

Committee(s) Audit and Risk Management	Dated: 03.11.2019
Subject: Deep Dive: CR09 Health Safety and Wellbeing	Public
Report of: Chrissie Morgan, Director of Human Resources	For Information
Report author: Justin Tyas, Health Safety and Wellbeing Manager	

Summary

Corporate Risk 09 concerns the City of London Corporation's health safety and wellbeing Management System and its application. Effective Health and Safety management enables innovation, growth and enhanced productivity, as well as helping the City Corporation to achieve its strategic objectives.

Protecting the health and safety of employees and others, including members of the public who may be affected by the City Corporation's activities, is an essential part of successful risk management. Failure to comply can have serious consequences – for both organisations and individuals. Sanctions include fines, imprisonment and disqualification.

Key highlights/updated since last Deep Dive (November 2019):

- There was a successful retender of accident / incident reporting system which has included several improvements such as the ability to now also report online in addition to the existing 24/7 telephone line.
- Where necessary staff have been supported to work from home during the pandemic. This included providing advice and guidance and the completion of home working assessments. Additional equipment was provided where this was required.
- Focus has remained on supporting the mental health and wellbeing of staff during the pandemic. Novel ways of support have been developed including a virtual Mental Health First Aider Network.
- The City Surveyors have led on ensuring robust Covid-Secure premises risk assessments have been completed. They have provided professional support and guidance to local Premises Controllers and have a robust assurance process.
- Checks have also been established to ensure works and service contractors operate in a Covid safe way and can if necessary, support the City Corporation with responding swiftly to a symptomatic COVID case at any of its sites.
- There were also successful tenders for competent fire risk assessors and asbestos analytical consultants.
- The Public Health England (PHE) *Disparities in the risk and outcomes of Covid-19* showed that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. Hence an individual risk assessment approach was developed to ensure we have a robust and fair process in place for retuning staff and those who continued to work in their normal workplace during the pandemic.

- The systems of Internal Controls and discrete actions as outline in this report demonstrate that the City Corporation has a relatively robust health, safety and wellbeing management system

Recommendation

Members are asked to note the report.

Main Report

Background

1. The basis of British health and safety law is the *Health and Safety at Work etc. Act 1974*. The Act sets out the general duties which employers have toward employees and others including members of the public, and employees have to themselves and to each other.
2. These duties are qualified in the Act by the principle of '*so far as is reasonably practicable*'. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk. The law requires effective management and informed common sense, which employers should be achieving anyway.
3. Failure to comply with these requirements can have serious consequences – for both organisations and individuals. Sanctions include fines, imprisonment and disqualification.
4. Under the *Corporate Manslaughter and Corporate Homicide Act 2007*, an offence is committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.
5. Employers are required to make suitable (health and safety) arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. Effective health and safety management enables innovation, growth and enhanced productivity, as well as helping the City Corporation achieve its strategic objectives.
6. The external enforcing authority for health and safety at the City of London Corporation is the Health and Safety Executive (HSE). Fire safety is enforced by the Fire and Rescue Service (Fire Brigade) under separate legislation (Regulatory Reform (Fire Safety) Order 2005).
7. The City Corporation's health and safety management system (using the HSE's *HSG 65* model) apply a *Plan, Do, Check, Act* approach, attempting a balance between the systems and behavioural aspects of management. It

also treats health and safety management as an integral part of good general management, as opposed to a stand-alone system. The Health Safety and Wellbeing (People) Team (in Corporate HR) are the custodians of the health and safety management system.

Current Position: Corporate Risk (CR) 09 - Health Safety and Wellbeing Risk (management system) (Appendix 1 - below):

8. A revised risk description was endorsed at the Health Safety and Wellbeing Committee in September 2019, and the Risk Score was also revised (reduced) following the close out of an investigation by the HSE into a fatality to a member of public in the Men's Pond (North London). The HSE concluded the fatality was not work-related and there was no material breach of health and safety legislation. Observations were made and these were embedded into the swim review led by the Superintendent, NLOS.
9. Whilst CR09 is a risk associated with the health and safety management system, the risk scoring was discussed at the Health Safety and Wellbeing Committee in June 2020 and committee members endorsed the position that the current risk score be revised upwards during the Covid-19 pandemic.
10. The CR09 risk description is:
Cause - *Lack of management grip/attention to effective health and safety in the workplace, management and staff competency, poor supervision and guidance, and ineffective controls and monitoring / feedback systems.*

