



Annual Health and Safety Report 1 April 2018 – 31 March 2019

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1. Introduction

- 1.1 This report covers the period 1 April 2018 to 31 March 2019 and outlines the main areas of work that have been covered in the past year and the areas which will be addressed in the forthcoming year.
- 1.2 The priorities for the forthcoming year 2019/2020 include: -
- embedding risk assessment across Council departments
 - clarifying and strengthening governance arrangements
 - improving health and safety risk management by targeting effective training
- 1.3 Throughout the report the term 'Health and Safety' is used and should be read within the context of occupational health and safety issues for which Sefton Council (the Council) has responsibility under both statute and common law.
- 1.4 The Council's Health and Safety Policy was revised during the 2018/2019 financial year and was presented to the Corporate Health and Safety Committee and Strategic Leadership Board (SLB) for consultation before being approved by Cabinet in April 2019.

2. Executive Summary

- 2.1 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.
- 2.2 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
- 2.3 Significant work continues to be done to provide managers with the information, guidance and support they need to manage risks.

- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 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. Organising for Health and Safety

- 3.1 The Council has a Health and Safety Team within Corporate Resources who provide health and safety advice to Members, officers, school governors, headteachers, partner organisations and contractors. The Health and Safety Team also liaise with other services/teams within the Council regarding Occupational Health, Insurance, Emergency Planning, Human Resources and Public Health. The Team comprises of two FTE advisers with additional assistance from Health and Safety Co-ordinators within departments. The additional assistance has enabled the Health and Safety Team to assess how risk assessments are embedded they are throughout the Council. The Team has also started to look at, with the aid of the Health and Safety Co-ordinators, the provision of first aiders across the Council.

- 3.2 The Health and Safety Team has good communication links with external organisations e.g. Merseyside Fire and Rescue Service, Merseyside Police and North-West Ambulance Service via attendance at the Sefton Event Advisory Group meetings.
- 3.3 The Team provide health and safety services to schools and academies through the Sefton Service Level Agreement on-line system. (The Health and Safety Team provide the EVOLVE system which manages school trips and CLEAPPS which is the school's science advisory service).

4. Consultation and Communication

- 4.1 Employers have a duty to consult with their employees and/or their representatives on health and safety matters. Consulting employees about health and safety can lead to improvements in efficiency, improved workforce motivation and staff wellbeing.
- 4.2 The forums for consultation with Trade Unions and employees is the Health and Safety Committee structure. This structure comprises a Corporate Health and Safety Committee, which is chaired by the Head of Corporate Resources and meets quarterly. There are also Departmental Health and Safety Committees which meet six monthly and report high-level issues through to the Corporate Health and Safety Committee. Consultation arrangements are continuing to improve with plans in place to ensure the Corporate Health and Safety Committee plays a prominent role alongside the Departmental Health and Safety Committees in promoting and consulting health and safety.
- 4.3 Changes to the Terms of Reference for the Corporate Health and Safety Committee have been included in the revised Health and Safety Policy which was approved by Cabinet in April 2019.
- 4.4 The primary functions of the Corporate Health and Safety Committee is to: -
- provide a forum for setting objectives and targets to improve health and safety performance.
 - consider and recommend policies and standards for approval by Cabinet.
 - monitor health and safety performance against the stated objectives and compliance against the framework.
 - receive and recommend approval of Corporate Health and Safety Policy to Cabinet and approve and monitor the Corporate Health and Safety Improvement Plan.
 - co-ordinate issues of a corporate nature identified by the sub-committees with a view to resolving issues of common concern.

- 4.5 An updated structure of the sub-committees has been approved by the Corporate Health and Safety Committee in May 2019 and is now in line with the current service structure of the Council. A standard core agenda has been devised and implemented across the health and safety committee structure to ensure that issues are addressed consistently across the Council.
- 4.6 There has been a focus during the financial year on improving the formal provision of information to the various health and safety committees.
- 4.7 Following the start of the financial year a quarterly update on health and safety progress has been provided to colleagues across the Council posted on Yammer and the Council's Health and Safety intranet page.

5. Liaison with Regulatory Bodies/Partners

- 5.1 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. An improvement notice was issued at the time of the incident and the HSE is currently investigating the incident and further enforcement action may be taken as a result of the review. 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. The Health and Safety Team liaise with Merseyside Fire and Rescue Service and North-West Ambulance Service in relation to events which take place in throughout the year.

