



Chelmsford City Council Audit and Risk Committee

16th September 2026

Annual Health and Safety Report 2025/26

Report by:

Director of Sustainable Communities

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Purpose

To provided members with the 2025/26 annual health and safety update.

Recommendations

That members note the report.

1. Introduction

- 1.1 Chelmsford City Council is committed to high standards of health and safety management within a sensible risk management framework. This means having in place effective management arrangements within directorates to ensure the wellbeing of our staff, service users, members of the public and others affected by our organisation and services.
- 1.2 This report summarises the activity undertaken within corporate health and safety during the year (1st April 2025 to 31st March 2026), an analysis of accidents that have occurred, and a summary of audit activity undertaken.

- 1.3 The Council uses external health and safety advisors to assist in managing the Council's high-risk services. Peninsula have been in place since 2020, providing advice and carrying out audits across the higher-risk services such as Leisure, Waste Collection/Street Care and Parks, thereby providing an external check on the Council's approach to and implementation of its health and safety systems.
- 1.4 The Council has a Health, Safety & Welfare Forum that has senior level representation from across the organisation. The aim of the Health, Safety and Welfare Forum is to promote co-operation in instigating, developing and carrying out measures to ensure and improve the health, safety and welfare at work of all employees. The Forum members have been consulted on this report.

2. Training

- 2.1 The core training courses of Managing Safely, Working Safely and Peninsulas Health & Safety Awareness continue to underpin the health and safety training provided by the Council, with additional specific training provided depending on the job role. The majority of roles within the Council are required to carry out one of these three training courses: Managing Safety for managers and supervisors, Working Safely for frontline operatives and Health & Safety Awareness for low-risk operatives. The Managing and Working Safely courses are accredited by the Institute of Occupational Health & Safety (IOSH).
- 2.2 Service areas are being encouraged to coordinate corporate wide training through HR to help ensure a central record is maintained and refresher training can be carried out in an effective and efficient manner.
- 2.3 The Council will continue to fund the necessary health & safety training to ensure employees comply with the relevant health & safety legislation.

Table 1 – Employee Training Carried Out

Course	No. of Employees Trained						
	19/20	20/21	21/22	22/23	23/24	24/25	25/26
IOSH Managing Safety	16	13	66	30	12	18	17
IOSH Managing Safety Refresher	7	20	36	10	11	41	50
IOSH Working Safely	29	40	149	172	67	113	179
IOSH Executive Directors & Chief Executive				6	0	1	3
H&S Awareness e-Learning				83	400	187	162
Manual Handling Train the Trainer	16	7	1	13	8	6	8
Manual Handling	142	122	211	239	251	244	247
Manual Handling - eLearning						87	69
Emergency First Aid	18	0	22	37	43	36	45
First Aid at Work	0	0	27	30	21	30	42
First Aid at Work Re-Qualification	14	26	13	21	18	23	27
Fire Marshall/ Fire Warden	20	37	59	79	29	68	80
E-learning Fire Safety					26	49	467
Paediatric First Aid	0	2	7	1	10	18	12
Emergency Paediatric					5		

Activity First Aid (Outdoor)					3	3	2
Risk Assessment	6	35	1	7	8	26	16
Stress Management	15	0	0	0	0		
Legionella Training for Operatives	12	10	7	25	13	10	10
Legionella Training for Supervisors	4	4	3	25	9	10	19
Legionella Awareness – eLearning				6	19	15	15
Asbestos Awareness - eLearning					51	33	84
VDU Assessor Training	0	0	0	0			
Display Screen Equipment e-Learning				339	70	75	140
Conflict Resolution & Lone Working	25	19	23	19	27	0	0
Conflict Resolution						38	32
Lone Working - eLearning						11	26
Management of Contractors	0	50	40	26	5		
Management of Contractors – eLearning					113	28	30
Evac Chair	21	0	28	19	40	113	59
Evac Chair – Train the Trainer					3	3	0
Evac Chair Refresher	3	0	0	0			
Mental Health Awareness for Managers	32	0	0	0	0	1	10
Mental Health First Aid Training						8	3
Abrasive Wheels							13
E-Learning: Ladder Safety Awareness							17
Ladder Training							18
E-Learning: Working at Heights Awareness							55
Working at Heights							8
E-Learning: Working in Confined Spaces							5
Fire Safety Awareness (Toolbox Tool)							129
First Aid Refresher - Sports Centres							30
Total Trained	640	384	385	665	1187	1262	1854

