

Committee(s):	Date(s):
Risk Committee of the Barbican Centre Board	23 January 2019
Subject: Health and Safety Update	Public
Report of: Director of Operations and Buildings Report Author: Jonathon Poyner, Director of Operations and Buildings	For Information
<p style="text-align: center;"><u>Summary</u></p> <p>This report provides an update on the Centre's Health and Safety activities and provision over the last year and agenda items for 2019.</p> <p>For ease of reference, as per previous years, the paper is divided into the following sections, with accompanying information:</p> <ul style="list-style-type: none"> • Background/Current Position • Certificate of Assurance • Audit • Health and Safety Committee Meetings • Accident Reporting Procedures • DSE • Top X –Covalent System • Health, Safety and Wellbeing Plan and Policy • Asbestos Management • Water Systems Management <p>Recommendation(s) It is recommended that Members note the contents of this report</p> <p>.</p>	

Main Report

Background

1. The purpose of this paper is to advise Members of all Health and Safety (H&S) processes, audits and actions during 2018 and progress items for 2019.

Current Position

2. The Directorate of the Barbican Centre recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice.
3. The Barbican Centre (including its 'Alliance' work with the Guildhall School) has continued to work to ensure ever closer alignment and co-working with the City Surveyor's Department and other departments across the City as appropriate. Members have agreed that we will 'create an environment that enables and inspires others to achieve their best'. It was agreed that this would be achieved through the delivery of services that are prioritised as a) compliant, b) efficient and c) appropriate. It was also agreed that we would use a 'ground-up' review plus the 'Kaizen' approach to continual improvement to identify and prioritise our work load over the years until we reached standards that we felt were appropriate for one of the world's most iconic buildings in one of the most famous cities in the world.
4. This will be achieved by:
 - Adopting a Safety Management Strategy that includes the provision of safe working systems, the provision and maintenance of safe plant and equipment, and appropriate procedures to cater for all significant risks arising from our work activities.
 - A policy supported by the provision of documents outlining safety rules and general procedures for employees' information. These will be subjected to review by management, in conjunction with the Health and Safety Committee as necessary. The safety, organisation and arrangements for implementing the policy will be publicised to all employees.
 - Accepting that the responsibility for achieving and maintaining acceptable standards of safety rests not only with management but also with employees, contractors and suppliers of materials to be used at work.
 - This statement of policy being reviewed and revised as appropriate, to take into account future changes in 'circumstance or legal requirements'.
 - Provision of information, instruction, training and supervision to ensure the health and safety at work of employees and visitors to the Centre.
 - Consultation with our employees on matters affecting their Health and Safety.
 - Maintaining safe conditions in the workplace through risk management procedures.
 - The provision of a safe means of access to and egress from the place of work.
 - Providing a work environment which is appropriately maintained, safe and without risk to health, with adequate facilities and arrangements for welfare at work.

5. Following the findings of our Member agreed 'ground up' review and our Kaizen (continual improvement) approach, and further to our ever-closer working within the wider City corporate context, we have prioritised and delivered many works relating to areas of health and safety and also notably the fire and security risks. This has included much staff training (including for our contractors, where appropriate) and also much City and local resource investment in our assets, and a further review of our policies and procedures.
6. We have continued to review and improve how we work with our partners, including our City-wide contractors (e.g. catering, security and cleaning), visiting contractors (e.g. control of contractors before and during project related works on site) and others including tenants, Resident organisations and our neighbours. This work has included a review of alignment of FRAs (Fire Risk Assessments) for example and also joint fire and security and anti-terrorism training where appropriate.
7. Many fire and security related projects have been delivered, as summarised and prioritised in our many internal and external reviews and as reported to the Health, Safety and Wellbeing Committee and Risk Committee and others. In addition, following the introduction of our CAFM (Computer Aided Facilities Management) system, (provided by a system called 'Micad'), and the change to the BRM2 (Buildings Repairs and Maintenance 2nd generation) contract (changing Mitie for Skanska and a review of what key assets were included in the contract) and the restructuring of our teams, we have focussed our resource on reviewing and more-accurately reporting on what needs to be done and what has been done. We will continue to improve in this area and ultimately this will shape and influence our future prioritisation and investment.
8. Working with our industry and City colleagues, we have reviewed our processes and policies as required and have ensured that we deliver to industry best practice standards and that they are aligned with those of the City.

