

---

**Executive Member for Finance & Performance**

13 September 2021

Report of Head of HR & OD

**Health & Safety Update Report**

**Summary**

1. This report provides the Executive Member for Finance & Performance with:
  - the Health & Safety (H&S) 2020/2021 outturn report from the Head of Health & Safety;
  - an update on the action being taken to address the risks raised in the report;
  - key areas of work for 2021;
  - client overview of the performance of Health & Safety (H&S) shared service formed by North Yorkshire County Council (NYCC) and City of York Council (CYC) which operates under a partnership agreement.
  
2. The report will assist the Executive Member in proactively monitoring the overall systems and management of health and safety across the council. This report brings reporting back in line with annual reports following the pandemic.

**Recommendations**

3. The Executive Member is asked to:
  - a) note the report covering the 12 month period including the council's response to managing and responding to significant H&S risks including those relating to the pandemic;
  - b) note the performance of the Shared H&S Service;
  - c) consider any areas of H&S risk management for further reporting at future decision sessions.

*Reason: To ensure the Executive Member and residents are assured that H&S services are appropriately managed and resilient and the council has proper arrangements in place for managing and responding to H&S risks.*

## Background

4. The annual report of the Head of Health & Safety is attached as the Annex to this report. It covers work relating to the 2020/2021 financial year. It summaries key points relating to:
  - the council's H&S performance for the period;
  - key areas of the H&S Team's work;
  - accident and incident statistics including RIDDOR<sup>1</sup> reportable incidents;
  - a look forward to the key areas of work planned for 2021 including the priorities of the Health & Safety Executive (HSE).
5. In response to the areas of concern raised, the council's Joint Health & Safety Committee (JHSC) receives reports back from Directorate representatives (normally at Chief Officer level) on action being taken to review risks and learning from accidents and incidents.
6. The committee is attended by Trade Union representatives, Public Health and Communications.
7. The new B-safe H&S system is also now in operation and the committee can now monitor other activity and receive reports.
8. The council's client officer for the Shared Health and Safety Service, has transferred from the Assistant Director for Customer & Digital Services to the Head of Human Resources with effect from 1 April 2021. An analysis of the key areas of performance as laid down by Schedule 1 of the shared service Collaboration Agreement has been carried out and included within this report.
9. The analysis is shown in the table below and this is based on the fortnightly review meetings attended by the client officer (author of this report) with the Head of Health & Safety and the quarterly meetings of the Client Officer Group, at which both client officers for NYCC and CYC meet with the Head of Health & Safety and respective accountants from both councils.

Reference	Requirement	Achieved
1.1	Provision of a competent H&S Service to CYC	Yes
1.2 i	Promotion of a Health and Safety Culture in CYC	Yes
1.2 ii	Assistance and support in accident and incident	Yes

---

<sup>1</sup> notifiable under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

	investigations including RIDDOR reporting and liaison with regulators and other agencies (including HSE, Fire and Rescue Services and Police)	
1.2 iii	Advice on local policy and procedure development	Yes
1.2 iv	Provision of Health and safety advice and guidance	Yes
1.2 v	Assistance to managers in the conduct of risk assessments and/or assistance in completion of fire risk assessments	Yes
1.2 vi	Asbestos Management Reviews	Yes
1.2 vii	Assistance with training identification and delivery of health and safety courses	Yes
1.2 viii	Audit and monitoring of services as regards health and safety performance	Yes
1.2 ix	Assistance with measuring and reviewing H&S performance	Yes
1.2 x	Attendance at relevant Portfolio Holder, Executive and Council meetings as appropriate	Yes
1.2 xi	Advice to the CYC Safety Advisory Group (SAG) regarding Event Safety	Yes
1.2 xii	Presence at appropriate formal Trade Union Health and Safety meetings in particular the Joint Health and Safety Committee quarterly and the Department Health and Safety as appropriate	Yes
1.3 i	Contribute to CYC's business planning	Yes
1.3 ii	Attend Departmental Management Team and Council Team Meetings as required	Yes
1.3 iii	Contribute as a Member of the council's management arrangements such as the CYC Leading Together cohort	Yes
1.4	The Service to NYCC and CYC will be tailored to meet the needs and priorities of NYCC and CYC through liaison with the Nominated Officers.	Yes

## Consultation

10. The Council Management Team have received and considered the content of the Annual Report.

## Options

11. There are no options in this report given that the recommendations on the content of the Annual Report are to note the content only. As part of his portfolio monitoring role of H&S matters the Executive Member can identify any areas of specific H&S risk for further reporting at future decision sessions.

## Analysis

12. All information is contained in the body of the report.

## Council Plan

13. Outcomes achieved by the activities covered in this report help to deliver all priorities in the Council Plan, ensuring that as an employer the council sets a positive example of supporting employees to achieve their full potential in a safe working environment

## Implications

16.
  - a. **Financial:** None
  - b. **Human Resources (HR):** The report relates to all employees of the council. The H&S shared service is hosted by NYCC.
  - c. **Equalities:** there are no equality implications of the report
  - d. **Legal:** The content of this report contributes to evidence that the council is complying with the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974 and associated regulations.
  - e. **Crime and Disorder:** There are no crime and disorder implications to this report.
  - f. **Information Technology (ICT):** None
  - g. **Property:** None
  - h. **Other:** No known implications.

## Risk Management

17. The controls and evidence in this report mitigate/minimise risks associated with any breach of H&S and fire safety regulations.

### Contact Details Author:

Stuart Langston  
Shared Head of Health and  
Safety  
Tel No. 01904 552621

### Chief Officers Responsible for the report:

Ian Floyd  
Chief Operating Officer  
Tel No. 01904 552909

Trudy Forster

Head of HR & OD  
Tel No. 01904 553984

Report Approved

Date 8/7/2021

Specialist Implications Officer(s)

Wards Affected: *List wards or tick box to indicate all* All

Background Papers:

Health & Safety (H&S) 2019/20 outturn and the 2020/21 midterm report from the Head of Health & Safety; [\(Public Pack\)Agenda Document for Decision Session - Executive Member for Finance and Performance, 18/01/2021 14:00 \(york.gov.uk\)](#)

Annexes

Annex A Health & Safety Report – 2020/2021

List of abbreviations used in this report

H&S	Health & Safety
CYC	City of York Council
NYCC	North Yorkshire County Council
HSE	Health & Safety Executive
HR	Human Resources
JHSC	Joint Health & Safety Committee
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
SAG	Safety Advisory Group