

Committee(s): Corporate Services Committee	Dated: 12/07/2023
Subject: Health and Safety Mid-Year 2023 (July) Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4,5,8,9,10,11,12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Emma Moore, Chief Operating Officer	For Information
Report author: Joanna Carrington, Director of Health and Safety and Head of Profession	

Summary

The purpose of this report is to provide Corporate Services Committee with a mid-calendar year report on the delivery of the Corporate Health and Safety Business Plan, as well as other health and safety matters relating to the City Corporation's health and safety management system and the business of the Corporate Health and Safety Committee.

Recommendation(s)

Members are asked to note this report.

Main Report

Background and Current Position

1. The Corporate Health and Safety Business Plan was developed and presented to the Corporate Services Committee in January 2023. The plan sets out the Corporation's health and safety aims and objectives and major workstreams to continually improve the health and safety management system across the Corporation. The Corporate Health and Safety Committee regularly monitors the implementation of the plan, and shall regularly report to the Executive Leadership Board and Corporate Services Committee for strategic oversight and scrutiny. The Corporate Health and Safety Business Plan covers the 2023-24 financial year: our progress against the key performance indicators in the Plan is shown in the Quarterly COO Business Plan update paper for this meeting.

Proposal

2. The Corporate Services Committee will receive July (mid-calendar year) and January (year-end) reports to fulfil its terms of reference in relation to health and safety. It will include the extent to which the City's health and safety risk management framework is operating effectively.

Key Data

3. The Corporate Health and Safety Business Plan has several workstreams currently under way which applies to all departments and Institutions. To address the Corporation's complexities and to provide oversight on overarching health and safety management, departments holding complex risk profiles and specific legal and/or other requirements are required to develop a departmental health and safety business plan. Departments shall monitor progress against their plan and regularly report on progress to the Corporate Health and Safety Committee. This is a new approach and replaces the annual certificate of assurance process. The aim is to enable departments to address internal and external health and safety issues and meet the expectations of employees and other interested parties relevant to them, whilst operating in the health and safety management system of the Corporation.
4. Corporate Health and Safety Committee agreed its new Terms of Reference to ensure the committee's ongoing effectiveness and link it to the Corporate Services Committee, the Executive Leadership Board and the monitoring of the Corporate Health and Safety Business Plan. Findings from the Internal Audit on the adequacy and effectiveness of the Corporation's health and safety governance arrangements in its capacity as second line of defence assurance identified that governance improvements were needed. The Corporate Health and Safety Committee agreed to monitor the management response plan to address the audit's findings and committed to improving the health and safety governance in the Corporation. Regular reports to the Executive Leadership Board and Corporate Services Committee have begun setting out the extent to which the City's health and safety risk management framework is operating effectively response to set out the extent to which the City's health and safety risk management framework is operating effectively.
5. The City of London Corporation Health and Safety Policy (HSP1) is currently under review to ensure its continuing suitability, adequacy, and effectiveness in achieving the intended outcomes of the Corporate Health and Safety Business Plan and the strategic aims of the Corporation. Significant work has been undertaken to clearly define the scope of the policy and the health and safety management system, and to define the strategic and general management roles and responsibilities. Heads of Profession, health and safety professionals and other professionals have been approached for input to produce a draft which is ready for consultation. The consultation shall be overseen by the Corporate Health and Safety Committee.
6. The Corporate Health and Safety Risk CR09 is rated as: Impact 4 - Major (adverse national media coverage 1-3 days, major injury or failure to achieve strategic plan objectives) x Likelihood 2 - Unlikely (adequate mitigating controls in place; the risk may occur in remote circumstances e.g. risk may occur once

within a 7-10 year period or once across a range of similar projects), giving it an overall score of 8. The Corporate Health and Safety Business Plan priorities 1 and 4 are underway. Key performance indicators have been reported to Corporate Health and Safety Committee in March and June 2023 and will continue to be regularly reported to the committee. Internal Audit management response action plan has also been submitted and approved at the March 2023 Corporate Health and Safety Committee. The Corporate Health and Safety Committee agreed to monitor progress made on the management response action plan. Local health and safety business plans are also in train for complex risk areas, as well as regular Executive Leadership Board Briefing notes, the first given was May 2023.

7. Reportline was the Corporation's health and safety incident reporting system, which was withdrawn by Alcumus in December 2022. The opportunity was taken to stop using Alcumus' service because it was not adequate and did not provide value for money. A new health and safety incident reporting system was developed in-house and launched in January 2023. The benefits include local management of department health and safety incidents and investigation; increased oversight from the Corporate Health and Safety Team; and; better data analysis to identify trends in accidents. The top three kind of accidents are slip, trip and falls on the same level, manual lifting and handling and injuries and being struck by object; and control over process performance. 73% of investigations are completed within 21 days. To continually improve the Corporation's reporting and investigation process, key user groups have been consulted and a management dashboard is under development. Also, system and data management improvements have been identified and work is underway to improve back of house administration and data management. Embedding issues were flagged and addressed promptly by the Corporate Health and Safety Team. The health and safety incident reporting system will enable better monitoring of accidents for necessary improvements, as well as improvements in process and procedure roll-out in departments.
8. The Health and Safety Property Team moved into the Corporate Health and Safety Team in June 2023, under the Director of Health and Safety. The Chief Operating Officer and City Surveyor were consulted and the Executive Leadership Board informed in May 2023. The Health and Safety Property Team will continue to provide competent advice to City Surveyor colleagues and the wider City Corporation within the scope of a service level agreement. The benefits of a centralised enabling function are that it will enable us to consolidate and coordinate the service to increase clarity and improve service user experience, as well as providing the improved assurance of a consistent approach. Appendix 2 provides further details, including the timeline and revised team structure.

Corporate & Strategic Implications

9. Strategic implications – regular mid-year and end-year reports to Corporate Services Committee on health and safety matters and the progress made on the Corporate Health and Safety Business Plan shall improve governance oversight

and ensure that the City Corporation strategic aims and objects are successfully met.

10. Financial implications – none.

11. Resource implications – none.

12. Legal implications – none at this stage.

13. Risk implications – failure to report regularly to Corporate Services Committee increases the risk of stalling or not achieving continual improvement in our health and safety management, possible increase in health and safety incidents and severity of incidents, and mismanagement of department health and safety risks.

14. Equalities implications – none.

15. Climate implications – none.

16. Security implications – none.

Conclusion

17. This is the mid-calendar year health and safety report to provide Corporate Services Committee with an update on the workstreams to continually improve the management and oversight of the City Corporation's health and safety system. The Committee members are asked to receive the report for information, and to note the following:

- . The Corporate Health and Safety Business Plan delivery and how complex risk departments will identify and manage support this through the management of local risks identified and monitored using their department health and safety business plans.
- The role of the Corporate Health and Safety Committee in reporting to the Executive Leadership Board and Corporate Services Committee, and consultation for the revised Corporate Health and Safety Policy (HSP1).
- The new incident reporting system will improve process and incident trend analysis and monitoring of accidents.
- Finally, the Corporate Health and Safety Team has now incorporated the Property Health and Safety Team to increase clarity and improve service user experience, as well as providing the improved assurance of a consistent approach.

Appendices

- Appendix 1 – Corporate Wide Review - Health and Safety – Second Line of Defence Audit - Final Management Report
- Appendix 2 – New Corporate Health and Safety Team structure

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