

Notice of a public

Decision Session - Executive Member for Finance and Performance

Meeting to be held in consultation with the Executive Member for Housing and Safer Neighbourhoods (for agenda item 4 Financial Inclusion/Welfare Benefits Update Report)

To: Councillor Ayre (Executive Member for Finance and Performance) and Cllr Craghill (Executive Member for Housing and Safer Neighbourhoods)

Date: Monday, 18 January 2021

Time: 2.00 pm

Venue: Remote Meeting

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on 20 January 2021**.

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any items that are called in will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5:00pm on Thursday 14 January 2021**.

1. **Declarations of Interest**

At this point in the meeting, the Executive Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. **Minutes**

(Pages 1 - 6)

To approve and sign the minutes of the Decision Sessions held on 3 December 2020 and 14 December 2020.

3. **Public Participation**

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. The deadline for registering at this meeting is at 5.00pm on Thursday 14 January 2021.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

4. Financial Inclusion/Welfare Benefits Update Report

This report provides portfolio Executive Members with the Financial/Welfare Benefits 2019/20 outturn report and the 2020/21 mid-term position including:

- the ongoing impact of Coronavirus as well recent welfare benefits changes in York, including Universal Credit, and importantly the support available for residents in dealing with these challenges;
- an update on benefits statistics and performance as administered by the council including the York Financial Assistance Scheme;
- other financial inclusion (FI) activity during 2020/21 including delivery of FI grant schemes.

[Report to follow]

5. Health & Safety Update Report (Pages 7 - 20)

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.

6. Urgent Business

Any other business which the Executive Members consider urgent under the Local Government Act 1972.

Democracy Officer:

Name: Angela Bielby

Telephone: (01904) 552599

Email: a.bielby@york.gov.uk

For more information about any of the following, please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Finance and Performance in consultation with the Executive Member for Housing and Safer Neighbourhoods (for agenda item 4 Winter Grants Scheme)
Date	3 December 2020
Present	Councillors Ayre (Executive Member for Finance and Performance) and Craghill (Executive Member for Housing and Safer Neighbourhoods)

39. Declarations of Interest

The Executive Members confirmed they had no personal interests not included on the Register of Interests, nor any prejudicial or disclosable pecuniary interests, to declare in the business on the agenda.

40. Minutes

Resolved: That the minutes of the Decision Session held on 5 November 2020 be approved, to be signed by the Executive Member at a later date.

41. Public Participation

It was reported that there had been no registrations to speak on under the Council's Public Participation Scheme.

42. Winter Grants Scheme

The Executive Members considered a report that detailed the Winter Grants scheme for approval. The Assistant Director Customer and Digital Services and Head of Customer & Exchequer Services were in attendance to present the report. They reported that the Winter Grant funding would be provided in instalments of 50% up front (which had already been received), 25% after initial management information (in February 2021), then based upon spend a final balancing payment of up to 25%. With regard to free school meals (FSM) York, along with many other authorities receiving the

grant would looked to allocate an element of the budget for this purpose as no further similar funding is due from the DfE until April 2021. The noted that the estimated weekly cost of FSM in York was approximately £50k and the required budget through to and including the first week of the Easter holidays 2021 is up to £200k for which it was recommended that the money was top sliced from the budget. They added that an officer decision was made on 23 October to support FSM during the October Half Term from the extended welfare fund. The value of the decision was £42,750 but the actual costs were £46,560 and the Executive Member was asked to approve the additional spend of £3,810. The Winter Grants Scheme was outlined and it was noted that the application for the scheme would be available the following week.

The Executive Member for Housing & Safer Neighbourhoods welcomed the scheme, particularly in relation to FSM. She commented that it would have been better for the government to provide funding for FSM directly through all of the school holidays. She thanked council staff for their work in getting the scheme in place and she urged residents that may be struggling to get in touch with the council for advice on support even if they did not believe they would be eligible. She acknowledged the need to ensure that communication regarding the scheme was up and running and noted that it was an open scheme for residents to apply for.

