

Scrutiny Review of Sickness Absence

TRAINING UPTAKE

HEALTH & SAFETY

Attached are details of the year-end totals for corporate, bespoke and on-line (e-learning) tuition for 2016-2017 and for quarter 1 of 2017-2018.

- For **2016-2017**, **49** health and safety training courses were delivered to **749** candidates.
- For **2017-2018 (Q1)**, **14** health and safety training courses were delivered to **141** candidates.

The frequency of refresher training varies, with the general exception of First Aid training which should not exceed a period of three years. For other topics, refresher training should be provided at 'regular intervals' [HSE HSG 65].

With the exception of asbestos awareness training, we do not actively monitor training – this is a responsibility delegated to Managers under the corporate health and safety policy.

Corporate Training

- For **2016-2017**, **25** programmed corporate health and safety training sessions were delivered to a total of **193** delegates – see below.

Corporate Training											
1 st April 2016 – 31 st March 2017.											
		Asbestos Awareness	Control of Contractors	COSHH	Fire Risk Assessment	Fire Wardens	Premises Health and Safety	Risk Assessment Training			Totals
	No of Courses	8	3	1	0	3	5	5			25
Directorates	Adults and Health	2	0	1	0	1	8	8	0	0	20
	Children's Services	10	1	2	0	1	14	2	0	0	30
	Community Services	0	4	1	0	9	1	5	0	0	20
	Culture Leisure and Events	3	10	1	0	2	0	4	0	0	20
	Economic Growth and Development	30	0	0	0	0	0	0	0	0	30
	Finance and Business Services	2	0	0	0	0	0	2	0	0	4
	Human Resources Legal and Communications	0	0	0	0	0	0	0	0	0	0
	<i>Administration Democratic and Electoral Services</i>	3	0	0	0	2	0	0	0	0	5
	<i>Xentrall Shared Services</i>	7	0	0	0	0	0	0	0	0	7
	Schools	10	4	1	0	1	25	16	0	0	57
	No of Delegates	67	19	6	0	16	48	37	0	0	193

- For **2017-2018 (Q1)**, 7 programmed corporate health and safety training sessions were delivered to a total of **60** delegates – see below.

Corporate Training 1 st April 2017 – 30 th June 2017								
		Asbestos Awareness	Control of Contractors	COSHH	Fire Wardens	Premises Health and Safety	Risk Assessment Training	Totals
	No of Courses	2	1	1	1	1	1	7
Directorates	Adults and Health	2	6	0	0	1	8	17
	Children's Services	0	0	4	0	0	3	7
	Community Services	0	0	0	2	0	0	2
	Culture Leisure and Events	2	3	1	1	0	4	11
	Economic Growth and Development	1	0	0	0	0	0	1
	Finance and Business Services	1	0	0	4	1	0	6
	Human Resources Legal and Communications	0	0	0	0	0	0	0
	<i>Administration Democratic and Electoral Services</i>	1	0	0	0	0	0	1
	<i>Xentrall Shared Services</i>	0	0	0	0	0	0	0
	Schools	13	0	0	0	2	0	15
	No of Delegates	20	9	5	7	4	15	60

Bespoke Training

- For **2016-2017**, 19 further bespoke courses were delivered to **194** delegates within departments – see below.

Bespoke Training 1 st April 2016 – 31 st March 2017.										
		Fire Wardens	Educational Visits	Risk Assessment	Control of contractors	HT Induction				Total
	No of Courses	13	2	1	2	1				19
	Adults and Health	22	0	15	3	0				40
	Children's Services	32	5	0	1	0				38
	Community Services	1	0	0	0	0				1
	Culture Leisure and Events	12	0	0	7	0				19
	Economic Growth and Development	6	0	0	0	0				6
	Finance and Business Services	6	0	0	0	0				6

Human Resources Legal and Communications	5	0	0	0	0					5
<i>Administration Democratic and Electoral Services</i>	11	0	0	0	0					11
<i>Xentrall Shared Services</i>	6	0	0	0	0					6
Schools	34	18	0	0	10					62
No of Delegates	135	23	15	11	10					194

- For **2017-2018 (Q1)**, 2 further bespoke courses were delivered to 13 delegates within departments – see below.