Certificate of Assurance

In line with City of London procedures, the Centre will submit the Annual Certificate of Assurance signed off by the Managing Director in January 2019.

9. In 2018, along with all generic aspects for the Centre's compliance, the Projects team were duly audited and subject of the assurance programme.
10. Further to the significant change delivered over the past two years, the nominated department for the 2019 Certificate is the Engineering Department. The audit for the Certificate of Assurance process will be conducted by the Head of Engineering and our H & S specialist.

Audit

11. The City's Fire experts and Health, Safety and Wellbeing Teams have continued to work closely with Centre colleagues over the year, with the FSMG (Fire Strategy Management Group) continuing its good work and having been extended in 2018

to include representatives from the Guildhall School, again working towards our 'Alliance' (formerly known as the 'Operational Alliance' and the 'Common Platform').

12. Joint training sessions in Fire, Health and Safety and Wellbeing, general Risk Management, BCP (Business Continuity Planning), Major Incident planning, and Security (anti-terrorism) have been held and more are planned for the coming year. This joint development is aimed to ensure shared best practice, consistent standards across our many buildings and diverse activities, the further reduction of risk and ensuring that we are more likely to avoid health and safety issues and recover more quickly from any serious and major incidents.

Health and Safety Committee Meetings

13. The primary legislation covering occupational Health and Safety in the UK is the Health and Safety at Work Act 1974. It imposes general duties for health and safety on employers. The main responsibilities are:
 - Ensure the health, safety and welfare of all their employees
 - Produce a written policy statement explaining how they intend to do this
 - Consult with union reps
 - Protect others such as their contractors and visitors.
14. Employers have a duty to consult with their employees, or their representatives, on health and safety matters. There are two different regulations that require employers to consult with their work force about health and safety:
 - The Safety Representatives and Safety Committee Regulations 1977 (as amended); and
 - The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
15. The Centre has a fully active and functioning Health and Safety Committee that meets once a quarter and is chaired by the Director of Operations and Buildings. Representatives from all Departments, resident Contractor Organisations and Barbican Centre Directorate attend and participate in meetings.
16. These meetings allow information including any risks arising from employee work activities, the measures in place or proposals to control these risks, and what they should do if they are exposed to a risk, including emergency procedures. The last meeting was held on 9th January 2019 and the next meeting will be on 4th April 2019.

Accident Reporting

17. The Barbican Centre continues to use 'Reportline', (locally known as SANTIA), for the reporting and tracking accidents/incidents. *Feedback on our use of the system and performance has been encouraging.*

18. This system is an electronic web-based system supported by a contact centre, enabling reports to ring through incidents or report them on line. Centralised reporting and monitoring have been further enabled by this system.
19. The *Reportline* contact centre is operated by appropriately trained professionals. This ensures the Centre's Management that reportable events are immediately brought to the attention of the HSE Executive in the correct way.
20. The system went live for the Centre on 1 October 2015 with incident reporting added on 1st November 2017. This City system continues to operate as planned.

DSE

21. There is a legal requirement to provide all users of Display Screen Equipment (DSE), i.e. staff who use computers on a regular basis, with appropriate training and to ensure they have a risk assessment of their computer workstations. The City of London Corporation hosts an E-Learning training and assessment software system called *WorkRite*. The overall administration of the software is by Corporate Health and Safety, and access to the software is through licensed agreement with the supplier.
22. We currently have 20 trained assessors for the WorkRite system. In addition, over 280 members of staff who regularly use DSE have been assessed. A small number of staff members have had or have ongoing issues which have been identified and are being managed as part of routine procedures.

