



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 14 APRIL 2015

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2014

BY: CORPORATE DIRECTOR (CORPORATE SERVICES)

1. REASON FOR REPORT

- 1.1 To ask the Committee to consider the annual Health and Safety report and approve the actions set out for the next year.
- 1.2 This report is submitted to Committee in terms of Section III (A) (32(c)) and (A)(43) of the Council's Scheme of Administration relating to the formulation, supervision and review as necessary of the policy and practices of the Council for all employees in relation to health safety and welfare.

2. RECOMMENDATION

2.1 It is recommended that the Committee:

- i) considers the content of the annual health and safety report, as set out in Appendix 1, and the progress towards the outcomes established in the last report;**
- ii) approves the proposed plan for future action.**

3. BACKGROUND

- 3.1 The Health and Safety at Work Act requires that organisations ensure the safety of employees and others who may be affected by their actions.

The main elements needed to provide protection are:-

- Making plain the organisation's commitment to have good standards of health and safety management;
- Defining the roles that people at all levels play in ensuring the good standards are maintained;
- Having systems in place to ensure awareness of hazards and assessment of risks to employees, customers, partners and others who may be affected by our activities;
- Having in place effective arrangements to eliminate or control those risks;
- Monitoring the system in place and reviewing it on an ongoing basis;

- Providing access to health and safety advice and support;
 - Engagement with employees at all stages of the process to ensure adequacy.
- 3.2 As part of this process, it was agreed that a report be provided every year on the Health and Safety provision within the Council. The timing of the report is so that it sits alongside service planning and relevant actions can be incorporated into the service plan.
- 3.3 The Annual Health and Safety Report for 2014 is set out in **Appendix 1**. It summarises the Council's health and safety performance corporately and is based on statistics for the period from 1 January 2014 to 31 December 2014. The report highlights the Council's safety performance and provides information on the types of accidents reported.
- 3.5 The report identifies that there has been some change achieved in the health and safety culture of the Council. It identifies 3 main areas for further development: learning from experience and adapting the way we work; spreading the change across services and ensuring managers and employees take responsibility and prioritise safety.
- 3.6 The report goes on to suggest the cultural issues that should be tackled to generate a sustainable improvement and to propose actions to address the issues with managers and employees and to realign the work of the Health and Safety team to support this agenda.

4. **SUMMARY OF IMPLICATIONS**

- (a) **Moray 2023: A Plan for the Future/Service Plan:** The Council recently approved its 3 year corporate plan identifying how it will contribute to Moray 2023. Section B of the Corporate Plan describes "Our Values". The sixth value is "accountability" and includes learning from failures and changing accordingly. This report provides information relating to Health and Safety activities within the Council to enable this learning and to ensure that the council continues to provide a safe and healthy workplace for employees to deliver services.
- (b) **Policy and Legal:** Ensuring the health and safety of staff and service users is a statutory duty on the Council. An annual report is an effective method of recognising achievement and highlighting opportunities for further improvement.
- (c) **Financial Implications:** There are no financial implications arising directly from this report. Accidents can have implications for Council resources and may result in losses that are difficult to quantify.
- (d) **Risk Implications:** Health and safety is included within all levels of the Council's risk register.

- (e) **Staffing Implications:** Staff time will be required to implement the actions set out in the report. This will be accommodated within existing resources by adjusting the priorities to be worked on.
- (f) **Property:** There are no direct property implications arising from this report.
- (g) **Equalities:** An equalities impact assessment is not needed because the report will have no negative effect on any equalities issue.
- (h) **Consultations:** The Personnel Forum and CMT/SMT have been consulted about the report at **Appendix 1**. The report has also been provided to the trade union representatives on the Council's Health and Safety Committee for consultation and comment.

5. **CONCLUSION**

- 5.1 **The 2014 annual health and safety report shows that the Council continues to provide a healthy and safe environment for its employees and service users. It also identifies actions to continue to develop the Council's safety culture aimed at ensuring that managers and employees take responsibility for and give priority to health and safety.**

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Background Papers:

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