workforce development have strengthened employee competence and supported safer ways of working across the organisation. Collectively, these activities contribute to improved compliance, enhanced employee wellbeing and the creation of a stronger and more proactive health and safety culture.

REGULATORY OVERSIGHT

The Council is regulated by the **Health and Safety Executive (HSE)** in relation to health and safety matters. **South Wales Fire and Rescue Service** is the enforcing authority for fire safety legislation within Council premises.

Regulators undertake both planned and reactive interventions to assess compliance with legal requirements and to ensure workplaces are being managed safely. Where significant breaches of health and safety legislation are identified, enforcement action may be taken. This can include the issuing of improvement or prohibition notices, prosecution and financial penalties. The HSE also operates a **Fee for Intervention (FFI)** scheme, under which duty holders may be charged for the regulator's time where a material breach of health and safety law is identified.

Regulatory Activity During 2025/26

The Council was not subject to any regulatory inspections or audits by the HSE or South Wales Fire and Rescue Service during 2025/26.

As reported in the previous Annual Health and Safety Report, the HSE undertook a detailed assessment of the Council's arrangements for managing asbestos in March 2025, including visits to four publicly accessible premises. While areas for improvement were identified at that time, formal feedback was not received until June 2026, when the HSE issued a Letter of Contravention outlining the areas requiring further attention.

The Council responded to the HSE in July 2026, reaffirming its commitment to achieving and maintaining compliance with all relevant legislative requirements and providing evidence of the improvements already implemented, together with details of further actions planned. A response from the HSE is awaited.

The HSE has advised that a charge will be applied under its Fee for Intervention scheme in relation to the asbestos inspections. The associated invoice has not yet been received.

The Council remains committed to maintaining constructive and transparent relationships with regulatory bodies and views regulatory engagement as an important source of assurance and organisational learning. Where opportunities for improvement are identified, appropriate action is taken to strengthen compliance, enhance governance arrangements and support the continuous improvement of health and safety performance across the organisation.

INSURANCE CLAIMS AND LEARNING

Employers' Liability Claims

Employers' liability claims may arise where employees or volunteers allege that they have suffered injury, illness or financial loss as a result of activities undertaken on behalf of the Council. The Council maintains employers' liability insurance and is committed to providing a safe working environment through effective health and safety management, training, risk assessment and safe systems of work.

Since 2019, the Council has received **16 employers' liability claims**, resulting in compensation payments totalling **£27,768.49**. Two complex claims remain open, with an estimated potential liability of **£44,250.00**.

During 2025/26, **one new employers' liability claim** was received. This claim remains under investigation and is included within the figures above.

Public Liability Claims

Public liability claims may arise where members of the public allege that they have suffered injury or loss due to circumstances associated with Council services, activities or premises.

During 2025/26, the Council received **10 new public liability claims** where health and safety issues were identified as a potential contributing factor. Compensation payments totalling **£7,265.40** have been made to date. A number of claims remain under consideration, with potential future liabilities currently estimated at up to **£144,500.00**.

Analysis of claims data indicates that **highway surface defects** continue to be the most significant area of concern, accounting for **nine of the ten public liability claims** received during the year.

Learning from Claims

Insurance claims provide an important source of information that complements accident, incident and risk management data. The Council's Principal Insurance and Risk Manager is an active member of the Corporate Health and Safety Group, ensuring that learning arising from insurance claims is shared and used to inform improvement activity across the organisation.

The review of claims data supports a more comprehensive understanding of risk and enables trends to be identified and addressed through targeted interventions. This collaborative approach has contributed to reductions in some categories of claims and supports the Council's commitment to continuous improvement.

Learning is captured from both successful and unsuccessful claims. Where compensation is awarded, the circumstances are reviewed to identify opportunities to strengthen controls and prevent recurrence. Equally, where claims are successfully defended, the importance of robust risk assessments, inspections, record keeping and safe systems of work is reinforced.

Insurance claims provide valuable insight into areas of risk and complement the Council's wider health and safety performance data. By analysing trends, sharing lessons learned and implementing targeted improvements, the Council continues to strengthen its risk management arrangements, reduce the likelihood of future claims and support the delivery of safe and effective services for employees, service users and the wider community.