Event - *Significant breach/non-compliance with Statutory regulations and/or internal H&S policies and procedures by staff/managers whilst undertaking/delivery of City Corporation functions.*

Effect - *Fatality or life-threatening illness / disease compromising the safety and wellbeing of service users, public or the workforce, potential enforcement action/financial penalties to City Corporation. Adverse effect on the delivery of the Corporate Plan: Especially Outcomes 1 & 2*
11. **Current Risk Score - 12: Major x Possible** [Increased from 8 to 12 in April 2020]
12. This Corporate Risk (CR 09) is reviewed on a regular basis at a frequency not exceeding three months. At each review, the agreed actions designed to mitigate and manage this risk are reviewed, along with the system of internal controls. An evaluation of the risk score is undertaken based on a judgement of efficacy of the current controls. Consideration is given to any emerging evidence which could challenge the level of control.
13. **Target Risk Score – 8: Rare x Extreme** [Reduced from 12 to 8 in October 2019].

Risk Actions

14. There is an established annual inspection and audit programme for Property and People health and safety. For example, audit, inspections and compliance checks have focused on water hygiene (legionella), fire safety, asbestos management, workplace transport and lone working/preventing violence. These are currently considered to be the areas of higher risk profile within the City Corporation (Action: **CR09K**). Business as usual audits and inspections were suspended during lockdown except for supportive inspections at the City of London Cemetery and Crematorium and at the Covid-19 London Strategic Co-ordination Group headquarters (Union Street) in April 2020.
15. Following the tragic fire at Grenfell Tower there has been increasing Corporate demand for reassurance on the suitability and sufficiency of the Corporation's fire safety management system, especially fire risk assessment.
16. The Corporate Health, Safety and Wellbeing Committee, which had been monitoring the situation, recognised the need for an additional resource that could target auditing, compliance and offer additional support to Departments who are responsible for implementing key sections of the Corporate fire safety management plan. Request for Additional Funding of a Fire Safety Compliance Officer Post was made to Resource Allocation Sub-Committee (December 2018). The new post of Fire Safety Compliance Officer sits in the Property Health and Safety Team (City Surveyors) and was recruited in July 2019 and their focus has been on proactive fire safety inspection and audits across the City Corporation. As of the end of August 2020 eighty-one (81) properties' fire management systems, including fire risk assessments, had been audited. In the last update report to the Corporate Health, Safety and Wellbeing Committee, improvement was noted in the quality of fire risk assessments at the reviewed sites.
17. A programme of interactive senior leadership health and safety briefings was delivered for all Chief Officers and their reports who are represented in the Corporate Health Safety and Wellbeing Committee. In addition, briefings were also completed for two of the City Corporation's Independent Schools and for the Guildhall School (**CR09J**)
18. A re-tender for the corporate accident / incident telephone reporting service was successfully completed. As well as continuing to provide a 24/7 telephone Reportline with specialist support and close-out for incidents, a desirable outcome was to have the ability to report by other means. A new 3-year contract with potential for a 2-year extension was successfully completed. Enhancements to the service have now been realised, which include the ability of our designated safety leads to report and investigate via secure web-enabled software. In addition, a QR code has been added allowing anyone with mobile or table to report accident/incidents via secure link. Enhancements to the back-office software have improved the search and reportability functionality of the accident database (**CR09N**)

19. The top (and persistent) reason for reported sickness absence at the City Corporation is *anxiety/stress/depression/other psychiatric illnesses*. Grounded in a growing body of evidence, including awareness of best practice, the “CityWell” (employee wellbeing) programme was re-focused, following a report to the Establishment Committee in 2018 on mental health as the top priority, supported by a wider health promotion / wellness programme. A Mental Health and Wellbeing Action Plan (2018 – 2021: **Appendix 2**) was developed and implemented (**CR09M**). It is being regularly monitored – last reviewed at the Corporate Health Safety and Wellbeing Committee in September 2020 and key highlights included:

