

<b>Title of report</b>	Health and Safety Report
<b>Public/Confidential</b>	Public
<b>Summary/purpose of report</b>	To ask the Council to endorse the Health and Safety Annual Report for 2021/22 and ask for approval of the Corporate Health and Safety Policy.
<b>Recommendations</b>	The Council is asked to: <ol style="list-style-type: none"> <li>1. endorse the Health and Safety Annual Report 2021/22</li> <li>2. approve the Corporate Health and Safety Policy.</li> </ol>
<b>Author</b>	Carole Kennedy, Estates, Health and Safety Manager
<b>Responsible Officer</b>	Lynn Murray, Interim Director, Finance and Resources
<b>Link to Strategic Plan</b>	<p>The information in this report links to all our strategic outcomes:</p> <p>Outcome 1: People who use services are protected by ensuring the regulated workforce is fit to practise.</p> <p>Outcome 2: The SSSC supports and enhances the development of the registered workforce to deliver high standards of practice and drive improvement.</p> <p>Outcome 3: Our workforce planning activities support employers, commissioners and policy makers to deliver a sustainable, integrated and innovative workforce.</p> <p>Outcome 4: The social work, social care and early years workforce is recognised as professional and regulated and valued for the difference it makes to people's lives.</p>
<b>Link to Risk Register</b>	Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.

<b>Impact assessments</b>	<ol style="list-style-type: none"> <li>1. An Equalities Impact Assessment (EIA) was not required.</li> <li>2. A Data Protection Impact Assessment (DPIA) was not required.</li> <li>3. A Sustainability Impact Assessment (SIA) was not required.</li> </ol>
<b>Documents attached</b>	<p>Appendix 1: Health and Safety Annual Report 2021/22</p> <p>Appendix 2: Corporate Health and Safety Policy</p> <p>Appendix 3: Policy Review Timetable</p>
<b>Background papers</b>	None

## **EXECUTIVE SUMMARY**

1. We present the Council with the Annual Report on Health and Safety for 2021/22, a reviewed Corporate Health and Safety Policy and the policy review schedule for the coming year.
2. The Joint Health, Safety and Wellbeing Committee monitors health and safety performance of the SSSC and Care Inspectorate on a quarterly basis. The responsible director for each organisation takes it in turn to chair these meetings. The Committee approves, monitors and reviews annual action plans and prepares the annual report.

## **ANNUAL REPORT ON HEALTH AND SAFETY 2021/22**

3. This is the first time that we have presented an annual report on health and safety to Council for endorsement. The report at Appendix 1 summarises key metrics for 2021/22 and includes the main activities related to health and safety that we will carry out in 2022/23. There were no areas for concern.

## **HEALTH AND SAFETY POLICIES**

### **Corporate Health and Safety Policy**

4. The Corporate Health and Safety Policy is a requirement by law under the Health and Safety at Work Act 1974.
5. This is the only Health and Safety Policy that Council needs to approve as it demonstrates the organisation's commitment at the highest level and sets out responsibilities for occupational health and safety at all levels.
6. The Resources Committee approved the current policy on 26 September 2018 and Council noted the minutes of that meeting on 23 October 2018. We have reviewed and updated this policy to reflect current SSSC branding and management structure.
7. There are no material changes to the policy in terms of legal requirements or obligations. The Executive Management Team (EMT) endorsed the revised policy on 21 July 2022, after some minor amendments, and the policy is attached at Appendix 2. Council is asked to approve this revised policy.
8. We will arrange a session for Council Members this year to support them to understand their responsibilities in relation to health and safety.

### **Policy Review Timetable**

9. The Health and Safety Policy review timetable is attached at Appendix 3. We will review all policies this year, following the agreed approval process.

## **JOINT HEALTH, SAFETY AND WELLBEING COMMITTEE**

10. In 2021, we merged the SSSC Health and Safety Committee with the Care Inspectorate's Health, Safety and Wellbeing Committee to share best practice and achieve improvement performance and shared efficiencies. However, each organisation is considering whether we have realised these benefits and the Joint Committee will agree on 22 September 2022 to recommend to their respective EMTs whether to continue joint meetings or form separate Committees for each organisation.

## **CONSULTATION**

11. We have consulted with EMT on the Health and Safety report and with the Joint Committee through quarterly reporting.
12. We have consulted on the Corporate Health and Safety Policy with the Joint Committee, Operational Management Team, EMT, the Partnership Forum and the short-term working group for people management policies that includes two Council Members.
13. Many of the comments made in the consultation asked for clarification in the policy and were actioned. A Health and Safety Strategy was drafted but the Estates, Health and Safety Manager agreed that we are not required to put this in place, and it was removed. We moved the policy statement from the Chief Executive to the appendix rather than in the body of the policy so as we can easily separate it for use in other communications.

## **RISKS**

14. Health and safety is included in risk 3 in the strategic risk register: we fail to meet corporate governance, external scrutiny and legal obligations. We have an averse appetite to this risk and will look to exceed our legal obligations.
15. If we do not meet our legal obligations and fail in our duty of care to staff, we could face improvement notices or prohibition from the Health and Safety Executive (HSE), legal prosecution or civil challenge. We mitigate risks by following the Health and Safety Management System (HGS65), policy provision, completion of suitable and sufficient risk assessment and staff training.

## **IMPLICATIONS**

### **Resourcing**

16. There are no direct financial implications associated with this report. Financial implications do arise due to complying with health, safety and

wellbeing policy and guidance and these costs are funded within the Council approved annual budget.

### **Compliance**

17. The organisation must comply with the obligations under the Health and Safety at Work Act 1974, management of health and safety at work regulations, and other supporting regulations such as display screen equipment regulations and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This report provides assurance that the organisation has sufficiently met those obligations during this reporting period.
18. All policies and guidance are prepared in line with the relevant guidance and Approved Codes of Practice (ACoP) as published by the HSE.

## **IMPACT ASSESSMENTS**

### **Equalities**

19. An Equalities Impact Assessment discussion was undertaken on the Corporate Health and Safety Policy. It was concluded that there was no need to do a full Equalities Impact Assessment for this policy as there were no concerns across any of the nine protected characteristics. As this is an umbrella policy, we do not believe that the policy is subject to further, more in-depth Equality Impact Assessment. However, we will monitor the impact of implementing this policy and if we identify any issues, we will undertake further Equality Impact Assessment work.

## **CONCLUSION**

20. This report asks Council to approve the Corporate Health and Safety policy and endorse the annual Health and Safety report, which shows satisfactory health and safety performance for 2021/22. There are no concerns about our compliance with statutory requirements.