

AGENDA ITEM 8

Report of:	Director of Environment and Commercial Services – Geoff Field	
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Submitted to:	Corporate Affairs and Audit Committee – 6 th February 2020
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Subject:	Health and Safety Annual Assurance Report
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Summary

Proposed decision(s)
Corporate Affairs and Audit Committee to approve 2020/2021 plans for improving Health and Safety in Middlesbrough Council.

Report for:	Key decision:	Confidential:	Is the report urgent?
Information, discussion and decision	The decision could affect all wards within Middlesbrough Council	No	No

Contribution to delivery of the 2018-23 Strategic Plan		
People	Place	Business
The Health and Safety Plan will contribute to improvements in living standards of Middlesbrough Council staff and residents.	The Health and Safety Plan will support all activities relating to the physical regeneration within Middlesbrough Council.	Health and Safety is a statutory requirement for Middlesbrough Council and the development of a Health and Safety Plan is an effective tool in driving business efficiencies and demonstrating the council's commitment to Health and Safety.

Ward(s) affected
All wards in Middlesbrough Council could be directly affected by the proposals set out in this report.

What is the purpose of this report?

1. The aim of this report is to provide the Corporate Affairs and Audit Committee with an annual review of the corporate approach to the management of health and safety within the Council. It will also provide details of the proposed action plan in the year ahead.

Why does this report require a Member decision?

2. The role of the Assurance Committee is to oversee corporate governance within the Council. This annual assurance report supports this process and provides details of the planned activities to improve the Council's health and safety arrangements over the next 12 months. An agreement by the committee to support these activities will allow work to continue, which on completion, will contribute to achieving the Mayors Vision and Strategic Plan.

Report Background

3. In previous years the assurance report also contained details of staff Wellbeing activities and future plans. This will now be the subject of a separate report to be brought to a future meeting.
4. Health and safety management is the collective responsibility of all elected members and officers of the Council.
5. The Health and Safety Policy:-
 - defines the Council's legal duty;
 - outlines the requirements of the Health and Safety Management System;
 - details specific roles and responsibilities of Elected Members; LMT, Managers, Employees and the H&S Unit in relation to health and safety.
6. In addition to this policy the Corporate Health and Safety Committee meets on a quarterly basis to discuss health and safety performance. A quarterly report is produced to for discussion within this meeting, which is chaired by a non-executive Member.

Health and Safety Action Plan (2019 – 2020)

7. The 2019/2020 Health and Safety Action plan is detailed below:-
 - A new Incident Management Procedure has been produced and uploaded onto the Intranet with associated incident reporting forms, including a near

miss form in order to report potential safety issues and reduce the likelihood of future accidents.

- A new online incident reporting system has been produced to document incident reports within the Council. The system is called the Middlesbrough Incident Management System (MIMS). The system appears to be well received by managers carrying out investigations. The system is reviewed on a regular basis in order to further improve performance.
- A basic incident investigation e learning course has been produced and is available on Middlesbrough learns. This will provide relevant managers with a basic understanding of incident investigation techniques and the requirements of the new procedure. It is a pre requisite for a more detailed face to face incident investigation course which will be rolled out in early 2020.
- A new risk assessment procedure has been produced with a new risk assessment form which includes a risk assessment matrix in order to rate the risk. There is also an action register and a review section within this form which supports the requirement of the procedure. The risk assessment and the procedure have been uploaded onto the intranet.
- A premises health and safety plan has been developed to ensure building managers are aware of their health and safety responsibilities within their allocated premises. The plan sets out what is required to implement a robust premises health and safety management system within each location and provides a number of templates in order to achieve this.
- A Building Managers Course to inform building managers about their health and safety responsibilities, how to complete their health and safety plans and how this links in with statutory compliance requirements and the Corporate Landlord Model. The Building Managers course will also provide guidance on fire safety responsibilities within buildings.
- A premises health and safety audit template has been developed and incorporated into the technology forge system. This system will provide an online method of tracking the close out of actions within the audit process with the aim of improving ownership and performance. The aim is to go live with this system in April 2020.
- A new fire safety procedure has been produced and uploaded onto the intranet. There are a number of other forms which have been created to assist the responsible person and relevant duty holders in achieving compliance with their responsibilities towards fire safety within the council. These forms include:
 - Fire log book
 - Fire log book audit
 - Fire evacuation plan template
 - Personal emergency evacuation plan (PEEP) template
 - Fire action notice

- Visitor information and signing in templates
- A new fire risk assessment template has been developed to make the assessment process easier to understand and seems to have been well received by relevant duty holders. Work is still ongoing in relation to incorporating this form into the TF system in order to track actions and improve performance.
- A lockdown procedure has been produced, however a solution for a pop up system to inform others of lockdown situations has not been completed.
- The H&S Unit is now up to full complement and consists of:
 - 1 x Health and Safety Manager (Full Time)
 - 2 x Health and Safety Advisors (Full Time)
 - 1 x Health and Safety Advisor (Part Time)
 - 1 x Health and Safety Apprentice (Full Time)
- In relation to the digital strategy the Health and Safety Unit is working with the Built Asset Team to develop the Technology Forge (TF) system in order to undertake fire risk assessments and health and safety audits online.
- Developed the health and safety risk register on Pentana
- A service area health and safety questionnaire has been developed to establish compliance with health and safety requirements within individual service areas. This will be sent out in 2020 and will require evidence to satisfy each question. The health and safety unit will then develop a risk based plan based on the evidence received and provide support to service areas in improving their health and safety management systems.

