

**REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****ISO 45001 – UPDATE ON PROGRESS****Purpose of the Report**

1. The purpose of this report is to update Members on Council's progress to date and future actions on the journey to attaining ISO 45001 accreditation.

**Background to implementation**

2. Members will be aware from previous reports of the Council's intention to achieve accreditation to the health and safety management standard ISO 45001.
3. The Council had its strategic review assessment in June 2019 reviewing compliance to BS:18001 over the last three years and was successful in achieving recertification until March 2021, the end date for BS:8001 after which certification is no longer valid.
4. It was agreed that until March 2021, all future continuing assessment visits would audit against both the BS:18001 standard and the Council's ability to demonstrate alignment to ISO 45001.

**Action to date to achieving ISO45001**

5. In October 2019 BSI undertook an assessment of the Council's preparedness and commitment to migrate to 45001. The outcome was positive and established future assessment criteria and dates to achieve certification by March 2021.
6. All Council services and departments are now to be in scope, however Adult Social Care will only be audited once accreditation is achieved for the rest of the Council.
7. Key changes under ISO 45001 place a greater emphasis on the development of safety culture and integration of safety management into day to day business at all levels including contracted work and outsourced services. The standard also reflects requirements in the Management of Health and Safety at Work Regulations to demonstrate safety leadership through enhanced staff engagement under a new section leadership and worker participation in support improving safety culture.

8. In January 2020 a joint 18001/45001 continuing assessment visit (CAV) looked at the context of the organisation with a focus on consultation, participation, procurement, communication and leadership and demonstrated positive alignment to 45001.
9. The audit sampled compliance in three departments, Chief Executives, Place and Children's services as well as corporate governance and safety management arrangements.
10. The audit assessment demonstrated that the operational Health and Safety management system appeared to remain effectively implemented and capable of meeting customer, legal and other requirements. The Management system was seen to show a continuation from previous assessments and to support organisational changes including implementation of ISO 45001.
11. Staff spoken to during the audit, demonstrated a very positive approach to health and safety, and identified the benefits that would be achieved through the process of migrating to the new standard.
12. The overall outcome of the first assessment was that:
  - i. Areas sampled evidenced to be effective;
  - ii. Migration checklist evidenced to be at 37% completion towards achieving accreditation; and
  - iii. Only three minor non-conformities were raised as part of this assessment.
13. The next continuing assessment visit is scheduled for June 2020.
14. A full verbal update will be presented in more detail at March Personnel Committee.

### **Other Options Considered**

15. This is an update paper and as such, no other options have been considered.

### **Statutory and Policy Implications**

16. 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**

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

### **Financial Implications**

18. The projected annual cost for implementing and maintaining ISO 45001 is £9000 for the planned continuing assessment visits, this shows a saving of around £14,500. Additional

costs may be incurred for non-conformity closure visits. This demonstrates a saving from period 2018 – 2019 where the overall fee was £23,500.

## **Human Resources Implications**

19. The Council has an ongoing commitment to managing Health and Safety. Communication and consultation are key requirements of the Health and Safety Management System.

## **RECOMMENDATION**

It is recommended that Members:

- 1) Consider the contents of this report and agree to receive a further update after the next implementation continuing assessment visit.

**Marjorie Toward**  
**Service Director - Customers, Governance and Employees**  
**Chief Executives Department**

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

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## **Constitutional Comments (SS 24/02/20)**

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

## **Financial Comments (RWK 24/02/20)**

21. The cost of implementing and maintaining ISO 45001 is estimated at £9,000 per annum. Additional costs may be incurred for non-conformity closure visits. This demonstrates a saving from period 18-19 where the overall fee was £23,500.

22. This cost will be met from within the existing budget allocation for the Personnel Committee.

## **HR Comments (JP 26/02/20)**

23. Any HR implications are contained 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