



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 13 JUNE 2017

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2016

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 carry forward of actions for the next year.
- 1.2 This report is submitted to Committee in terms of Section III (B) (27) (c) and (B) (30) 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 carry forward of actions for the next year.**

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 2016 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 2016 to 31 December 2016. The report highlights the Council's safety performance and provides information on the types of accidents reported.
- 3.4 The report identifies that the number of serious accidents has reduced this year, a continuing trend from 2015 although there is still some caution around this. Also consistently with 2015, the number of reported cases of challenging behaviour from those the council cares for remains high and is mainly down to reports from within specific educational and social care establishments. The top five accident types remain consistent with previous years. Slip, trips and falls continue to be the highest number of incidents reported, although the numbers are reducing. Hit by a moving/falling object and manual handling are showing a general reduction, while hitting a fixed or stationary object is now the second highest cause, and continues to rise. This latter statistic is likely to be due to the trend identified in reporting vehicle related incidents, attributed to the increased focus there has been on this issue. The remaining causes broadly exhibit similar numbers to previous years.
- 3.5 Work has developed on a number of the planned actions to address the health and safety culture of the council. However, this has been particularly challenging this year in the face of operational and external demands. A series of fire safety inspections by the Fire and Rescue Service has placed a particular strain on the central health and safety team over the last 6 months. Of note has been progress on re-vitalising corporate and service health and safety consultative committees, work on driving and developing quality assurance of risk assessments. Work force culture activities on team discussions are also providing a strong foundation to develop front line discussions on issues impacting on health and safety at work.
- 3.6 Given the difficulty in progressing planned actions in 2016 (and to a lesser extent in previous years) it is proposed to roll forward the outstanding actions from 2016 into 2017. Also, to recognise the ongoing service pressures, it is proposed to review the health and safety requirements for the corporate team and to ensure that workload and priorities are aligned to available resources. This may impact on the level of operational support it is possible to provide to services if resources remain as is. The outcome of this review will be reported to CMT.

4. **SUMMARY OF IMPLICATIONS**

- (a) **Moray 2023: A Plan for the Future/Service Plan:** 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 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 2016 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 that the actions to date, while moving more slowly than hoped, are beginning to impact on an improved safety culture. Therefore, it is planned to continue this work in order to continue to develop the Council's safety culture with a view to ensuring that managers and employees take responsibility for and give priority to health and safety.**