



<b>Full Council</b>	<b>Tuesday, 18 April 2023</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Health and Safety Annual Report (2022/23)**

**Report Author(s):** **Zach Bradford (Safety & Resilience Officer)**

<b>Purpose of Report:</b>	The purpose of this report is to approve the Full Health and Safety Annual Report for 2022/23 and the revised Health and HS.00.P1 Health and Safety Policy and Statement.
<b>Report Summary:</b>	<p>The Full Health and Safety Annual Report (as set out at <b>Appendix 1</b>) is a summary of the Council's health and safety performance during period 2022 to 2023. It provides information on accidents, risks, key activities for the last fiscal year and proposals for the next fiscal year.</p> <p>The HS.00.P1 Health and Safety Policy and Statement (as set out at <b>Appendix 2</b>) has been updated with major modifications, this creates a framework for all service areas to function from rather than specific legislative references.</p>
<b>Recommendation(s):</b>	<p><b>A. That the Full Health and Safety Annual Report (2022/23) (as set out in Appendix 1) be approved; and</b></p> <p><b>B. That the HS.00.P1 Health and Safety Policy and Statement (April 2023) (as set out in Appendix 2) be approved.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive / Head of Paid Services) (0116) 257 2602 <a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Stuart Marbrook (Corporate Assets Manager) (0116) 257 2852 <a href="mailto:stuart.marbrook@oadby-wigston.gov.uk">stuart.marbrook@oadby-wigston.gov.uk</a></p> <p>Zach Bradford (Safety &amp; Resilience Officer) (0116) 257 2866 <a href="mailto:zach.bradford@oadby-wigston.gov.uk">zach.bradford@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	<p>Our Communities (SO2)</p> <p>Our Economy (SO3)</p> <p>Our Partners (SO5)</p>
<b>Vision and Values:</b>	<p>Accountability (V1)</p> <p>Respect (V2)</p> <p>Teamwork (V3)</p> <p>Innovation (V4)</p>
<b>Report Implications:-</b>	

Legal:	The implications are as set out at paragraph(es) [2] of this report.
Financial:	The implications are as set out at paragraph(es) [2] of this report.
Corporate Risk Management:	Key Supplier / Partnership Failure (CR2) Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Failure to Respond to a Significant Incident (CR7)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	The implications are as set out at paragraph(es) [2] of this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Health and Safety at Work etc. Act 1974</a></li> <li>• <a href="#">The Management of Health and Safety at Work Regulations 1999</a></li> <li>• <a href="#">Managing for Health and Safety (HSG65)</a></li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Full Health and Safety Annual Report (2022/23)</li> <li>2. HS.00.P1 Health and Safety Policy and Statement</li> </ol>

## 1. Background

- 1.1 Attached to this report at **Appendix 1** is the Council's Full Health and Safety Annual Report 2022 to 2023 which provides a summary of the Council's health and safety performance during the financial year April 2022 to March 2023.
- 1.2 As in previous years, the Full Health and Safety Annual Report (**Appendix 1**) is structured in a way as to reflect the Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last financial year.
- 1.3 The HS.00.P1 Health and Safety Policy and Statement is also attached at **Appendix 2** for approval. There are significant changes to the policy from the one that was last agreed. The document will be re-signed when approved.

## 2. Information

- 2.1 Managing corporate risk is a key issue and legal requirement for all organisations in the public, private and voluntary sectors. Risks can take on many forms, and it is important that organisations have systems in place which manage those risks sensibly and to a reasonably practicable level at all times.

