

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**EXECUTIVE MANAGEMENT TEAM'S  
REPORT TO**

**Audit & Standards Committee**  
**27 June 2022**

**Report Title:** Health and Safety Annual Report 2021-22

**Submitted by:** Chief Executive

**Portfolios:** Finance, Town Centres and Growth

**Ward(s) affected:** All

**Purpose of the Report**

To inform Members of issues and trends regarding health and safety matters 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 2021 to 31st March 2022.

2. **Issues**

2.1 The Employee Protection Policy was reviewed and the lone worker devices contract was also renewed to maintain protection for the workforce. The Alcohol, Drugs and Substance Misuse Policy was also overhauled with additional guidance for managers in the form of a toolkit currently being devised by Human Resources. The overriding Corporate Health and Safety Policy was refreshed to reflect the alterations resulting from the other policy reviews.

2.2 Training was completed in IOSH Leading Safely for the executive management team and other key employees. This was followed by IOSH Managing Safely for managers and another cohort will undertake the course later this financial year. Furthermore training was undertaken online in risk assessment, lone working and first aid refresher by relevant staff. This shows commitment from the top level down to ensuring health and safety is a key priority.

2.3 Accidents remain at a lower level than average, however this is likely to be in part at least due to the alterations to working procedures during COVID lockdowns.

2.4 COVID-19 continued to require alterations to working methods and constant variations to guidance were met via regular risk assessment review and IMT meetings.

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 service delivery is carried out in-house from existing resources, this also includes training courses. 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 can 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. **UN Sustainable Development Goals (UNSDG)**

10.1 No sustainability or climate change implications identified

11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 Not applicable

13. **List of Appendices**

13.1 Appendix 1 – Annual Health and Safety Report 2021-22

14. **Background Papers**

14.1 None