

TEWKESBURY BOROUGH COUNCIL

Report to:	Audit Committee
Date of Meeting:	19 September 2018
Subject:	Annual Health and Safety Report
Report of:	Head of Community Services
Corporate Lead:	Deputy Chief Executive
Lead Member:	Lead Member for Organisational Development
Number of Appendices:	One

Executive Summary:

The report attached, at Appendix 1, is a summary of the activities carried out to secure health and safety compliance in the financial year 1 April 2017 to 31 March 2018.

Recommendation:

To CONSIDER the Council's health and safety report.

Reasons for Recommendation:

The Health, Safety and Welfare Policy of Tewkesbury Borough Council states that "elected Members have a responsibility for ensuring that the Chief Executive and Deputy Chief Executive are adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work Act 1974 and regulations made under it". The attached report has been written to help Members carry out this responsibility.

Resource Implications:

As detailed in the report at Appendix 1

Legal Implications:

Tewkesbury Borough Council is responsible for the health, safety and welfare of its staff, contractors and where relevant, members of the public in accordance with the Health and Safety at Work etc. Act 1974. All statutory guidance and other legislative requirements must be followed.

Risk Management Implications:

Risk Management is an integral part of the Health, Safety and Welfare Policy and the work-plan detailed at Appendix 1 of the report will help mitigate related business risks.

Performance Management Follow-up:

Performance management issues are detailed within the report and appendix.

Environmental Implications:

None.

1.0 INTRODUCTION/BACKGROUND

- 1.1** Tewkesbury Borough Council recognises and accepts its responsibilities to secure the health, safety and welfare of staff and, where relevant, members of the public. It also recognises the importance of good communications in making sure this is effectively carried out.
- 1.2** As part of securing and ensuring compliance with the Health and Safety at Work etc. Act 1974, it has been identified that Members, as well as staff and the public, should be well informed about the work carried out
- 1.3** The Health and Safety Executive provides excellent guidance in both leading and managing health and safety. The attached report provides a good way to deliver on its recommendation to establish an effective 'downward' communication system and management structure.

2.0 ANNUAL REPORT

- 2.1** The report aims to provide a review of the previous year's activities in this area of work, as well as to provide a work plan for forthcoming year.

3.0 PURPOSE

- 3.1** The Council is committed to the management of health and safety for both Council client officers and all contractors engaged by the Council. This report provides the health and safety framework that all parties must follow to ensure health and safety is managed during the course of business.
- 3.2** The purpose of the annual report is to provide an open and transparent way of reporting the work carried out and progress with all matters relating to health and safety in accordance with good practice from the HSE.
- 3.3** The report is intended to be both a reflection on the performance and activities from the previous year, but also a projection of the planning, organising, checks and actions for the future.

4.0 OTHER OPTIONS CONSIDERED

- 4.1** None.

5.0 CONSULTATION

- 5.1** Management team has been consulted on the contents of the annual health and safety audit report.

6.0 RELEVANT COUNCIL POLICIES/STRATEGIES

6.1 Health, Safety and Welfare Policy.

7.0 RELEVANT GOVERNMENT POLICIES

7.1 Leading Health and Safety at Work (INDG417) and Managing for Health and Safety (HSG65), both published by the Health and Safety Executive provide guidance for employers on discharging their duties under the Health and Safety at Work etc. Act 1974.

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 As detailed in the report at Appendix 1.

9.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

9.1 None.

10.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

10.1 None.

Background Papers: None.

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Appendices: Health and Safety Annual Report 2018.