

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**Corporate Leadership Team's
Audit and Standards Committee**

29 September 2025

Report Title: Health and Safety Annual Report 2024-25

Submitted by: Chief Executive

Portfolios: All

Ward(s) affected: All

<p><u>Purpose of the Report</u></p> <p>To inform members of issues and trends regarding corporate Health and Safety matters.</p>	<p><u>Key Decision</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><u>Recommendation</u></p> <p>That Committee:-</p> <p>1. Note the content of the report</p>	
<p><u>Reasons</u></p> <p>Regular updates in relation to health and safety service delivery, information and trends ensures effective review of service delivery.</p>	

1. Background

- 1.1 Attached as an appendix, is the Corporate Health and Safety Report for the period 1st April 2024 to 31st March 2025

2. Issues

- 2.1 Policies and guidance have been reviewed in the period as follows:
- a. Corporate Health and Safety Policy
 - b. Corporate Employee Handbook
 - c. Driving for Work Policy
- 2.2 Improvements have been made to digital systems to support single sign in to Target 100 system
- 2.3 Training has been successfully delivered in the following areas:

- a. First Aid
 - b. Evac Chair
 - c. Manual Handling
 - d. Controlling Officer
 - e. Online mandatory training update
- 2.4 Accidents have increased in the period but this was primarily due to unpreventable slips and trips during the cold winter. Near miss reporting has improved increasing our capacity to learn and prevent.
- 2.5 Health and Safety inspections have taken place as scheduled with an updated quantitative and qualitative approach improving data and learning.
- 2.6 All site specific committees have been held as appropriate and feedback provided to corporate health and safety committee.
- 2.7 Fire drills and resultant advice and guidance have all been undertaken in accordance with the schedule.
- 2.8 Work continues to support major refurbishment at Knutton Lane Depot

3. Recommendation

- 3.1 That Committee note the content of this report.

4. Reasons

- 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 n/a

6. Legal and Statutory Implications

- 6.1 The authority 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 by the Health and Safety Executive as the enforcing authority for the Council's activities.

7. Equality Impact Assessment

- 7.1 Health and Safety policies apply to all Officers.

8. Financial and Resource Implications

- 8.1 The majority of Health and Safety service delivery is carried out in house from existing resources. ON occasion external providers are required to conduct specialist activities.

8.2 Good Health and Safety management supports the effective management of insurance claims and liability.

9. Major Risks & Mitigation

6.1 None as a result of this report.

10. UN Sustainable Development Goals (UNSDG)



11. One Council

Please confirm that consideration has been given to the following programmes of work:

One Commercial Council ☒

We will make investment to diversify our income and think entrepreneurially.

One Digital Council ☒

We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.

One Sustainable Council ☒

We will deliver on our commitments to a net zero future and make all decisions with sustainability as a driving principle

12. Key Decision Information

12.1 n/a

13. Earlier Cabinet/Committee Resolutions

13.1 n/a

14. List of Appendices

14.1 Appendix 1 – Annual Health and Safety Report 2024-25

15. Background Papers

15.1 none