PROVIDING ASSURANCE

Under the Management of Health and Safety at Work Regulations, employers are required to have effective arrangements in place for the planning, organisation, control, monitoring and review of health and safety measures.

The Health and Safety Executive promotes the **Plan, Do, Check, Act** model as a framework for managing health and safety and driving continual improvement:

- **Plan** – Identify risks and determine appropriate control measures.
- **Do** – Implement arrangements and allocate responsibilities.
- **Check** – Monitor performance and assess whether controls are effective.
- **Act** – Take corrective action and implement improvements where required.

This cyclical approach supports effective governance and helps ensure that health and safety risks are identified, managed and continually reviewed.

Internal Monitoring and Assurance

The Council obtains assurance on health and safety performance through a range of monitoring, inspection and review activities by the Internal Audit Team and Compliance Officers within Property Services. Some services have also established local monitoring arrangements. While the Corporate Health and Safety Team's role has historically been focused on the provision of advice and guidance, the additional capacity introduced through the 2024/25 service reconfiguration presents an opportunity to strengthen the team's assurance function and increase oversight of health and safety performance across the organisation.

Strengthening Corporate Assurance

In the 2024/25 Annual Health and Safety Report, we identified that formal monitoring and assurance arrangements were not consistently in place across all service areas, limiting our ability to provide full assurance that health and safety risks were being effectively managed.

This position has since been reinforced through feedback from the Health and Safety Executive (HSE) which has highlighted the need for stronger corporate oversight, monitoring and assurance arrangements.

To meet these expectations, we will:

- Introduce a risk-based programme of health and safety inspections and audits, undertaken by the Corporate Health and Safety Team commencing December 2026.
- Establish a Health and Safety Compliance Oversight Group to provide scrutiny of compliance performance and monitor the implementation of improvement actions.
- Strengthen corporate reporting and assurance processes to provide greater visibility of health and safety performance across the organisation.

These measures will provide greater assurance to our Strategic Leadership Team that health and safety risks are being effectively managed, statutory requirements are being met and continuous improvement is being achieved across Council services.

Close coordination will continue to be maintained between the Chief Internal Auditor and the Health and Safety Manager, supported by the Internal Audit risk-based quarterly rolling plan. This regular communication will ensure emerging health and safety issues are identified and discussed at an early stage, enabling prompt corrective action to be taken where required.

Strengthening monitoring, audit and compliance arrangements will be a key priority for 2026/27. These improvements will help meet regulatory expectations, enhance governance and provide senior leaders with greater assurance that health and safety risks are being effectively managed across the Council.

NATIONAL PRIORITIES

The Health and Safety Executive's (HSE) Business Plan for 2026/27 identifies a number of strategic priorities that are particularly relevant to local authorities and the services delivered by Monmouthshire County Council. These priorities help inform the Council's approach to managing health and safety risks and support the targeting of resources towards areas of greatest need.

Reducing Work-Related Ill Health

Reducing work-related ill health remains the HSE's principal strategic objective, with particular focus on:

- Work-related stress, anxiety and mental health
- Musculoskeletal disorders (MSDs)
- Occupational lung diseases and respiratory risks
- Noise-induced hearing loss
- Occupational cancers, particularly those associated with asbestos exposure

The Council's wellbeing initiatives, occupational health programmes, health surveillance arrangements and attendance management activities support this priority and reflect the growing importance of preventing work-related ill health across the workforce.

Asbestos Management

Asbestos management continues to be a significant area of regulatory focus due to the ongoing impact of asbestos-related disease. The HSE is continuing to prioritise inspection activity, compliance monitoring, awareness raising and the development of future regulatory approaches.

Given the age profile of parts of the Council's property portfolio, effective asbestos management will remain a key priority during 2026/27.

Maintaining Great Britain's Safety Record

The HSE continues to focus on preventing serious workplace injuries through targeted intervention in higher-risk activities, including:

- Falls from height
- Workplace transport
- Machinery safety

- Contractor management
- High-risk maintenance activities

These priorities remain relevant to a number of Council services, particularly within operational and frontline environments, and are reflected in the Council's ongoing risk management, training and inspection activities.

