

# TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Audit and Governance Committee
<b>Date of Meeting:</b>	21 July 2021
<b>Subject:</b>	Annual Report on Health and Safety Activities 2019/20-2020/21
<b>Report of:</b>	Head of Community Services
<b>Corporate Lead:</b>	Chief Executive
<b>Lead Member:</b>	Lead Member for Organisational Development
<b>Number of Appendices:</b>	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 years 1 April 2019 to 31 March 2021. The report covers a two year period as COVID-19 impacted on our ability to present this report during 2020.

The COVID-19 pandemic presented significant additional challenges to the health and safety of Members, staff and our responsibility to local business and the public over and above our continuing responsibilities for health and safety, which was not foreseen. Significant work was undertaken to ensure both staff and Members were able to work safely in accordance with the COVID-19 regulations and guidance during 2020/21.

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 for the future.

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 years 1 April 2019 to 31 March 2021 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 Head of Community Services and is attended by senior managers, the Trades Union and staff from the organisation together with the Lead Member for Organisational Development. The Group consider 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 reports.

**Recommendation:**

**To CONSIDER the adequacy of 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 Head of Community Services who need to make this amendment to the Welfare Policy 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 reports have been written to assist Councillors in carrying 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 (HSE) 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, Trades Union and Elected Members to consider health, safety and welfare matters. The Group provides a forum for consultation on related policies that the Council may adopt.

**1.5** The COVID-19 pandemic commencing in March 2020 presented significant additional challenges to the health and safety of Members, staff and our responsibility to local business and the public over and above our continuing responsibilities for health and safety, which was not foreseen. These matters and the Council's corporate response to COVID-19 took precedence and was over and above our existing responsibility and extended our responsibility for the safety of private businesses and the general public.

## **2.0 ANNUAL REPORTS 2019/20-2020/21**

**2.1** We have, throughout 2020/21, worked closely with Public Health England and other districts councils with Gloucestershire to maintain and support the COVID-19 response, whilst at the same time seeking to implement our previous year's workplan. Appendix 1 provides a summary of direct actions taken within our organisation.

**2.2** Best practice recommends that organisations produce and publish an annual health and safety report. The ability to produce this report for 2019/20 was directly impacted by the need to respond to the COVID-19 pandemic. As such, this report summarises Tewkesbury Borough Council's health and safety performance during the years 2019/20 and 2020/21 and looks forward to work proposed in the next year.

**2.3** The reports are 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 OF ANNUAL REPORTING**

**3.1** The Council is committed to the management of health and safety for both Council clients and 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 reports 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.

## **4.0 OTHER OPTIONS CONSIDERED**

**4.1** None

## **5.0 CONSULTATION**

**5.1** Management team have 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 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

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**Background Papers:** None

**Contact Officer:** Interim Environmental Health Manager  
01684 272155      kath.stent@teWKesbury.gov.uk

**Appendices:** Appendix 1 - Health and Safety Report 2019/20 – 2020/21