

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Audit & Standards Committee

27 July 2020

Report Title: Annual Health and Safety Report 2019 - 2020

Submitted by: Head of Environmental Health Services

Portfolios: Finance and Efficiency

Ward(s) affected: None

Purpose of the Report

To inform Members of any trends and issues regarding health and safety at the council.

Recommendation

That the report be noted.

Reasons

Regular updates in relation to health and safety service delivery, information and trends ensures effective review of service delivery.

1. **Background**

1.1 Attached as an Appendix is the health and safety report submitted to the council. It covers the period 1st April 2019 to 31st March 2020.

2. **Issues**

2.1 Accident data and trends are provided within the report.

2.2 Updates to the Employee Health and Safety Handbook and Workplace Smoking Policy have been undertaken and approved.

2.3 A regime of site inspections has been implemented resulting in resolution of many site specific risks.

2.4 First aid provision will require review when training becomes available once more and typical re-occupation levels in buildings are established after COVID-19 has stabilised.

2.5 COVID-19 has resulted in many alterations to service delivery mechanisms and risk assessments and control measures were also implemented across all sites to enable a safe re-occupation.

3. **Proposal**

3.1 That the report be noted

4. **Reasons for Proposed Solution**

4.1 Regular updates in relation to health and safety service delivery, information and trends ensures effective review of service delivery.

5. **Options Considered**

5.1 Not applicable

6. **Legal and Statutory Implications**

6.1 The council is required to comply with all relevant Health and Safety legislation.

6.2 Failure in ensuring suitable and sufficient arrangements for health and safety may lead to investigation and/or enforcement action by the Health and Safety Executive as the enforcing authority for the council's activities.

7. **Equality Impact Assessment**

7.1 The health and safety policy and procedures apply equally to all employees. Training is available to all employees as required.

8. **Financial and Resource Implications**

8.1 The majority of health and safety training courses are carried out in-house. On occasions, external providers are required to conduct specialist training courses i.e. First Aid. The cost of this is met from within the existing Corporate Training budget.

8.2 Good health and safety management also ensures that insurance claims may be effectively managed.

9. **Major Risks**

9.1 Failure to adopt best practice health and safety standards could result in wastage of council resources and the provision of an inefficient service.

10. **Sustainability and Climate Change Implications**

10.1 No sustainability or climate change implications were identified.

11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 The Audit and Standards Committee receive both an annual and six monthly report each year.

13. **List of Appendices**

13.1 Appendix 1 – Annual Health and Safety Report

14. **Background Papers**

14.1 None