

Report to:	Cabinet	Date of Meeting:	3 December 2020
Subject:	Annual Health and Safety Report		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The report provides Cabinet with assurance on the progress made to implement the Council's Health and Safety policy during the 2019/20 financial year.

Recommendation(s):

Cabinet note the progress on implementing the Council's Corporate Health and Safety Policy for the 2019/20 financial year.

Reasons for the Recommendation(s):

The annual report provides assurance to the Cabinet, which has strategic responsibility for employee health and safety, that there is continued progress to implement and enhance an effective health and safety system across the Council.

Alternative Options Considered and Rejected: (including any Risk Implications)

None

What will it cost and how will it be financed?

(A) Revenue Costs

There are no revenue costs arising from this report outside the existing approved budget.

(B) Capital Costs

No Capital costs associated with this report.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
There are no resource implications associated with the report.
Legal Implications:
There are no legal implications associated with the report.
Equality Implications:
There are no equality implications.

Contribution to the Council’s Core Purpose:

The annual report provides assurance that continued progress on implementing an effective health and safety system assists the delivery of services by the Council by ensuring appropriate controls are in place to protect service users, the general public, employees and contractors.

Protect the most vulnerable: Positive
Facilitate confident and resilient communities: Positive
Commission, broker and provide core services: Positive
Place – leadership and influencer: Positive
Drivers of change and reform: Positive
Facilitate sustainable economic prosperity: Positive
Greater income for social investment: Positive
Cleaner Greener: Positive

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services is the author of the report (FD 6168/20).

The Chief Legal and Democratic Officer (LD 4360/20) has been consulted and any comments have been incorporated into the report.

(B) External Consultations

None

Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

Contact Officer:	David Eden
Email Address:	david.eden@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

- Annual Health and Safety report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1. The Council in accordance with its responsibilities to manage health and safety, approved a Council-wide Corporate Health and Safety Policy in April 2019. The policy sets out the Council’s approach to health and safety, the responsibilities for key staff for managing the system and the arrangements within the Council for monitoring health and safety.
- 1.2 A key objective from the Policy is to clarify and strengthen governance arrangements for health and safety across the Council.
- 1.3 The Policy outlines that the Cabinet has strategic responsibility for employee related health and safety in the Council and that the Audit and Governance committee's responsibilities are to consider the Council's arrangements for health and safety, receive regular assurances and assessments on the effectiveness of these arrangements.
- 1.4 The Policy also states that the Corporate Health and Safety Team is responsible for providing an annual report on Health and Safety to Cabinet on behalf of the Head of Corporate Resources.
- 1.5 Currently the Audit and Governance Committee receives an update on health and safety performance on a quarterly basis which includes the following information:
 - Progress on health and safety actions due to be undertaken during the quarter.
 - Updates on health and safety performance including accidents and incidents.
 - Any emerging legal or health safety related issues.
 - Proposed activity in the next quarter.

2. Annual Report

- 2.1 The Annual Report for Health and Safety is designed to provide assurance to Cabinet of the continued progress to implement health and safety effectively across the Council. The progress update will assist Cabinet meet its strategic responsibility for employee health and safety.
- 2.2 Providing an annual report to Cabinet on health and safety will assist in the achievement of the health and safety objective, including in the Corporate Health and Safety Policy, of improving governance.
- 2.3 The Annual Health and Safety Report is attached at Appendix 1 and includes updates on:
- The organisational arrangements for Health and Safety
 - Updates on consultation and communication
 - Liaison during the year with regulatory authorities
 - The management of council facilities
 - Details of the reported accidents and incidents during the financial year
 - The health and safety culture operating in Sefton
 - Legal updates
 - The role of Health and Safety Co-ordinators
 - Training undertaken during the financial year
 - Priorities for 2020/2021
- 2.4 The key highlights from the report include:
- 2.5 The Council continues to focus on improving the provision of health and safety by reviewing existing arrangements and improving governance. An example of this approach is the approach taken during the year of providing a be-spoke Risk Assessment Training to 268 managers across the organisation.
- 2.6 The Health and Safety Team are fully qualified safety professionals who deliver a full range of services to all Council departments and schools for the prevention of injury and ill health. These services can be divided into three main areas: -
- Proactive monitoring
 - Policy and communication
 - Operational e.g. reactive response
- 2.7 Significant work continues to be done to provide managers with the information, guidance and support they need to manage risks.
- 2.8 Consultation arrangements are working well, with the Corporate Health and Safety Committee playing a key role together with health and safety groups in directorates/services.
- 2.9 There has been a focus on improving the governance with a revised Health and Safety Policy being approved by Cabinet, a revised Departmental Committee consultation structure which reflects the Organisation's structure and revised term of reference for the Corporate Health and Safety Committee and Departmental

Committees. The Audit and Governance Committee's Terms of Reference within the Constitution has been amended to reflect the monitoring role it undertakes.

- 2.10 There has been contact with the Health and Safety Executive (HSE) in an enforcement capacity following the reporting of an incident at one of the Council owned premises. The Health and Safety Team are working closely with the local management team to ensure the lessons learnt from the incident are implemented to enhance the local health and safety system.
- 2.11 Accidents are reported and recorded on-line with the Health and Safety Team administering the incident system and managers reporting serious accidents to the Health and Safety Executive in accordance with statutory requirements.

3. Progress since April 2020 on health and safety

- 3.1 Following the start of the financial year the Health and Safety Team has been focused on responding to the health and safety risks arising from the Covid-19 pandemic. The team was able to seamlessly work remotely from home due to the implementation of local business continuity plans and suitable technology.
- 3.2 The Health and Safety Team has provided support to Schools during June and the wider re-opening of schools across the Borough in September 2020 including assisting in the drafting of generic risk assessments which can be tailored by the schools and providing guidance over the phone and by exception site visits.
- 3.3 The Health and Safety Team have helped building management teams across the Council by developing a generic building risk assessment which have been used as the basis of site-specific risk assessments. The Health and Safety Team have supported the building teams by reviewing the completed risk assessments as well as providing on-going advice and guidance.
- 3.4 In addition the Health and Safety Team have developed a suite of generic operational risk assessments for operational management teams to assist them in developing their own specific risk assessments. The Team have provided support and guidance to managers on the risk assessment as well as generic guidance including the requirements on reporting Covid-19 incidents.

4. Recommendation

- 4.1 Members are asked to note the contents of the report.