Bespoke Training										
1 st April 2017 – 30 th June 2017										
		Fire Warden								Total
	No of Courses	2								2
Directorates	Adults and Health	0								0
	Children's Services	0								0
	Community Services	0								0
	Culture Leisure and Events	0								0
	Economic Growth and Development	0								0
	Finance and Business Services	9								9
	Human Resources Legal and Communications	4								4
	<i>Administration Democratic and Electoral Services</i>	0								0
	<i>Xentrall Shared Services</i>	0								0
	Schools	0								0
	No of Delegates	13								

On-line (e-learning) Tuition

- In support of the Control of Asbestos Regulations 2012 and the Council's Asbestos Management Policy, an on-line e-learning platform has been made available to provide refresher training to key nominated personnel with responsibility for managing asbestos containing materials. This will ensure compliance is maintained amongst Services and individual premises personnel with responsibility for the effective management of asbestos containing materials. Online asbestos refresher training has been made available to the workforce, as well as other pertinent topics.
- For **2016-2017**, 5 programmed on-line training sessions have been set up and a total of **362** delegates took part in online training – see below.

On-line Training 1 st April 2016 – 31 st March 2017.							
		Asbestos Refresher	Manual handling	Working at height	Legionella Awareness	COSHH	Totals
							5
Directorates	Adults and Health	2	2	0	4	0	8
	Children's Services	5	65	18	0	0	88
	Community Services	33	90	15	1	12	151
	Culture Leisure and Events	3	6	1	0	0	10
	Economic Growth and Development	18	0	8	3	0	29
	Finance and Business Services	1	0	0	3	1	5
	Human Resources Legal and Communications	0	0	0	0	0	0
	<i>Administration Democratic and Electoral Services</i>	0	0	0	0	0	0
	<i>Xentrall Shared Services</i>	0	1	3	0	0	4
	Schools	16	7	34	10	0	67
	No of Delegates	78	171	79	21	13	362

- For **2017-2018 (Q1)**, 5 programmed on-line training sessions have been set up and a total of **68** delegates took part in online training – see below.

On-line Training 1 st April – 30 th June 2017							
		Asbestos Refresher	Manual handling	Working at height	Legionella Awareness	COSHH	Totals
							5
Directorates	Adults and Health	0	0	0	1	0	1
	Children's Services	0	24	0	4	0	28
	Community Services	4	1	1	1	0	7
	Culture Leisure and Events	0	10	11	0	0	21
	Economic Growth and Development	0	0	0	0	0	0
	Finance and Business Services	1	1	1	1	0	4
	Human Resources Legal and Communications	0	0	0	0	0	0
	<i>Administration Democratic and Electoral Services</i>	0	0	0	0	0	0

<i>Xentrall Shared Services</i>	0	0	0	0	0	0
Schools	4	1	1	1	0	7
No of Delegates	9	37	204	8	0	68

Display Screen Equipment (DSE) Training

- 2016-2017**

DSE Training 1 st April 2016 – 31 st March 2017.	
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	178
No. of Display Screen Equipment Eye Test Vouchers Issued	55

- 2017-2018 (Q1)**

DSE Training 1 st April 2017 – 30 th June 2017.	
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	36
No. of Display Screen Equipment Eye Test Vouchers Issued	12

HUMAN RESOURCES

SBC offers staff a 'Dealing with Change' course for anyone needing to develop strategies to cope with change and pressure in challenging times. Courses have taken place on the following dates, with the following number of attendees:

2016-2017

30 November 2016	15 People
17 January 2017	15 People
8 March 2017	10 People

2017-2018 (Q1)

29 June 2017	11 People
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Three further 2017-2018 dates are planned: 13 September 2017, 14 December 2017, 15 February 2018.

We do not require people to do any refresher courses, and it is a voluntary course, not mandatory.