

Report of: **Head of Health & Safety**

Committee: **Corporate (Whole Council) Health & Safety Committee**

Subject: **Health & Safety Team Annual Report
April 2016 to March 2017**

Date: **June 2017**

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Executive Summary

This Health and Safety Annual Report covers the period of 1st April 2016 – 31st March 2017 and sets out the Council's management arrangements for health, safety and welfare. It outlines what has been achieved in the last year and also sets out the priorities for 2017-18.

The Council continues to redesign how services are delivered and in the challenging economic climate, new approaches to risk management have to be adopted. The management of change continues to have the potential for exposure for the council which heightens the need for robust governance and assurance controls.

New sentencing guidelines introduced by the Sentencing Council in February 2016 have seen a dramatic shift in sentencing of health & safety offences by the courts. More custodial sentences and significantly higher fines reinforce the need for robust risk management. Brighton and Hove city council's commitment to high standards of health and safety management continues to ensure a proportionate approach to risk management.

The Corporate Health & Safety team (H&S Team) continue to support organisational change and have delivered £50k service savings in the last 12 months. Work has started to plan integration into Orbis, the shared services partnership with East Sussex County Council and Surrey County Council.

Achievements in the past year include:

- Embedded community initiatives partnerships through partner agencies and the community and voluntary sector to join our resources to protect vulnerable groups in the city
- Successful delivery of match funded fire safety initiatives with East Sussex Fire & Rescue service
- Maintaining high customer satisfaction levels
- Continued delivery of service level agreements achieving 100% services to schools buy back
- Effective joint working to investigate all health and safety incidents and successfully defending over £4million pounds of personal injury claims (since 2012)

We can again report that no formal health and safety enforcement action has been taken against the council.

Priorities for the coming year include:

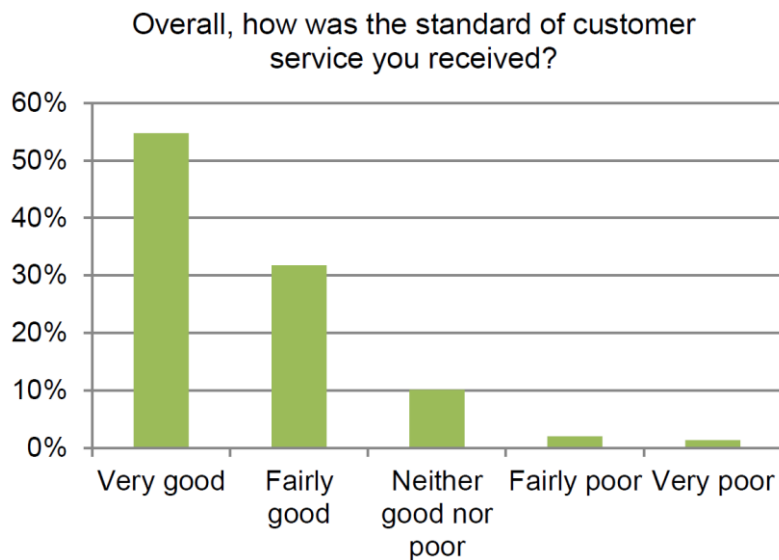
- Plan the transition of the health and safety service into the Orbis Partnership
- Continue to support the organisation through change to ensure health and safety management arrangements remain effective
- Deliver assurance activities outlined in the Team Plan to ensure the council remains compliant
- Explore and grow commercial opportunities and manage the delivery of H&S Service Level Agreements
- Participation in risk management partnerships supporting effective collaboration and resource allocation

