



**REPORT OF THE SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE
AND EMPLOYEES**

HEALTH AND SAFETY WEEK – PERSONAL SAFETY CAMPAIGN

Purpose of the Report

1. To seek Members approval for the running of an internal health and safety awareness campaign during the week 1st - 5th October 2018 focussing on personal safety.

Information and Advice

2. During the period 2017-18, 1202 incidents relating to physical violence, verbal abuse and antisocial behaviour were recorded on the Wellworker incident management system. This accounts for 49% of all recorded incidents whilst at work.
3. The Council recognises that there are a broad spectrum of risks inside the workplace related to the above incident categories and have policies and procedures in place to control staff exposure. Those incidents that occur outside the workplace can also potentially impact on our staff and it is therefore important that we enable staff to be safe at all times.
4. It is proposed that the campaign will cover a wide range of aspects of personal safety from lone working, safety whilst commuting and flexible working to those threats faced by terrorism and visiting crowded places such as transport hubs, events and sporting venues.
5. The Council aims to work with key partners including the police and trade unions to deliver staff briefings, stands and promotional materials that can be used as aide-memoirs beyond the campaign week, similar to the dynamic risk assessment card produced for the 2017 safety event.
6. The events will be used as a platform to promote revised guidance, available resources and the new lone working app for smart phones. Additionally the events will be used to raise awareness of procedural security at County Council premises.
7. The campaign will be a combination of intranet based articles and workshops at key locations across the County (Table 1 below) with the focal point of the week being an event at County Hall on 3rd October 2018.
8. A related campaign aimed at schools will be communicated via the schools portal with messages aligned to the intranet briefings.
9. The table below provides an outline of events proposed as part of Health and Safety Week:

Table 1

Date	Location	Time	Activity
Monday 1 st October 2018	Sir John Robinson Way Mercury House	10:00-12:00 14:00-16:00	Personal safety presentation & stand NCC Health & Safety Team & Trade Union's Intranet – Personal safety message 1 (Dark nights and commuting) Schools portal- topic 1
Tuesday 2 nd October 2018	Meadow House Lawn View House	10:00-12:00 14:00-16:00	Personal safety presentation & stand NCC Health & Safety Team & Trade Union's Intranet – Personal safety message 2 (Lone working) Schools portal- topic 2
Wednesday 3 rd October 2018	County Hall (to include TBH)	11:00-14:00 14:45-15:30	Assembly Hall - stands and displays Personal Safety and Counter Terrorism workshops Intranet – Personal safety message 3 (Reporting incidents) Schools portal - topic 3
Thursday 4 th October 2018	Chancery Lane Sherwood Energy Village	10:00-12:00 14:00-16:00	Personal safety presentation & stand NCC Health & Safety Team & Trade Union's Intranet – Personal safety message 4 (Crowded places - Run Hide Tell) Schools portal - topic 4 & visit
Friday 5 th October 2018	No planned site activity		Intranet – Personal safety message 5 and summary of week (On line Security) Schools portal - topic 5, and summary

Other Options Considered

10. Building on the successful model used for Safety Week 2017, a similar approach has been adopted. This is the most effective means of communicating a consistent message to staff across all locations and allowing participation by key stakeholders. Feedback from employees has been incorporated in developing this year's programme.

Reasons for Recommendation

11. Staff are our most valued asset, they are potentially exposed to a range of risks to their personal safety both in and outside the work environment. This campaign aims to improve their individual awareness of how to 'stay safe' at all times as well as giving managers tools to manage workplace related risk. By joint working with trade unions and key partners and stakeholders, good practice and learning can be shared.
12. 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

13. There are no implications arising directly from the contents of the report as no individual or personal data or information will be used.

Financial Implications

14. The estimated costs associated with the campaign total £4,000. This is to cover supporting material, stand design and branding. This will be met from within the existing health and safety team budget.

Human Resources Implications

15. The programme of activities as part of health and safety week will also include the promotion of training opportunities as well as information and advice more widely to employees to embed good Health and Safety standards and practice across the whole Council.
16. The recognised trade unions have been fully engaged and support the promotion of health and safety for all employees. They have confirmed their active support for the promotion of personal safety, one of the priorities for the health and safety event planned for October as part of their ongoing commitment to promote health and safety to all their members.

Public Sector Equality Duty implications

17. The Health and Safety team promotes safe working arrangements that account for the needs of service users and the wider public and ensure safe access to services by disadvantaged groups. This includes personal evacuation arrangements for people with disabilities that are part of the content of the events and refresher training provided as part of the campaign.

Implications for Service Users

18. The awareness raising campaign and programme of events are designed to support the effective identification and management of risks to provide a safer environment and working practices for employees and service users.

RECOMMENDATION

- 1) That members approve the proposed Health and Safety campaign 1st - 5th October 2018 as set out in the body of the report.

Marjorie Toward

Service Director – Customers, Governance and Employees

For any enquiries about this report please contact:

John Nilan, Team Manager, Health and Safety, 0115 8040380, john.nilan@nottsc.gov.uk

Constitutional Comments (KK 10/07/18)

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

Financial Comments (SES 06/07/18)

20. The financial implications are set out in paragraph 14 of the report.

Human Resources Comments (GME 22/06/18)

21. These have been discussed with the recognised trade unions at the Central Joint Consultative and Negotiating Panel on 12 July 2018 and are set out in the body of the 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