

### Summary of Health & Safety Service Activity – April to September 2019

1. As indicated in the 2018/19 Annual Health and Safety report a key element for managing and monitoring health and safety risk has been an increased focus on projects where City of York Council (CYC) commissions construction work. Some key projects involving the team include the Guildhall, Centre of Excellence and York Explore. In the latter case as the Library serves the city centre community and visitors to York the site was to remain functional for 95% of the project duration. This was successfully achieved. To date there have been 92 active construction projects the Shared Health and Safety Service have been supporting.
2. In addition to the work of the Health and Safety Service, an Internal Audit has also been undertaken on how the council fulfils its duties as Client on the above construction projects (as required by the Construction (Design and Management) Regulations 2015) which concluded that the current systems provide High Assurance.
3. Accidents and incidents do occasionally occur and during the reporting period the team has supported two incidences where there was Health and Safety Executive (the government enforcement agency for health and safety law) who required additional information. These were addressed in conjunction with the relevant CYC services in terms of investigations and any resulting actions.
4. A major project over the past 6 months has been to prepare the health and safety IT system for roll out. This system will not only collect accident and incident data but allow for audit/inspection, risk assessment and ensure safe systems of work are in place. This will encourage active monitoring of health and safety performance and will be used to embed a positive health and safety culture across the organisation. The system should be ready to roll out early in 2020 commencing with the accident and incident reporting module.
5. As well as working with NYCC to develop the joint system, there is work ongoing to ensure data from the old system is up to date ready for archiving including closure of any outstanding actions – this work is ongoing with the officer leads on the Joint Health & Safety Committee and making good progress.
6. As outlined in paragraph 1 a key element of the support is to ensure construction projects are delivered safely. This includes ensuring all parties involved share of essential information prior to construction activities occurring, influencing design and monitoring of construction activities on sites.

7. The majority of projects go well however on occasion the Health and Safety Service needs to challenge practices on site from damaged equipment (photograph 1 damaged stepladders) through to requesting additional protection for waste skips (photograph 2) on site to mitigate the risk of arson or unauthorised access.



8. In addition to the monitoring visits the team continue to support training across a range of council services. For example some key sessions have been provided have been provide on confined spaces, fire safety on construction sites and construction site risk assessments. This is in addition to ongoing asbestos awareness sessions with some 88 people going through refresher sessions on this essential topic.
9. The council's safety management system continue to be updated and refined for example the Substance Misuse Policy went live in 2019. This policy identifies substance misuse as something where affected individuals needs support by encouraging them to have early discussions with their managers so assistance can be provided. However it also acknowledges that it is a significant safety risk so does allow testing when substance is suspected or following an accident or incident.
10. In addition a number of health and safety arrangements were agreed in consultation with the Joint Health and Safety Committee (JHSC) two of note were the Workplace Transport and Stress arrangements.
11. Much work has been ongoing to support the city's events Safety Advisory Group (SAG) in the work it has been doing in preparation for major events throughout the year taking into account critical public safety measures required.

12. During the period covered by this report 190 work related incidents were reported and the table below provides a break down by incident type. The results continue to indicate that aggression and violence is an issue as it has the largest number of incidents reported using the incident reporting system. This demonstrates that the work to encourage reporting is having a positive effect. It is also essential that such incidents are appropriately investigated in order to address the issues where this is practicable. The other largest causes were slips, trips and falls and handling, lifting and carrying. The number of reports by these two causes are consistent with the national data available from the Health and Safety Executive (HSE).

Aggression/Verbal Abuse	58
Handling/Lifting/Carrying	20
Slip/Trip/Fall	19
Impact with Stationary Object	9
Falling/moving/flying object	8

### **Next steps**

13. If approved, the Health & Safety policy statement will be launched in January 2020 alongside a communication initiative with the aim promote a very positive health and safety culture across the organisation. This will involve active visible leadership from senior managers, a collaborative approach between all stakeholders and an encouragement at all levels to challenge poor health and safety practices but also escalate as appropriate significant health and safety concerns.
14. This will coincide with the launch of the Health & Safety IT system which will help to monitor the implementation of health and safety improvements and ensure actions are completed. This will empower the organisation to ensure a consistency of approach which will be essential to embed the positive health and safety culture to which CYC is committed.
15. Training materials for mandatory H&S training for all staff is to be reviewed in line with the policy, and the Council and Directorate H&S Plans will be reviewed in light of the priorities with a focus on H&S leadership and involvement of staff at all levels in H&S cultural change activities.