

Health and Safety Annual Report 2024/25

1 Summary

- 1.1 This report presents our Health and Safety Annual Report for 2024/25.

Recommendation a	You agree the Health and Safety Annual Report for that: 2024/25, as shown in Annex 1.
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2 Background

- 2.1 We are committed to ensuring high standards of health and safety. Our commitment extends across all our activities and to everyone involved or directly affected: employees, volunteers, members, contractors, tenants and the public.
- 2.2 Our Health, Safety and Wellbeing Forum meets quarterly and maintains an overview of health and safety activity. It acts as a forum for consultation and a place to raise and discuss issues and share best practice. The Forum is chaired by the Head of People and Organisational Development and is attended by our Health and Safety Adviser and employee representatives from across the Authority.
- 2.3 Every year we produce an annual report which highlights health and safety data, sets out progress against our Health and Safety Action Plan, and looks at the key priorities for the following year. The Health and Safety Annual Report for 2024/25 is attached at Annex 1.

3 Policy Context

- 3.1 We recognise that we have a legal and moral duty to provide for the health and safety of our employees, members, volunteers and any other person who may be affected by our activities.
- 3.2 Health and safety is our highest priority and complementary to everything that we do. Effective management of this is recognised as contributing to overall performance by helping to reduce injury, ill health, lost working days, losses and liability. We are committed to continuous improvement in this respect and ensure sufficient resources are made available to achieve this.
- 3.3 We ensure, as far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, and safe systems of work. We provide information, instruction, training and supervision to ensure excellent levels of health and safety are achieved and maintained. We have a suite of health and safety procedures and an overarching Health and Safety Policy Statement. Legal compliance in all areas is deemed to be the minimum standard to be attained.
- 3.4 Our Business Plan states that one of the objectives of the People and Organisational Development service is to 'ensure robust health and safety management'. We have a Business Plan action to 'Deliver the programme of health and safety audits as agreed by the Health, Safety and Wellbeing Forum.'

4 Options

- 4.1 You can:
- a) agree the Health and Safety Annual Report, or
 - b) ask for further information to be included in the report.

5 Proposals

- 5.1 It is recommended that you agree the Health and Safety Annual Report.

6 Stakeholder Consultation

- 6.1 The Health, Safety and Wellbeing Forum met quarterly during 2024/25 to consider health, safety and wellbeing matters and to monitor delivery of the Health and Safety Action Plan. The Strategic Leadership Team continued to review details of accidents, incidents and near misses at their monthly meetings.
- 6.2 The Health, Safety and Wellbeing Forum reviewed the draft 2025/26 Health and Safety Action Plan at their April 2025 meeting. They approved the action plan, subject to increasing the reference to volunteers. The final 2025/26 Health and Safety Action Plan is included as Appendix 1 to the annual report.

7 Demonstrating Best Value

- 7.1 The production of an annual health and safety report is best practice for large organisations and public sector bodies. Our annual report is shared with the public through being published on our website.

8 Finance Considerations

- 8.1 There are no financial implications in respect of this annual report. We ensure that sufficient resources are made available to provide for a safe working environment.

9 Risk

- 9.1 The report highlights how we manage health and safety risks within the Authority, including conducting risk assessments.

10 Legal Considerations

- 10.1 It is a legal requirement for every employer to appoint one or more competent persons to help them meet their health and safety legal duties. They should have the skills, knowledge and experience to be able to recognise hazards in the workplace and help put sensible controls in place to protect workers and others from harm.

11 Human Resources

- 11.1 The Chief Executive has overall responsibility for health and safety. The Head of People and Organisational Development is designated as the champion for health and safety; their role is to ensure the Chief Executive, Executive Board and members are kept informed.

- 11.2 Executive Board and Heads of Service are responsible for maintaining high standards of health, safety and welfare within their own directorates and services in accordance with our Health and Safety Policy Statement and accompanying policies and procedures.
- 11.3 Managers, team leaders and supervisors are responsible for their own health and safety and for their employees and volunteers. All employees and volunteers must cooperate, take appropriate responsibility, and contribute to excellent health and safety performance. We take seriously any failure to adopt agreed procedures and will take appropriate disciplinary action if needed.
- 11.4 Professional health and safety advice is provided by EDP, an external supplier, to complement the work of the Head of People and Organisational Development, managers and staff in managing this critical area.

12 Diversity Implications

- 12.1 There is a continuing need to ensure a high level of training in health and safety matters for our younger and less experienced employees, to maintain high standards of safety in the workplace.

13 Sustainability

- 13.1 There are no significant environmental, economic or social effects.

Background Papers	None
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Annex 1: Health and Safety Annual Report 2024/25