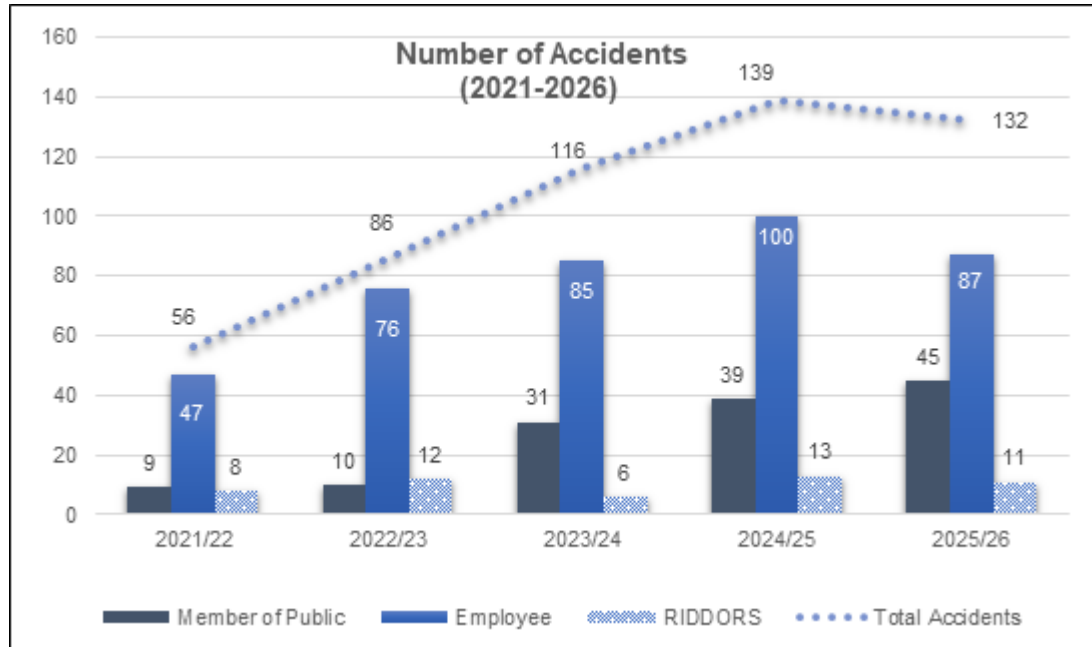
- 2.4 The figures have significantly increased this year, which is partly due to the requirement for all employees to undertake Fire Awareness Training. There has also been the introduction of seven new courses, all of which are expanding employee's health and safety knowledge. The training team in HR continue to do an excellent job facilitating employees training needs

3. Accidents

- 3.1 Accidents continue to be a key indicator of the effectiveness of the Council's health and safety management system. The accident rate has increased in comparison to post pandemic levels, and there has been an increase in RIDDOR reportable accidents.
- 3.2 Figure 1 shows the total number of accidents over the last 5 years involving employees and members of the public, and the number of those accidents that were RIDDOR reportable. RIDDOR reportable accidents are the more serious accidents or those resulting in more than 7 days off work.

- 3.3 When compared to the previous year, there has been an increase in the number of accidents to employees in 2024/25. RIDDOR reportable accidents have also increased by 7. The accident trends are discussed in more detail below.