6. Management of Council Facilities

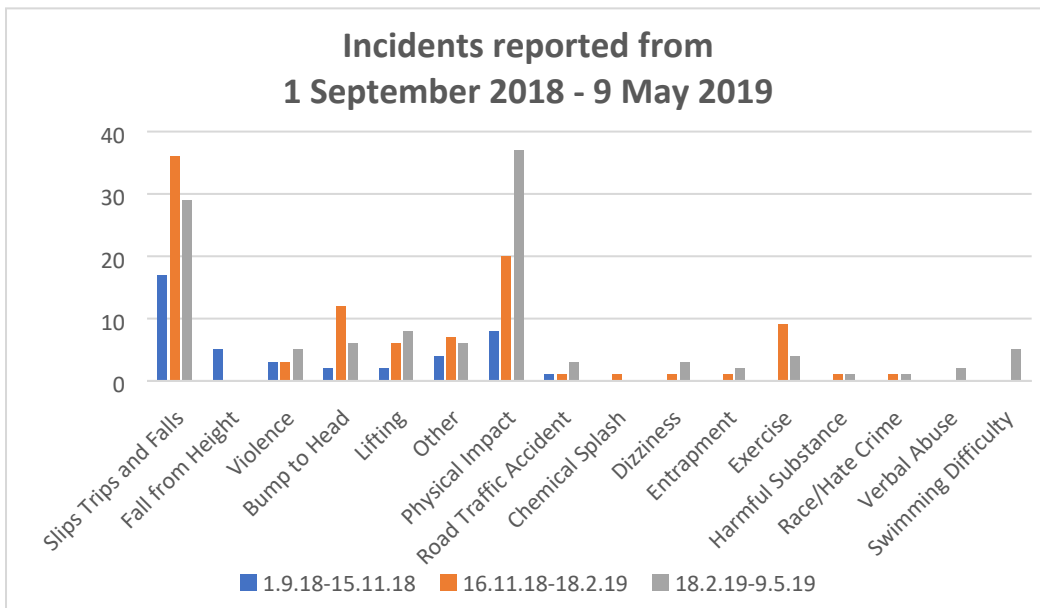
- 6.1 The Strategic Operations Manager for Property and Buildings Services has the responsibility for providing assurance that all statutory tests and inspections are carried out and remedial actions taken and priorities managed for the Council's properties where Property and Buildings Services provide statutory buildings related services.
- 6.2 Building Managers appointed by the Heads of Service, where the responsibility for managing the building lies with the service area, are responsible for managing and coordinating statutory health and safety services for the building.
- 6.3 Heads of Service are responsible for ensuring that a Building Manager is appointed for each building in their service area and they are competent by a combination of appropriate training and experience. In practice, there is liaison between the Property and Building Services Team and the Building Managers to ensure that building related risk assessments are carried out and any necessary action such as maintenance and repairs are undertaken within reasonable timescales.

- 6.4 Property and Buildings Services is responsible for managing and coordinating statutory health and safety for the buildings they directly manage as well as those properties they provide services on behalf of the Heads of Service.
- 6.5 A decision was approved in June 2018 by the Chief Executive to move from the current model, whereby it is the responsibility of the Heads of Service to manage statutory building compliance for their properties, to a model of Corporate Landlord where Buildings and Property Services has the sole responsibility of statutory building compliance.
- 6.6 Implementation of and transition to the Corporate Landlord model relies on 2 key phases covering centralisation of the corporate property register (Phase 1) followed by importation of statutory compliance data (Phase 2) for all managed assets. Projected implementation has reflected the complexities and the extensive scale of data transfer from existing IT systems.
- 6.7 Having an accurate and comprehensive property database which brings together several previous software applications is critical to success of the new approach and as such, it is essential that the council gets this right otherwise it could result in more costly and extensive problems at a later date. These events have delayed implementation of phase 1, which is now scheduled to take place between in Q4 of 2019.
- 6.8 Phase 2 will follow on from this and incorporates the amalgamation of all managed statutory compliance activities. This is now anticipated to take place before the end of April 2020 and once again, is subject to verification and data transfer going smoothly. A phased transition will then take place where responsibility for assets is moved from Heads of Service over to the Corporate Landlord.
- 6.9 In the intervening period Heads of Service have been continually engaged to ensure that they continually monitor activities relating to statutory compliance and health and safety in their areas, with advice and support provided from Property and Building Services, Corporate Health and Safety Teams, thereby minimising risk to the Council during the transition process.
- 6.10 To assist the hand over to the Corporate Landlord model, the Health and Safety Team has undertaken a compliance review of a sample of properties to provide assurance that there is visibility on their statutory compliance position during the financial year.
- 6.11 The revised Health and Safety Policy outlines the responsibilities of Heads of Service for building management and the Health and Safety Team will attend all the Departmental Management Team (DMT) meetings during the current financial year to remind managers of their roles with the Health and Safety Policy.

