



**REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL
DEVELOPMENT COMMITTEE ON 18 NOVEMBER 2020**

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2019

**BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND
ORGANISATIONAL DEVELOPMENT)**

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 the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers)

2. RECOMMENDATION

2.1 It is recommended that the Committee:

- i) **consider 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; and**
- ii) **approve the carry forward of outstanding actions and proposed future actions for 2020.**

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 2019 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 2019 to 31 December 2019. 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 2019 has increased compared to the numbers reported in the previous three reports. However, within this, there continues to be variation in the reporting at departmental level: Education had 26% more reports in 2019 compared to 2018, Environmental Services has a 35% increase in reported incidents whereas Social Care report 25% fewer. Despite further analysis of the incidents it is difficult to draw out the reasons for this as there are no obvious causes within Environmental Services, however the behavioural issues in schools continue to rise and this would account for some of the continued rise within Education. Social Care report that this is possibly due to under reporting and are reviewing reporting procedures.
- 3.5 The main areas of progress on planned work in 2019 have been balanced with responding to the work required from specific issues arising throughout the year and the volume of ad hoc work is has impacted on progress on planned work. Despite this, there has been a regular programme of communications, regular alerts to services, delivery of planned audits of risk assessments in high risk areas and improved contractor control arrangements.
- 3.6 Main themes arising from the report are the requirement to continue to improve the health and safety culture across the council, finding ways to address challenging behaviour in schools and reducing the number of incidents based on human error.
- 3.7 The Annual Health and Safety Report for 2019 identifies the main areas for development and planned work over the next year as continuing to audit high risk area risk assessments, improving manager understanding and activity,

progressing with actions to improve the behaviour challenges in schools and provide the business as usual such as accident / incident investigation, inspections and fire risk assessments. The increased health and safety risks of working within a COVID-19 environment will be incorporated into normal working, while continuing to maintain the profile and awareness of normal health and safety risks both within and across the council activities.

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-SMT and the Central Health and Safety Committee have been consulted on this report.

5. CONCLUSION

- 5.1 The 2019 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, Head of HR, ICT and Organisational Development

Background Papers:

Ref: