

REPORT TO GOVERNANCE AND AUDIT COMMITTEE

REPORT OF: Environmental Health Services Manager

REPORT NO: ENV593

DATE: 26 September 2013

TITLE:	Corporate Health and Safety Annual Report	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor John Smith Portfolio Holder: Healthy Environment	
CONTACT OFFICER:	David Price Environmental Health Services Manager Tel: 01476 40 63 28 E-mail: d.price@southkesteven.gov.uk Helen Kettle Corp. Health and Safety Advisor Tel: 01476 40 63 16 E-mail: h.kettle@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	See attached report	

1. RECOMMENDATIONS

- 1.1 That the content of the Corporate Health and Safety Annual Report be noted.

2. PURPOSE OF THE REPORT

- 2.1 To provide the Governance and Audit Committee with an overview of the council's performance in respect of health and safety during the period April 2012 to March 2013, and to set out the plan for 2013-14.

3. DETAILS OF REPORT

- 3.1 As part of our absolute ongoing commitment to embedding effective health and safety practices within the organisation, the 2012/13 plan sets out a number of important work streams. Good progress has been made in respect of both the policy and procedure reviews and the individual service reviews. These are detailed in the report.
- 3.2 A stated aim in last year's plan was to explore and develop methods by which an improved health and safety culture could be encouraged within the council. An option explored has been using assessment against a recognised standard that is over and above the legal minimum. To further develop this approach an advisory review was carried out in the period with a focus on Property Services and Property Development. This review was to assess these services against the OHSAS (Occupational Health & Safety Advisory Services) 18001 standard, which is a higher standard than the statutory minimum. The review identified strong health and safety management and staff awareness above legal minimums and some areas of exemplary standards. There was an overall positive result from the review and an action plan is being developed to take recommendations forward. A cultural survey of staff is part of the review and this will provide a bench mark against which to assess progress. This project has provided a template for further similar planned reviews in high risk areas, which will drive improvement actions both within service areas and emerging themes across the organisation. A comprehensive section on training outlines formal training carried out during the period and that e learning is also being used.
- 3.3 The report also identifies outturn figures for accidents to enable a comparison with previous years and to assist with assessing the impact of corporate health and safety approaches and the effectiveness of management.
- 3.4 Finally, the forward plan directs the activities of the corporate health and safety team over the forthcoming year. Key focus has been on the review and updating of existing policies, procedures and systems of work together with an ongoing commitment to the delivery of general and service specific training. Whilst this approach helps to keep the organisation on track further improvements to performance are only likely if effective health and safety management is placed at the heart of the operating culture. A continuing review of the experience of other organisation's approaches to developing positive health and safety cultures will enable the authority to learn from best practice. In addition opportunities to embed the management of health and safety will be considered as part of the delivery of key corporate programmes and initiatives such as Unlocking our Potential and plans to enhance staff wellbeing.

4. OTHER OPTIONS CONSIDERED

- 4.1 The achievement of good health and safety standards is a key part of a well run council and reduces the risk of injury and illness arising from council activity as well as minimising the risk of legal action against the council.

5. RESOURCE IMPLICATIONS

- 5.1 In order to support the continuous health and safety requirements at Waste and Recycling the council are currently recruiting a service dedicated Health and Safety Compliance and Training Officer who will be in post by November.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report.

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 Not applicable. This report provides a retrospective summary of health and safety activity in 2012-13.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 Not applicable

9. COMMENTS OF FINANCIAL SERVICES

- 9.1 Members are reminded that the terms of reference for the Governance and Audit Committee include the responsibility to review the annual report and the effectiveness of the Council's health and safety arrangements. Risk management and health and safety are closely aligned and preventative actions and control measures should be regularly reviewed to ensure arrangements are operating effectively.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 The report is for note and feedback. The Committee have been given delegated authority by Council to review the report and consider the effectiveness of the Council's health and safety arrangements. From the information in this report and the Corporate Health and Safety Annual report attached the Committee should be able to determine whether or not those arrangements in place are effective.

11. COMMENTS OF OTHER RELEVANT SERVICES

- 11.1 Not applicable.

12. APPENDICES:

- Appendix 1 Annual Corporate Health & Safety Report 2013