Both Executive Members noted that the council had funded FSM through the school holidays and they commended the work of Marcus Rashford. It was then

Resolved: That approval be given to;

- a) The top slicing of the Winter Grant Government allocation in the sum of £200k for Free School Meals in respect of Christmas, February Half Term and the start of the Easter Holidays 2021.
- b) The Winter Grant scheme at Annex A to support families with or without children with Food and Utility bills through to 31st March 2021.
- c) The additional spend of £3,810 for October Half Term Free School Meals as set out at Paragraph 9 of the report.
- d) The delegation for any future changes resulting from Government guidance in relation to this scheme to the Chief Finance Officer (s151) in consultation with the Executive Member Finance and Performance.

Reason: To provide financial support to the city's most financially vulnerable residents through the ongoing covid-19 pandemic.

Cllr N Ayre (Executive Member)

[The meeting started at 10.00 am and finished at 10.15 am].

This page is intentionally left blank

Meeting	Decision Session - Executive Member for Finance and Performance
Date	14 December 2020
Present	Councillor Ayre (Executive Member)

43. Declarations of Interest

The Executive Member confirmed he had no personal interests not included on the Register of Interests, nor any prejudicial or disclosable pecuniary interests, to declare in the business on the agenda.

44. Minutes

Resolved: That the minutes of the Decision Session held on 12 November 2020 be approved, to be signed by the Executive Member at a later date.

45. Public Participation

It was reported that there had been no registrations to speak on under the Council's Public Participation Scheme.

46. Reprourement of Education Case Management System

This report presents proposals to renew or replace any core ICT systems in the council with a whole life contract value of over £250k. These have been defined as non-key routine procurements as per the council's contract procedure rules and expenditure will fall within existing capital and revenue budget provisions. The Assistant Director Customer & Digital Services outlined the CYC procurement process and reprourement of the Education Case Management (as detailed in Annex A). It was then:

Resolved: That agreement be given to a single contract for re-procurement of the main education case management system in order to secure capital savings and avoid increases in revenue costs for the next 5 years (as detailed at Annex A).

Reason: To ensure the that councillors consider routine procurement decisions over £250k in value in line with procurement regulations and the public have the opportunity to see transparent decision-making in operation relating to major procurements.

Councillor Ayre (Executive Member)

[The meeting started at 10.00 am and finished at 10.04 am].



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 RIDDOR¹ 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

¹ 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.

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	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.

Contact Details Author:

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

Pauline Stuchfield
Assistant Director -
Customer & Digital Services
Tel No. 01904 551706

Chief Officers Responsible for the report:

Ian Floyd
Director of Customer & Corporate Services
Tel No. 01904 552909

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 – 1st 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



Health and Safety

Report

1st April 2019 – 30th September 2020

Introduction

1. The period covered by this year's report has been extended to 18 months due to the impact of dealing with the COVID-19 pandemic. Consequently this report covers the date range from 1st April 2019 to 30th September 2020.
2. The Shared Health and Safety Service continues to develop to support both York and North Yorkshire as working arrangements are refined to make sure the service can respond to organisational requirements and ensure service resilience. There is no better example than the response to the pandemic. The service, collaborating with other colleagues particularly in public health, has worked throughout to provide support to schools, care settings, service and property managers to provide practical health and safety advice and guidance in what has been an unprecedented period.
3. This has included regularly supporting managers, service leaders through to Head Teachers, governors and members of the school leadership team. It also involves liaising with trade union representatives and working with staff in order to ensure that risk assessments are done, premises are covid-secure, controls are in place and that these are followed. This also involved adapting to rapid changes following the latest government guidance which is amended frequently and in some cases repeatedly as more becomes known about the virus.
4. Delivery of services has not all been associated with the pandemic as the service has continued to provide health and safety support and guidance, including to a number of major council lead construction projects across the city including Guildhall, Lowfield Green, Marjorie Waite Court and Lincoln Court.

