

Committee(s):	Date(s):
Risk Committee of the Barbican Centre Board	22 January 2020
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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><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 2020.</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 – Pentana 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>	

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. With the support of our City colleagues we have continued to prioritise and invest in our assets. We have moved to the City's CWP process, which benefits from a peer review process, and have been successful in our applications to the City for investment, including much investment in risk mitigation and Health & Safety. We have also recently adopted the City's new capital process and again Members and the City have shown their support and commitment through ongoing additional investment. The areas of security and fire safety plus the higher risks identified using our risk matrix have received welcome additional funding as we continue to address our legacy issues and deliver more consistent standards.
6. We have worked with the City to align with and renew many contracts including fire, pest control, cleaning, security, energy supply, asbestos and legionella and other areas that will further improve and professionalise our services and reduce risk. We continue to work with our residents and other partners to ensure the wider safety of our estate and community.
7. We continue to work with the City's Health, Safety and Wellbeing Committee, CORMG and our Boards to ensure agreed priorities and awareness of progress. In addition, we have been proactive in wellbeing, with management training in Mental Health First Aid and Wellbeing seminars for staff, in conjunction with the City.
8. We continue to work with the City on the next phase of the SBR, notably with the Operational Property Board, ensuring further alignment and professionalisation across all areas of the City, sharing best practice both ways where appropriate. We have continued our restructure and have provided training to raise standards and build our 'one team approach'. The overall standard and awareness of and engagement with health and safety have improved greatly and the Health and Safety Committee continues to be well attended and engagement remains high amongst staff.
9. Our Fire Strategy Management Group has taken on an Alliance approach and this is proving to be very successful, with a closer alignment in standard and attitude to safety across our campus of the two organisations (Barbican and Guildhall School). We have also hosted the London Fire Brigade City of London presentation, for which the LFB commander commended us. We have also held the HSE's Battery Technology presentation, attended by City departments and local business. We have also hosted specialist security seminars and briefings plus hosted a day with a security organisation.
10. Our new policies have been subject to an annual review, including any changes to UK legislation and to ensure ever closer alignment with the City and its policies.

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 2020.

11. In 2019, along with all generic aspects for the Centre's compliance, the Engineering Team were duly audited and subject of the assurance programme.

12. Having completed much work across our alliance and the Barbican over the past few years, we will this year be auditing all departments for the 2020 Certificate of Assurance. This will demonstrate and recognise the progress that everybody has made across the organisation to build 'one team'.

Audit

13. We have continued to work closely with our City colleagues including Health & Safety and Wellbeing, CORMG, Pentana and external specialists. We have continued to deliver against audit lists including for example fire risk assessments (FRAs) and asbestos and legionella audits. Our Fire Strategy Management Group has gone from strength to strength following the inclusion of the School to make it an Alliance group. Recent new members from the School with external experience have ensured that we have been able to increase the pace of change as regards health and safety and are therefore delivering ever more professional standards across our Alliance estate.

During the year we have delivered much training including fire, security, business continuity planning (BCP) and major incident (MI) planning and improved general awareness as to how we work as an Alliance across our venues. We are seeing more consistent standards, and further improved engagement and the benefits of this approach were demonstrated in the recent attack on London Bridge and the actions taken by our teams in the immediate hours and days following. We have also conducted a full test evacuation of the Centre which went very well and was a great reassurance demonstrating the benefit of our investment and focus over the years.

Health and Safety Committee Meetings

14. 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.
15. 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).

16. The Centre has a fully active and functioning Health and Safety Committee that meets regularly 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.
17. 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 2020 and the next meeting will be on 2nd April 2020.

Accident Reporting

18. 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.
19. 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.
20. 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.

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 18 trained assessors for the WorkRite system. Members of staff who regularly use DSE continue to be 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. We have continued to work on our departmental red risk ‘Failure to deliver the fire-related projects. We have continued to work with our City colleagues, notably Town Clerk and City Surveyor’s Department via our Fire Management Strategy Group. We have also continued to work with our insurers RSA and the City’s insurance team. We review our risk register regularly, and risks, (e.g. Ex Halls), are added when identified. 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 recognises 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 annual review was conducted and is due to be signed off by the Managing Director on 1st February 2020.

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 important 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. We have introduced and trained in a new Asbestos Management Plan. Much additional work has been undertaken and signed off. Our Head of Engineering has continued to ensure that asbestos and other compliance register type issues remain a priority for the team.

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 providing this service. We have conducted a fixed test and inspection programme. Electronic copies of test results are being 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. Further to a change in the legislation regarding responsibility for HV rooms, we have raised this issue with the Health, Safety and Wellbeing Committee and the City is bringing in a suitable system following legal advice.

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