The Council will continue to align its health and safety priorities with national regulatory priorities where appropriate. Particular focus during 2026/27 will be placed on improving arrangements for managing work-related ill health, strengthening asbestos compliance, supporting employees affected by violence and aggression, and enhancing monitoring and assurance arrangements. By targeting activity towards areas of greatest risk, the Council will be better positioned to protect employees, demonstrate compliance and deliver continual improvement in health and safety performance.

LOOKING FORWARD

The production of this Annual Health and Safety Report provides an opportunity to reflect on progress made during 2025/26 and identify those areas requiring further development. While significant improvements have been achieved, the Council recognises that health and safety management is a process of continual improvement requiring ongoing focus, investment and leadership.

During 2026/27, particular emphasis will be placed on strengthening corporate governance, assurance and compliance arrangements in response to organisational learning and regulatory expectations. Alongside this, the Council will continue to prioritise employee wellbeing, the prevention of work-related ill health and the effective management of workplace risks.

Our Priorities for 2026/27

- Strengthen the Council's health and safety assurance framework through the introduction of a risk-based programme of inspections and audits.
- Establish a Health and Safety Compliance Oversight Group to provide greater scrutiny of health and safety compliance and performance across the organisation.
- Further develop health and safety performance reporting and management information to provide improved assurance to the Strategic Leadership Team.
- Continue to strengthen arrangements for managing asbestos in Council properties, including the delivery of asbestos awareness training and ongoing compliance monitoring.
- Improve corporate health and safety monitoring processes and ensure lessons learned from audits, inspections and investigations are effectively shared across services.
- Support the implementation of the Wellbeing and Attendance at Work Policy and strengthen arrangements for managing sickness absence.
- Improve understanding of work-related ill health, with particular focus on psychological wellbeing, work-related stress and musculoskeletal disorders.
- Enhance support arrangements for employees affected by work-related violence and aggression and continue to improve reporting and investigation processes.
- Explore opportunities to implement a corporate lone worker solution to better protect employees working alone or in potentially vulnerable situations.
- Explore how the Council could expand the availability of health and safety e-learning having regard to capacity constraints in the health and safety and corporate training teams.

- Further develop digital health and safety systems and improve the quality, consistency and analysis of health and safety data.
- Continue to strengthen occupational health arrangements, including health surveillance and night worker health assessments.

By focusing on these priorities, the Council will continue to strengthen its health and safety management arrangements, improve compliance with statutory requirements and provide greater assurance that health and safety risks are being effectively managed. Through a proactive approach centred on prevention, learning and continuous improvement, we will continue to support the wellbeing of our workforce and deliver safer outcomes for employees, service users, pupils and the wider community.

Appendix 1

RIDDOR REPORTS 2025 /2026

RIDDOR REFERENCE	RIDDOR DATE	INCIDENT DATE	DIRECTORATE	TYPE OF INCIDENT	BRIEF DESCRIPTION OF INCIDENT	REMEDIAL ACTION
C914A13512	30/04/2025	20/05/2025	Infrastructure	7 or more day absence. Lifting and handling injuries	Lifting & handling injury to catering operative whilst setting up tables for lunch. Strain sprain to arm/shoulder. GP advised strain and tennis elbow.	Review of risk assessment by catering manager.
42D87B0E5C	04/06/2025	06/06/2025	Children, Learning, Skills and Economy	Pupil taken directly to hospital for treatment. Struck by object	Pupil was taking part in forest school playing on a swing. Branch gave away, child taken directly to hospital. Minor injuries.	Tree survey renewed and remedial works carried out
148BC17DD6	15/06/2025	25/06/2025	Social Care and Safeguarding	7 or more day absence Slip, trip, fall same level	Removing electric charging cable from vehicle. Staff tripped over cable.	Advised staff to take extra care and not to rush.
173989B11F	16/06/2025	17/06/2025	Infrastructure	Fracture. Struck by moving vehicle	Staff member was a driving vehicle through Raglan high street and was hit by another vehicle causing staff member to collide with 2 parked vehicles on the side of the high street. Staff member taken directly to hospital treated	No fault of staff driving, member of public hit his vehicle.

