

Report to:	Cabinet	Date of Meeting:	7 November 2019
Subject:	Annual Health and Safety Report		
Report of:	Head of Corporate Resources	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

The report provides Cabinet with a report on the progress made to implement the Council's Health and Safety policy during the 2018/19 financial year.

Recommendation:

Cabinet note the progress on implementing the Council's Corporate Health and Safety Policy for the 2018/19 financial year.

Reasons for the Recommendation(s):

The annual report provides assurance to the Cabinet, which has strategic responsibility for employee health and safety, that there is continued progress to implement and enhance an effective health and safety system across the Council.

Alternative Options Considered and Rejected: (including any Risk Implications)

None.

What will it cost and how will it be financed?

(A) Revenue Costs

There are no revenue costs arising from this report outside the existing approved budget.

(B) Capital Costs

There are no capital costs arising from this report.

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
There are no resource implications from the paper
Legal Implications:
There are no legal implications from the paper.
Equality Implications:
There are no equality implications.

Contribution to the Council’s Core Purpose:

The annual report provides assurance that continued progress on implementing an effective health and safety system assists the delivery of services by the Council by ensuring appropriate controls are in place to protect service users, the general public, employees and contractors.

Protect the most vulnerable: Positive
Facilitate confident and resilient communities: Positive
Commission, broker and provide core services: Positive
Place – leadership and influencer: Positive
Drivers of change and reform: Positive
Facilitate sustainable economic prosperity: Positive
Greater income for social investment: Positive
Cleaner Greener: Positive

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD5822/19) and the Chief Legal and Democratic Officer (LD4046/19) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

None.

Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting

Contact Officer:	David Eden
Telephone Number:	0151 934 4053
Email Address:	david.eden@sefton.gov.uk

Appendices:

The following appendices are attached to this report:

- Annual Health and Safety Report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1. The Council in accordance with its responsibilities to manage health and safety, approved a Council-wide Corporate Health and Safety Policy in April 2019. The policy sets out the Council's approach to health and safety, the responsibilities for key staff for managing the system and the arrangements within the Council for monitoring health and safety.
- 1.2 A key objective from the Policy is to clarify and strengthen governance arrangements for health and safety across the Council.
- 1.3 The Policy outlines that the Cabinet has strategic responsibility for employee related health and safety in the Council and that the Audit and Governance committee's responsibilities are to consider the Council's arrangements for health and safety, receive regular assurances and assessments on the effectiveness of these arrangements.
- 1.4 The Policy also states that the Corporate Health and Safety Team is responsible for providing an annual report on Health and Safety to Cabinet on behalf of the Head of Corporate Resources.
- 1.5 Currently the Audit and Governance Committee receives an update on health and safety performance on a quarterly basis which includes the following information:
 - Progress on health and safety actions due to be undertaken during the quarter.
 - Updates on health and safety performance including accidents and incidents.
 - Any emerging legal or health safety related issues.
 - Proposed activity in the next quarter.

2. Annual Report

- 2.1 The Annual Report for Health and Safety is designed to provide assurance to Cabinet of the continued progress to implement health and safety effectively

across the Council. The progress update will assist Cabinet meet its strategic responsibility for employee health and safety.

