
Executive Member for Finance & Performance

12 August 2019

Report of Assistant Director, Customer & Digital Services

Health & Safety Annual Report 2018/19

Summary

- 1) This report presents the Annual Report of the Head of Health & Safety together with an 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 Annual Report also provides an update on the action being taken to address the risks raised in the report.
- 3) The report will assist the Executive Member in proactively monitoring the overall systems and management of health & safety across the council.

Recommendations

- 4) The Executive Member is asked to:
 - a) note the Annual Report including the council's response to managing and responding to significant H&S risks including those around Construction (Design & Management) Regulations (CDM);
 - 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

- 5) The Annual Report of the Head of Health & Safety is attached as the Annex to this report. It covers work relating to the 2018/19 financial year and summaries key points relating to:
 - a) a summary of the council's H&S performance for the year 2018/19;
 - b) key areas of the H&S Team's work for the year;
 - c) accident and incident statistics including RIDDOR¹ reportable incidents;
 - d) a look forward to the key areas of work planned for 2018/19 including the priorities of the Health & Safety Executive (HSE).
- 6) In response to the areas of concern raised, the council's Joint Health & Safety Committee (JHSC) receive reports back from Directorate representatives (normally at Assistant Director level) on action being taken to review risks and learning from accidents and incidents. This is to be enhanced from July 2019 as the committee will monitor the implementation of actions from all investigations arising from accidents/incidents reported.
- 7) In addition to this, to help support directorates in ensuring Health & Safety messages are taken seriously and are well communicated, the council's Communications Team will be represented at the JHSC. The membership will also be enhanced by the attendance of a member of the Public Health Management Team to secure the link to employee health and wellbeing.
- 8) As in the previous year, the council's client officer for the Shared Head Service, the Assistant Director for Customer & Digital Services has undertaken an analysis of the key areas of performance as laid down by Schedule 1 of the Collaboration Agreement which can be found on the council's website at:
https://www.york.gov.uk/downloads/file/13454/shared_service_agreement
- 9) The analysis is shown in the table below and this is based on the fortnightly review meetings attended by the client officer 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.

¹ notifiable under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

| 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 investigations including RIDDOR reporting and liaison with regulators and other agencies (including HSE, Fire and Rescue Services and Police) | Yes |
| 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 | Provide a traded service with schools and other customers | Yes |
| 1.2 xi | Educational Visits Authorisation and support | Yes |
| 1.2 xii | Advice to the CYC Safety Advisory Group (SAG) regarding Event Safety | Yes |
| 1.2 xiii | 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 |
| 3 i | Contribute to CYC's business planning | Yes |
| 3ii | Attend Departmental Management Team and Council Team Meetings as required | Yes |
| 3iii | Contribute as a Member of the council's management arrangements such as the CYC Leading Together cohort | Yes |
| 3iv | 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 |

10) Of particular note has been the Team's work on fire safety in The Shambles, in supporting Waste and Highways services in key areas of front-line risk and in strengthening the council's approach to CDM work.

- 11) Last year it was reported that future performance will also be also assessed through the achievement of local Health & Safety Plans agreed with each of the council's Directorates. Those are currently under early review by the Council's Joint Health & Safety Committee of which there are no results available as yet. As such this review will be reported back in the interim report to Executive Portfolioholder due in around 6 months time.
- 12) Future reporting will also be enhanced by the new Health & Safety system being implemented at CYC and NYCC councils as outlined in the Annual Report at Paragraph 27.

Consultation

- 13) The Council Management Team have received and considered the content of the Annual Report.

Options

- 14) 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

- 15) All information is contained in the body of the report.

Council Plan

- 16) Outcomes achieved by the activities covered in this report help to deliver all emerging priorities in the draft 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

- 17)
 - 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:** None
 - 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

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

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Report Approved

Date

Specialist Implications Officer(s)

Financial: Ian Floyd, Director of Customer & Corporate Services

Legal: Suzan Harrington, AD for Legal & Governance

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

All

Annexes

Annex A: Health & Safety Annual Report 2018/19

Background Papers:

Annual Health & Safety Report 2017-18 decision record from Executive Member from the Environment Decision Session on 2nd July 2018. The record is [here](#).

Interim Health & Safety Report 2018 -19 and decision record from Executive Member from the Environment Decision Session on 10th December 2018. The record is [here](#).

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 |
| CDM | Construction, Design & Management |