					for whip - lash of neck and an old injury of the wrist	
EB136F414D	08/07/2025	15/07/2025	Infrastructure	7 or more day absence Lifting and handling injuries	Whilst lifting waste bags staff member felt a sharp pull in his back.	Employee offered retraining in manual handling
93123F5126	09/07/2025	17/07/2025	Infrastructure	7 or more day absence Lifting and handling injuries	Exited the vehicle, lifted a bin the way you are supposed to, felt burning /aching pain in the shoulder	Looking into this further, download footage from CCTV and re-train member of staff when returned
121128910	16/07/2025	15/10/2025	Children, Learning, Skills and Economy	Pupil taken directly to hospital for treatment. Struck by object	Child was struck in the face with a bat.	Reviewed risk assessments and extra precautions around the batting area
BA15B157A2	11/08/2025	19/08/2025	Social Care and Safeguarding	7 or more day absence Fall from height	Staff member fell while getting off minibus twisting ankle	Advised staff to take extra care and not to rush.
F99A15FAE1	21/10/2025	29/10/2025	Infrastructure	7 or more day absence Struck by moving vehicle	Loader appeared to be using mobile phone (cctv) and not paying attention when reversing waste vehicle struck him at very slow speed	Internal investigation. Reminder issued not to use mobile phones when on operational duties.

FF166B0941	18/11/2025	28/11/2025	Infrastructure	7 or more day absence Struck by object	Recycling team were assisting with the removal of flooded damaged items from the flooded town of Monmouth and taking damaged items to the Suez waste disposal site at Mitchel Troy which is just outside the town of Monmouth. Team were unloading damaged appliances into the skip when plug struck a staff member in the eye causing a small cut, first aid -eye wash was administered by a colleague from the Suez waste site.	Risk assessment reviewed & updated to advise staff to wear-eye protection when loading / off loading appliances.
11FB613A16	23/12/2025	02/01/2026	Infrastructure	7 or more day absence Struck by object	Staff member was loading glass re-cycling box into back of waste vehicle and sustained injury to lower arm from damaged sharp edge of the plastic re-cycling box.	Broken re-cycling box disposed of.
12C136C7D3	06/01/2026	18/02/2026	Infrastructure	7 or more day absence Lifting and handling injuries	Staff member picked bag from litter bin, slung into collection vehicle felt sprain / pain in shoulder	All staff are trained in manual handling.
162129B114	08/01/2026	06/02/2026	Social Care and Safeguarding	Client taken directly to hospital for treatment to fracture.	Client fell while receiving care in his own	Communication issued to home care staff requesting that they routinely check toilet seat raisers are secure in clients' homes

				Slip, trip, fall same level		
15D1059010	11/02/2026	10/03/2026	Infrastructure	7 or more day absence Fall from height	Staff member stepped on external rear mini step and slipped hurting right knee area.	Advised staff to take extra care and not to rush.
171B3173E0	24/02/2026	12/03/2026	Infrastructure	7 or more day absence Slip, trip, fall same level	Staff member working in garage inspection pit, slipped on step causing toes to bend (PPE was worn - steel toe cap boots). Staff member felt discomfort but carried on working. Attended GP 26 Feb 2026. Diagnosed with broken / fractured toes on right foot. Told to rest for 3 weeks.	Advised staff members to take extra care, not to rush.
479FDCCB11	27/02/2026	13/03/2026	Children, Learning, Skills and Economy	7 or more day absence Slip, trip, fall same level	Staff member tripped and fell when walking from the infant yard to the staff room	Area reviewed to ensure no trip hazards
1131431481	11/03/2026	19/03/2026	Social Care and Safeguarding	Fracture Slip, trip, fall same level	Staff member tripped over open drain on highway/ pavement.	Reported open drain to Highways
E5114E7157	23/03/2026	27/03/2026	Infrastructure	7 or more day absence Another kind of accident	A member of kitchen staff cut top of finger with a kitchen knife	Additional training

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Integrated Impact Assessment Template

(incorporating Equalities, Socio-economic Duty, Future Generations, Welsh Language Measures, Corporate Parenting)

