

Committee:	Date:
Establishment Committee	16 September 2016
Subject: Corporate Health & Safety management systems external audit.	Public
Report of: Director of Human Resources	For information
<p>Summary</p> <p>The City of London Corporations Health and Safety policy and systems were reviewed to deliver a more proactive safety focus that would encourage the development of a good safety culture and improved safety compliance.</p> <p>An external audit was commissioned as part of the final stages of the Corporate HR 2011-16 Health & Safety Strategy. The audit was carried out by the British Safety Council. The City received a four star rating against the British Safety Councils Five Star rating scheme. This score rates the City of London Corporation as achieving four stars, “very good”.</p> <p>Corporate HR will use the auditors recommendations to reinforce the safety management system as we look towards continual improvement.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • It is recommended the committee note the findings of this report. 	

1. Background

- 1.1. An external audit was commissioned as part of the final stages of Corporate Human Resources Health & Safety Strategy 2011-16.
- 1.2. Within its scope was the Corporate Health & Safety Management system. The primary aim of this audit was to provide an external, independent assessment of the management systems in place, the arrangements developed by the organisation and the effectiveness of its implementation.
- 1.3. The British Safety Council was chosen following an open procurement exercise to carry out the audit, in particular, its Five Star Audit model was selected. The Five Star Audit involves an in depth examination of an organisation’s entire health and safety management system(s) and associated arrangements, focusing on the key aspects of their approach to managing occupational health and safety in the workplace. It offers a structured path for continuous improvement towards best practice. The areas shown below in figure 1 are highlighted in the audit.

Fig1. Five Star Audit: 2013 specification



2. Five Star Audit Result

- 2.1. The organisation was awarded an overall audited score of 85.35%. The outcomes equates to an overall grading of 4 stars.
- 2.2. The Five Star index rating is included below for reference.

The overall audit grading is as follows:

Marks %	Star rating
92 – 100: Excellent	★★★★★
85 – 91.9: Very good	★★★★
75 – 84.9: Good	★★★
60 – 74.9: Satisfactory	★★
50 – 59.9: Basic	★

3. Audit outcomes

- 3.1. The audit outcomes, against the specification in Figure 1, and the executive summary extracted from the audit is attached at **Appendix 1** for information.
- 3.2. An action plan with all the accepted recommendations has been put together and reviewed by the Corporate Health & Safety Committee. This will feed into the Corporate HR Health & Safety Strategy for 2017 and beyond.
- 3.3. Recommendations and associated work streams will need to be cross referenced with the City Surveyors Strategy to ensure consistent development of approach.
- 3.4. The action plan will be tracked by the Health and Safety committee. Some key elements have already been implemented, such as implementation of the Corporate Asbestos Policy recently approved by Summit Group, for example.
- 3.5. The external verification is a positive outcome for the organisation in terms of giving the Town Clerk and Members confidence that there are sound procedures in place to ensure Health and safety is managed. The protection this offers, however, strongly depends on their application locally. Departments should take confidence

from the result of this audit that the Safety Management system, made up of the policies, procedures, guidance notes and templates is fit for purpose and if followed will allow departments to comply with legal requirements and mitigate risk to the organisation as whole.

- 3.6. The Corporate Health & Safety teams internal audits coupled with the Annual Certificate of Assurance submitted by Chief Officers to the Town Clerk and the Risk Management process will continue to monitor and ensure systems are being locally applied.
- 3.7. A key component of the success of any safety management system is leadership. High visibility commitment to Safety at the most senior levels of the organisation should clearly and repeatedly be demonstrated, in line with our behavioural values. This will further embed safety as business as usual.

4. Conclusion

- 4.1. The City has a safety management structure which allows the Corporation to demonstrate compliance if implemented at all levels.
- 4.2. It is entirely possible for the City of London Corporation to reach the 5 star accreditation. It is recommended that another external audit should be carried out within the next three to five years to again externally review our progress and continue to provide assurance that our system is effective.
- 4.3. Key for success is the need for all within the organisation to understand their role and actively participate in the daily operation of the system, training for all employees commensurate with their level of responsibility, especially at management level and the importance of Health and Safety leadership.
- 4.4. As a reminder, attached at **Appendix 2** is the institute of director guidance on safety leadership, leading health & safety at work.

Attached:

Appendix 1 – Audit outcomes and executive summary

Appendix 2 – Leading Health & Safety at work – Leadership actions for Directors and board members

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