

Committee(s):	Date(s):
Barbican Centre Board	20 January 2016
Subject: Health and Safety Update	Public
Report of: Director of Operations & Buildings – Barbican Centre Report Author: Michael Dick (Barbican Centre)	For Information
<u>Summary</u>	
<p>This report provides an update on the Centre’s Health and Safety activities and provision over the last year and agenda items for 2016.</p> <p>For ease of reference, the paper is divided into the following sections, with accompanying information:</p> <ul style="list-style-type: none"> • Background/Current Position • Certificate of Assurance • Audit • Health and Safety Committee Meetings • Accident Reporting Procedures • DSE • Top X –Covalent System • Health and Safety Policy • Asbestos Management • Water Systems Management <p>Recommendation(s) It is recommended that Members note the contents of this report.</p>	

Main Report

Background

1. The purpose of this paper is to advise Members of all Health and Safety (H&S) processes, audits and actions during 2015 and progress items for 2016.

Current Position

2. The Directorate of the Barbican Centre recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice.

3. This will be achieved by:
- Adopting a Safety Management Strategy that includes the provision of safe working systems, the provision and maintenance of safe plant and equipment, and appropriate procedures to cater for all significant risks arising from our work activities.
 - A policy supported by the provision of documents outlining safety rules and general procedures for employees' information. These will be subjected to review by management, in conjunction with the Health and Safety Committee as necessary. The safety, organisation and arrangements for implementing the policy will be publicised to all employees.
 - Accepting that the responsibility for achieving and maintaining acceptable standards of safety rests not only with management but also with employees, contractors and suppliers of materials to be used at work.
 - This statement of policy being reviewed and revised as appropriate, to take into account future changes in 'circumstance or legal requirements'.
 - Provision of information, instruction, training and supervision to ensure the health and safety at work of employees and visitors to the centre.
 - Consultation with our employees on matters affecting their Health and Safety.
 - Maintaining safe conditions in the workplace through risk management procedures.
 - The provision of a safe means of access to and egress from the place of work.
 - Providing a work environment which is appropriately maintained, safe and without risk to health, with adequate facilities and arrangements for welfare at work.

Certificate of Assurance

4. In line with City of London procedures, the Centre submitted the Annual Certificate of Assurance signed off by the Managing Director in January 2015.
5. This year, along with all generic aspects for the Centre's compliance, the Events team were duly audited and subject of the assurance programme. Five points of areas of best practice were noted. These included excellent level of trained risk assessors, good level of H&S information provided by the department in the Organisers manual, the setup of weekly and quarterly meetings where H&S was on the agenda and all Top X Risks addressed and monitored.
6. Four areas of exception were also noted. These included a risk assessment requirement for working in Milton Court, additional Risk Assessor training and a review of all tasks undertaken by staff in the Department.
7. The nominated department for the 2016 Certificate is the Engineering Department and the audit for the Certificate of Assurance process will commence in the first week of January 2016 with the departmental H&S champion and then the Head of Department.

Audit

8. In April of 2015 the Audit section of the Chamberlain's Department carried out an internal audit review in order to give an assurance opinion to the Town Clerk and Chief Officers on the quality of Health and Safety Policies, the annual certification process, and the accident reporting systems in place.
9. The auditors' work was undertaken by sampling documents and procedures in relation to the City of London Police, Markets and Consumer Protection departments and the Barbican Centre.
10. The findings included the positive statements that *"the policies, plans, and procedures found to be in operation in respect of Health and Safety were considered to be generally sound"* and *"We found that all three of the departments sampled had developed relevant Policy Statements, plans and guidance. At the Barbican Centre and the Markets & Consumer Protection departments, the departmental policies and plans developed complied with the corporate requirement that they be regularly reviewed. They also included details about the organisations resources and safety arrangements, and links to guidance on detailed risk assessment processes"*.
11. One area of concern involved the location of the Chamberlain's staff in areas under the responsibility of other Chief Officers (e.g. The Managing Director of the Barbican Centre) and the recommendation was that "The Chamberlain should ensure that risk assessments by staff located at all sites are completed as soon as practical with the guidance and help of appropriately qualified Health and Safety professionals."

Health and Safety Committee Meetings

12. The primary legislation covering occupational Health and Safety in the UK is the Health and Safety at Work Act 1974. It imposes general duties for health and safety on employers. The main responsibilities are:
 - Ensure the health, safety and welfare of all their employees
 - Produce a written policy statement explaining how they intend to do this.
 - Consult with union reps
 - Protect others such as their contractors and visitors.
13. Employers have a duty to consult with their employees, or their representatives, on health and safety matters. There are two different regulations that require employers to consult with their work force about health and safety:
 - The Safety Representatives and Safety Committee Regulations 1977 (as amended); and
 - The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
14. The Centre has a fully active and functioning Health and Safety Committee that meets once a quarter. Representatives from all Departments, resident Contractor Organisations and Barbican Centre Directorate attend and participate in these quarterly meetings.

