



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 4 JUNE 2019

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2018

BY: CORPORATE DIRECTOR (CORPORATE SERVICES)

1. REASON FOR REPORT

- 1.1 To ask the Committee to consider the annual Health and Safety report and approve the progress noted, proposed future actions and carry forward of outstanding actions for the next year.
- 1.2 This report is submitted to Committee in terms of Section III (B) (27) (c) and (30) of the Council's Scheme of Administration relating to the formulation, supervision and review as necessary of the policy and practices of the Council for all employees in relation to health, safety and welfare.

2. RECOMMENDATION

2.1 It is recommended that the Committee:

- i) considers the content of the annual health and safety report, as set out in Appendix 1, and the progress towards the outcomes established in the last report;**
- ii) approve the carry forward of outstanding actions and proposed future actions for 2018.**

3. BACKGROUND

3.1 The Health and Safety at Work Act requires that organisations ensure the safety of employees and others who may be affected by their actions.

The main elements needed to provide protection are:

- Making plain the organisation's commitment to have good standards of health and safety management;
- Defining the roles that people at all levels play in ensuring the good standards are maintained;

- Having systems in place to ensure awareness of hazards and assessment of risks to employees, customers, partners and others who may be affected by our activities;
 - Having in place effective arrangements to eliminate or control those risks;
 - Monitoring the system in place and reviewing it on an ongoing basis;
 - Providing access to health and safety advice and support;
 - Engagement with employees at all stages of the process to ensure adequacy.
- 3.2 As part of this process, a report is provided every year on the Health and Safety provision within the Council.
- 3.3 The Annual Health and Safety Report for 2018 is set out in **Appendix 1**. It summarises the Council's health and safety performance corporately and is based on statistics for the period 1 January 2018 to 31 December 2018. The report highlights the Council's safety performance and provides information on the types of accidents reported.
- 3.4 The report highlights that the number of accidents and dangerous occurrences reported in 2018 was broadly similar to the numbers reported in the previous two reports. However, there is some variation in the reporting at departmental level: Education had 18% more reports in 2018 compared to 2017 whilst Environmental Services and Social Care report fewer incidents of 6% and 17% respectively. It is difficult to draw out the reasons for this as there are no obvious causes. However, there has been an increased focus from the trade unions to encourage employees in schools to report behavioural issues and this is an upward trend in Education which may provide some explanation of the higher overall figures.
- 3.5 Progress on planned work this year has been undertaken through identification of the priority issues to be addressed within the context of a reduced corporate resource and balanced against the reactive operational demands. The main areas of progress have been continued improvement of the health and safety culture with regular communications, partial completion of planned audits of risk assessments, sharing learning and dissemination of regular safety alerts. Areas with less progress have been reviewing policy and development work and joint inspections and non-completion of the full planned list of audits of risk assessments, largely due to the impact of budget savings proposals and a low number of health and safety trade union representatives available to carry out the joint inspections.
- 3.6 The Annual Health and Safety Report for 2018 also sets out the main themes for development and planned work over the next year. This incorporates the recent restructure of the corporate resource and focuses on vehicle and transport, violence and aggression, contractor control, safe working methods, improved monitoring and reporting as well as continued development of the health and safety culture and a planned programme of fire risk assessments.

4. **SUMMARY OF IMPLICATIONS**

(a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

This report provides information relating to Health and Safety activities within the Council to enable this learning and to ensure that the council continues to provide a safe and healthy workplace for employees to deliver services.

(b) **Policy and Legal**

Ensuring the health and safety of staff and service users is a statutory duty on the Council. An annual report is an effective method of recognising achievement and highlighting opportunities for further improvement.

(c) **Financial implications**

There are no financial implications arising directly from this report. Accidents can have implications for Council resources and may result in losses that are difficult to quantify.

(d) **Risk Implications**

Health and safety is included within all levels of the Council's risk register.

(e) **Staffing Implications**

Staff time will be required to implement the actions set out in the report. This will be accommodated within existing resources by adjusting the priorities to be worked on.

(f) **Property**

None.

(g) **Equalities/Socio Economic Impact**

None.

(h) **Consultations**

CMT and the Central Health and Safety Committee have been consulted about the report at **Appendix 1**.

5. **CONCLUSION**

5.1 **The 2018 annual health and safety report shows that the Council continues to provide a health and safe environment for its employees and service users. While progress continues to be moderate, it also shows that some actions are starting to impact positively on an improved safety culture. It is planned to continue this work to allow the Council's safety culture to continue to develop with a focus on**

supporting managers and employees to take responsibility for and give priority to the health and safety of themselves and others.

Author of Report: Frances Garrow, Acting Joint Head of HR & ICT
Background Papers:
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