Name of the Officer completing the evaluation	**Please give a brief description of the aims of the proposal**
Kate Thompson **Phone no:** 07792 558027 **E-mail:** Katethompson@monmouthshire.gov.uk	Health and Safety Annual Report 2025/26 To consider and approve the Council's Annual Health and Safety Report for 2025/26.
Name of Service area	**Date**
Corporate Health and Safety	September 2026

1 **Are your proposals going to affect any people or groups of people with protected characteristics?** Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age *Consider the impact on our community in relation to age, e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.*	Effective health and safety management promotes safe working environments for all age groups and supports tailored risk management for young workers.	None	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Disability *Consider the impact and what issues there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this; producing information in alternative formats, employment issues etc.*	Effective health and safety management ensures reasonable adjustments and accessible work environments. Emphasises risk assessments for those with additional needs.	None	
Gender reassignment *Consider the provision of inclusive services for transgender people and groups. Also consider what issues there are for employment and training.*	Effective health and safety management supports fair treatment and inclusive workplace practices.	None	
Marriage or civil partnership *Same-sex couples registered as civil partners have the same rights as married couples and must be provided with the same benefits, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance. Consider the impact of your proposal on these rights.*	Health and safety policies apply equally to all staff.	None	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Pregnancy or maternity *A woman is protected from discrimination during her pregnancy, maternity leave and 26 weeks from the day she gives birth. Including the provision of services, goods and facilities and recreational or training facilities. Consider the impact of your proposal on these protections.*	Ensures risk assessments and appropriate adjustments are in place to protect new and expectant mothers.	None	
Race *What will the proposal do to promote race equality with the aim of eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between different racial groups. Think about the potential to affect racial groups differently. Possible issues include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy & Traveler, migrant communities and recording of racist incidents etc.*	Health and safety information and training are provided inclusively and resources can be sourced in a range of languages	None	
Religion or Belief *Consider the impact e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.*	A flexible approach to health and safety management ensures inclusive participation.	None	

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Sex *Consider what issues there are for men and women. Will this impact disproportionately on one group more than another e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues.*	Effective health and safety management ensures equal protection for male and female employees in all work environments.	None	
Sexual Orientation *Consider the provision of inclusive services for e.g. older and younger people from the Lesbia, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.*	Effective health and safety management promotes an inclusive culture with no discrimination in health and safety processes.	None	

2. The Socio-economic Duty

The Socio-economic Duty requires public bodies to have due regard to the need to reduce inequalities of outcome which result from socio-economic disadvantage when taking key decisions.

Socio-economic disadvantage can be defined as living in less favorable social and economic circumstances than others in society. It also includes social justice, which is about reducing inequalities by working towards more equal distribution of wealth and opportunities so everyone can achieve their full potential.

Consider how the proposal could affect the following vulnerable groups:

Armed Forces Community (including veterans)
Single parents
Vulnerable families
Single adult households
Carers
Students
People living in the most deprived areas
Pensioners
Homeless People
People misusing substances
People who have experienced the asylum system
People involved in the criminal justice system

Socio-economic Duty	Describe any positive impacts your proposal has in respect of people suffering socio economic disadvantage	Describe any negative impacts your proposal has in respect of people suffering from socio economic disadvantage.	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts in relation to the Socio-economic disadvantage?
Think of what evidence you have about socio-economic disadvantage and inequalities of outcome in relation to this proposal. Will it impact disproportionately on certain groups? Can the proposals be improved to reduce inequalities of outcome?	Effective health and safety management supports fair treatment and safe conditions for all employees including those on lower incomes, or in higher risk front line roles. This contributes positively to reducing inequality of outcomes associated with socio economic disadvantage.	None	

3. Policy making and the Welsh language

What are the effects that the proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English? How could positive effects be increased, or negative effects be mitigated? Explain how you believe the proposals could be improved so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.