Figure 1 – Total Number of Accidents



- 3.4 There were eleven RIDDOR reportable accidents in 2025/26 which is two fewer than the previous year. The number of RIDDOR accidents within waste collection services is five, which has decreased by two compared with 2024/25.
- 3.5 Out of the eleven RIDDORS, nine were reportable due to the accident resulting in 7+ days off work and two were reportable injuries (fractured wrist and fractured ankle).
- 3.6 Figure 2 shows break down the number of employee accidents per service. As expected, the highest number of accidents occurred in services based at Freighter House, although the number of accidents is low considering the size and frequency of waste collection and street cleansing activities that take place. In 2025/26 the number of accidents for employees based at Freighter House was two more than the previous year. The accident rates for both Parks and Riverside, have decreased when compared to the previous year. All other services remain low.

Figure 2 – Employee Accidents

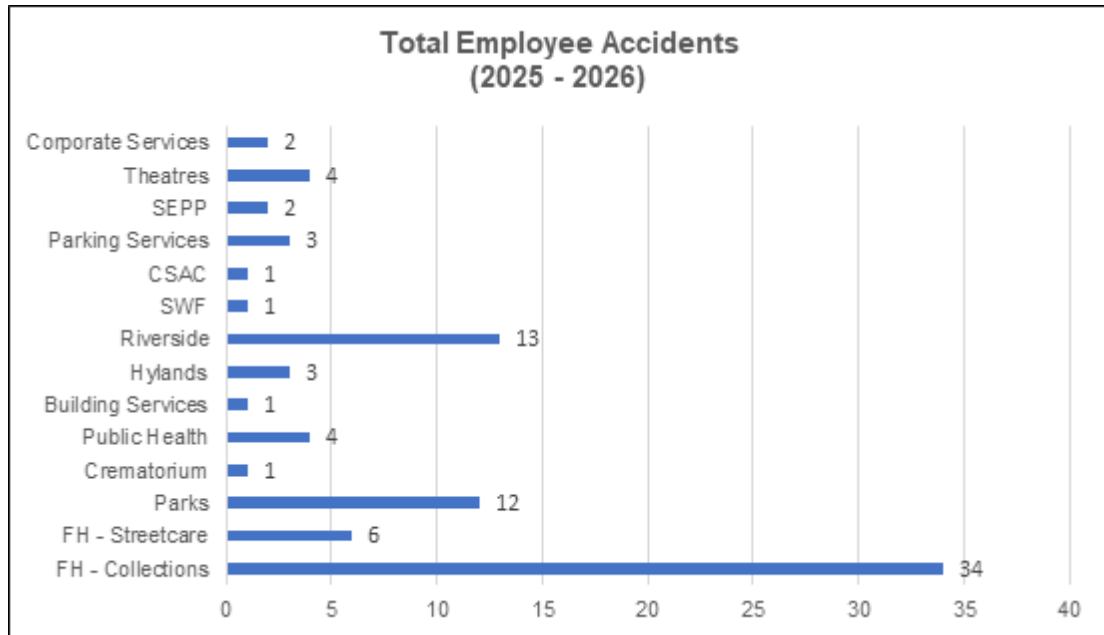


Table 2 - Employee Accident Categories for 2025/26.

Category	% of Accidents					2025/26 Number of Accidents
	2021/22	2022/23	2023/24	2024/25	2025/26	
Slips/Trips	23	22	22	29	25	22
Impact	51	30	35	25	24	21
Manual Handling	13	6	12	12	13	11
Sharp Objects	6	3	13	19	15	13
Falls from Height	0	2	0	2	1	1
Needle Stick	2	0	1	1	0	0
Acts of Violence	4	5	5	5	8	7
Road Traffic Accident (Employee Injured)	0	4	4	2	6	5
Other	0	7	8	5	8	7

