



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Governance and Audit Committee

21 July 2021

Report of: Councillor Dr Peter Moseley

Cabinet Member for Commercial
and Operations



Health and Safety Annual Report 2020/21

This report presents the Health and Safety Annual Report 2020/21. It provides an overview of South Kesteven District Council's (the Council) management of health and safety arrangements to its customers, employees, and Members. It summarises the progress made and identifies key areas of focus to ensure the Council maintains its health and safety performance.

Report Author

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

Reviewed by:	Carol Drury, Senior Community Development Officer	7 July 2021
Approved by:	Gary Smith, Strategic Director, Commercial and Operations	7 July 2021
Signed off by:	Councillor Dr Peter Moseley, Cabinet Member for Commercial and Operations	12 July 2021

Recommendation (s) to the decision maker (s)

1. Note the attached Health and Safety Annual Report for the period 2020/21.
2. 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 2020/21 (attached at Appendix A) demonstrates that the Council's health and safety performance has been very good during this period. It is important that the Council continues to review, monitor and improve, wherever practical, its arrangements and practices. Members will be aware that the Authority provides a varied range of services, some with inherently higher-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 The annual report shows the Council's commitment to safety during the pandemic and the measures taken to protect the health and safety of all those who could be affected. There has been a small increase in the number of accidents in this period and this is detailed in the report. Whilst the focus is on reducing accidents, wherever possible, it is recognised that accidents are likely to happen in organisations of the size and in nature as the Council.
- 1.3 Key areas for focus for next year are:
- Completion of planned risk assessment audit
 - Continued monitoring and review of Covid safety procedures
 - Provision of training to increase risk recognition and reduction
- 1.4 The procedures and safety assessments produced by the Council over this period have remained under regular review to restrict service interruption to a minimum while not compromising the safety, health or welfare of customers, staff or Members. The Authority continues to support significant numbers of staff to work from home while reviewing and monitoring the use of all operational buildings.

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 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 (avoidable) ill health and injury. 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 measures and implications within the report will be actioned and communication will be made with the relevant departments and relevant 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. The act sets out the Council's duties in respect of its employees and those who may be affected by its work activities. The annual review sets out an overview of the Council's approach to health and safety issues.

Legal Implications reviewed by: Mandy Braithwaite, Legal Executive

9 Equality and Safeguarding Implications

- 9.1 Whilst Health and Safety requirements are necessary to manage risk, the Authority is mindful of its responsibilities under the Equality Act 2010. Therefore, due regard will be paid (where practicable) to any reasonable adjustments required by staff and Members in the delivery of their duties. No adjustment that would risk the safety of an employee, elected Member or contractor could be considered and therefore officers would work to ensure all suitable alternative options were explored to provide an equitable outcome for all.

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 this period does provide a small increase in the Council's carbon footprint.

13 Other Implications (where significant)

- 13.1 None identified.

14 Background Papers

15 Appendices

- 15.1 Appendix A Health and Safety Annual Report 2020/21.

Report Timeline:	Date of Publication on Forward Plan (if required) Not required	n/a
	Previously Considered by:	n/a
	Final Decision date	21 July 2021