




Risk Code: ST91	SWISCo - Failure to comply with current legislation in the delivery of our services	Accountable Officer : Matt Reeks
Unmitigated Score: Very High (25)	Description: The operations and activities delivered by SWISCo are governed by various legislative and regulatory requirements. These include: • Health and Safety at Work Act • Environmental Protection Act • Employers' Responsibilities • Equality Act • Financial Regulations • Waste Collection and Disposal Authority Responsibilities (section 45 EPA) • Highway Authority Responsibilities • Road Traffic Act. The nature of these services and the size of the workforce results in regular review and inspection by the governing agencies. Some inspections in the past have resulted in needed improvements and the council to make further investment into SWISCo's so it can change its working practices. Since the formation of SWISCo in 2020, the company has received a number of improvement notices which it has acted upon, therefore it has never been prosecuted or fined for any breaches against regulations or legislation.	Risk Completion Officer : Matt Reeks
Mitigated Current Score: Very High (25)		Last Review Date : 22/11/2023
Direction of Travel: 		Identification Date: 07/06/2023
Mitigation status:	Mitigation:	
Action ongoing	Audit and Review	
Action ongoing	Board & Shareholder Awareness	
Action ongoing	Contingency funding for unplanned Council investment.	
Action needed	Contingency funding for unplanned SWISCo investments	
Action ongoing	External Networking / horizon scanning	
Action ongoing	Internal and external notification(s)	
Action ongoing	Management Systems (Internal controls)	
Action ongoing	Staff training and awareness	
Action ongoing	Unique requirements	
Action ongoing	Workforce culture	
Latest Note: There are ongoing discussions with the Board to address issues in relation to the occupational health surveillance programme and preventative works at the transfer station.		

Risk Code: CP101	Health and wellbeing of staff	Accountable Officer : Matt Reeks
Unmitigated Score: High (20)	Description: Prior to December 2022, SWISCo staff were not on a recognised pay and grading structure, which resulted in a lack of commitment and poor staff morale. A shortage of staff led to an increased use of overtime which ultimately affected life/work balance and made some staff vulnerable to illness. A large percentage of staff were also only entitled to Statutory Sick Pay, resulting in some staff attending work when they were not well enough to do so, thereby spreading illness such as Cold/Flu/COVID to other colleagues. As the majority of SWISCo services are front facing, maintaining a healthy and reliable workforce is a priority. In 2022/23, the largest sickness category within SWISCo is musculoskeletal. In total, 4,256 days were recorded as sickness which equates to approximately 12 days per FTE. In 2022/23 the top 6 reasons for sickness absence were 1. Musculoskeletal 2. Stress/anxiety/depression/mental health 3. Hospital/Surgery 4. Cold/Flu 5. Cancer treatment 6. Stomach A staff wellbeing survey highlighted concerns relating to • Poor pay • Lack of available resource, resulting in a requirement for overtime • Difficulty in taking annual leave • Vulnerability to illness • Lack of motivation/engagement. Some actions have taken place to address the above. It is hoped that these may prevent staff from needing to take sick absence in the future • Improved staff facilities • Pay has increased • Improved sickness terms and conditions • Wellbeing initiatives introduced.	Risk Completion Officer : Kim Smith
Mitigated Current Score: High (16)		Last Review Date : 22/11/2023
Direction of Travel: 		Identification Date: 13/11/2023
Mitigation status:	Mitigation:	
Action ongoing	Absence management	
Action needed	Absence performance reporting	
Action ongoing	Access to the local authority EAP, Occupational Health and other services and support	
Action needed	Health surveillance programme	
Action ongoing	Line Management training	
Action ongoing	Review staff terms and conditions	
Action ongoing	SWISCo Wellbeing policies and processes	
Action ongoing	Tool box Talks & training	
Action ongoing	Wellbeing checks	
Latest Note: Our current software does not hold details on our agency staff. Consequently, the automated reports linked to this system do not give a true picture of our workforce information. Discussions are taking place with the appropriate council staff to rectify this. There are ongoing discussions with the Board to address issues in relation to the occupational health surveillance programme.		

Risk Code: CP104	Failure to comply with Occupational Health & Safety Legislation and Guidance	Accountable Officer : Matt Reeks
Unmitigated Score: High (20)	Description: Occupational Health and Safety law and regulations place several statutory duties on employers within the UK. These duties are regulated by; the Health and Safety Executive (HSE), Local Authorities and the Fire and Rescue Service etc. These regulators may intervene when the organisation is found to be failing in its duty to manage health and safety risks (e.g. in material breach of The Management of Health and Safety at Work regulations 1999). Routine and regular audits / reviews take place on SWISCo's management system Evotix (SWISCo's and the council's occupational health and safety software record and management system). Incidents are required to be reported and investigated in accordance with SWISCo's own policies and procedures.	Risk Completion Officer : Paul Reynolds
Mitigated Current Score: Very High (25)		Last Review Date : 22/11/2023
Direction of Travel: 		Identification Date: 13/11/2023
Mitigation status:	Mitigation:	
Action ongoing	Adequate Occupational Health and Safety (OH&S) resources available	
Action ongoing	Auditing	
Action ongoing	Corporate Risk assessments	
Action ongoing	Development and maintenance of Evotix occupational health and safety system	
Action ongoing	Ensure staff are aware of health and safety policies and procedures.	
Action ongoing	External Liaison	
Action ongoing	Health & Safety Reporting	
Action ongoing	Health and Safety Communication	
Action ongoing	Health and Safety Training (All Staff)	
Action ongoing	Health and Safety Training (Managers)	
Action ongoing	Occupational Health Surveillance Contract	
Action ongoing	Policies and procedures in place	
Action ongoing	Positive OH&S Culture	
Action ongoing	Service Area Risk Assessments	
Action needed	Surveillance Programme	
Latest Note: There are some known issues with our processes in how we assess staff that use hand tools and plant equipment that generate vibration or have the potential to cause hearing loss. We are working with our external provider to rectify these concerns. In the meantime, action has been recommended to managers within SWISCo to limit any further harm being caused to any individuals currently reporting associated symptoms.		