
Executive Member for the Environment

2 July 2018

Report of Assistant Director, Customer & Digital Services

Health & Safety Annual Report 2017/18

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 implications of national enquiries relating to a number of significant incidents that have taken place in the United Kingdom in 2017/18 including the council's response to terrorism risk.
- 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 national risks around fire and terrorism;
 - 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;
 - d) endorse the position that verbal and aggressive behaviour towards council staff and contractors working on the council's behalf, will not be tolerated, given the marked increase in the number of related incidents reported in 2017/18.

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 2017/18 financial year and summaries key points relating to:
- a) a summary of the council's H&S performance for the year 2017/18;
 - 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.
- 6) 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
- 7) The analysis is as follows 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:

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

Reference	Requirement	Achieved
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

- 8) Future performance will also be assessed through the achievement of local Health & Safety Plans agreed with each of the council's Directorates.

Consultation

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

Options

- 10) 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

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

Council Plan

- 12) Outcomes achieved by the activities covered in this report help to deliver priorities in the Council Plan 2015/19 in support of 'A prosperous city for all', ensuring that as an employer the council sets a positive example of supporting employees to achieve their full potential.

Implications

13)

- 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

- 14) 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 11th June 2018

Specialist Implications Officer(s)

Financial: Ian Floyd, Director of Customer & Corporate Services

Legal: Andrew Docherty, AD for Legal & Governance

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

Annex

Health and Safety Annual Report

Background Papers:

Report and decision record from Executive Member for Environment Decision Session on 8th January 2017. The record is [here](#).

Report and decision record from Executive Member for Environment Decision Session on 2nd October 2017. The record is [here](#).

Report and decision record from Executive Member for Environment Decision Session on 3rd July 2017. The record is [here](#).

Report and decision record from Executive Member from the Environment Decision Session on 12th April 2017. 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
FRA	Fire Risk Assessment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
SAG	Safety Advisory Group
HRRB	Higher Risk Residential Buildings
JCA	Joint Competent Authority
CDM	Construction, Design & Management