- Over 150 employees trained as Mental Health First Aiders, representing most departments.
- Implementation and embedding of a Wellbeing Ambassadors’ Network
- Regular wellbeing events and campaigns (mental health and lifestyle promotions) including supporting the annual Lord Mayor’s *This is Me* campaign
- Mental health awareness training for managers and leaders – over 30% trained. Paused during the Covid-19 Pandemic.
- Routinely monitor employee mental health (monitor and review sickness absence data – implementation of wellbeing Key Performance Indicators (KPIs)
- Development of mental health and wellbeing resources (guidance, documents, assessment tools) including bespoke support and resources during the Covid-19 pandemic and *Concerns about suicide – just ask* guidance with tools.
- Work collaboratively with Occupational Health, Public Health, Staff Networks and external partners / initiatives including the Responsible Business working group
- Increase in storytelling and sharing experiences. Anecdotal and other evidence (e.g. staff *Your Voice Matters* survey) that City Corporation colleagues generally feel more able to talk about their mental health and know how to access further support

System of Internal Controls (IC)

20. The following section highlights some of the key internal controls and systems in place to ensure the health and safety management system remains effective and relevant.

Health Safety and Wellbeing Committee

21. The City Corporation has an effective Chief Officer-led Health, Safety and Wellbeing Committee which is chaired by the Town Clerk and Chief Executive. This sets the tone from the top and facilitates buy-in. Its function is to advise and make recommendations to the City Corporation’s Chief Officers on matters relating to the overall management of health, safety and wellbeing as established under the Health, Safety and Wellbeing Policy.

Safety Manager Forum and other networks

22. A Health and Safety Managers’ forum is held about two weeks prior to the main Corporate Health Safety and Wellbeing Committee. Health and Safety

leads from across the City Corporation are invited to discuss and are consulted upon items which will be tabled at the Corporate Committee. In addition, departments and institutions have their own local health and safety committees. The Health Safety and Wellbeing Team also deliver a quarterly corporate Wellbeing Ambassadors meeting and Mental Health First Aiders' Network. The Health, Safety and Wellbeing team have recently supported Markets and Consumer Protection (M&CP) implement a bespoke M&CP Wellbeing Ambassadors Network to meet the departments unique needs.

Revised Corporate Transport Policy

23. The Corporate Health Safety and Wellbeing Committee endorsed a revised Corporate Transport Policy in late November 2019. Following a month's consultation with all Chief Officers / Head Teachers there was no challenge to the proposed revisions. The revised policy is awaiting an opportunity for tabling at the Establishment Committee as a non-urgent but important item. The subordinate guidance has been revised and this is being implemented.

New Corporate Overseas Travel Policy (Health and Safety)

24. To ensure the City Corporation consistently meets its duty of care and mitigates the risk of conduct being found to be unreasonable, a corporate policy for overseas travel specifically in respect of health and safety was recommended. The policy was considered and endorsed at the Establishment Committee in December 2019.

Revisions to Corporate Health and Safety Policies

The Property Health and Safety Team was proactive during the last year, reviewing and revising the following Corporate Health and Safety Policies: Control of Contractors, Work at Height and Water Hygiene (Control of Legionella)

Most significant health and safety risks

26. The Pentana (Risk Management Information System) is used to manage significant health and safety risks. Pentana enables departments to highlight their safety risks as a 'Top X' risk, emphasising any activities with considerable implications that are un-mitigated, or where there is a lack of clarity. Risks that are currently being administered effectively through Pentana include Traffic Management at Billingsgate Market, Work at Height and Fire Safety at Central Criminal Court, and High-Risk Hazard Work Areas at the Barbican Centre.

Health and Safety (Property)

27. The Property Health and Safety Team consists of five posts: A Head of Health and Safety, Fire Safety Advisor, Fire Safety Compliance Officer, Health and Safety Advisor (specialising in Asbestos and Water Safety) and an Apprentice. In addition, there is a Guildhall Health and Safety Officer funded between City Surveyors and Remembrancers. The team has been instrumental in creating and negotiating new corporate policies and compliance standards that aim to deliver key safety and health objectives of the Corporate Plan. The team has been successful in informing and upskilling groups of managers and staff. Over the last 12-months there has been a heavy focus by the team on new Corporate contracts, supporting the City

Corporation's major construction/ accommodation project, and building safety / fire compliance. The Property Health and Safety Team have been key to ensuring buildings remained safe during the pandemic and lockdown as well as instrumental in supporting the safe reopening of Covid-Secure premises (as discussed further below). They have also developed guidance for responding promptly to a potential Covid case at City Corporation sites and established new systems for checking works and service contractors Covid arrangements that harmonise with the existing procedures for reviewing risk assessments and method statements.

