

TEWKESBURY BOROUGH COUNCIL

Report to:	Audit and Governance Committee
Date of Meeting:	18 September 2019
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:	1

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 2018 to 31 March 2019.

Tewkesbury Borough Council is committed to the health and safety of its employees, service users and contractors and has a system in place to monitor, control and minimise the risks as far as possible. Of course incidents occur from time to time and these are learned from and measures put in place to ensure that these risks are minimised further.

Best practice recommends that organisations produce and publish an annual health and safety report. As such, this report summarises Tewkesbury Borough Council's health and safety performance during the year and looks forward to work proposed in the next year. The aim is to provide information to demonstrate how the Council fulfils its legal responsibilities to protect its employees, volunteers, contractors, service users and members of the public and to show the processes in place to identify a wide range of health and safety risks and the controls in place against the identified risks.

Corporate health and safety is managed via the Keep Safe Stay Healthy Group, chaired by the Deputy Chief Executive and attended by senior managers and staff from the organisation together with the Lead Member for Organisational Development. The Group considers health, safety and welfare issues across the organisation and has achieved areas of good practice across all Council services as detailed in the achievement section of the report, for example the planning and implementation of the Wellbeing Programme and the developing and launching of the Mental Health at Work Plan.

Recommendation:

To CONSIDER the annual report on the Council's health and safety arrangements.

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 assist Members in carrying out this responsibility.

Resource Implications:

As detailed 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 provide excellent guidance in both leading and managing health and safety. The attached report provides a good way to deliver on their recommendation to establish an effective 'downward' communication system and management structure.
- 1.4 The Council has a pro-active Keep Safe Stay Health Group which is well attended by both Officers and the Lead Member. The objective of this Group is to bring together management, staff, Trade Unions and Members to consider health, safety and welfare matters. The Group provides a forum for consultation on related policies that the Council may adopt.

2.0 ANNUAL REPORT

- 2.1 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.

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 Health and Safety Executive.

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).

8.0 RESOURCE IMPLICATIONS (Human/Property)

8.1 As detailed 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

Contact Officer: Environmental Safety Officer
01684 272225 kay.meddings@tewkesbury.gov.uk

Appendices: Appendix 1 - Health and Safety Annual Report 2019.