

**Report to:** Council Audit Committee  
**Date of meeting:** 26<sup>th</sup> September 2007  
**Report of:** Corporate Safety Adviser  
**Title:** Health & Safety Annual/Quarterly Report

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1.0 **SUMMARY**

1.1 As part of the governance arrangements of the Council it has a Corporate Health & Safety Committee which is attended by representatives of each department and the Trade Union (UNISON). The Committee oversees departmental health and safety committees and provides guidance on Health and Safety matters. Part of its remit is to furnish an annual report outlining health and safety performance and intended action for the coming year, to this committee.

At the March 2007 Audit Committee it was agreed that, in future, Health & Safety would be reported every quarter culminating in an annual report. The first quarter April to June 2007 forms part of this report.

1.2 A copy of the Annual Report for 2006/07 and the first quarterly report April 2007 to June 2007 are attached.

2.0 **RECOMMENDATIONS**

That the Committee notes the Annual Health & Safety Report 2006/07  
And the Quarterly Report April to June 2007.

**Contact Officer:**

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Corporate Safety Adviser

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**Report approved by:** *Janice Maule, Director of Finance*

### 3.0 **DETAILED PROPOSAL**

3.1 Watford has an established Corporate Health & safety Committee (CH&SC) which meets 4 times each year comprising of representatives from each service and from the Trade Union.

3.2 Part of the terms of reference of the CH&SC states that the committee will prepare an annual report outlining Health & Safety performance and intended action for the coming year. The report/service profiles enable the committee to get an overview of the level of compliance generally throughout the council. Areas of weakness can be identified and appropriate action taken.

3.3 Some of the main issues covered by the CH&SC were:

- Update the H&S Policy
- Ensure Risk assessments are monitored and up to date
- Carry out H&S training for staff and managers.

3.4 The role of the Health and Safety Committee has largely been focussed on safety and the annual and quarterly reports reflect that. Aspects of health are picked up through sickness absence monitoring. Recently the Head of Human Resources has undertaken some work to analyse stress-related absence and a report to Functions Committee on 13 September set out the approach to supporting managers in mitigating and dealing with potential stress-inducing situations.

3.5 The reporting template circulated to services is included for reference and Members will note that this includes the key to the accident types shown in the grids.

### 4.0 **IMPLICATIONS**

#### 4.1 **Financial**

There are no financial implications arising directly from this report. The cost of complying with Health and Safety requirements is met from existing

budgets.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Legal and Democratic Services comments that there are no implications in the report. The Council as an employer has a legal duty toward its staff for their health and safety, having a CH&SC and monitoring its activities is a way of ensuring that the duty is being performed

4.3 **Equalities**

4.3.1 None Identified

4.4 **Potential Risks**

4.4.1 Failure to comply with the requirements of Health and Safety legislation could lead to death, injury or sickness of staff or the public, with associated costs through fines, increased insurance premiums and uninsured losses and adverse impact on the council's reputation.

4.5 **Staffing**

4.5.1 To ensure that all staff are safe at work it is essential to have sound H&S arrangements based on legislation and approved codes of practice

Appendices

Corporate Health & Safety Committee – Annual Report 2006/07 & Quarterly Report April 2007 to June 2007.

Background Papers

Service Profiles 2006/2007

File Reference

None