

Committee(s):	Date(s):	Item no.
Audit & Risk Management Committee		
Subject: Health & Safety Policy & Framework – Risk Review		Public
Report of: Director of HR		For Information
<u>Summary</u>		
<u>Strategic Risk 9 – Health & Safety</u>		
<p>This report seeks to update the committee on progress towards reducing the likelihood and/or consequences of a major accident, as a result of health and safety failures occurring within the City of London Corporation.</p> <p>Safety management processes have been reviewed and a revised Policy developed and approved. These systems were the subject of a detailed report that previously came to this committee on the 20th September 2012.</p> <p>Good progress is being made with the recommendations</p>		
Recommendations		
<ul style="list-style-type: none"> • The Committee is asked to note the report 		

Main Report

Background

1. This report has been prepared the request of the Audit and Risk Management Committee. It provides an account of SR9 – Health & Safety and the mitigating arrangements in place. This report was supported by the Chief Officers’ Group.
2. Strategic Risk 9 – Health & Safety is described as follows: “Major failure of health and safety procedures resulting in a fatality in an accident on City of London Corporation premises or to a member of the City of London workforce.

3. The City has a safety management structure, which would allow the Corporation to demonstrate compliance when implemented at all levels. Key amongst these is the need for all within the organisation to understand their role and participate in the daily operation of the system, training for all employees commensurate with their level of responsibility, and communication management of the hazards involved in their work.

Current Position

4. Mitigating controls are reviewed twice yearly as part of the work of the Corporate Health & Safety Committee. This will move to quarterly from November 2013.
5. The Chief Officers' Group approved the revised Policy on the 27th March 2013. This, in itself, should provide clarity to departments. Crucially, it will facilitate audits to be carried out centrally to strengthen the corporate assurance mechanisms.
 - A formal management process by which corporate health and safety strategies, policies, procedures and corporate safety objectives are set, distributed, communicated and measured has been developed and is currently being implemented.
 - Responsibilities for processes that are linked with health and safety management, such as risk assessment, information, guidance and corporate procedures also need to be better communicated and made more accessible. These have been clarified and will be communicated through all channels including the intranet. Amongst these are the introduction of training for managers at departmental level, which is currently being progressed alongside the health and safety induction process.
 - The health & safety training contract is currently out to tender. Formal needs analysis processes are being developed for the identification of appropriate staff to be trained.
 - Reactive systems for gathering accident, near misses and incident data have been reviewed. The new incident reporting facility went live on the 1st April 2013 to facilitate the gathering of this information and replace the paper based system previously in place.
 - A corporate led audit plan has been devised and departmental audits for Health & Safety compliance will commence in autumn of 2013.

Management of Contractors

6. This is a new entry under the specific threats reflecting various near miss incidents that have been recorded and subsequently notified to us by several departments through the departmental safety manager's forum. This topic is already under consideration within our TopX Safety Risk Register. City Surveyors have the lead in the mitigation of this risk and are working with our main contractor to assure this.
7. **Positively this has demonstrated that we are becoming more proactive, risk aware and that the communication of risk is becoming more effective. The**

recent appointment to the Health & Safety Manager (Property) post, which has been vacant for the last year, will actively aid in substantially mitigating this risk.

Progress

8. Significant progress has been made in removing the “silos” between departments on safety matters. The Corporate Safety team now works very closely with departmental safety coordinators.
9. The Departmental Safety Managers Forum is now fully established and allows for much closer working and communication on matters of health and safety. This has allowed for the development of a number of mini projects to further improve compliance on some matters such as Violence and Lone Working, working at heights training, and more recently some work on managing outsourced services for safety compliance in Community and Children Services.
10. On a Corporate level, the establishment of the new Incident Reporting line, as detailed in paragraph 6, is making it easier to report near misses, which is a more effective means of incident/accident prevention.
11. The team has successfully engaged with wider staff through various means, from insight lunches to holding specific topic awareness days. These were extremely well attended by staff.

Conclusion

12. Overall, health & safety is being managed proactively. Mitigating controls are monitored jointly and corporately by the officers’ health & safety committee and independently by departments through their own committees.
13. Progress has been made on working with service committees to encourage them to seek their own assurance about the management of health & safety. Such assurance should be provided by way of a regular report from the respective Chief Officer. This is already taking place in Open Spaces and we expect more departments to follow.
14. The City is moving towards a more focused and centralised health and safety management system. Ultimately, much like Risk Management itself, we must ensure safety is incorporated into our business processes. The improved systems will revitalise the City of London Corporations approach to health and safety management.

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