



Corporate Health and Safety Department

We will be a World Class organisation. Our mission will be to deliver our services safely, through innovation and the application of human performance. Safety is integral to everything that we do, every day, in every Department & Institution. We are committed to the health, safety and wellbeing of everybody affected by our operations.

Our aims and objectives

- **Competence:** Provide competent advice and partnering to Departments on health and safety risks, including Fire.
- **Systems:** Implement and maintain a fit for purpose HSMS (Health & Safety Management system) and FSMS (Fire)
- **Assurance:** Provide Leadership the visibility and assurance of fulfilling statutory requirements and support their governance of health & safety risk.
- **Culture:** Develop our safety culture into a proactive, generative one
- **Risk:** Prioritise workstreams based on critical risk mitigation & assurance.

Our focus this year will be

- Building a fit for purpose Health & Safety Management System (HSMS)
- Developing Risk literacy in Leaders
- Building a strategically focussed Business Partnering Health & Safety team

What's changed since last year...

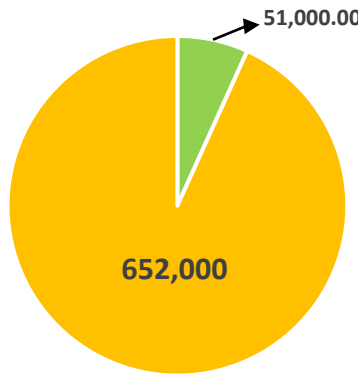
- New structure to the Corporate Health & Safety Team following the amalgamation of People & Property sections from Town Clerks & City Surveyors.
- Re-Integration into Town Clerks Department as part of COO departmental change
- New Interim Health & Safety Director
- TC initiated external review on Health & Safety governance – (note the outcome of this review is likely to have an impact on Health & Safety workstreams over the coming months.)
- New Building and Fire Safety Legislation, public expectations higher due to high profile (external) failures, i.e. Grenfell

Internal Drivers

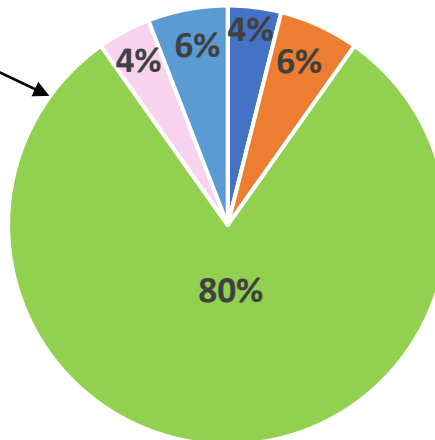
- Unsatisfactory Risk Audit on the second line of defence
- Supporting the People Strategy
- Improving Risk literacy of People Leaders
- Focus on enabling and engagement,
- Resetting Safety as a Strategic Priority
- CARE Factor – people focussed, trust earning

Where our money comes from and what we spend it

Total Expenditure - Health & Safety



Supplies & Services - Health & Safety



■ Supplies and Services ■ TOTAL LOCAL RISK

Our Work Locations (table)

Total people resource is x FTE

Guildhall complex	8 FTE
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- Total Equipment, Furniture and Materials
- Total Printing, Stationery
- Total Fees and Services
- Total Communications and Computing
- Total Grants and Subscriptions

