



**Policy, Finance and  
Development  
Committee**

**Tuesday, 01 May  
2018**

**Matter for  
Information and  
Decision**

**Title: Annual Review of Health and Safety 2017/18**

**Author(s): Paul Evans (Health and Safety Officer)**

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## **1. Introduction**

- 1.1. 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 2017 to early March 2018.
- 1.2. 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.
- 1.3. The Health and Safety Policy and Statement is also attached at **Appendix 2** for approval. There are minor changes to the policy; by the addition of the titles of 'Interim Chief Executive and Directors' and 'Heads of Service'. The document will be re-signed if approved.

## **2. Recommendation(s)**

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

## **3. Information**

- 3.1. At the meeting of this Committee on the 28 March 2017, the report on health and safety stated that the policy and statement will be reviewed annually and also a report was presented on the performance for the previous year. At that meeting, Members requested that the Annual Plan incorporate additional information on accident investigations; near misses; ranking system and accident recording.
- 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 the 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 the 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.

**Background Documents:**

Report to Policy Finance and Development Committee of 28 March 2017 (accessible at <http://moderngov.oadby-wigston.gov.uk/mqAi.aspx?ID=9093>)

Health and Safety at Work etc. Act 1974 (accessible at <https://www.legislation.gov.uk/ukpga/1974/37>)

Managing for Health and Safety (HSG65) (accessible at <http://www.hse.gov.uk/pUbns/priced/hsg65.pdf>)

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<b>Implications</b>   Annual Review of Health and Safety	
<b>Finance</b>	There are no implications directly arising from this report.
<b>Chris Raymakers</b> (Head of Finance, Revenues & Benefits)	
<b>Legal</b>	The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Reputation Damage (CR4)</b> If the Council comes into disrepute due to accidents in the work environment, there could be: <ul style="list-style-type: none"> <li>• negative public opinion that is hard to reverse</li> <li>• unwanted attention from pressure groups</li> <li>• a media grilling</li> </ul> <input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b> New laws and regulations require sound corporate governance practices to protect the council against liabilities. <input checked="" type="checkbox"/> <b>Failure to Respond to a Significant Incident (CR7)</b> HSE involvement that could lead to fines.
<b>Paul Evans</b> (Health and Safety Officer)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b> Health and safety is essential within the workplace for effective service provision and staff wellbeing. <input checked="" type="checkbox"/> <b>Green &amp; Safe Places (CP4)</b> Systems and processes that are managed for health and safety purposes lead to safe and green places.
<b>Paul Evans</b> (Health and Safety Officer)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Accountability (V1)</b> All staff are accountability for their own, their colleagues and the public's health and safety.
<b>Paul Evans</b> (Health and Safety Officer)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	A health and safety policy and monitoring of the same ensures that staff are treated equally.
<b>Paul Evans</b> (Health and Safety Officer)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>