

**REPORT OF SERVICE DIRECTOR – CUSTOMERS AND HUMAN
RESOURCES****HEALTH AND SAFETY REVIEW AND ACTION PLAN****Purpose of the Report**

1. The purpose of the report is to inform and update Personnel Committee on current health and safety performance and activities and seek agreement on the 2018-2019 Corporate Health and Safety Action Plan attached as appendix A. Appendix B provides an infographic view of the last year's performance.

Information

2. Corporate accreditation to Occupational Health and Safety Assessment Series (OHSAS) 18001 has been retained over the last year. British Standards Institute audited services in scope over thirteen days through the year. Overall twenty five minor non conformities were identified with the key areas focussing on risk assessment and the application of control measures. These have all been addressed.
3. A review of the scope of the present OHSAS arrangements has been commenced in light of the changes to the shape and size of the Council, particularly in relation to alternative service delivery models. Work on this is ongoing and reflected in the 2018-19 action plan to coincide with the release of the new International Standards Organisation (ISO) 45001 health and safety management standard.
4. ISO 45001 will replace OHSAS 18001 within a three year period or at the point of corporate re-certification. This Council will have to have made a decision about moving to the new standard by June 2019 when our present certification is due for renewal. Additionally this will impact on procurement and pre-qualification standards.
5. 2017 was dominated by fire related incidents, commencing with post Grenfell fire inspections in June where the Health and Safety team undertook a survey of the corporate estate with colleagues from Property and Arc. With no high-rise clad buildings in ownership, inspections focussed on low level cladding, residential accommodation and confirmation of the corporate fire risk assessment review process.
6. Two vacant premises were subjected to arson attacks and resulted in the complete destruction of 'Clasp' buildings and the subsequent release of asbestos containing materials within the structure. A programme of confirmatory air tests indicated that any fibre release was within acceptable tolerance levels and did not pose a risk to the surrounding area or local communities.

7. Learning gained from the incident management of the Rolleston Drive fire was applied to the Grove Leisure Centre fire in respect of communications with adjacent residential properties, environmental fire debris clean-up and the subsequent demolition and site clearance programmes.
8. Vacant property management as a consequence has been reviewed and a risk based inspection programme implemented including security, access and usage considerations. Future vacant premises will have safety, fire and security reviews at the point of vacation and the Fire Service notified if a residual fire risk is identified.
9. Against a background of UK based terrorist related incidents, training via the self-delivery National Counter Terrorism Security Office (NaCTSO) on the Project Griffin package was delivered to over one hundred and fifty staff. This training will be rebranded as ACT (Action Counter Terrorism) Awareness e-learning from May 2018 giving greater accessibility to Council staff, particularly at times of heightened threat. The protective security risk assessment (SR85) and emergency action cards (SR90) have been revised in line with the new national 'Crowded Places' guidance and implemented in key corporate buildings with further reviews planned for 2018.
10. An Occupational Road Risk working group was established following an audit by the Council's insurers Griffiths and Armours in order to ensure completion of the actions raised in their report following their assessment of the Council's management of road risk. An associated Royal Society of the Prevention of Accidents (ROSPA) "Managing Road Risk" course was run for working group members and positively received and a further training session followed for the Council's Extended Leadership Team. Another key action identified during the audit was the need to appoint a corporate fleet manager which is now underway.
11. December 2017 saw the re-formation of Compliance Board, chaired by the Chief Executive. The group's remit is to provide leadership to improve the organisation's approach to controlling occupational risk and to ensure that Health and Safety is managed with the same determination and focus as other key business objectives to ensure legal compliance and help to embed a health and safety culture.
12. Current Compliance Board work streams include revisiting the quality assurance and audit procedures with a view to a more 'enforcement' aligned approach; examining where safety responsibilities and liabilities lie across the Council's alternative service delivery models, partnership and commissioning arrangements and the Council's supply chain. Reviewing the scope of OHSAS 18001 accreditation and future accreditation against national standards is another area of activity.
13. Between the 4th and 7th December 2017 the Health and Safety Team ran a successful health and safety campaign to raise awareness of the risk assessment process. This included county wide presentations and a central event at County Hall where over 230 staff attended. The event was supported by partners and key suppliers demonstrating how they support and promote safe working practices in association with Council contracts.
14. Six hundred risk assessment prompt cards which formed the background to the week's "Point of work risk assessment" campaign were issued during the event. A further four thousand have been distributed since the event giving coverage to over half the Council's directly

employed staff. These serve as a reminder to consider risk at the point of work in day to day working activities and have been positively received by staff.

15. Further work has been undertaken to develop working relationships with the safety teams of key partners such as Parkwood, RSPB and Woodheads to monitor their management of development projects and events at Rufford and Sherwood Country Parks to ensure that risks are effectively identified and measures put in place to manage these at an early stage.
16. The last year also saw continued health and safety support to the smarter working programme providing solutions for modernised working practices, the use of mobile technology and flexible work spaces. Supporting eLearning packages have been developed along with safe working practices to reinforce emergency procedures relating to fire evacuation and first aid.
17. Work related accidents reported have continued to decrease during 2017/18. Proportionally Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reportable incidents have also fallen with only three specified injuries recorded for the whole of the last year. Performance against the CIPFA key performance Accident Frequency Rate indicator show performance better than the CIPFA average of 3.8 reportable injuries per thousand employees at a figure of 2.12. This is also an improved position on 2017 year end figure of 3.18.

Other Options Considered

18. A range of options have been considered through Compliance Board and departmental leadership teams and Risk Safety and Emergency Management Groups in developing the corporate action plan.

Reasons for Recommendation

19. The health and safety action plan seeks to ensure improvements in the Council's health and safety management system and its application to focus on key risk priorities. Implementing actions will lessen the authority's exposure to health and safety risks. Review of the Council's health and safety management systems by internal and external auditing are considered against current Health and Safety Executive (HSE) guidance in consultation with Trade Unions colleagues.

Statutory and Policy Implications

20. 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

21. Personal data held as a result of safety audit, risk assessment and or incident recording and investigation will be reviewed in light of the new General Data Protection Regulations. Further work on the detail of this is underway in line with the corporate Action Plan which will include undertaking a Data Privacy Impact Assessment if necessary.

RECOMMENDATION

- 1) It is recommended that Personnel Committee approve the 2018-19 health and safety action plan and receive an update report on progress and further actions required in six months' time.

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Constitutional Comments (KK 04/05/18)

22. The proposal in this report is within the remit of the Personnel Committee.

Financial Comments (SES 08/05/18)

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

Human Resources Comments (JP 10/05/18)

24. There are no specific Human Resources implications arising directly from this report.

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