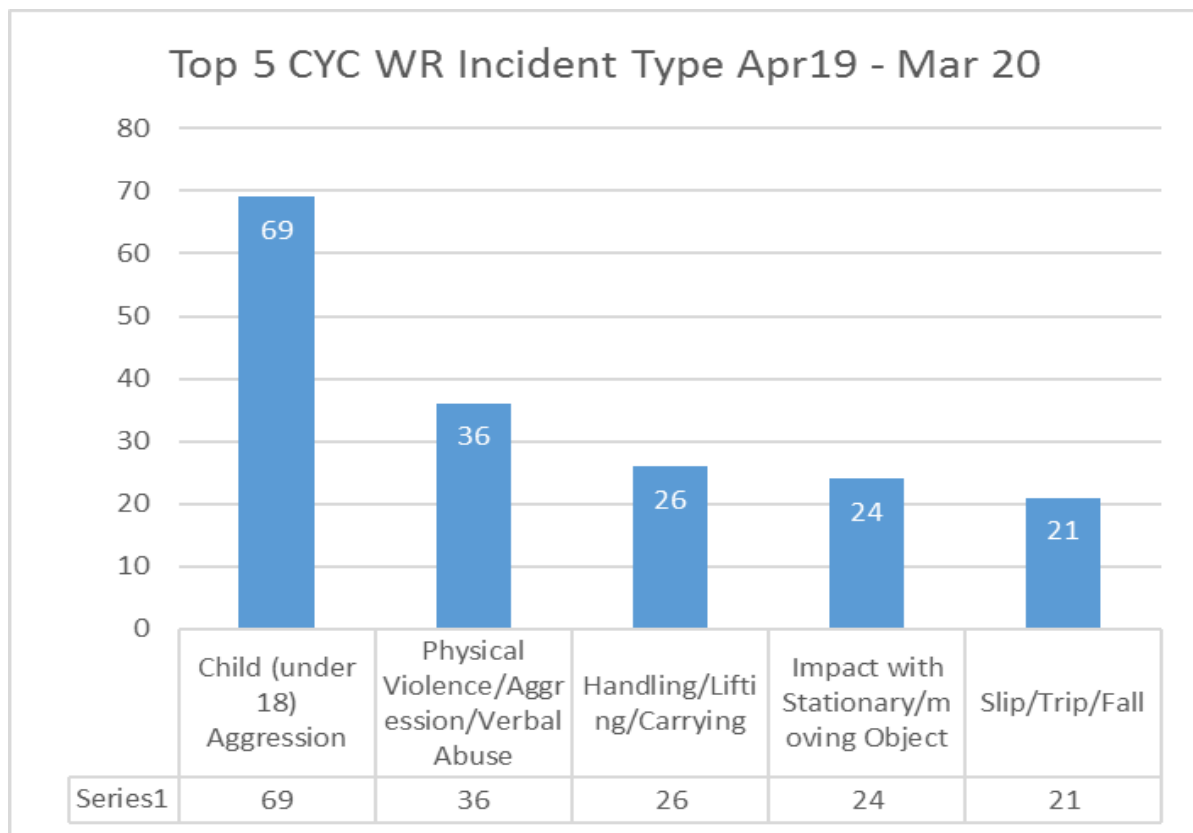
Key areas of Health and Safety Work in 2019/20

5. The Corporate Health and Safety Policy was reviewed and revised to recognise the risks from COVID-19 and approved by the then Interim Head of Paid Service supported by the Corporate Management Team. This policy will be revised once the new management structure, which is currently being consulted upon, is implemented to ensure it reflects the necessary changes and areas of risk.
6. COVID-19 has dominated the work of the service for most of 2020 in the main. This has involved developing council practice, including risk assessments and associated controls, in response to government guidance which has been constantly changing. This also involves working with trade union representatives and other colleagues so such controls can be practically implemented.

