



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Governance and Audit Committee


28 September 2022

Report of Councillor Kelham Cooke,  
Leader of the Council

# Annual Health & Safety, Emergency Planning and Business Continuity Report 2021/22

### Report Author

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### Purpose of Report

This report presents the Health and Safety, Emergency Planning and Business Continuity Annual Report 2021/22. It provides an overview of South Kesteven District Council's 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.

### Recommendations

**That the Committee notes the attached Health and Safety Annual Report for the period 2021/22.**

## Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

## 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 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.

### ***Legal and Governance***

- 1.1 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.

### ***Risk and Mitigation***

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

### ***Diversity and Inclusion***

- 1.4 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.

### ***Mental Health and Emotional Wellbeing***

- 1.5 Inadequate health and safety policies and processes would pose a direct link to employee's mental health and wellbeing. There is therefore an important link between the two and it is ensured that the annual report and future health and safety actions align to the council's wellbeing strategy.

## **2. Background to the Report**

- 2.1 The Health and Safety Annual report 2021/22 (attached at Appendix A) demonstrates that the Council's health and safety performance has remained strong 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.

The annual report shows the Council's commitment to safety and the measures taken to protect the health and safety of all those who could be affected. There has been a reduction in the number of accidents from 2020/21 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 nature of the Council and are broadly in line with neighbouring authorities

## **3. Key Considerations**

- 3.1 The Health and Safety at Work Act 1974 and supporting regulations, including the Management of Health and Safety at Work Regulations 1999, require employers to ensure the Health and Safety of both employees and others who could be affected by the Councils acts or omissions and to have in place such arrangements to mitigate and control any residual risk.

## **4. Other Options Considered**

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

## **5. Reasons for the Recommendations**

- 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. Consultation**

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

## **7. Appendices**

- 7.1 Appendix A – Annual Health and Safety Report 2021/22