

<b>Committee(s):</b>	<b>Date(s):</b>
Risk Committee of the Barbican Centre Board	17 January 2017
<b>Subject:</b> Health and Safety Update	<b>Public</b>
<b>Report of:</b> Director of Operations & Buildings <b>Report Author:</b> Nigel Walker, Safety and Security Manager	<b>For Information</b>
<p style="text-align: center;"><b><u>Summary</u></b></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 2018.</p> <p>For ease of reference, the paper is divided into the following sections, with accompanying information:</p> <ul style="list-style-type: none"> <li>• Background/Current Position</li> <li>• Certificate of Assurance</li> <li>• Audit</li> <li>• Health and Safety Committee Meetings</li> <li>• Accident Reporting Procedures</li> <li>• DSE</li> <li>• Top X –Covalent System</li> <li>• Health, Safety and Wellbeing Plan and Policy</li> <li>• Asbestos Management</li> <li>• Water Systems Management</li> </ul> <p><b>Recommendation(s)</b> 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 2017 and progress items for 2018.

#### **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 common platform work with the Guildhall School) has worked to ensure much closer working with the City Surveyor's Department and other departments across the City. Working with the City Surveyor and Chamberlain's Departments on the SAM (Strategic Asset Management) review, it has been agreed that we will 'create an environment that enables and inspires others to achieve their best'. Furthermore, it has been agreed that this will be achieved through the delivery of services that are a) compliant, b) efficient and c) appropriate.
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. Much work has been undertaken along with the City Surveyor to ensure the above and particular emphasis has been on compliance, especially in the area of fire, asbestos and legionella. Much work has been completed over the year as described in our 'ground up' review updates, meaning that we have further reduced risk via the full review and completion of our fire risk assessments and the delivery of much training and remedial works on site.
6. We have continued with our 'ground up' review and the introduction of a continual improvement' culture. We continue to review structures to ensure that we are fit for purpose for the future. We continue to develop and strengthen our

relationship with the CoL Departments to ensure compliance and share best practice both ways. We have worked closely with our neighbours, including CoL departments, CoL police, the Guildhall School, LSO and other tenants and also, where appropriate, the resident groups and others. We have prioritised work and our resources to identify and mitigate risk. We are also working more closely with the Barbican Trust, so that there is an alignment between our risk registers. Staff have received much training in matters including health & safety and security and continue to receive regular updates and toolbox talks. We have also worked more closely with our contractors so as to ensure an integrated 'one team' approach. This will continue into the future and we will continue to review to ensure continual improvement and best practice.

### **Certificate of Assurance**

7. In line with City of London procedures, the Centre submitted the Annual Certificate of Assurance signed off by the Managing Director in January 2017.
8. This year, along with all generic aspects for the Centre's compliance, the Music team were duly audited and subject of the assurance programme. Eight points of areas of best practice were noted. These included excellent levels of H&S and Technical information provided in departmental Tool Box Talks and briefings, the setup of weekly, monthly and quarterly meetings where H&S was on the agenda; the department has its own H&S Policy and Contractor H&S booklet, a good level of Fire Marshalls, all Top X Risks addressed and monitored and good identification of future training requirements.
9. Six areas of exception were also noted. These included a task list updating process followed by risk assessment requirements and additional First Aiders training and further training for the nominated safety rep for the department. For the Centre as a whole, a full review of Fire Risk Assessments has been undertaken and the results and actions are to be reviewed and undertaken as individual projects. Updates of the Centre's Health, Safety and Welfare and Fire Safety Policies were due and both have been completed.
10. The nominated department for the 2018 Certificate is the Projects Department and the audit for the Certificate of Assurance process will commence in the first week of January 2018 with the departmental H&S champion and then the Head of Department.

### **Audit**

11. The City's Health & Safety Teams have been working closely with Centre Colleagues over the year on Fire Safety issues in particular as well as wellbeing issues.

### **Health and Safety Committee Meetings**

12. 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.
13. 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).
  14. The Centre has a fully active and functioning Health and Safety Committee that meets once a quarter and is chaired by the Director of Buildings and Operations. Representatives from all Departments, resident Contractor Organisations and Barbican Centre Directorate attend and participate in these quarterly meetings.
  15. 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 15th October 2017 and the next meeting will be on 4th January 2018.

### **Accident Reporting**

16. Following an extended trial/testing with an external provider, all Corporation Departments, including the Barbican Centre, are now using a system called "*Reportline*" for reporting and tracking accidents/incidents.
17. This system has increased consistency and reduced paperwork as it is an electronic web-based system supported by a contact centre, enabling reports to ring through incidents or report them on line.
18. The *Reportline* contact centre is operated by trained medical professionals. This ensures the Centre's Management that reportable events are immediately brought to the attention of the HSE Executive in the correct way.
19. The system went live for the Centre on 1 October 2015 with incident reporting added on 1st November 2017 and continues to run as planned.

### **DSE**

20. 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.
21. The Barbican Centre took advantage of this service, at no cost to the Centre, from April 2015 and today we have 20 trained assessors. 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-Covalent Reporting System**

22. 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.
23. The aim of “Top X” is for significant 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 tasks, death.
24. 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.
25. The City of London Corporation requires returns every October/November of any Red Risk/Threat.
26. This year at the time of the return the Centre made one return regarding Fire Safety issues with the classic risk management approach to mitigation being used:
  - Reduce
  - Transfer
  - Avoid
  - Accept

### **Health, Safety and Wellbeing Plan and Policy**

27. 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.
28. 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
29. 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 1 February 2017.

#### **Asbestos Management**

30. 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.
31. 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, in January. 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.
32. Much work has been undertaken to review not only our existing risk register but also to ensure that actions from previous audits have been completed and signed off. This work has been overseen by the new Head of Engineering, a role which is covered by a PFM (Property Facilities Manager) provided by the City Surveyor's Team in line with the City's new way of working, where a PFM from the City Surveyor's Team is attached to the departments. This system is working extremely well and has greatly improved communications between the organisations, thus ensuring communality and further reducing risk.

#### **Water Systems Management**

33. 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 hot 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.
34. The periodic water hygiene monitoring is done through the BRM2 contract arrangements, with Skanska using ESG to provide this service. We are currently working with the service provider to implement a fixed test and inspection programme; in the interim they are currently on site twice per week to undertake tests and ensure we are compliant with regulations at all times. 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 our Facilities Management IT system.
35. 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 (the MYCAD System).

36. 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.

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