Health Safety and Wellbeing (People)

28. The Health Safety and Wellbeing team is based in Human Resources and consists of a Manager, Health Safety and Wellbeing Advisor; an Apprentice joined the team in August 2019. The team has been instrumental in the delivery of corporate advice, guidance and policy development including the new Overseas Travel Policy (Health and Safety) as noted above. The annual audit and inspection programme was diverse and included audits / inspections of City of London School (Girls), Barbican Library, Artizan Street Library and Community Centre, Lone / Remote working at Hampstead Ladies' Pond and a desk top review of working at height at Central Criminal Court. The team are instrumental in the development and delivery of the health safety and wellbeing training and development with the Learning and Organisational Development Team in Corporate Human Resources and lead of the Corporate "CityWell" employee wellbeing initiatives.

Covid-19 Response

29. The Corporate Health and Safety Teams have worked collaboratively with stakeholders including Occupational Health under the Gold Group and associated structures and governance. Overarching corporate support has included dedicated intranet hubs for **Covid-19: Information and Guidance** and **Covid-19 Staying Mentally Healthy**. Key live organisational documents include the *Covid Managers Guide* and *Staff Frequently Asked Question (FAQs)*.

30. Supporting our staff during the pandemic

Resources were developed for staff including support and guidance for parents and carers, linking in with our staff networks. Bespoke guidance and resources were developed including *Covid 19 Support (guidance) for victims of domestic abuse* and *Covid 19 bereavement guidance and support toolkit*. In addition to the existing support mechanisms for staff such as the Employee Assistance Programme (EAP) and Occupational Health, the City Corporation Mental Health First Aiders (MHFA) stepped up and created a virtual MHFA network which allowed colleagues to contact them via telephone, teams etc.

31. Specialist Covid-19 guidance and other resources

In addition to advice and guidance noted above additional Covid specific resources were developed including:

- *Covid 19: Supporting Frontline Staff*
- *Guidance for Managers: Managing Team Wellbeing during the Pandemic and the Recovery*

- *Covid 19 and PPE – Guidance for Managers on how to use PPE Safely*
- *Covid 19: Providing First Aid*
- *Home / Remote working safely*
- *Covid 19 Risk assessment [various]*
- *Managers checklist for stress and anxiety*
- *Covid 19: Returning to work checklist for managers*

The Property Health and Safety Team provided specialist technical advice and corporate guidance for the safe closure or partial closures of building services during the pandemic. Particular attention has had to be made to water safety and maintaining statutory compliance inspections.

Covid First Aid

32. At the start of the pandemic a bulletin was developed and disseminated, providing specialist advice for delivering first aid. This was then supplemented with more comprehensive guidance *Covid 19: Providing First Aid*. Procurement assisted with identifying and sourcing additional first aid items and peripherals. A series of virtual Covid First Aid CPD upskilling sessions were organised by the Learning and Organisational and Development Team, and all First Aiders whose training lapsed during the pandemic have been offered face-to-face requalification training. Commencement of full First Aid at Work training is due to start in October/November 2020.
33. **Training Needs and Development during the pandemic**
In addition to the above noted first aid training a number of learning and development sessions were held. Virtual equivalents for face-to-face formal training were delivered to develop and maintain staff competence including:
- A series of fire safety CPD webinars
 - Managing Safely (IOSH Accredited)
 - Corporate Risk Assessment training
 - Display Screen Equipment (DSE) Assessors training
 - Practical DSE
 - Fire Safety practical training (scheduled November 2020)
 - COSHH Risk assessment (virtual) training (scheduled November 2020)
34. Formal training was also supplemented with other virtual development and supporting activities such as “PowerHours” and other workshops such as “Making Healthier Choices”. A *Pass the Cup and Move* campaign was delivered by the Corporate Wellbeing Ambassadors and two members of staff shared their *This is Me* (campaign) mental health stories via video: Sid Brewer, Head of Maintenance, New Spitalfields Market and Elena Clements, Production Arts & Drama Administration Assistant, Guildhall School
35. **Personal Protective Equipment (PPE) and face coverings**
There has been regular monitoring of PPE. For example, the Silver Public Services monitors PPE and ancillary requirements. Procurement has been supporting departments and services to acquire items where there may be supply issues or forward concerns with supply lines. The City Corporation

