

TEWKESBURY BOROUGH COUNCIL

Report to:	Audit and Governance Committee
Date of Meeting:	20 July 2022
Subject:	Annual Health and Safety Report
Report of:	Environmental Safety Officer
Corporate Lead:	Head of Community Services
Lead Member:	Lead Member for Organisational Development
Number of Appendices:	1

Executive Summary:

Best practice recommends that organisations produce and publish an annual health and safety report. This report summarises Tewkesbury Borough Council's health and safety performance during the year 1 April 2021 to 31 March 2022 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.

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 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 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.

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** Corporate Health and Safety is managed via the Keep Safe Stay Healthy Group, chaired by the Head of Community Services and attended by senior managers and staff from the organisation together with the Lead Member for Organisational Development having a standing invitation. 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 progress section of the work plan, for example, the planning and implementation of the Wellbeing Programme and the health and safety training that has taken place this year.

2.0 ANNUAL REPORT 2021/22

- 2.1** The Council is committed to the management of health and safety for both Council client officers and all contractors engaged by the Council. The health and safety report sets out the health and safety framework that all parties must follow to ensure health and safety is managed during the course of business.
- 2.2** 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.
- 2.3** The report attached at Appendix 1 summarises Tewkesbury Borough Council's health and safety performance during the year 1 April 2021 to 31 March 2022 and looks forward to work proposed in the next year. It is intended to be both a reflection on the performance and activities from the previous year, but also a projection of the planning, organizing, checks and actions for the future.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** None

4.0 CONSULTATION

4.1 Management team have been consulted on the contents of the annual health and safety audit report.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

5.1 Health, Safety and Welfare Policy.

6.0 RELEVANT GOVERNMENT POLICIES

6.1 Leading Health and Safety at Work (INDG417) and Managing for Health and Safety (HSG65).

7.0 RESOURCE IMPLICATIONS (Human/Property)

7.1 As detailed in the report at Appendix 1

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

8.1 None

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

9.1 None

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

10.1 None

Background Papers: None

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Appendices: Appendix 1 - Corporate Health & Safety Report – April 2021-March 2022