Top X-Pentana Reporting System

23. The City of London Corporation is required by law to have effective health and safety arrangements. To help achieve this, the Corporation utilises a health and safety management system. As part of this system the most significant (Top X) risks are prioritised and effectively controlled.
24. The aim of "Top X" is for significant risks, including health and safety risks, to be identified and escalated up through department structures, from the basic section level of each department to the Directors/Chief Officer, where risks can be acknowledged, and action plans put in place to minimise their impact on the department. Their impact can be manifested through injury, loss or damage to equipment or, in some circumstances, death.
25. X is simply a number. It is not a defined figure as it is dependent on the number of significant risks any department may have.
26. The City of London Corporation requires returns every October/November of any Red Risk/Threat.
27. During this past year, the Centre's Corporate Red Risk (Fire) was retired and replaced by a Departmental Red Risk (Failure to deliver the agreed fire-related

projects) in recognition of the works and training completed to date. The Centre's fire and other safety issues continue to be managed via the mitigation approach of:

- Reduce
- Transfer
- Avoid
- Accept

Health, Safety and Wellbeing Plan and Policy

28. The Directorate of the Barbican Centre recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice. The Directorate recognise that the Centre's Health, Safety and Wellbeing Plan and Policy are critical in terms of the expectations set by the City Corporation on how it expects Health and Safety to be managed locally.
29. A copy of the Centre's Health, Safety and Wellbeing Plan and Policy is displayed on all departmental notice boards, sent out to all Directors and Heads of Department and can be accessed by all staff on the internal IT system.
30. The Barbican Centre's Policy clearly outlines the roles and responsibilities of all staff from the Managing Director down to departmental staff and the H&S Committee. It is reviewed as a minimum annually and whenever a change of legislation affects the Centre. The last annual review was conducted and signed off by the Managing Director on 1st February 2018.

Asbestos Management

31. The Barbican was built at a time when asbestos was a widely used material in many elements of the building fabric. It is therefore not surprising that the management of asbestos is an import element of our Health and Safety at the Centre, not only to protect staff and the public, but also those who are likely to do work that intrudes upon the building fabric, where the dangers are most present.
32. The removal of asbestos prior to buildings works has been taking place on a regular basis. Asbestos Surveys of all areas are in place and updated annually. The information on the location of any asbestos containing material is now accessible to contractors, building surveyors and installation designers who are planning to carry out intrusive work to the building fabric, on a web-based database, using an outside specialist contractor.
33. Much additional work has been undertaken to review not only our existing asbestos register, but also to ensure that actions from previous audits have been completed and are checked and signed off. Our new Head of Engineering has continued to ensure that asbestos and other compliance register type issues remain a priority. The restructure of the Engineering and Projects teams and the introduction of our

CAFM system and the BRM2 contract will assist in ensuring that we are compliant and fit for purpose in the future.

Water Systems Management

34. The monitoring of the Centre's water systems is being managed to meet both our statutory compliance obligations and to ensure that at all times we are providing safe drinking and domestic water supplies to our public, staff and catering contractors. The control of Legionella and other water-borne pathogens is a key element of this compliance and safety area. This programme is carried out in conjunction with the City of London H&S Manager, who has oversight of the project.
35. The periodic water hygiene monitoring is done through the BRM2 contract arrangements, with Skanska using Socotec to provide this service. We are currently managing a fixed test and inspection programme. Historically, all test results have been held in paper log books at our engineering office. In future, electronic copies of test results will be added and maintained on the centralised corporate database system.
36. All the water system risk assessments from our specialist water systems contractor are saved and accessible via the City Surveyor's shared building information software, (our 'Micad' CAFM System).
37. Working with the City Surveyor's Department, through our PFM, we have again reviewed our water systems management and ensured that actions are carried out.

Jonathon Poyner

Director of Operations and Buildings

T: 020 7382 7301

E: jonathon.poyner@barbican.org.uk