7. Following implementation of the controls the service has further supported operational services by undertaking monitoring visits, responding to complaints and queries to ensure a visible presence. This also involves responding to any requests for information from the Health and Safety Executive.
8. Where team members have undertaken visits this is in accordance with the current COVID controls to avoid any exposure to the team but also to avoid any inadvertent spread. These visits have been welcomed as they have provided reassurance to managers and staff as some of the controls have out of necessity been implemented rapidly.
9. The service has also been supporting a number of significant construction projects across the council. This involves working closely with procurement to ensure health and safety has been included in any project tender documents, thereby ensuring health and safety is considered at the design stage to minimise risk not only during the construction phase but once the facilities become operational.
10. Construction activities, including designing and planning, continue to be a priority. This includes providing in-house training to those teams involved in this work. It also included during this reporting period, hosting a regional event in conjunction with the HSE, for schools leaders (in addition to supporting other events across Yorkshire). This was to ensure they fully understand their health and safety responsibilities when it comes to managing construction projects in their schools. These events were well attended and appreciated.
11. The corporate Alcohol, Drug and Substance Misuse Policy is now embedded following its full implementation from 1st April 2019 and its it pleasing to note that to date test carried out have been negative.

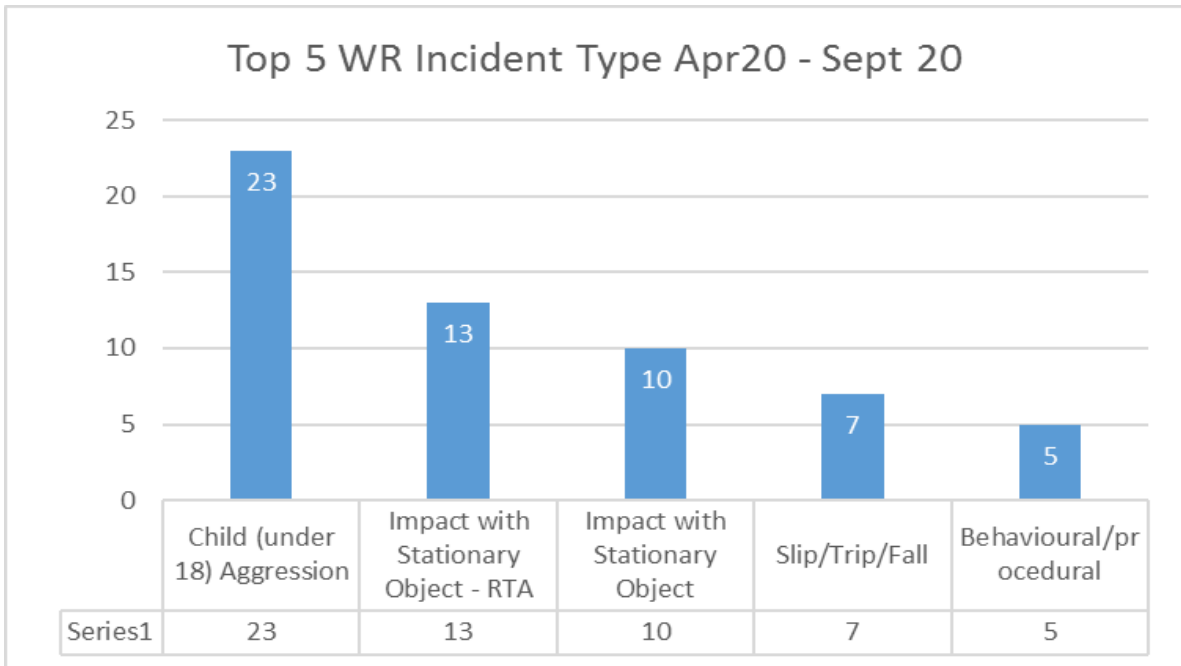
Accidents and Incidents

Table 1 - Top 5 Work Related Incidents by Type Apr 19 – Mar 20



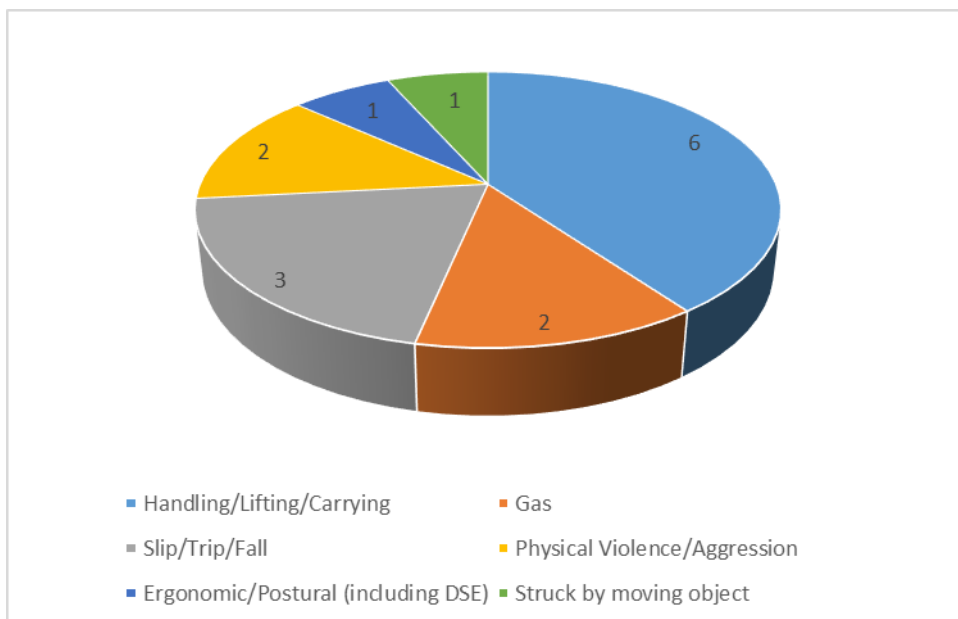
12. Table 1 shows the top 5 accidents by cause across CYC over the last financial year. Verbal and violent aggression still continues to be a major cause of incident reported (down from 48 in 2018/19) and child aggression (up from 49 in 2018/19). This is an area the council is focussed upon in providing care and support to a variety of groups some of which do act in a violent and aggressive manner. In addition a number of services undertake enforcement work which can result in an aggressive and occasionally violent assault.