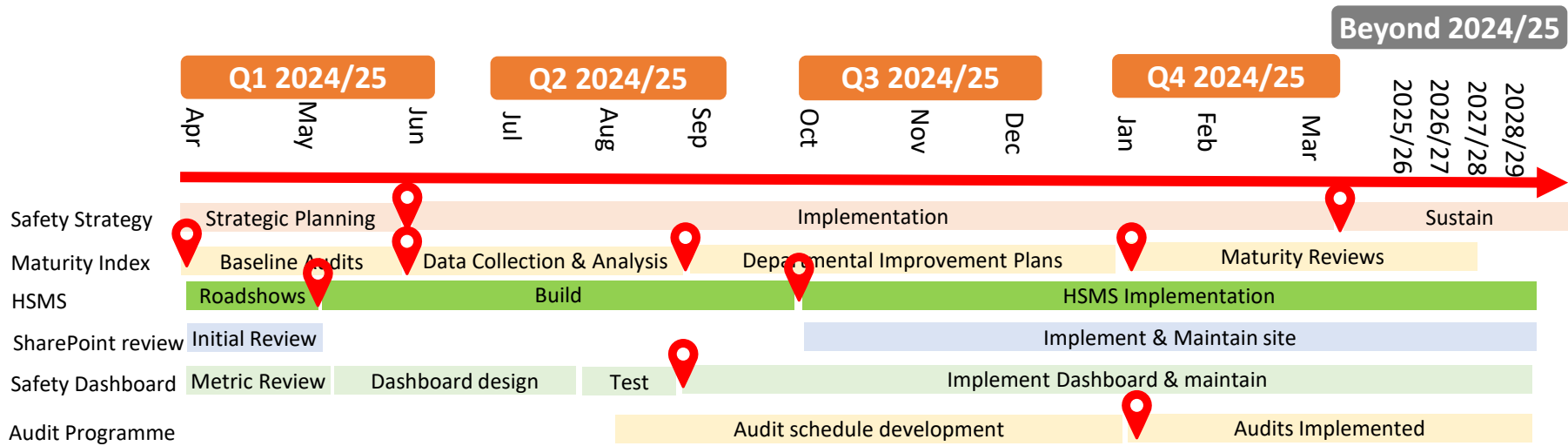


Our major workstreams this year will be

Workstream Name	Priority #	Funding allocation %	People resource %	Prioritisation category	Dependencies	Outcomes/ Impacts	KPI	Update Schedule	24/25 Target	22/23 Baseline
Development & Execution of Health & Safety Strategy	1	10%	25%	Duty & Discretionary:	Executive & Member support External review Report and funding.	Assured Safety Compliance Improved Risk Mitigation Supporting People Strategy	New H&S Strategy agreed and ratified by Corporate Service Committee.	Monthly	EOQ1	N/A
H&S / Fire Cultural Maturity Assessment	2	68%	10%	Duty & Discretionary:	Successful Software Tender	Assured Safety Compliance Improved Risk Mitigation Supporting People Strategy	Health and safety maturity index identified, and development targets set.	Monthly	EOQ1	N/A
Develop HSMS (Safety Mgt System)	3	4%	50%	Duty & Discretionary:	IT systems architecture to support	Assured Safety Compliance Improved Risk Mitigation Supporting People Strategy	Policy & Governance mechanisms approved, and implementation commenced.	Quarterly	EOQ2	N/A
SharePoint Site Refresh	4	8%	5%	Duty & Discretionary:	Completion of H Drive Migration	Ease of accessing advice and safety information . i.e. reporting	All documents reviewed / migrated from legacy files	Monthly	EOQ2	N/A
Develop Safety 'metrics' Dashboard	5	10%	10%	Duty & Discretionary:	Systems set up to gather safety metrics ERP alignment	Improved Safety Governance Improved Risk Mitigation Supporting People Strategy	Working dashboard live and accessible.	Monthly	EOQ1	N/A



Our 2024/25 timeline planner priority workstreams and key milestones



Medium Term Plans under consideration - (2025/26 and 2026/27)

Priority list (e.g. new legislation, services, projects, automation)	2025/26	2026/27	Funded or Unfunded
Safety IT Software Procurement or Development	x		Unfunded
British Safety Council (External Audit) verification		x	Unfunded

Our Strategy and Cross-cutting strategic commitments

People Strategy - A safe place to work. Empathetic, people focussed leaders.

Safer City – A Culture of Safety, competent people, safe buildings and psychological safety

Compliance & Regulation – Risk mitigation, reduction of harm

Cost Savings – reducing costs from harm (i.e. claims and lost time)

Sustainability – of our workforce and our assets (buildings & equipment)

IT – Systems to support mechanisms, processes and support metric creation. ERP

Alignment



Our People

Engagement Plans

- Monthly updates and safety digests, changes and achievements – all staff
- Health & Safety Culture & Strategy Planning Roadshows
- Monthly catch ups with Departmental Safety Managers

Development

- Chartered Membership of IOSH for Safety Managers
- Leadership Development training for all leaders
- NEBOSH Certification for people with safety management responsibilities

Projects & Programmes

- External Safety Review of organisational arrangements. The outcomes of this report will be aligned to this business plan as they are analysed and aligned
- The amalgamation of the property and people teams has completed its physical move. The remainder of this FY 23/24 will be used to ensure the teams work is harmonised and 'departmental' tasks accommodated in surveyor operations as the team refocuses into a Corporate Central Strategic Safety function.

Equality & Diversity Statement

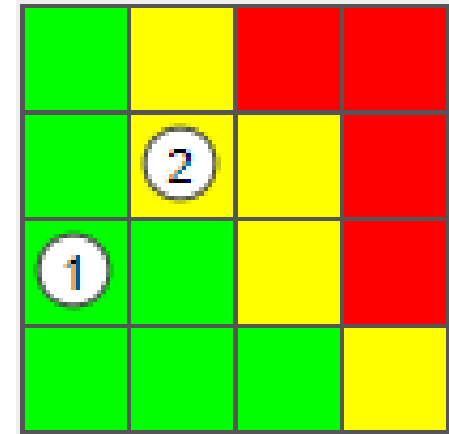
Health & safety impacts on everyone. Diversity of thought leads to better problem solving, innovation, solutions engineering. EDI is integral to vision for safer and healthier workplace. We will work to make our team an inclusive environment where everyone is treated fairly and feels able to participate and achieve their potential and for our service users to be able to access our tools as necessary.

Departmental Action Plan EDI first two priorities

1. Reasonable Adjustments for those that need them
2. Women are underrepresented in Health & Safety, we will sponsor and support more women to work in the safety sector.

Key Risks

Risk Title	Score
Inadequate competent professional advice and assistance. COO HS 001	2
Inadequate professional capacity in Corporate Health and Safety Team COO HS 002	6
Inadequate service capacity in the Corporate Health and Safety Team. COO HS 003	6



Health and Safety Business Plan Top 3 priorities

1. Health & Safety Management System
2. Governance & Assurance
3. Competent, Accessible advice & suitable tools

Our Stakeholders (or Customers) Needs

- Corporation employees
- Members, Aldermen
- Town Clerk and Chief Officers
- Members of the public: visitors, customers volunteers, residents, users of Corporation facilities
- School students, University students, parents and guardians
- Market Tenants, business tenants, resident associations, facility user groups
- Police
- Charities, Ports, Airports
- Enforcement agencies - Health and Safety Executive, Office for Students, Ofsted, ISI, ISBA, Public Health, Building Control and Standards, Local Authorities, Data Protection, Fire & Rescue Authorities, NUS, UUK.
- City Corporation Contractors (including construction and supply chain)
- Consultants and CDM
- Trade Unions

Our Impacts



Felt leadership from top management, commitment, understanding of responsibilities and accountabilities.



A Corporation-wide 'learning' culture that supports achieving our health and safety objectives through psychological safety, fulfils legal requirements and facilitates continual improvement.



Good health and safety business partnering, communication, consultation and stakeholder engagement.



Health, safety and fire policies with corresponding mechanisms we can track and measure to fulfil our overall strategic and business 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. A safe place to work.