Feedback on our service

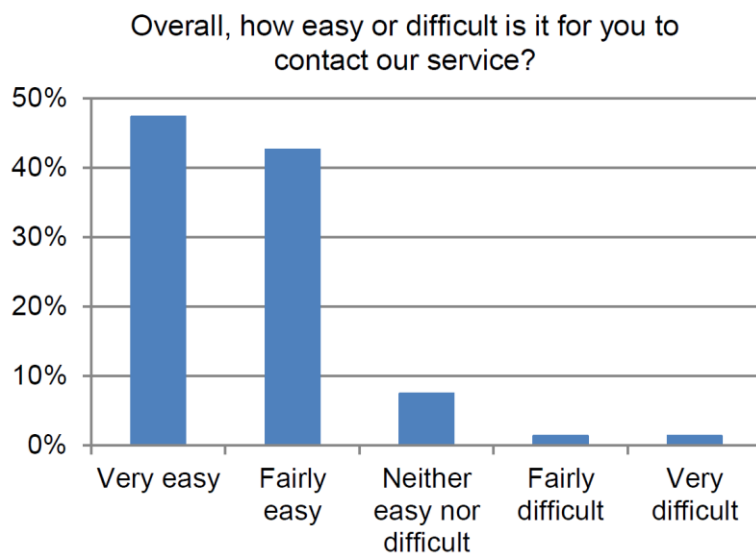
The second council wide Finance & Resources Customer Survey was undertaken between 1st December 2016 and 6th January 2017. The survey was completed by 12% (514 responses) of an estimated 4,387 staff headcount and included written feedback about services as part of the survey.

A summary of the results with regard to the Health & Safety service is provided below:

Q. Overall, how was the standard of customer service you received?



Q. Overall, how easy or difficult is it for you to contact our service?



90% of respondents reported our service was 'Very Easy' or 'Fairly easy' to contact. Feedback within the survey showed that our customers valued the ease of access of our service through the Duty Officer System. It is particularly pleasing to note the high customer service ratings in the context of reducing budgets and growing demand.

Examples of feedback for our service is included at appendix 1

1. Introduction

The Government's 'Revitalising Health and Safety' strategy recommends that public bodies summarise their health and safety performance in an Annual Report. The council as a unitary authority is involved in a wide range of work activities, delivering some services directly and others in partnership or through commissioned providers. This creates a diverse risk profile that requires tailored approaches to ensure appropriate assurance is given on the Health and Safety management arrangements.

This report details activity provided by the H&S Team during the period 1 April 2016 – 31 March 2017 and includes the Health and Safety Plan in Appendix 9, detailing priorities for 2017/18.

2. The Management of Health & Safety

Health & safety is a key component of the council's performance management framework, which can be seen in the model below. Performance management and monitoring against each of these elements ensures continuous improvement.



The council's commitment to health and safety is expressed as a 'statement of intent' within the health & safety policy and management standard. The council continues to use 'Team Safety' as its safety management framework which enables services to tailor their risk management arrangements based on service hazards.

The safety management framework is supported by health and safety standards and supporting documentation which help to ensure compliance with relevant legislation. A framework is in place to monitor safety performance via Departmental Consultative Committees which are chaired by Directors, and via the Corporate Health and Safety committee chaired by the Chief Executive.

The H&S Team provide competent advice and undertake a range of assurance activities such as; audits, inspections and incident investigations and are the first point of contact with enforcement and regulatory agencies.

The H&S Team continue to maintain the legal register which ensures any changes to health and safety legislation are identified, assessed in terms of potential impact on the council and communicated to appropriate duty holders.

2.1 Health & Safety Assurance

New sentencing guidelines introduced by the sentencing council in February 2016 have seen a dramatic shift in the sentencing for health & safety offences by the courts. They apply to organisations and individuals convicted of offences.