took the decision to further support staff by supplying three reusable face coverings as part of the recovery process. Advice from Public Health England (PHE) on face coverings (which are not PPE) has changed since the start of the pandemic, now being mandatory in certain circumstances. City Surveyors managed the purchase and distribution of coverings, including sending them direct to employees' home addresses when requested to do so.

Homeworking during the pandemic

36. The Health, Safety and Wellbeing guidance was adapted and all staff working at home are carrying out assessments on their working arrangements, including whether they have the right equipment. The City Corporation's pool of (over 100) DSE assessors and coordinators supported managers prior to signing off assessment. Where necessary, equipment and adaptations have been made available to support staff. Working collaboratively with City Surveyors, via the Home Working Group, a catalogue of equipment and further guidance was developed and disseminated to allow staff to have suitable ergonomic equipment. The Recovery Group monitored home working DSE compliance and there was generally a high level of self-reported compliance by departments.
37. To future proof the City Corporation's new ways of working and support our organisational development via the Target Operating Model (TOM), a new Agile DSE system will be launched from November 2020. It will allow staff to undertake their DSE training and assessments at a home environment and within an office or other environment to meet local needs. The new Agile version is being customised and currently being adapted to meet City Corporation needs. The training experience will more intuitive and 'feels' more modern and relevant.

Returning to the Workplace Toolkit: Safe Premises, People and Processes (Activities)

38. It is important to recognise that a significant minority of key / critical staff continued to work in their normal workplace during the pandemic, under strict PHE guidelines for social distancing and hygiene control. An organisational risk assessment was developed for the phased return of staff back into their normal working environment (**Appendix 3**).
39. A Covid Secure and safe returning to the workplace toolkit was developed. To ensure a safe return of staff three (holistic) risk assessments are being completed:
 - Safe Premises – Covid Secure premises risk assessments completed by the Premises Controller
 - Safe People – Individual risk assessment for returning staff and those who continued working throughout the pandemic
 - Safe Processes – for activities not already covered by the overarching premises assessments. For example, a Building Control surveyor may use the Covid-Secure Guildhall as a base but undertake activities outside as part of their duties, so it is important that any additional risks from these activities are also considered.

40. The City Surveyor was tasked with ensuring Covid-Secure premises for City Corporation sites. The Property Health and Safety Team has been instrumental in providing professional support and developing a corporate assurance framework to the Town Clerk.
41. As of mid-October 2020, over 125 sites have completed Covid-Secure premises risk assessments. There is a reviewing process by the City Surveyors based upon current government guidance. All premises risk assessments are reviewed, and they are not signed off until they met the required standard. Support is available to the local Premises Controller and the Property and Health Safety and Safety Teams have visited over 30 sites to check implementation and support local management.
42. The PHE *Disparities in the risk and outcomes of Covid-19* showed that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. Hence the individual risk assessment approach was developed to ensure we have a robust and fair process in place. We have also endeavoured to ensure equality and inclusion are embedded throughout.
43. The individual Returning to Work (RTW) risk assessment includes a self-assessment as part of the process, is not mandatory as per the guidance and procedure, and aims to offer employees the option to think about any concerns they have and may wish to discuss prior to the manager led assessment. The questions for the assessment were developed in consultation with City and Hackney and other local authority and public bodies. The final question was agreed by Occupational Health, Human Resources and in also consultation with our Director of Public Health. Our unions (GMB and Unite) were consulted and although the Individual RTW risk assessment process is guidance and procedure (i.e. not Policy) it was endorsed by the Health Safety and Wellbeing Committee in June 2020. Over 500 RTW assessments have been completed and securely uploaded to individuals records on City People.

