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**Executive Member for Finance & Performance**

18 January 2021

Report of Assistant Director, Customer & Digital Services

**Health & Safety Update Report**

**Summary**

1. This report provides the Executive Member for Finance & Performance with:
  - the Health & Safety (H&S) 2019/20 outturn and the 2020/21 mid-term 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. The issue of the 2019/20 annual report has been delayed by the impacts of the Covid-19 pandemic during which the service has been very much focused on assisting both councils in implementing covid-safe working practices within council buildings and public places.

**Recommendations**

3. The Executive Member is asked to:
  - a) note the report covering the 18 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 18 month report of the Head of Health & Safety is attached as the Annex to this report. It covers work relating to the 2019/20 financial year and 20/21 to the end of September 2020. 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 Assistant Director level) on action being taken to review risks and learning from accidents and incidents. This was enhanced from July 2019 as the committee now monitor the implementation of actions from investigations arising from major accidents/incidents reported.
6. The new B-safe H&S system is also now in operation and the committee can now monitor other activity – for example numbers of Display Screen Assessments completed which is now a critical part of ensuring staff are working safely at home during the pandemic. Further monitoring will be undertaken when the Risk Assessment module is rolled out next year.
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 is now represented at the JHSC. The membership has also been enhanced by the attendance of members of the Public Health Management Team to secure the link to employee health and wellbeing. Public Health involvement has been critical to date during the pandemic.
8. As in the previous year, the council's client officer for the Shared Head Service, the Assistant Director for Customer & Digital Services has

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

undertaken an analysis of the key areas of performance as laid down by Schedule 1 of the shared service Collaboration Agreement.

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.

<b>Reference</b>	<b>Requirement</b>	<b>Achieved</b>
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	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

10. Of particular note from the report in the annex is the significant and competent work in 2020 of the service with specific reference to the Covid-

19 pandemic, fire risk assessment work and major construction projects. The team have also been integral to post incident and post-audit learning and behaviour change work.

11. Last year it was reported that future corporate H&S performance will also be also assessed through the achievement of local Health & Safety Plans agreed with each of the council's Directorates. This work has not progressed due to the pandemic but will be a focus over the 2021/22 period once the new officer council structure is embedded and operating.

### **Consultation**

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

### **Options**

13. 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**

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

### **Council Plan**

15. 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:** 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**

- 17. 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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#### **Chief Officers Responsible for the report:**

Ian Floyd  
Director of Customer & Corporate Services  
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#### **Report Approved**

**Date** 6/1/2021

#### **Specialist Implications Officer(s)**

Financial: Ian Floyd, Director of Customer & Corporate Services

Legal: Janie Berry, Director of Governance & Monitoring Officer

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

**All**

#### **Background Papers:**

Annual Health & Safety Report 2018 -19 which can be found here:

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=875&MId=11415&Ver=4>

## **Annexes**

Annex A Health & Safety Report – 1<sup>st</sup> April 2019 to 30 September 2020

### **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