13. There has been a lot of work on this issue to ensure staff report these incidents to ensure it is not considered to be simply part of the job. Where such incidents do occur it is expected to be thoroughly investigated, workplace practices reviewed and mitigating measures considered and where this is practicable embedded. The council has just finalised post incident guidance to managers in order to further support staff following incidents not only of this nature but also of any other /incident or near miss. This guidance has recently been endorsed by the Joint Health and Safety Committee which is the council's formal health and safety liaison committee between senior managers and trade union representatives.

Table 2 - Top 5 Work Related Incidents by Type Apr 20 – Sept 20



14. Table 2 shows the incident statistics for the first 6 months of the current financial year which shows the results of active campaigning across a number of services to encourage incident and near miss reporting, which explains why Road Traffic collisions are starting to come through on the system. It should be noted that from September 2020 new reporting software has been introduced. It is hoped that this new software will not only improve data reporting but drive any health and safety improvement actions. The software will be refined over time to support the council’s commitment drive forward the health and safety culture.

Table 3 RIDDOR Notifiable Incidents by cause for the period covered by this report



15. Some incidents have been particularly serious and as such there were 15 incidents notifiable to the HSE (during the period covered by this report) under the provisions of the RIDDOR. This was a significant decrease from the previous year's reports – there were 34 in 2018/19. This is a positive position however due to the way operational practices have significantly changed in response to COVID-19 it is not possible to compare the data at this time. This will be monitored over the longer term to determine if this is an accurate trend.
16. From the incidents reported 11 were 'over 7 day' injuries of which 6 were caused by handling, lifting and carrying. There was also one notifiable occupational disease again attributable to this activity. This indicates that whilst the numbers of RIDDOR incidents is falling employees continue to undertake manual work which can result in significant injury so there is no room for complacency in ensuring staff follow procedures and that controls are implemented where practicable.
17. As outlined above physical violence and aggression is still a significant area of concern as 2 incidents result in a RIDDOR notification. One of these incidents was a very serious assault.