- 2.2 Providing an annual report to Cabinet on health and safety will assist in the achievement of the health and safety objective, including in the Corporate Health and Safety Policy, of improving governance.
- 2.3 The Annual Health and Safety Report is attached at Appendix 1 and includes updates on:
- The organisational arrangements for Health and Safety
 - Updates on consultation and communication
 - Liaison during the year with regulatory authorities
 - The management of council facilities
 - Details of the reported accidents and incidents during the financial year
 - The health and safety culture operating in Sefton
 - Legal updates
 - The role of Health and Safety Co-ordinators
 - Training undertaken during the financial year
 - Priorities for 2019/2020
- 2.4 The key highlights from the report include:
- 2.5 The Council continues to focus on improving the provision of health and safety by reviewing existing arrangements and improving governance. An example of this approach is the Health and Safety Co-ordinator role, which is identified in the Health and Safety Policy, has been reviewed and relaunched during the past 12 months. A new Corporate Landlord model is also being introduced in September 2019 to improve the management of statutory compliance in the Council's buildings.
- 2.6 The Health and Safety Team are fully qualified safety professionals who deliver a full range of services to all Council departments and schools for the prevention of injury and ill health. These services can be divided into three main areas: -
- Proactive monitoring
 - Policy and communication
 - Operational e.g. reactive response
- 2.7 Significant work continues to be done to provide managers with the information, guidance and support they need to manage risks.
- 2.8 Consultation arrangements are working well, with the Corporate Health and Safety Committee playing a key role together with health and safety groups in directorates/services.
- 2.9 There has been a focus on improving the governance with a revised Health and Safety Policy being presented to Cabinet for approval and a revised term of reference for the Corporate Health and Safety Committee and Departmental Committees. There has also been improved formal reporting to the Corporate Health and Safety Committee and Audit and Governance Committee.

- 2.10 The health and safety culture is evolving as a result of the focus to improve with the Health and Safety Team relaunching the revised Health and Safety Co-ordinators role and addressing the under reporting of incidents across the Council. There are clear objectives to achieve in the medium term which are improving governance, risk assessment and training.
- 2.11 There has been contact with the Health and Safety Executive (HSE) in an enforcement capacity following the reporting of an incident at one of the Council owned premises. The Health and Safety Team are working closely with the local management team to ensure the lessons learnt from the incident are implemented to enhance the local health and safety system.
- 2.12 Accidents are reported and recorded on-line with the Health and Safety Team administering the incident system and managers reporting serious accidents to the Health and Safety Executive in accordance with statutory requirements.
- 2.13 There has been an increase in the overall number of accidents being reported which is due to an increase in staff using the updated incident reporting system. However, the number of serious accidents (i.e. those requiring a report to the HSE) has largely remained the same.

3. Progress since April 2019 on health and safety

- 3.1 The following work has been completed on health and safety following the start of the financial year:
- 3.2 An updated Health and Safety Policy was presented to the Cabinet on the 4th April 2019 and approved. The Policy includes health and safety objectives and key performance indicators and is not duly signed and available on the intranet
- 3.3 A Head of Service survey has been undertaken to determine the effectiveness of the current health and safety management arrangements. A report and action plan was presented to the Corporate Health and Safety Committee for their approval in May 2019.
- 3.4 The Health and Safety Team continue to work with Building Property Services to facilitate the formal definition of building related statutory compliance responsibilities where the Heads of Service have responsibility. A decision was approved by the Chief Executive in June 2018 to move away from the current model and adopt a Corporate Landlord Model. This will mean that Buildings and Property Services will have sole responsibility for statutory compliance with effect from 30 September 2019.
- 3.5 The Incident Reporting Standard was revised in April 2019 and issued to staff. This provides clearer requirements for managers on the process to follow when reporting incidents both on the on-line system and to the Health and Safety Executive.
- 3.6 Heads of Service were provided with a bespoke health and safety training course based on the Institution of Occupational Safety and Health (IOSH) Leading Safety course in May 2019. A draft training plan for Heads of Service has been developed.

- 3.7 A revised standard core agenda for the Health and Safety Sub- Committees has been designed and provided to the Heads of Service. The standard core agenda, which can include other items to reflect local operating requirements, ensures that health and safety issues are consistently addressed throughout the Council.
- 3.8 The structure for the Health and Safety Sub-Committees has been reviewed, to reflect the revised operating arrangements that came into force in December 2018.
- 3.9 Meetings have commenced with the Council's Health and Safety Co-ordinators to ensure that risk management is firmly embedded consistently across the Council.
- 3.10 There are two main areas of focus for the health and safety team for the 2019/20 financial year which are:
- Design and launch a revised risk assessment guidance for managers to follow. Following the launch there will be training for all managers who manage one member of staff to help implement the revised system.
 - Devise a training needs assessment which will shape a revised health and safety training plan for the Council.