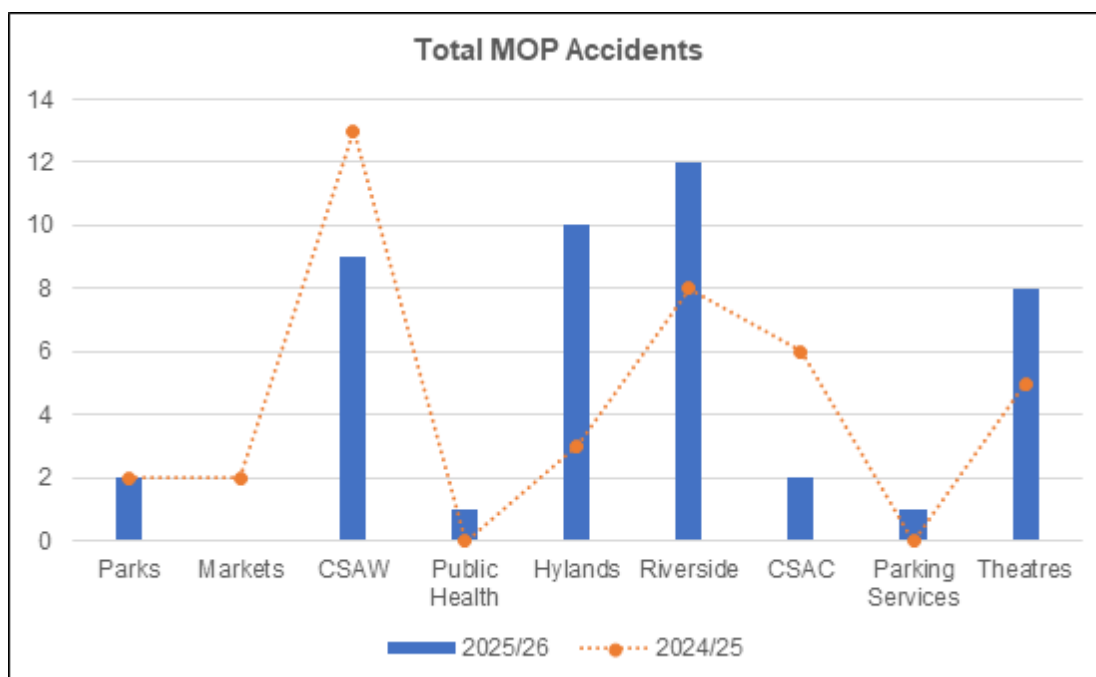
- 3.7 Due to the relatively small number of accidents, it is difficult to determine any specific trends with regards to accident causation. Slips/Trips and Impact continue to be the major causes of injury. Manual handling injuries and sharp objects have remained the same, but the number of injuries is low given the high-risk manual handling activities that occur across the Council. The number of acts of violence has increased in 2025/26. Of those reported, two were animal bites, two were wasp stings, one was a physical assault and two were acts of intimidation. This will continue to be closely monitored to see if additional safeguards need to be put in place. All other areas have remained at similar levels, when compared to last year's figures.

3.8 Of the 11 Employee RIDDORS:

- 1 was impact/struck injury
- 2 were RTA injuries
- 5 were slip/trip injuries.
- 3 were manual handling injuries.

3.10 Accidents to members of the public are shown in Figure 3 below. There has been an increase in MOP accidents from 39 in 2024/25 to 45 in 2025/26. For information, of the 10 accidents reported at Hylands, 4 were due to hornet stings from a nest which had been disturbed within the wooded area of the park. The nest was destroyed the same day. Due to the number of visitors and the nature of the activities being undertaken in these areas, the level of accidents is not thought to be excessive.

Figure 4 – Accidents to Members of the Public



4. Performance Indicators

4.1. Table 3 gives details regarding the performance indicators. As discussed above, the number of accidents has decreased when compared to last year's figures. Accidents continue to be reported across a wide section of the council's services, which shows continued compliance with the accident reporting procedure.