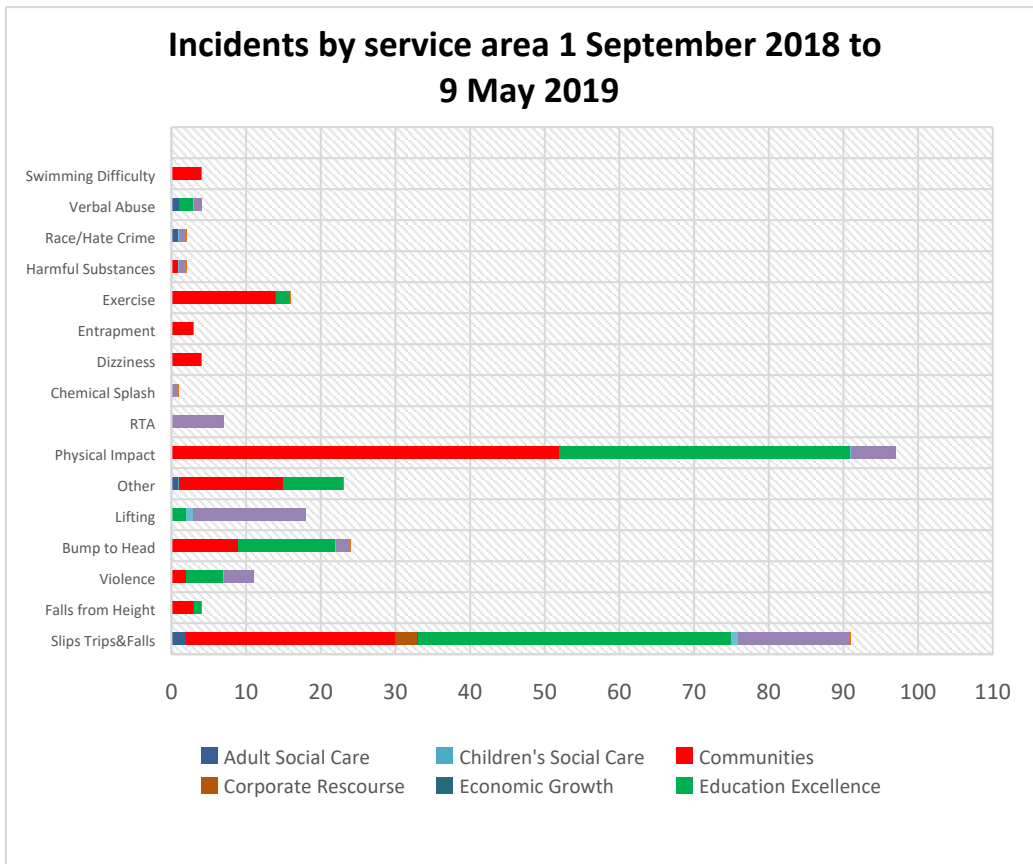
7. Accidents and Incidents

7.1 The Health and Safety Team manages the on-line incident reporting system which is used by all Service areas including schools. Awareness sessions have been run following the introduction of the upgraded system with a reminder to managers about the need to report accidents and incidents.