- 2.2 The management and practice of good health and safety should not be seen as a regulatory burden as it offers significant benefits such as;
- Improved productivity because Officers are happier, healthier, and more motivated;
  - Improved relationships with all stakeholders;
  - Lower Officer absences and turnover rates;
  - Reduced costs, which ensures resources can be better applied elsewhere;
  - Reduces the chances of legal action taken against the Council, which again ensures the resources that would be spent fighting against the legal action are applied in other more efficient and beneficial areas.
  - A better reputation among our customers, suppliers, partners, communities, and other stakeholders; and
  - A positive perception of the Council from the general Public;
- 2.3 It is difficult to calculate the potential cost of poor health and safety management and practice were the worst to happen. However, it is likely that the cost would be significant. There are also non-quantifiable costs, such as loss of reputation, and loss of stakeholders.
- 2.4 The Full Health and Safety Annual Report (**Appendix 1**) includes appropriate health and safety information, the Council's activities, and performance. This demonstrates to our stakeholders' the Council's commitment to effective health and safety risk management and performance monitoring, to support our desire to continuously improve.
- 2.5 The change to the Health and Safety Policy and Statement (**Appendix 2**) has been made to ensure that it acts as a framework for all Officers and Members to work from, rather than it referring to specific legislation in detail.

### **3. Objectives**

#### 3.1 Strategic Objectives

- 3.1.1 Our communities (SO2) – by ensuring the Council manages health and safety effectively through systematic processes such as risk assessment, this will ensure that the Council is consistently considering and controlling the risks presented to the general Public by our activities.
- 3.1.2 Our economy (SO3) – by managing health and safety sensibly and preventing accidents before they happen, the resources that would have been spent on fines or retrospective controls can be invested into other areas of the service.
- 3.1.3 Our partners (SO5) – Good health and safety management will ensure the partners that the Council engages with are confident that the Council will be able to manage and keep the Council's partners safe while working for the Council.

#### 3.2 Visions and Values

- 3.2.1 Accountability (V1) – Proactive and positive safety management creates accountability at all levels. Every Officer, Member, Contractor or Visitor will be empowered to raise any safety related issues without fear of reprimand.
- 3.2.2 Respect (V2) – Health and safety compliance ensures that the Council is always acting with honesty and fairness and in line with the relevant legislation.
- 3.2.3 Teamwork (V3) – Good safety management requires teamwork and buy in from all.
- 3.2.4 Innovation (V4) – Always trying to improve will come with challenges and will require innovation from Officers to ensure sensible risk management is put into

practice.

### 3.3 Corporate Risk Management

- 3.3.1 Key Supplier / Partnership Failure (CR2) – If the Council was to have a poor safety record, it is possible that some current partners may be hesitant or even refuse to work with the Council. The reason for this is that it could be regarded as an extra risk, the stakeholders are not willing to take on.
- 3.3.2 Reputation Damage (CR4) – When a major accident or incident happens it is often widely reported in the news and if a breach is found or a fine is issued, these can be published on the HSE website. This would cause the Council unneeded reputational damage.
- 3.3.3 Effective Utilisation of Assets / Buildings (CR5) – If the Council were to become non-compliant in buildings or throughout its assets, then there is a risk that money spent becomes wasted.
- 3.3.4 Failure to Respond to a Significant Incident (CR7) – Failing to respond to a significant incident may lead to the Council being unable to defend itself in a claim.

## 4. Action Plan 2023/24

- 4.1 The Full Health and Safety Annual Report (**Appendix 1**) details the action plan for 2023 to 2024 along with the key risks. Below is a summary from that area of the report.
  - 4.1.1 The development and roll out of core training courses which will be available to the relevant staff. The exact name of the courses is to be decided but the content or subject will be the same, and they are as follows;
    - (a) Fire Awareness;
    - (b) Lone Working Awareness;
    - (c) Display Screen Equipment Awareness;
    - (d) Risk Assessment Awareness;
    - (e) COSHH Awareness; and
    - (f) Manual Handling Awareness
  - 4.1.2 A new process of carrying out accident investigations will be provided, along with training.
  - 4.1.3 Buildings will also be audited to ensure a good level of fire safety and general safety is being maintained.
  - 4.1.4 Promoting a proactive safety culture, a "Hazard Spot" reporting system will be developed.
  - 4.1.5 All accidents, near misses and incidents need to be reported to the Safety & Resilience Officer immediately after they happen. Continuous encouragement to all Officers.
  - 4.1.6 Roll out of a single Lone Worker system.