How does your proposal impact on the following aspects of the Council's Welsh Language Standards:	Describe the positive impacts of this proposal	Describe the negative impacts of this proposal	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts
Policy Making: *Consider what impact this policy decision will have on the Welsh Language. This includes opportunities for people to use the language, opportunities to promote the language and treating the language no less favourably that the English language. Include any data and evidence e.g. WESP, Census Data, Cymraeg 2050, Welsh Language Strategy.*	N/A		
Operational: **Recruitment & Training of workforce** *Carefully consider whether vacant posts require Welsh language skills as a desirable or essential skill. This is especially pertinent with front line roles as more than 10 % of the population of Monmouthshire speak Welsh. Also, when assessing the need for Welsh language skills keep in mind the existing Welsh language skills within the workforce. In service areas where there is a current lack of Welsh language skills, posts should be advertised as Welsh language essential. Additionally, consider where further training may be needed to increase the number of staff who can speak Welsh and to enhance the skills of current Welsh speakers.*	N/A		
Service Delivery: **Use of Welsh language in service delivery** *When advertising our services you must promote the fact that people can deal with the council in Welsh by*	N/A		

phone, email, twitter, Facebook, letters, forms, website transactions etc.			

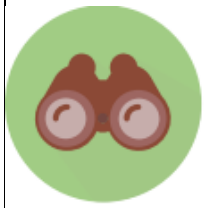
4. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. There's no need to put something in every box if it is not relevant!

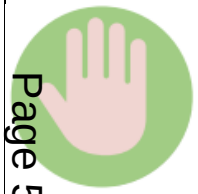
Well Being Goals	**Describe the positive impacts the proposal has on the wellbeing goal.**	**Describe the negative impacts the proposal has on the wellbeing goal.**	**What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?**
A prosperous Wales *An innovative, productive and low carbon society which recognises global limits and uses resources efficiently (including acting on climate change); a skilled and well-educated population in an economy which generates wealth and provides jobs.*	A safer healthier workforce supports higher productivity and reduced sickness absence. Promotes effective service delivery and sustainable employment.	None	
A resilient Wales *Maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).*	Encourages a culture of prevention and resilience within the workforce, reducing environmental and operational risks. Organisations that manage risks well are better prepared for emergencies or unexpected hazards.	None	
A healthier Wales *People's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.*	Directly contributes by reducing workplace injury and illness, promoting physical and mental health and supporting staff wellbeing initiatives.	None	

Well Being Goals	Describe the positive impacts the proposal has on the wellbeing goal.	Describe the negative impacts the proposal has on the wellbeing goal.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A Wales of cohesive communities *Communities are attractive, viable, safe and well connected*	Promotes safe environments in schools, community spaces and public settings enhancing trust in local services and confidence in local services.	None	
A globally responsible Wales *Taking account of impact on global well-being when considering local social, economic and environmental wellbeing*	Embeds ethical and responsible practices through safe, sustainable and well governed operations.	None	
A Wales of vibrant culture and thriving Welsh language *Promotes and protects culture, heritage and the Welsh language, and participation in the arts, and sports and recreation*	Although health and safety may seem mainly about compliance and accident prevention, it plays a deep supporting role in nurturing culture and language by: **Creating safe environments for cultural participation.** • Festivals, community events, museums, theatres and heritage sites depend on robust health and safety management tom operate safely. • When people feel safe at cultural gatherings they are more likely to participate and engage. • Effective health and safety management ensures these events run smoothly, inclusively and without unnecessary risk, helping cultural expression thrive. **Protecting the workforce in cultural and creative sectors**	None	

Well Being Goals	Describe the positive impacts the proposal has on the wellbeing goal.	Describe the negative impacts the proposal has on the wellbeing goal.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
	• Many people work in arts, tourism and heritage, sectors that are vital to Wales's cultural identity. • Good health and safety practices protect these workers ensuring sustainable careers and the continuation of Welsh cultural industries.		
A more equal Wales *People can fulfil their potential no matter what their background or circumstances. (This includes the protected characteristics listed in Section 1 above. You can add more detail there. Don't forget to think about the impacts on poverty)*	Ensures all employees and service users regardless of protected characteristics have equitable access to safe workplaces and services.		

5. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principles	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Long Term Balancing short term need with long term and planning for the future *We are required to look beyond the usual short term timescales for financial planning and political cycles and instead plan with the longer term in mind (guidance says at least 10 years, but preferably 25)*	Health and safety management supports the long term health and wellbeing of staff, service users and communities by reducing preventable accidents, ill health and associated costs. Encourages sustained improvements in safety culture.	
Collaboration Working together with other partners to deliver objectives	Annual report developed collaboratively with Directorates, HR, Insurance and our occupational health provider. Promotes shared responsibility for health and safety across all service areas.	