15. These meetings allow information including any risks arising from employee work activities, the measures in place or proposals to control these risks, and what they should do if they are exposed to a risk, including emergency procedures. The last meeting was held on 1 October 2015 and the next meeting will be on 7 January 2016.

Accident Reporting

16. Following an extended trial/testing with an external provider all Corporation Departments, including the Barbican Centre, are now using a system called "*Reportline*" for reporting and tracking accidents/incidents.
17. This system has increased consistency and reduced paperwork as it is an electronic web-based system supported by a contact centre, enabling reports to ring through incidents or report them on line.
18. The *Reportline* contact Centre is operated by trained medical professionals. This ensures the Centre's Management that, reportable events are immediately brought to the attention of the HSE Executive in the correct way.
19. The system went live for the Centre on 1 October 2015 and is running as planned.

DSE

20. There is a legal requirement to provide all users of Display Screen Equipment (DSE), i.e. staff who use computers on a regular basis, with appropriate training and to ensure they have a risk assessment of their computer workstations. The City of London Corporation hosts an E-Learning training and assessment software system called *WorkRite*. The overall administration of the software is by Corporate Health and Safety, and access to the software is through licensed agreement with the supplier.
21. The Barbican Centre took advantage of this service, at no cost to the Centre, from April of this year and today we have 24 trained assessors. In addition, 224 members of staff who regularly use DSE have been assessed. A small number of staff members have had or have ongoing issues which have been identified and are being managed.

Top X-Covalent Reporting System

22. The City of London Corporation is required by law to have effective health and safety arrangements. To help achieve this, the Corporation utilises a health and safety management system. As part of this system the most significant (Top X) risks are prioritised and effectively controlled.
23. The aim of "Top X" is for significant health and safety risks to be identified and escalated up through department structures, from the basic section level of each department to the Directors/Chief Officer, where risks can be acknowledged and action plans put in place to minimise their impact on the department. Their impact can be manifested through injury, loss or damage to equipment or, in some tasks, death.
24. X is simply a number. It is not a defined figure as it is dependent on the number of significant risks any department may have.

25. The City of London Corporation requires returns every October/November of any Red Risk/Threat.
26. This year the Centre made a **Nil** return as all Health and Safety risks were scored at Amber with the classic risk management approach to mitigation being used:
 - Reduce
 - Transfer
 - Avoid
 - Accept

Health and Safety Policy

27. An audit on the Centre's Health Safety was conducted in March 2014 by the Corporation's Corporate Health and Safety Manager which audit concluded that there was evidence that all Directors interviewed well on safety, acknowledged it as a critical business process and were able to broadly reflect the Corporate Strategic direction.
28. The Directorate of the Barbican Centre recognises that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and comply with all statutory requirements and codes of practice. The Directorate recognise that the Centre's H&S Policy is critical in terms of the expectations set by the City Corporation on how it expects Health and Safety to be managed locally.
29. A copy of the Centre's H&S Policy is displayed on all departmental notice boards, sent out to all Directors and Heads of Department and can be accessed by all staff on the internal IT system
30. The Barbican Centre's Policy clearly outlines the roles and responsibilities of all staff from the Managing Director down to Departmental Staff and the H&S Committee. It is reviewed as a minimum annually and whenever a change of legislation affects the Centre. The last annual review was conducted and signed off by the Managing Director on 4 December 2015.

Asbestos Management.

31. The Barbican was built at a time when asbestos was a widely used material in many elements of the building fabric. It is therefore not surprising that the management of asbestos is an import element of our Health and Safety at the Centre, not only to protect staff and the public, but also those who are likely to do work that intrudes upon the building fabric, where the dangers are most present.
32. The removal of asbestos prior to buildings works has been taking place on a regular basis. Asbestos Surveys of all areas are in place and updated annually, in January. The information on the location of any asbestos containing material is now accessible to contractors, building surveyors and installation designers who are planning to carry out intrusive work to the building fabric, on a web based database, using an outside specialist contractor.

Water Systems Management

33. The monitoring of the Centres water systems are being managed to meet both our statutory compliance obligations and to ensure that at all times we are providing safe drinking and domestic hot water supplies to our public, staff and catering contractors. The control of Legionella and other water borne pathogens is a key element of this compliance and safety area. This programme is carried out in conjunction with the City of London H&S Manager, who has oversight of the project.
34. The periodic water hygiene monitoring is done through the BRM contract arrangements, with Mitie Water Services being the current provider. We are currently working with the service provider to implement a fixed test and inspection programme; in the interim they are currently on site twice per week to undertake tests and ensure we are compliant with regulations at all times. Historically all test results have been held in paper log books at our engineering office. In future electronic copies of test results will be added and maintained on our Facilities Management IT system.
35. All the water system risk assessments from our specialist water systems contractor are saved and accessible via the City Surveyors shared building information software (the MYCAD System).

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