7.2 The graph below shows the incidents which have been reported from 1 September 2018 to 9 May 2019.



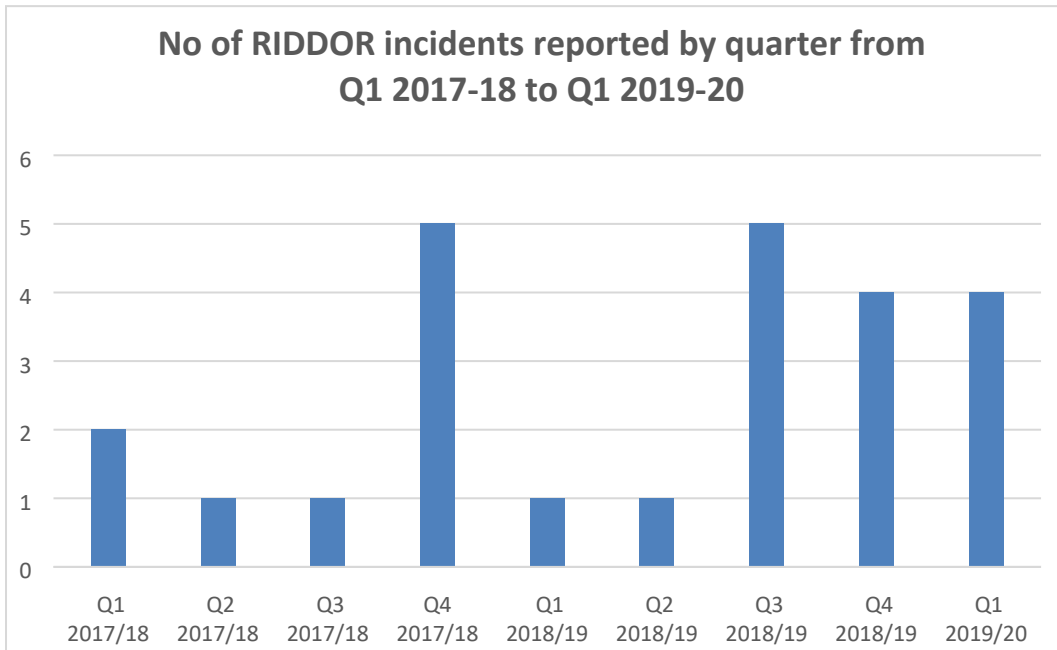
7.3 The graph below shows incidents by service areas for the period from 1 September 2018 to 9 May 2019.



- 7.4 Graph start dates are from 1 September 2018 as this is the date the new incident reporting system was introduced and the previous data for earlier in the financial year is unavailable.
- 7.5 The main causes of incidents reported for the stated period across all sectors remain as slips, trips, falls and physical impact. These incidents did not occur in office environments and the majority are reported from leisure centres, which notice an increase in incidents during the school holidays. The remainder are reports from schools which involve pupils and not the teaching staff. The amount of staff using the incident reporting system securely via the internet and intranet has increased during the financial year especially in schools who, in conjunction with the leisure centres, do report most of the physical impact and slips, trips and falls accidents.
- 7.6 The data indicates that there is still under reporting in certain service areas including Children's Services which was discussed at the relevant Departmental Health and Safety Committee. The Health and Safety Team has been invited to the Children's Departmental Management Team meeting to give an overview of the incident reporting system and the importance of recording incidents. It is noted that there is a general under reporting of verbal abuse incidents which remains an area of focus for the health and safety team to promote.
- 7.7 A revised incident reporting procedure has been developed to provide clearer guidance to staff and managers on the process to follow when reporting incidents.

7.8 All incidents are reviewed by the Health and Safety Team to ensure that the accident is properly investigated and that the lessons learnt are shared with other service areas where appropriate.

7.9 The graph below details the RIDDOR incidents from Quarter 1 2017/18 financial year to Quarter 1 2019/20 financial year.



7.10 The number of RIDDOR claims has increased during the year however following investigations there are no trends within the data. Numbers of claims remain relatively low.

7.11 The incident reporting continues to remain steady following the initial increase in Q3 2018/2019 period when the new system was introduced. There were no significant trends or incidents within the data that required intervention and there has been no contact with the Health and Safety Executive regarding any of the reports.

8. Health and Safety Culture

8.1 It is essential that the Council ensures statutory compliance with health and safety legislation and common law duties and with this aim in mind the Health and Safety Team continues to promote good risk management throughout the Council.

9. Legal Updates

9.1 The Health and Safety Executive suite of RIDDOR forms is being refreshed and moved to a more modern platform to improve user experience according to HSE. The reporting

requirements remain unchanged. A feature of the new forms is that once a report has been submitted to the RIDDOR database an e-mail copy will no longer be automatically sent by the system to the address of the person notifying. If required, the person providing the notification can download a copy of their form at the point of submission otherwise a copy will not be received.