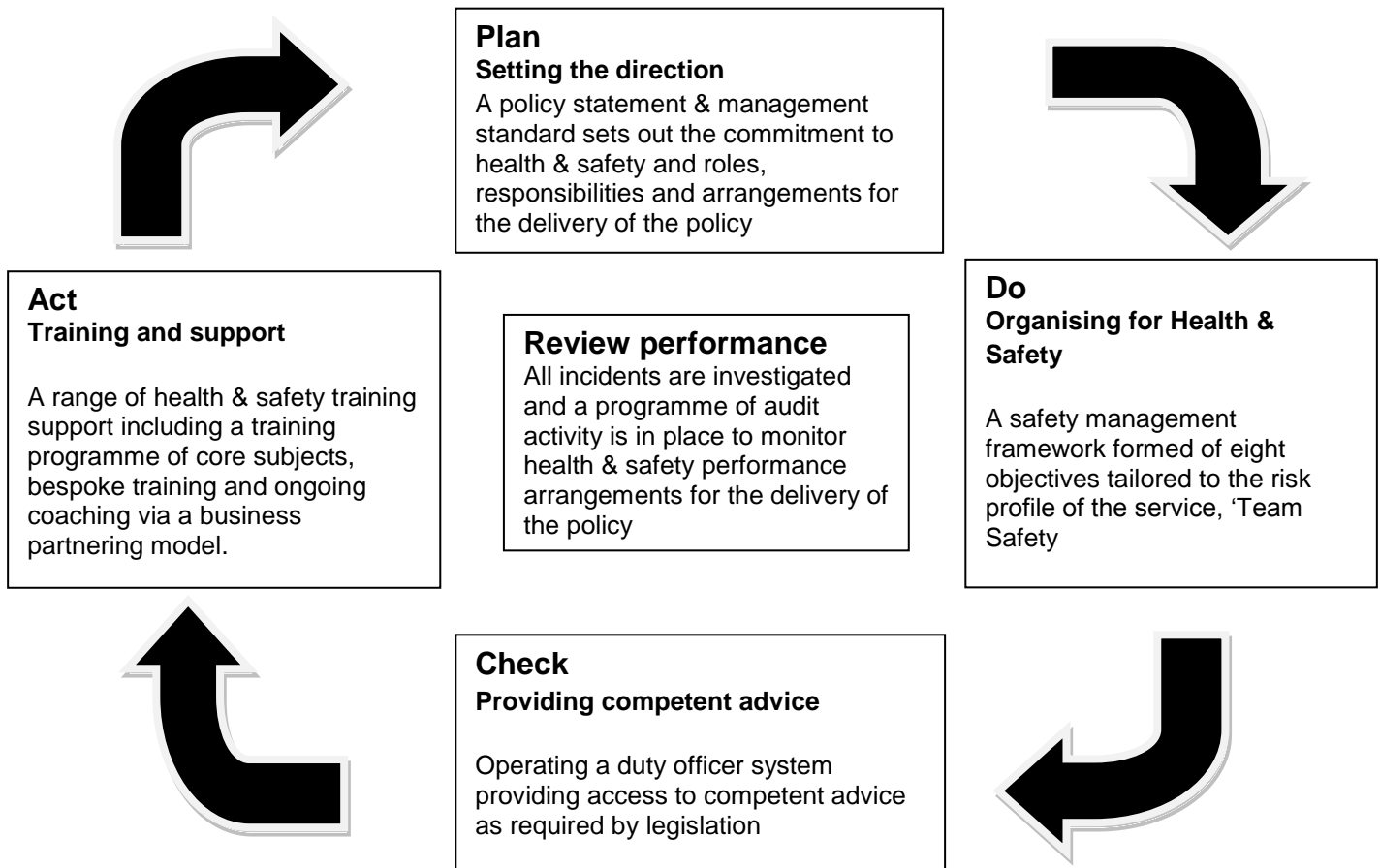
Key Changes:

- higher thresholds for fines linked to the financial position of organisations, (in the case of local authorities this will be based on the annual revenue budget, which includes government grants, council tax receipts and other income).
- the increased likelihood of custodial sentences
- the decision to prosecute now based on potential for harm as well as where harm has resulted

In their first six months there have been as many penalties of £1m as there were in the previous two decades combined. The major factor behind the increase are the instructions to courts to weigh the potential for harm rather than just the actual harm caused, therefore duty holders can be prosecuted for failings when no accident has occurred. The guidelines reinforce the need for robust assurance and governance of risk management arrangements.

The assurance framework adopted by the council aligns to Health and Safety Executive (HSE) guidance HSG 65 'Managing for Health and Safety'.