Health and Safety Action Plan (2020 – 2021)

8. The 2020/2021 health and safety action plan is detailed below:-

- Finalise a face to face Incident Investigation Course and roll it out to relevant managers to enable them to investigate incidents in sufficient detail to reduce the likelihood of recurrence.
- Continue to produce new corporate health and safety procedures and upload them onto the intranet to improve guidance for managers and relevant others:
 - Display Screen Equipment (DSE) Procedure
 - New and Expectant Mothers Procedure
 - Manual Handling of Objects Procedure
 - Manual Handling of People Procedure
 - Lone Working Procedure
 - First Aid Procedure
 - Health and Safety Auditing Procedure
 - Permit to Work Procedure

- Communicate premises health and safety plans to relevant building managers and implement the premises health and safety audit on the TF system.
- Send out the service area health and safety questionnaire to relevant service areas and produce a risk based plan to assist service areas in improving their health and safety management systems.
- Produce a potentially violent person's procedure and introduce a system to record and monitor individuals within the potentially violent persons register (PVPR).
- Continue with the plan to upskill health and safety advisors to become generic advisors by providing appropriate training to develop them as competent trainers with the ability to deliver a wide variety of health and safety training courses.
- Roll out the internal evacuation chair training to relevant staff. (Training course has been developed in house and brings about a significant cost saving when compared to external suppliers of this training).
- Develop a permit to work procedure and associated permits and implement system for monitoring contractors within relevant service areas as required.
- Develop a permit to work training course and roll out to relevant others.
- Continue to develop Technology Forge (TF) and other online systems to support the digital strategy.
- Continue to develop the health and safety risk register on Pentana.
- Continue to support the organisation by testing security arrangements for Middlesbrough Council buildings as per ICO report. Adhoc audits will be carried out to measure the effectiveness of access control systems and the clear desk policy, with the aim of preventing unauthorised access and minimising the likelihood of data breaches.

Conclusions

9. The Health and Safety Unit is now up to full complement and work is continuing on developing team members in their new generic roles. Each advisor has continued to learn new skills relating to fire safety and will begin to expand upon their training delivery skills in the year ahead.
10. The new online Middlesbrough Incident Management System (MIMS) is now live and appears to have been well received. A new procedure has been uploaded onto the intranet and training will be rolled out to support relevant management in conducting detailed incident investigations in order to improve safety standards and prevent accidents.

11. Next year the H&S Unit will build upon this success and focus more on improving the ownership of health and safety across the Council, concentrating on premises and individual Service Areas by providing bespoke health and safety plans, training and ongoing support to relevant managers.

What decision(s) are being asked for?

12. That the Corporate Affairs and Audit Committee notes the outcome of the annual review and endorses the proposed action plans for 2020/2021.
13. That the Committee proposes for consideration any further recommendations to promote good practice in Health and Safety.
14. The proposed action plans will ensure that Corporate Health & Safety provide the Council with guidance and advice to support managers and employees in taking responsibility for their own health and safety, in line with the Middlesbrough Manager model which is focussed on empowerment and self-service.

Why is this being recommended?

15. To support the Committee in discharging its responsibility in relation to corporate governance, including health and safety.
16. An effective health and safety management system can protect the Council from various health and safety risks by implementing and monitoring systems to ensure legal compliance is achieved.

Other potential decisions and why these have not been recommended

17. N/A

Impact(s) of recommended decision(s)

Legal

18. Council Members are collectively responsible for the governance of the Council. While it is full Council's responsibility to consider key corporate to consider.

Financial

19. It is anticipated that all activities set out in this report are achievable within existing and planned budgets.

Policy Framework

20. N/A

Equality and Diversity

21. N/A

Risk

22.The Council must comply with the Health and Safety at Work Act 1974 to ensure risks are appropriately managed to avoid accidents and HSE prosecutions (O7-026). The Council must also ensure all statutory maintenance requirements are complied with (O7-018).

Actions to be taken to implement the decision(s)

23. The Health and Safety Unit will continue with the work outlined in the report and as detailed in the relevant action plans.

Appendices

24. There are no appendices attached within this report.

Background papers

25. The Health and Safety Annual Assurance Report 2020/21.

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