Sickness absence and RIDDOR

44. Sickness absence is monitored weekly and as of mid-October 2020, cumulative sickness absence for Covid-19 (including those precautionarily self-isolating) remains low at 162 cases (or 2.5% staff). Non-Covid sickness absence remains relatively low. The number of confirmed Covid cases remains low (under 10 at the start of October 2020), but as testing has become more accessible the numbers are starting to gradually increase.
45. The Health and Safety Executive (HSE) issued guidance around the requirement for reporting Covid-19 infections under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Advice was endorsed by the Gold Group (**Appendix 4**) around when to report – the Health Safety and Wellbeing Manager makes an assessment based on the criteria agreed in Appendix 4. To date, no Covid-19 infections have been notified to the HSE under RIDDOR.

Outbreak control and potential tightening of restrictions

46. Corporate health and safety are embedded within the outbreak planning and response within the Square Mile and beyond. This includes supporting services with Public Health notification, should this be necessary and providing advice and guidance with risk mitigation and control. Guidance and support will be available to assist should further regional or local tightening occur. The annual flu jab reimbursement scheme for staff has been promoted widely across the City Corporation.

Corporate and strategic implications

47. An established legal principle (case precedent) is that health and safety enforcement action can proceed on the basis of risk i.e. a loss does not have to occur for a successful prosecution (R-v-Board Trustees of the Science Museum: 1993).
48. The Sentencing Council published its guidelines for health and safety offences including Corporate Manslaughter in 2016. This marks a significant change by trying to ensure that those found guilty of health and safety offences are heavily penalised by the courts. It has resulted in a marked increase in the level of fines (which cannot be insured against).
49. Fines are based on an organisation's turnover rather than profit; even for a 'medium' sized organisation fines typically range from hundreds of thousands to several million pounds for those found most culpable of offences. During the first two years this has certainly been the case, with multiple fines exceeding £1,000,000.
50. The number of Directors prosecuted for health and safety offences has increased significantly in recent years. Data confirm that the Health and Safety Executive (HSE) is displaying an increased zeal to prosecute the most senior individuals within organisations.

Horizon scanning / keeping pace with change

51. There is no current indication that there will be significant changes to the UK's health and safety legislative framework after leaving the transition period with the EU. To note that, however, European Union driven legislation (Directives) has already been translated into United Kingdom law primarily as Regulations (subordinate legislation) under the Health and Safety at Work etc. Act 1974.
52. The government has launched a consultation on legislative proposals that seek to reform building and fire safety. These proposals seek to strengthen the Regulatory Reform (Fire Safety) Order 2005, improve compliance and implement the recommendations from the Grenfell Tower inquiry phase one report. They aim to provide a better regulatory framework for managing how building control bodies consult with fire and rescue authorities, including the handing over of information.
53. The UK government has published its draft Building Safety Bill, which sets out new rules for higher-risk residential buildings (HRRBs), backed by a powerful new Building Safety Regulator. The bill creates responsibilities for

construction teams of new builds and for landlords of existing HRRBs over 18 metres or six storeys high in England and Wales and is backed by the threat of criminal sanctions if new statutory duties – such as submitting adequate safety cases or ignoring compliance notices – are not fulfilled.

54. Also, in response to Grenfell a new Fire Safety Bill is also proposed, however details are still vague, and a draft is still awaited
55. As noted above, guidance and support will be available to assist departments and services should further regional or local tightening occur in response to Covid-19.

Conclusion

56. There is no current indication that there will be significant changes to the UK's health and safety legislative framework after leaving the transition with the EU.
57. There are a number of mechanisms the City of London Corporation utilises to mitigate and manage its health and safety risks. The small team of competent persons continues to develop the safety framework and focus towards assuring the organisation as current resources allow.
58. Corporate Risk 09 is about the City Corporation's health, safety and wellbeing management system. The systems of Internal Control and discrete action as outlined in this report demonstrate that the City Corporation has a relatively robust health and safety management system.
59. There has been good collaboration between the Property and People Health and Safety teams along with other City Corporation professional services during the pandemic to positively support the City Corporation.

Appendices

- Appendix 1 – Risk and Progress Summary for CR09: Health and Safety
- Appendix 2 – [Mental Health and Wellbeing Action Plan \(2018 – 2021\)](#)
- Appendix 3 – [Risk Assessment: Staff Returning to Work: Covid 19 Protecting our staff](#)
- Appendix 4 – HSE RIDDOR and Covid-19 Reporting

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Appendix 1: Risk and Progress Summary for CR09: Health and Safety

H&S CR09 H&S risk

Report Author: Justin Tyas

Generated on: 13 October 2020



Rows are sorted by Risk Score

Code & Title: CR Corporate Risk Register 1

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CR09 Health Safety and Wellbeing Risk (Management System)	<p>Cause: Lack of management grip/attention to effective health and safety in the workplace, management and staff competency, poor supervision and guidance, and ineffective controls and monitoring / feedback systems.</p> <p>Event: Significant breach/non-compliance with Statutory regulations and/ or internal H&S policies and procedures by staff/managers whilst undertaking/delivery of City Corporation functions.</p> <p>Effect: Fatality or life-threatening illness / disease compromising the safety and wellbeing of service users, public or the workforce, potential enforcement action/financial penalties to City Corporation. Adverse effect on the delivery of the Corporate Plan: Especially Outcomes 1 & 2</p>	<p>Likelihood</p> <p>Impact</p>	12	<ul style="list-style-type: none"> At the Corporate Health Safety and Wellbeing Committee on 25/11/19 the committee discussed the risk scoring based upon number of key factors and agreed in the current risk climate that the score could be reduced to 8 (Extreme * Rare). The committee will keep the score under regular review. Update April 2020. Risk Score increased back to previous due to Covid-19 pandemic Updated guidance and RA process for Homeworking completed with high level of corporate compliance New Individual RA procedure for staff returning to work and toolkit for managers and staff implemented 	<p>Likelihood</p> <p>Impact</p>	8	31-Mar-2021	

22-Sep-2014 Chrissie Morgan			<ul style="list-style-type: none"> • Covid Secure risk assessment template and guidance completed and is being used for Premises risk assessments • Face covering, transport and RtW resources issued • New Guidance for providing FA during / post-pandemic issued along with additional recommendations for enhanced PPE and hygiene control 				07 Oct 2020		Constant
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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CR09G Health and safety leadership training for Chief Officers and their reports	To deliver a programme of training sessions for Chief Officers and their reports	H&S leadership workshop for Town Clerk's has been rearranged to 21/3/2019 Completed	Justin Tyas	29-Mar-2019	31-Mar-2019
CR09H Workplace Wellbeing Action Plan	To implement and deliver a Workplace Wellbeing Action Plan	Plan in place and is monitored	Justin Tyas	07-Oct-2020	31-Mar-2019
CR09I Policy and Guidance Review & Development	Working on a draft Lone Working and Preventing Violence Policy	Agreed by Establishment Committee 03 December 2018	Justin Tyas	07-Dec-2018	31-Dec-2018

CR09J Compliance audits and inspections 2019/20	Deliver a series of health and safety audits and compliance checks to provide corporate assurance that the organisation is being managed safely	The new inspection programme initiated and now completed	Justin Tyas	14-Apr-2020	31-Mar-2020
CR09K Compliance audits and inspections 2020/21	Deliver a series of health and safety audits and compliance checks to provide corporate assurance that the organisation is being managed safely	Under development BAU audits / inspections paused during pandemic Inspection re-started focusing on Covid Secure compliance	Justin Tyas	07-Oct-2020	30-Mar-2021
CR09L London Health Workplace Charter	Evidence being collected for submission for Achievement Award for LHWC	Steering group in place with evidence being collected. Pushed back to 1 Dec 2020 due to C-19 pandemic	Justin Tyas	07-Oct-2020	31-Dec-2020
CR09M Covid-19 outbreak	Business as usual HSW suspended due to Covid-19 outbreak	Focus is on supporting the Gold strategy via Public Service Silver and other corporate mechanisms in line with HR Business Continuity / Emergency Management Plan	Justin Tyas	07-Oct-2020	31-Dec-2020
CR09N Accident ReportLine	Re-tender for accident reportline	Re-tender completed (3-year contract) and enhancements made including the ability to now report online via portal or QR Code enabled	Justin Tyas	07-Oct-2020	30-Nov-2020
CR09O DSE Software	Identify improvements to allow more flexible / agile DSE	Agile solution being implemented which allows user to undertake DSE in home, work and agile environments to suit needs	Justin Tyas	07-Oct-2020	31-Dec-2020