Table 3 – Performance Indicators

Performance Indicator	2021/22	2022/23	2023/24	2024/25	2025/26
Total Number of Accidents (Employees)	47	76	85	100	87
Total Number of Accidents (Public)	9	10	31	39	45
Notifiable Employee Accidents (RIDDOR)	8	12	6	13	11
Number of lost time accidents	20	19	30	20	25
Fatal Accidents	0	0	0	0	0
Number of investigations carried out*	0	0	0	4	0
Audit investigations as per audit schedule**	70%	50%	100%	100%	100%
H&S Policies Reviewed	100%	100%	100%	100%	100%
Dangerous occurrences	0	0	0	0	0

* This performance indicator relates to investigations carried out by Corporate Health & Safety, and this does not include investigations carried out by the service.

** Low risk audits no longer form part of the auditing schedule. Only high-risk audits undertaken.

5. Audits

5.1 The following audits were undertaken by Peninsula (external auditors) during 2024/25:

Service	Date of Audit
Theatres	13/05/25
Building Services	10/06/25
Chelmsford Sports & Athletic Centre	09/09/25
Parks	08/10/25
Riverside Ice & Leisure	04/11/25
Freighter House (Collection & MRF)	03/12/25
Hylands House	13/01/26
Museum of Chelmsford	10/02/26

Actions from Audits

5.2 The following shows the number of actions arising from the Peninsula audits:

Service	Number of Actions			Number of Actions Completed	Number of Actions Outstanding	
	Total	Medium Risk	High Risk		Medium Risk	High Risk
Theatres	25	16	9	22	0	3
Building Services	29	24	5	24	3	2
Chelmsford Sports & Athletic Centre	13	12	1	13	0	0
Parks	8	8	0	7	1	0
Riverside Ice & Leisure	7	7	0	7	0	0
Freighter House (Collection & MRF)	12	9	3	10	2	0
Hylands House	14	14	0	8	6	0
Museum of Chelmsford	19	19	0	6	13	0
Total	127	109	18	97	25	5

(No reporting system in place so records kept on a spreadsheet which is updated manually. Records taken from 15/05/26))

5.3 Outstanding High-Risk Actions

Service	Action	Service Area Comments
Theatres	Fire doors. Some fire doors had large gaps around them. One was missing a self-closer. Some do not close fully. You advised that you have had a fire door survey and are replacing them.	Majority of issues have been rectified. Only low risk minor rectifications to door remaining.
	Fire compartmentation. There are large gaps around some cables. Some holes in walls noted.	Majority of issues have been rectified. [Update – now completed]

	People with disabilities can be present in the downstairs bar and would need to go through the auditorium to exit, and this route would be more than 18m. This single route appears to fall outside of the HM Government guidance for 'Fire Safety Risk Assessment Theatres, Cinemas & Similar Places'.	Awaiting clarification from Fire Risk Assessor. Initial advice is to use an evacuation chair and train staff.
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Building Services	Fire doors. There were large gaps around some fire doors.	Only low risk minor rectifications to doors remaining
	There was no fire door in a refuge area.	Passed to surveyors to progress – solution has now been found and order has been placed.

Proposed Audits 2025/2026

Currently the following Peninsula Audits have been undertaken or are proposed:

Service	Date of Audit
South Woodham Ferrers Leisure Centre	May 26
Dovedale Leisure Centre	June 26
Parking Services	Sept 26
Parks	Oct 26
Freighter House – Workshop	Dec 26
South Essex Parking Partnership	Jan 27
Museums	Mar 27

6. Conclusion

- 6.1 The safety management systems at Chelmsford City Council continue to be effective in ensuring the safety of employees and members of the public. Where weaknesses have been identified, remedial action has been taken to ensure more robust measures are implemented. Overall, the accident levels remain very low for an organisation delivering a wide range of services daily to 181,000+ residents and visitors to Chelmsford.

List of appendices:

None

Background papers:

None

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: An effective health and safety management system has a positive impact on risk management

Equality and Diversity: None

Health and Safety: An annual report enables Management Team and Members to have oversight of the Council's health and safety responsibilities

Digital: None

Other: None

Consultees:

Management Team

Relevant Policies and Strategies:

None
