

Report To: Corporate Governance Committee
Date of Meeting: 26th September 2018
Lead Officer: Gerry Lapington
Report Author: Gerry Lapington
Title: **Corporate Health & Safety Annual Report**

1. What is the report about?

To brief the committee on the Corporate Health & Safety annual work programme and performance. To provide an assurance rating of DCC safety standards in each service area and to advise of further work planned for 2018-19.

2. What is the reason for making this report?

To provide assurance to the committee that accidents and incidents are reported and monitored; that H&S support is planned in line with intelligence gathered from around the organisation; and that Health and Safety training is delivered as required.

3. What are the Recommendations?

That committee notes the contents of the attached Corporate Health & Safety Annual Report 2017-18 (appendix 1) and Accident Incident Report 2017-18 (appendix 2) and endorses the Corporate Health & Safety Team work plan for 2018-2019.

4. Report details

Please see the attached Corporate Health & Safety Annual Report 2017-18 (appendix 1) and Accident Incident Report 2017-18 (appendix 2).

The overall assessment of DCC's implementation of H&S systems and of employee involvement in H&S are both medium assurance (yellow). This means that H&S management systems are generally developed and recorded. Significant hazards are generally identified and managed to minimise risk. Employees are generally involved in the development and use of H&S management systems.

School H&S management has recently been audited by internal audit who gave a low assurance assessment. This assessment is in part due to the devolved nature of how schools are managed. There is an emphasis on providing clear guidance to schools to help them develop their own safety management systems.

DCC has a relatively good safety record and the management of Health & Safety is a continuous improvement process. During 2017 all services completed a Self-Assessment Gap Analysis which was reviewed by Corporate Health & Safety as part of the annual Service Performance Challenge process. In addition to this, the 'Managing Safely in DCC' course was made mandatory for Managers with 110 delegates (mainly managers) attending to date.

Further improvements are planned for 2018-19. In addition to the programme outlined in the Annual Report, the Corporate Health & Safety team will continue to attend service management team meetings when invited to discuss their individual improvement programs.

5. How does the decision contribute to the Corporate Priorities?

Good Health & Safety standards are expected in all areas controlled by the local authority and underpin all Corporate Priorities.

6. What will it cost and how will it affect other services?

No additional budget required.

7. What are the main conclusions of the Well-being Impact Assessment?

Not required (discussed with Steve Price).

8. What consultations have been carried out with Scrutiny and others?

None.

9. Chief Finance Officer Statement

Please include the statement of the Chief Finance Officer here, if one is required (statements are mandatory for reports to Cabinet, Council and for delegated decisions).

10. What risks are there and is there anything we can do to reduce them?

Not applicable.

11. Power to make the Decision

Not applicable.

General notes:

- *The report should be written in plain English or Welsh, and with all acronyms explained*
- *Headings should be in Century Gothic (font size 12), Sub-headings should use FSIngrid Bold (12) and the body font should be FSIngrid-Light (12). Please do not reduce the font size in order to reduce the size of the document*
- *Reports and appendices should be sent to Democratic Services in Word, Excel etc., rather than in .pdf form (if an Excel document is likely to present formatting problems or includes information in the spreadsheet that is not to be published please discuss this with the Committee Administrator. A correctly formatted pdf of the Excel document may be required in such cases).*