Sustainable Development Principles	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
Involving those with an interest and seeking their views *Who are the stakeholders who will be affected by your proposal? Have they been involved? Do those people reflect the diversity of the area which is served?*	Effective health and safety management engages employees, managers and service users through training, consultation and feedback mechanisms to shape safer working practices and support a positive safety culture.	
 Putting resources into preventing problems occurring or getting worse	Effective health and safety management focuses on proactive management of risks through improved monitoring training and early intervention. Helps prevent harm, sickness absence and operational disruption.	
Considering impact on all wellbeing goals together and on other bodies *Focus here on how you will better integrate the Wellbeing Goals impacts on people, economy and environment described above and balance any competing impacts. Think about impacts the proposal may have on other organisations*	Effective health and safety management aligns health, safety and wellbeing objectives with the Council's Corporate Plan, Workforce strategy and Wellbeing objectives. Contributing to an effective and resilient organization.	

6. **Council has agreed the need to consider the impact its decisions has on the following important responsibilities: Corporate Parenting, Care Leavers, Care Experienced People and Safeguarding. Are your proposals going to affect any of these responsibilities?**

	Describe any positive impacts your proposal has	**Describe any negative impacts your proposal has**	**What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?**
Safeguarding *Safeguarding in this context applies to children (not yet reached 18th birthday) and adult at risk (identified as a person over the age of 18 and who (a) is experiencing or is at risk of abuse or neglect, (b) has needs for care and support (whether or not the authority is meeting any of those needs), and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.) Safeguarding is about ensuring that everything is in place to promote the well-being of children and adults at risk, preventing them from being harmed and protecting those who are at risk of abuse and neglect.*	Effective health and safety management: is a cornerstone of safeguarding in that it:. • Creates safe environments • Promotes a culture of care and accountability • Supports staff training and awareness • Ensures safe recruitment and supervision • Promotes wellbeing and inclusion • Promotes effective record keeping and risk assessment	None	

Corporate Parenting, Care Leavers and Care Experienced People *This relates to those children who are 'looked after' by the Local Authority either through voluntary arrangements with their parents or through a Court Order. The Council has a corporate duty to consider 'children who are looked after especially and to promote their welfare (in a way, as though those children were their own). It also relates to care experienced people (people who have spent time in care when they were under 18 years old). The Council must consider how to help overcome the disadvantages and discrimination they experience.*	Effective health and safety management ensures environments, such as residential homes, schools, workplaces or community spaces are physically and psychologically safe.		

7. What evidence and data has informed the development of your proposal?

This will include your baseline position, measures and studies that have informed your thinking and the recommendation you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation have had a positive or negative effect. Key strategies and documents that may help you include: Community and Corporate Plan, Asset Management Strategy, Digital and Data Strategy, Medium Term Financial Strategy, People Strategy, Socially Responsible Procurement Strategy: Enabling Strategies See Guidance for more examples.

This is only the Council's second Annual Health and Safety Report and the first to be presented to elected members. It provides a baseline position against which future performance can be compared.

8. **SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?**

This section should summarise the key issues arising from the evaluation. This summary must be included in the Committee Report Template

Effective management of health and safety has positive impacts across all well-being goals and protected groups. It strengthens the Council's ability to safeguard staff and communities, prevent harm and promote equality, well-being and long- term sustainability.

9. **ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.**

What are you going to do?	When are you going to do it?	Who is responsible?

10. **VERSION CONTROL: The Integrated Impact Assessment should be used at the earliest stage, such as informally within your service, and then further developed throughout the decision-making process. It is important to keep a record of this process to demonstrate how you have considered and built in equality and future generations considerations wherever possible.**

Version No.	Decision making stage *e.g. budget mandate, DMT, SLT, Scrutiny, Cabinet etc*	Date considered	Brief description of any amendments made following consideration
1	Governance and Audit Committee	October 2026	
	Performance and Overview Committee	November 2026	

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