



**Policy, Finance and
Development
Committee**

**Tuesday, 28 March
2017**

Matter for Decision

Title: Annual Review of Health and Safety

Author: Paul Evans (Health and Safety Officer)

1. Introduction

- 1.1 The Annual Report is structured in such a way as to reflect Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last year. It also sets out training programmes delivered, provides numerical and statistical data and the proposed health and safety objectives for the year.
- 1.2. Attached to this report at **Appendix 1**, is the Council's Health and Safety Annual Report which provides a summary of the Council's health and safety performance during the year April 2016 – early March 2017.
- 1.3. The Health and Safety Policy and Statement is also attached at **Appendix 2** for approval. This revised Policy has taken into account comments made by the Committee at its meeting on the 29 March 2016.

2. Recommendations

- 2.1. That Members approve the Annual Health and Safety Plan (at Appendix 1).
- 2.2. That Members approve the Health and Safety Policy (at Appendix 2).

3. Information

- 3.1. At the meeting of this Committee on the 29 March 2016 the report on health and safety stated that the policy and statement will be reviewed annually and also a report will be made on the performance. This report will therefore show the performance over the year and will also cover data monitoring such as accident statistics.
- 3.2. Managing corporate risk is a key issue for all organisations in the public, private and voluntary sectors. Risks can take on many forms and organisations need to have systems in place to manage those risks. One key risk area is the health and safety of a Council's employees, of its contractors, service users and Members of the public, who may be affected by its activities.

Effective management of health and safety risks will help the Council to:

- maximise the well-being and productivity of our employees;
 - maintain the well-being of contractors, service users and Members of the public
 - stop people getting injured, ill or killed by their work they do for the Council;
 - prevent damage to the Council's reputation in the eyes of service users, suppliers, other stakeholders and the wider community and public realm;
 - avoid damaging effects on certain financial areas.
- 3.3. The Annual Report includes appropriate health and safety information on the Council's activities and performance. This demonstrates to our stakeholder's the Council's

commitment to effective health and safety risk management and performance monitoring, to support our desire to continuously improve.

The Equality Assessment is attached at **Appendix 3**.

Background Documents:-

Report to Policy Finance and Development Committee of 29 March 2016

Health and Safety at Work etc Act 1974

Managing for Health and Safety (HSG65)

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Implications	
Financial (CR)	No significant implications.
Legal (AC)	Breach of Health and Safety Regulations is a criminal offence and can result in the Council being prosecuted by the Health and Safety Executive and if found guilty being fined or individuals imprisoned.
Risk (PE)	CR4 - Reputational Damage. CR6 - Reputation Governance. CR7 - Failure to Respond to a Significant Incident.
Equalities (PE)	No significant implications. An Initial Screening is attached to this report.
	Equality Assessment:-
	<input checked="" type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input type="checkbox"/> Not Applicable