



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Governance and Audit Committee

23 July 2020

Report of: Councillor Dr Peter Moseley

Cabinet Member for Commercial
and Operations



Health and Safety Annual Report 2019/20

This report presents the Health and Safety Annual Report 2019/20. It provides an overview of South Kesteven District Council's (the Council) management of health and safety arrangements to both its employees and its customers. It summarises the progress made and identifies key areas of focus to ensure the Council maintains its health and safety performance.

Report Author

Philip Swinton, Corporate Compliance Officer for Health and Safety



01476 406555



p.swinton @southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Ian Yates, Assistant Director, Commercial and Operations	22 June 2020
Approved by:	Gary Smith, Strategic Director, Commercial and Operations	24 June 2020
Signed off by:	Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations	14 July 2020

Recommendation (s) to the decision maker (s)

- 1. Review the attached Health and Safety Annual Report for the period 2019/20**
- 2. Note the key areas of focus**
- 3. Give comments or feedback to assist with maintaining the effectiveness of the Council's health and safety arrangements**

1 The Background to the Report

- 1.1 The Health and Safety Annual report 2019/20 (attached at Appendix A) demonstrates that the Council's health and safety performance remains satisfactory, however it is important that the Council continues to review, monitor and improve, wherever practical, its arrangements and practices. Members will be aware that the organisation provides a varied range of services, with inherently high-risk activities, and in challenging and changing environments. The report details these arrangements along with annual performance and sets out how the Council intends to move forward in the future.
- 1.2 Overall, the annual report shows there are no significant changes in performance but there has been a small reduction in the number of accidents. Whilst the focus is on reducing accidents, wherever possible, it is recognised that accidents are likely to happen in an organisation, which is of similar size and in nature to the Council.
- 1.3 Key areas for focus for next year are :-
- Continued audit of risk assessments and procedures
 - The audit of the control of substances hazardous to health
 - Monitoring and audit of accident reporting and health and safety culture
- 1.4 It is worth noting that the World Health Organisation declared a global pandemic, towards the very end of the period 2019/20, on the 11 March 2020. Alongside the Council's own emergency and business continuity response, the Council's health and safety approach and arrangements were enacted to ensure that the public and staff were protected. Risk assessments were carried out which resulted in some services being closed to the public, service changes, the introduction of mitigation measures and the distribution of PPE (Personal Protective Equipment), where appropriate.
- 1.5 Within a very short time frame the Council was able to support significant numbers of staff, both with equipment and health and welfare guidance; including self-assessment checks, tips on using household items to customise work areas and links to online demonstration videos. This allowed staff to safely operate from home while maintaining services the public rely upon.
- 1.6 The sites and services that remained open were made Covid secure as soon as practical and additional stores of sanitisers, wipes and personal protective equipment were acquired to allow these services to operate safely. Support documents were produced to explain Government guidance to staff who remained operational throughout the lockdown period. For example, the Street Scene team developed new arrangements to maintain social distancing in what is a busy work area and "family units" to keep crews together to limit staff mixing in this essential service.
- 1.7 Risk assessments and guidance are regularly reviewed and staff are briefed on any relevant changes, providing them with up to date information. Frequent email updates were sent to all staff and Members advising on welfare, mental health and a range of other issues.

2 Consultation and Feedback Received, Including Overview and Scrutiny

- 2.1 This report invites comments from the Members of the Governance and Audit Committee.

3 Available Options Considered

- 3.1 No other options. This report is provided to Members for their information on an annual basis.

4 Preferred Option

- 4.1 To note the contents of this report and give any feedback, where appropriate to assist the senior management to continue to support and achieve the robust health and safety arrangements for the Council.

5 Reasons for the Recommendation (s)

- 5.1 Failure to manage health and safety may have a detrimental impact and any incidents could lead to people suffering from serious ill health and injury, which could have been avoided. Also, legal actions may be taken against the Council, in the event of any such incidents. Legal actions can impose both financial and reputational risks to the Council.

6 Next Steps – Communication and Implementation of the Decision

- 6.1 The actions and implications within the report will be actioned and communication will be made with the relevant departments' senior officers.

7 Financial Implications

- 7.1 Members are reminded that the terms of reference for Governance and Audit Committee include the responsibility to review the annual report and assess the effectiveness of the Council's health and safety arrangements. Risk management and health and safety are closely linked. Control measures and preventative measures must be regularly reviewed to ensure they are operating effectively.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

8 Legal and Governance Implications

- 8.1 The Health and Safety at Work Act 1974 (as amended) (the Act) along with supporting regulations, covers occupational health and safety in workplaces in Great Britain. The Act sets out the duties, which the Council has in respect of its employees and those who may be affected by its work activities. The annual report sets out an overview of the Council's approach to health and safety issues.

Legal Implications reviewed by: Shelley Hardy, Legal Executive

9 Equality and Safeguarding Implications

- 9.1 The impact of Covid19 on the BAME Community (Black, Asian and Minority Ethnic) and those identified by the Government, during the pandemic, within vulnerable categories must be considered in all future assessments in addition to any other protected characteristics.

10 Risk and Mitigation

- 10.1 Risk has been considered as part of this report and any specific high risks are included in this report.

11 Community Safety Implications

- 11.1 None identified.

12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?

- 12.1 There are limited implications for the Council's declaration of climate emergency, however the increased procurement and disposal of PPE needed to operate throughout the pandemic does provide a small increase in the Council's carbon footprint.

13 Other Implications (where significant)

- 13.1 None identified.

14 Background Papers

- 14.1 [Health and Safety Report 2018/19](#)

- 14.2 [Minutes of the Governance and Audit Committee, 21 June 2019](#)

15 Appendices

- 15.1 Appendix A Health and Safety Annual Report 2019/20

Report Timeline:	Date of Publication on Forward Plan (if required)	Not required
	Previously Considered by: Governance and Audit Committee	21 June 2019
	Final Decision date	23 July 2020