Performance of the Health & Safety Service

18. The Shared Health and Safety Service continue to monitor council activities and undertake formal inspections to identify any areas of concern. This work has been severely affected by COVID-19. However work in areas of high risk have continued with over 62 Fire Risk Assessments (FRA) completed across the corporate workplaces during the period of this report (see Table 4). Due to their risks some buildings have a FRA each year so will have had more than one assessment during the period covered by this report.

Table 4 - Summary of inspections and audits of CYC Properties

Type of Visit	Number of Visits*
School H&S Inspections	45
School Fire Risk Assessment Review	17
Corporate formal H&S visits	4
Corporate Formal Fire Risk Assessments	62

*Nature of inspection/visit changed due to COVID-19 as some visits brought forward and some delayed depending upon risk

National Issues

19. In the last report the government response to the Grenfell tragedy was outlined and this has now significantly progressed as the Fire Safety Bill which is expected to receive Royal Assent at some point in 2021 following further consideration in the House of Commons. This legislation will lead to a significant

period of change of fire safety standards particularly targeted (at least initially) to those residential buildings more than 18 metres high (that is 6 storeys or more) but will also impact other high risk sectors such as houses of multiple occupation and potential elderly persons homes. There are also plans to amend the requirements for buildings, particularly in relation to fire through the Building Safety Bill.

Looking forward to 2021

20. Although, as explained earlier in the report, some construction projects have commenced or continued throughout the pandemic, more routine works have been delayed. Early indications are that there may be many projects going ahead across the city in 2021 which will not only put pressure on supply chains but will also put pressure on the Shared Health and Safety Service to be able to effectively monitor these projects. Planning is well underway for this with specific priority focussed on those projects where the risk are significant e.g. roof works.
21. Other organisations, such as schools, will also be encouraged to ensure construction works are properly planned and resourced to minimise risks of poor practice on site or projects over running. Schools prefer the projects to be undertaken in the summer holidays whilst pupils are off site which again puts pressure on supply chains as their staff are also trying to take leave at the same time.
22. Fire risks continue to have a high profile following Grenfell and the ongoing public inquiry as outlined in the national issues section above. The Shared Health and Safety Service is currently reviewing, in consultation with other key council services, fire safety management arrangements to ensure they remain appropriate and consistent for the council going forward. This is targeted to be ready for implementation by May 2021. This will ensure the council is in a good position to adapt and implement, where necessary, any requirements in response to the new legislation.
23. One risk the team are specifically targeting is 'hot works' which can involve welding, flame cutting, soldering, brazing, grinding and the use of other equipment incorporating a flame, e.g. tar boilers. These are particularly common in roof works where there is a substantial risk of fire. Zurich Insurance has claimed that 15% of all fires in commercial and industrial properties are caused by hot works. This can result in significant damage to buildings and in some cases the complete loss of the building and the associated costs of replacement. A revised Compliance Note and associated Hot Work Permit has recently been completed and is currently being consulted upon with the members of the Joint Health and Safety Committee.

24. In addition to the plans outlined above the service is also supporting Property Managers by reviewing Asbestos Management arrangements to ensure they remain fit for purpose. Asbestos has been a risk for some time and in 2018 there were 2,446 mesothelioma deaths due to past asbestos exposures nationally.
25. The B-Safe Health & Safety software continues to be rolled out which allows managers and staff to not only report incidents but will also allow them to undertake other activities such as Display Screen Equipment self-assessment, risk assessment and monitor actions. The next 12 months will see this software refined so it delivers all the Health & Safety system requirements of CYC, including effective reporting facilities.