

**REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****HEALTH AND SAFETY REVIEW AND ACTION PLAN****Purpose of the Report**

1. This report provides a statement of the Council's health and safety management for the financial year 2018-2019 and a review of health and safety performance, activities and incidents over the last 12 months. The attached infographic Appendix A supports this report.
2. Additionally the report seeks approval for the Corporate Health and Safety Action Plan for 2019-2020 attached as Appendix B.

**Information****Management of Health and Safety**

3. The British Standards Institute (BSI) have maintained a programme of continuing assessment visits during this period. This has provided assurance of the adequacy of the corporate health and safety management arrangements and application of safety policy at service level.
4. A continuing assessment visit on 23 January 2019 indicated that the Council's management of health and safety fulfils the standards and audit criteria of the Occupational Health and Safety Assessment Series 18001:2007 (OHSAS18001) and deemed that the health and safety management system continues to achieve its intended outcomes.
5. The period 11 OHSAS18001 audits were undertaken and an overall number of non-conformities were raised totalling 25. The top 5 findings are indicated in Appendix A. All non conformity findings were actioned and closed within the specified time period in line with the requirements of the OHSAS 18001 standard.
6. Preparations are underway to migrate from the OHSAS 18001 management standard, which will not be recognised after March 2021, to ISO 45001:2018, with a three year transition period to the new standard.
7. Training for the corporate health and safety team on implementation of the new standard was completed in February 2019 and an initial gap analysis indicating the Council's

readiness has been undertaken. Progress will be monitored via Health and Safety Compliance Board and the Risk Safety and Emergency Management Board.

8. The three yearly OHSAS18001 strategic review is scheduled for 1 July 2019, this will further inform planning and enable the scope of the new system to be established and a detailed timeline prepared.

### **Health and Safety Compliance**

9. No enforcement notices have been raised by the Health and Safety Executive against the Council during this period in respect of statutory health and safety breaches, no fees for intervention have been applied.
10. Evaluation of compliance forms an integral part of our health and safety management standard and where audits have identified corrective action or opportunities for improvement, these have been actioned. Additionally, audits have noted the need for timely closure and systems are in place to monitor progress.
11. 70 internal compliance inspections across all service areas identified trends for improvement in fire safety, mainly minimising risk via housekeeping or arson risk reduction, the management of contractors and premises related hazards.
12. Internal audit programmes both across services and Local Authority Maintained Schools identified risk assessment as the key area for improvement. This corresponds to broader risk assessment review findings in Place Department and non-conformities raised by BSI external auditors. Training and awareness briefings will be planned in this current period to address this.

### **Incident Trends**

13. Overall work related injuries reported have decreased from 344 in 2018 to 298. Those incidents that are reportable to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) have increased in the specified injury category.
14. RIDDOR incidents totalled 16 in 2018, and have increased to 21 this period with slip trip or fall being the most common cause, followed by striking fixed objects.
15. Against the CIPFA average benchmark indicator of 5.3 for RIDDOR accident incidence rates, the Council's average is significantly below the CIPFA indicator at 2.81 and benchmarks lower than similar comparable councils in range.
16. Violence and aggression shows an increasing trend, with two incidents within the RIDDOR over 7 day injury category. The 2019-20 action plan reflects this risk with mitigating measures in place.

## **Training, Awareness and Development**

17. During the first week in October the authority ran a safety campaign focussing on personal safety and security. Feedback from the event was positive with 80% of the comment slips indicating a high level of satisfaction.
18. This event was used to launch ACT e-learning (Action Counters Terrorism) a national Counter Terrorism Policing training initiative, made available to Council staff via the learning portal which has demonstrated positive usage and feedback.
19. During this period we reviewed open water risks on council owned sites and recorded 11 specific risk profiles in line with the Nottinghamshire Water Safety Partnership guidance. Work continues with a planned water safety awareness day this period.

## **Future Actions and Improvement**

20. The 2019-2020 action plan focuses on key risks reflecting the above review and preparations for transition to ISO 45001. This is attached as Appendix B.
21. During 2019-2020 the health and safety team will aim to further embed a positive health and safety culture through broader collegiate working with service and external partners.

## **Reasons for Recommendation**

22. Elected members require visibility of the risk control measures in place to make informed decisions affecting the councils health and safety risks.

## **Statutory and Policy Implications**

23. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Data Protection and Information Governance**

24. There are no implications arising directly from this report as no individual or personal data or information is used.

## **Financial Implications**

25. There are no financial implications arising directly from this report.

## **Human Resources Implications**

26. These are outlined in the body of the report. The action plan addresses key risks and embeds good Health and Safety culture, standards and practices across the whole Council.

## **Public Sector Equality Duty implications**

27. The proposals in this report meet the Council's existing commitment to meeting, and where possible exceeding, the statutory requirements of the Equality Act 2010.

## **RECOMMENDATIONS**

It is recommended that Members:

- 1) Consider performance to date and approve the attached health and safety action plan 2019 – 2020 (Appendix B)
- 2) Receive a further Health and Safety performance update in six months.

**Marjorie Toward**

**Service Director - Customers, Governance and Employees**

**For any enquiries about this report please contact:**

John Nilan, Team Manager – Health & Safety  
[john.nilan@nottsgov.uk](mailto:john.nilan@nottsgov.uk) or 0115 8040380

## **Constitutional Comments (KK 02/05/19)**

28. The proposals in this report are within the remit of the Personnel Committee.

## **Financial Comments (SES 01/05/19)**

29. There are no specific financial implications arising directly from this report.

## **HR Comments (JP 07/05/19)**

30. The council has an ongoing commitment to managing Health and Safety. Planning and performance review are key requirements of the Health and Safety Management System.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

## **Electoral Division(s) and Member(s) Affected**

- All