

**CORPORATE LEADERSHIP TEAM'S
REPORT TO**

Audit and Standards Committee
30 September 2024

Report Title: Health and Safety Annual Report 2023-24

Submitted by: Chief Executive

Portfolios: One Council, People and Partnerships

Ward(s) affected: All

<u>Purpose of the Report</u>	<u>Key Decision</u>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
To inform Members of issues and trends regarding health and safety matters at the council.			
<u>Recommendation</u>			
That Committee note the content of the report in Appendix 1			
<u>Reasons</u>			
To facilitate understanding and appreciation of 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 2023 to 31st March 2024.

2. Issues

- 2.1 Further to the Corporate Health and Safety Officer reducing working hours in April 23 a new post of a part time Technical Assistant was introduced. This post will aide continued delivery of a Corporate Health and Safety function over the course of the working week
- 2.2 A selection of policies and procedures were devised and / or reviewed to ensure relevancy and compliance.
- 2.3 Staff training in health and safety has been further enhanced with a corporate review and delivery of manual handling training package. First aid training has also been refreshed and new first aiders recruited to vacant posts.
- 2.4 Accidents have slightly increased on the previous year; improved reporting is thought to be a factor with minor road traffic accidents previously not reported now being reported and recorded more efficiently. An increase in road traffic

accidents beyond this factor was however noted in certain sectors and work has been undertaken to re-assess drivers' competency where serious or repeat accidents occur. It is anticipated this will reduce the number of incidents moving forward

- 2.5 Health and safety inspections of our sites have continued. A new report format was introduced in the latter section of the year which enables a quantitative assessment in addition to qualitative. Though still subjective in nature it will allow comparison to previous quarterly reports more easily. The photographic element also improves the ease of comprehension of the document and has been well-received by the business managers
- 2.6 Regular committee meetings have continued within the Knutton Lane Depot, Castle House Tenants' Liaison and Corporate Health and Safety providing key reporting routes for anyone to raise specific health and safety concerns.
- 2.7 Fire drills were undertaken in line with statutory requirements, any failures have been addressed and improvements implemented within each site
- 2.8 The re-opening of Kidsgrove Customer Service Centre in conjunction with Aspire as new tenants alongside existing tenants, the Police and Town Hall has led to co-operative working to obtain cohesive fire, first aid and emergency procedures fit for all occupants
- 2.9 Major refurbishment works at Knutton Lane Depot has commenced and continues to be reviewed at each stage to ensure safety is paramount.

3. **Recommendation**

- 3.1 That the report be noted

4. **Reasons**

- 4.1 To acknowledge that there is assurance of the quality and compliance regarding health and safety service delivery, information and trends.

5. **Options Considered**

- 5.1 N/A

6. **Legal and Statutory Implications**

- 6.1 The council is required to comply with all relevant Health and Safety legislation
- 6.2 Failure to ensure 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 & Mitigation

- 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)



11. Key Decision Information

- 11.1 This is not a key decision

12. Earlier Cabinet/Committee Resolutions

- 12.1 n/a

13. List of Appendices

- 13.1 Appendix 1 – Annual Health and Safety Report 2023-24

14. Background Papers

- 14.1 none