



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 8 MAY 2018

SUBJECT: HEALTH AND SAFETY ANNUAL REPORT 2017

BY: ACTING 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 progress noted, proposed future actions and carry forward of outstanding 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; and**
- ii) approve the carry forward of outstanding actions and proposed future actions for 2018.**

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, a report is provided every year on the Health and Safety provision within the Council.
- 3.3 The Annual Health and Safety Report for 2017 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 2017 to 31 December 2017. 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 health and safety incidents reported during 2017 remained fairly static, with just one more reported than the previous year. Environmental Services remains the service with the highest number of reported incidents however this is a 17% reduction from 2016. There has been an increase in the number of incidents reported by the Education Department but the total remains well below the peak reported in 2014. Social Care reported incidents appear to have levelled off.
- 3.5 Slip, trips or falls continue to be the highest number of incidents reported, with a slight increase from last year although the trend since 2013 has been a gradual and steady reduction. The number of reported incidents for hit by a moving/falling object and manual handling continues to fall and now account for fewer than 20 incidents each per year (less than 8% of all reported incidents). After steadily rising for the past 3 years the number of reported hitting a fixed or stationary object incidents has reduced, although some of this is due to the re-categorisation of some incidents into vehicle incidents as mentioned above. The number of sport/play incidents is 3 times higher than 2016 (16 incidents compared to 5 in 2016), which may reflect a better recording of incidents.
- 3.6 Planned work this year was a distillation of previous plans after a re-assessment was undertaken defining the priority issues which are addressed within the context of a small corporate resource balancing reactive operational requirements. Progress has therefore continued to be made on revitalising the corporate and service health and safety consultative committees, audits of risk assessments in high risk services and workforce culture activity to continue to develop and improve front line awareness and ownership of issues relating to health and safety at work.
- 3.7 The Annual Health and Safety Report for 2017 also sets out the main themes for development and planned work over the next year focusing on contractor control, safe working methods, management training and culture.

4. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

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

None.

(g) Equalities/Socio Economic Impact

None.

(h) Consultations

The Personnel Forum and CMT have been consulted about the report at **Appendix 1**. The report will also be provided to the trade union representatives on the Council's Health and Safety Committee for consultation.

5. CONCLUSION

- 5.1 The 2017 annual health and safety report shows that the Council continues to provide a healthy and safe environment for its employees and service users. While progress is moderate, it also shows that some actions are starting to impact positively on an improved safety culture. It is therefore planned to continue this work to allow the Council's safety culture to continue to develop as the actions taken embed fully so that managers and employees are supported in taking responsibility for and giving priority to the health and safety of themselves and others.**

Author of Report: Frances Garrow, Acting Head of HR
Background Papers: