

## Corporate Health and Safety

To act as the Corporation's professional and strategic convenor and competent lead in relation to health and safety management.

### Our aims and objectives are...

- To have a health and safety management system (HSMS) and framework to enable good management of health, safety and statutory wellbeing risks and opportunities.
- To integrate the HSMS with strategic and operational functions of the Corporation.
- To facilitates the fulfilment of legal and other requirements, the continual improvement of health, safety and wellbeing performance and the achievement of Corporation-wide and local business area health, safety and wellbeing objectives with a credible and transparent HSMS.

## What's changed since last year...

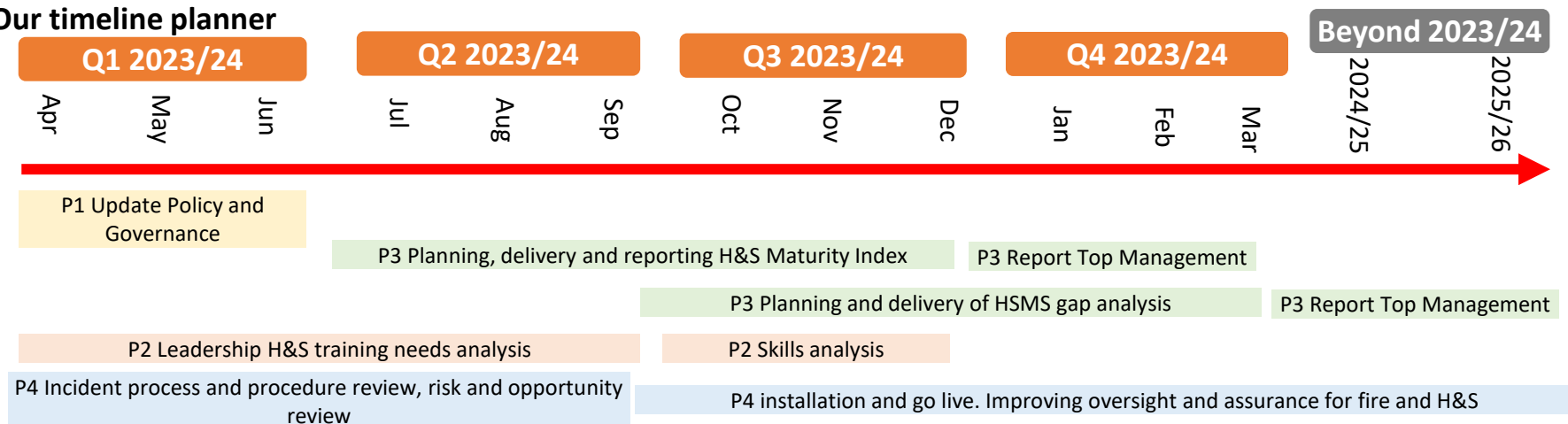
- Head of Health and Safety (People) and Health, Safety and Wellbeing Advisor roles based in HR no longer in place.
- New role created Corporate Head of Health and Safety and Head of Profession and role holder appointed June 2022.
- Corporate Health and Safety Team resourcing agreed and recruitment in train.

## Our major workstreams this year will be...

This should be a **prioritised** outcome focused list (the Department's highest priority should be Priority 1 and so on) and should state the key deliverable(s) in year (when) and key KPI. If completion extends beyond 2023/24 please also included the estimated completion date.

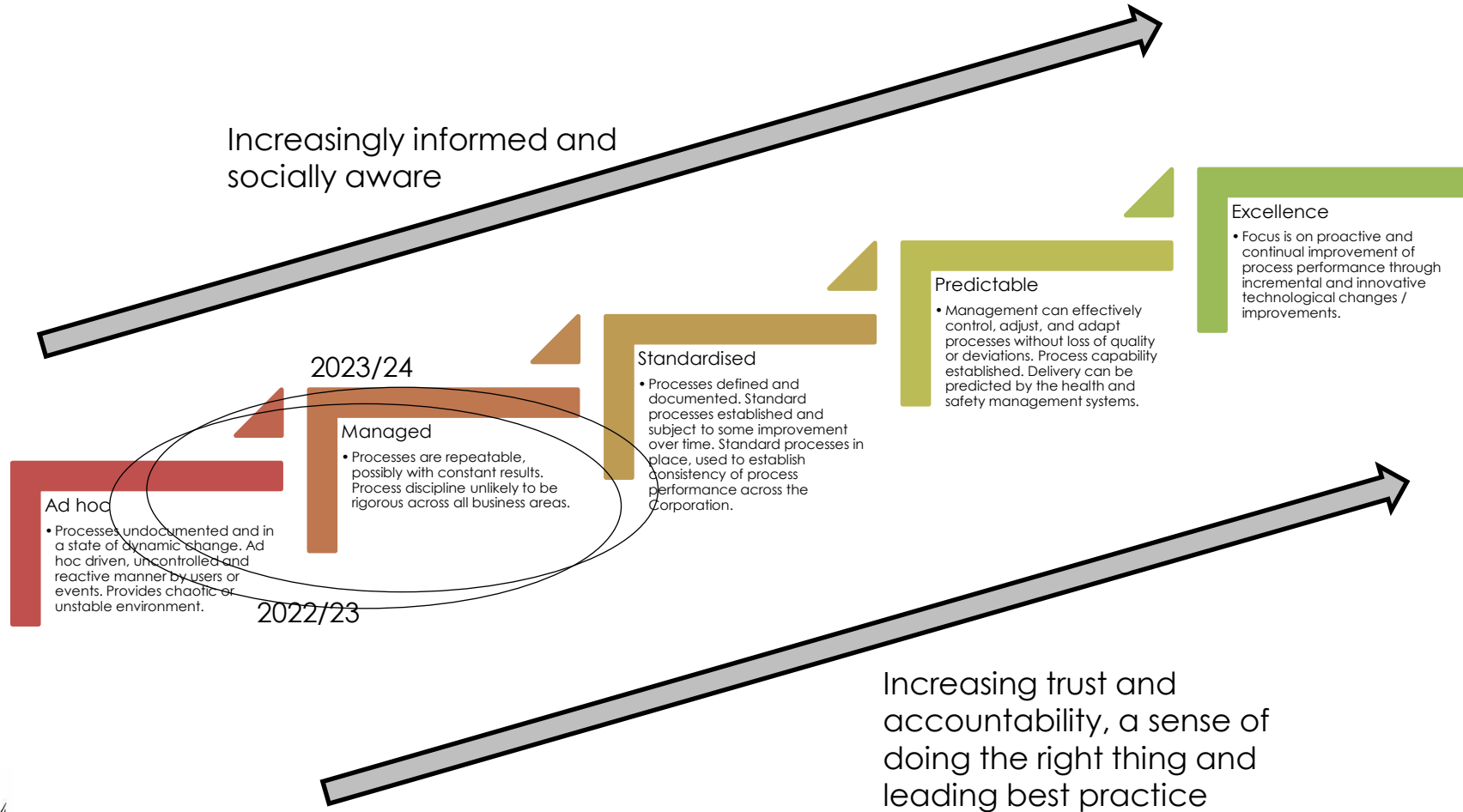
- Priority 1. **Transparency.** Update Officer level Health and Safety Governance, underpinned by a revised Corporate Health, Safety and Wellbeing Policy supported by a strong Health and Safety Professional Network and Corporate Health and Safety Team. 2023/24
- Priority 2. **Enablement.** Carry out a leadership health and safety training needs analysis and associated skills need analysis. 2023/23
- Priority 3. **Credibility.** Carry out a Health and Safety Risk Management Maturity Index assessment and a health and safety management system gap analysis to inform the Corporate Health and Safety Action Plan. 2023/24
- Priority 4. **Transparency.** A Corporation wide health and safety incident reporting system and hazard identification and assessment of risks and opportunities management system to enable oversight and assurance. Year end 2024/25.

## Our timeline planner



# Corporate Health and Safety Culture Maturity Index

City of London



## Assumptions

- No significant unforeseen event(s) (eg accidents, enforcement action, loss of key services).
- Provision of key staff remains steady within the Corporation providing competent health and safety advice and assistance, and corporate knowledge.
- Business areas adequately understand their risk profiles and scope.
- The interrelated and interacting elements in the Corporation to establish policies, processes and procedures can support continual improvement.
- Processes and procedures can enable meaningful reporting on KPIs.
- Adequate resource and project planning and management, as well as maintain planning working forward

## Medium Term Plans under consideration(2024/25 and 2025/26)

What and when: prioritised list (Include any known changes you are preparing for, e.g. new legislation, services, projects, automation)	Narrative (including resourcing)
Priority 3 2024/25. Maturity index and HSMS gap analysis	Outputs and necessary actions needed to change culture and reduce gaps in HSMS dependent on findings. Scale of resource unknown until completion end.
Priority 4. 2024/25 & 2025/26 Hazard, risk and opportunity management system (risk assessment combined HSMS management software)	Resources needed: project funding, project planning, Corporation centre and local business area financial funding, leadership and commitment.

## Key Performance Indicators

#	KPI	Direction of Travel/ Target
1	Health and Safety Risk Management Maturity Index	Improvement
2	All scheduled health and safety meetings and committees identified in the Corporation's Governance arrangements occur and recorded minutes within a 12-month period.	100%
3	The ToR Chair and required membership (or suitable deputy when necessary) attend the scheduled health and safety meetings and committee identified in the Corporation's Governance arrangements occur within a 12-month period.	100%
4	All business areas evidence integration of the requirements of the Policy into their local arrangements.	All business areas provide suitable evidence
5	All new employees successfully complete Health, Safety and Wellbeing Induction, Fire Safety Online Module and Driver Check within one month of joining the Corporation.	95%
6	All T1 Leaders complete IOSH Leading Safely within 90 days of registering	100%
7	All business areas' identified staff complete the relevant IOSH course within 90 days of registering	100%
8	Health and safety investigation are completed within 21 days of reporting	100%
9	DSE users complete training and workstation assessment within one month.	95%
10	Audit actions closed within 3 months	
11	All business areas review health, safety, fire and/or wellbeing risks at least annually and record on Pentana	100%

## Our Impacts

*Demonstrable increase in top management leadership, commitment, understanding of responsibilities and accountabilities.*

*A Corporation-wide culture that supports achieving our health and safety objectives, fulfils legal requirements and other requirements, and facilitates continual improvement.*

*Good health and safety communication, consultation and stakeholder engagement.*

*Health, safety and fire policies that are compatible with, and support, the Corporation's overall strategic aims and business area aims.*

*Effective processes and procedures to identify and control health and safety risk.*

*Continual performance evaluation and monitoring of the Corporation's health and safety management to continually improve.*

*Integration of the health and safety management system with the Corporation's business processes.*

*Compliance with legal and other requirements.*

*The Corporation's health and safety objectives align with the Policy and consider the Corporation's risks and opportunities.*