10. Health and Safety Co-ordinators

10.1 The Health and Safety Co-ordinator role within each service area is clearly defined in the Health and Safety Policy and meetings have commenced to embed the role within the health and safety culture within the Council. The Health and Safety Co-ordinators have been tasked with considering how first aid provision is provided within their service areas and identifying the status of embedding risk assessment across the Council. A four-day Institution of Occupational Safety and Health (IOSH) Managing Safely course has been offered to every co-ordinator at no charge and is being delivered by Gallagher Bassett, the Council's insurance claim's handlers.

11. Training

11.1 There is a program of Health and Safety training available from Corporate Learning Centre which is a mixture of both classroom based learning and e-learning. A selection of training is also being planned by Gallagher Bassett, the Council's insurance claim handlers. These courses include Control of Contractors and Highways Risk Management. The range of courses delivered by the Corporate Learning Centre for Sefton Council staff and schools include: -

- Basic Life Support & Defibrillator (AED) Training
- Emergency First Aid at Work
- Fire Risk Management
- Fire Safety Awareness
- Fire Warden
- First Aid at Work
- First Aid at Work Requalification
- Food Safety Awareness
- Food Safety Level 2
- General Risk Assessment
- Health and Safety Awareness
- Legionella Management
- Moving and Handling (Client) Induction
- Moving and Handling (Client) Refresher
- Moving and Handling (Objects)
- Pediatric First Aid
- Principles of COSHH

- 11.2 In addition, Gallagher Bassett, the Council's Insurance Brokers undertook a shortened version of the Institution of Occupational Safety and Health (IOSH) Managing Safely Course for Executives and Directors on the 22 May 2019.
- 11.3 The IOSH four day Managing Safely Course is also being delivered primarily for the newly appointed Health and Safety Co-ordinators. The course is being held over two weeks in September 2019.
- 11.4 Part of the plans for the 2019/20 financial year is to devise a training needs assessment for staff and to develop a training plan on Health and Safety with relevant training content.

12. Priorities for 2019-2020

- 12.1 There will be a continued focus during the next year on delivering the Health and Safety objectives and the Health and Safety Improvement Plan with planned priorities including:
- Undertaking work to support the Council to strengthen its system of risk assessment. A review of the risk assessment guidance has been undertaken and will be relaunched with appropriate publicity, associated guidance and training. The Health and Safety Co-ordinators will be actively involved in this activity.
 - Improving Health and Safety governance including embedding the revised Corporate Health and Safety Policy throughout the Council which will include the Health and Safety Team visiting Departmental Management Team (DMT) meetings and an e-learning package being developed in conjunction with the Corporate Learning Centre which will include e-learning for induction and develop a training plan.
 - Developing further the reporting of health and safety performance on key health and safety objectives through key performance indicators.
 - Assisting in improving the current reporting on building related statutory compliance once the Corporate Landlord model has been implemented in September 2019 and enhance the building compliance review by the Health and Safety Team.
 - Improving health and safety training by ensuring that there is an appropriate training needs assessment for staff and to develop a training plan to ensure there is a consistent approach to health and safety across the Council.
 - Continuing the campaign to ensure the completion of self-assessment forms given the significant number of staff who are required to use display screen equipment.

13. Work completed

13.1 During the period, the following key pieces of work/projects have been undertaken: -

- An updated Health and Safety Policy was presented to Cabinet on the 4 April 2019 and approved. The policy includes health and safety objectives and key performance indicators and is now duly signed and available on the intranet.
- A Heads of Service survey has been undertaken to determine the effectiveness of the current health and safety management system. A report and action plan was presented to the Corporate Health and Safety committee for their approval in May 2019.
- The Health and Safety Team continue to work with Building Property Services to facilitate the formal definition of building related statutory compliance responsibilities for the building 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.
- 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.
- 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 in May 2019. A draft training plan for Heads of Service has been developed.
- A revised standard core agenda for the Health and Safety Sub-Committees has been designed and provided to the Heads of Service for consultation. 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.
- 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.

- Meetings have commenced with the Council's Health and Safety Co-ordinators to ensure that risk management is firmly embedded consistently across the Council.