A key role for the H&S team is to ensure the council has a proportionate approach to risk management. We continue to maintain and review the safety management framework which incorporates:



3. Safety Management Systems

3.1 Team Safety

The council continues to use its well-established safety management framework 'Team Safety' to ensure legal compliance and proactively reduce risk and prevent accidents. Team Safety is fully modular, enabling services to tailor safety management arrangements proportionate to the risk profile of the service.

3.2 Incident Reporting System & Clients of Concern Register

The council continues to support a positive incident reporting culture to ensure all incidents are investigated and appropriate action taken. We have worked in partnership with ICT to make on line reporting easier. Future collaboration with ICT will determine what resource should be allocated to development. The pace of ongoing organisational change and capacity within ICT to undertake the work required to reflect these changes remains a challenge. This has led to incident data in the quarterly & annual reports not matching current organisational structures.

An enhanced Clients of Concern Register (CCR) and quick-search portal on the Wave was developed with ICT during 2015 to improve how client details were presented. There were system integration issues which caused unreliable search results to appear. During 2016/17 ICT created a replacement 'quick-search' on another platform which was reviewed and tested by H&S. The release of this portal has been approved by the ICT Change Board and is awaiting launch.

The absence of an annual CCR review process to review individuals on the Clients of Concern Register, noted by the Local Government Ombudsman, led to collaboration between H&S and ICT during 2016 which resulted in a CCR review process that enables the online review of over 300 listed individuals.

Due to the number of reviews required and the limited amount of reviewers in each directorate, the process is being controlled and monitored by the H&S Team:

112 reviews started	83 completed	41 entries removed from the CCR	42 clients retained
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The review of all entries will be completed by the end of June 2017. The next phase in development work to be agreed by ICT is to create a system automated process.

4. Access to Competent Advice

The corporate H&S Team provide competent advice whilst supporting organisational change. In the last 12 months the team has delivered £50k service savings through reduced staffing and reviewed training delivery. Work has started to plan integration into Orbis, the shared services partnership with East Sussex County Council and Surrey County Council which will continue to explore opportunities for building resilience.

The H&S team include technical specialists who provide advice and support. The team operate a duty officer scheme ensuring staff and managers have access to advice and guidance. H&S staff are members of the Major Incident Support Team, Safety Advisory Group and Risk Management Steering Group as well as being closely aligned to their business areas.

All members of the H&S team have NEBOSH qualifications. Three have the P405 Management of Asbestos in Buildings qualification. Members of the team also have Fire Risk Assessor qualifications and provide technical design and risk management fire safety advice. Trained team members act as the Radiation Protection Officer for our secondary schools and for Portslade Aldridge Community Academy.

5. Accident / Incident Overview

Quarterly and annual statistical information continues to be provided to the Corporate Health and Safety Committee and Directorate Consultative Groups to review safety performance, identify trends and implement appropriate remedial actions.

The overall number of reported incidents has increased this year and there has been a broadly equivalent increase in absence days as well. The level of HSE reportable incidents has fallen significantly and near miss reporting remains consistent with previous years. The top three causes of absence were:

Incident Cause	2016/17	2015/16	2014/15
Challenging behaviour	277	226	127
Slips, trips & falls	230	200	234
Violence and aggression	282	217	221

The cost of Occupational Sick Pay from 77 (78) incidents that resulted in absence was £66,561 (£66,476). This is not the total cost of the absence, it does not include costs of covering the member of staff, or liability claims, however the figure gives an indication of economic impact of the absence.

Incident reporting with our Chartered Institute of Public Finance & Accountancy (CIPFA) benchmarking partners for 2015/16 shows that BHCC has 5.1 (4.5)* RIDDOR reported incidents per 1000 FTE whilst the average rate of our benchmarking partners is 4.5 (6.9)*. BHCC has a positive incident reporting culture which ensures incidents are reported and investigated to learn any lessons. Incident reporting and outcomes directly impact on liability claims and the council's insurance premiums. The data for 2016/17 is currently being collated by CIPFA.

A summary of the incident data is included at appendix 3

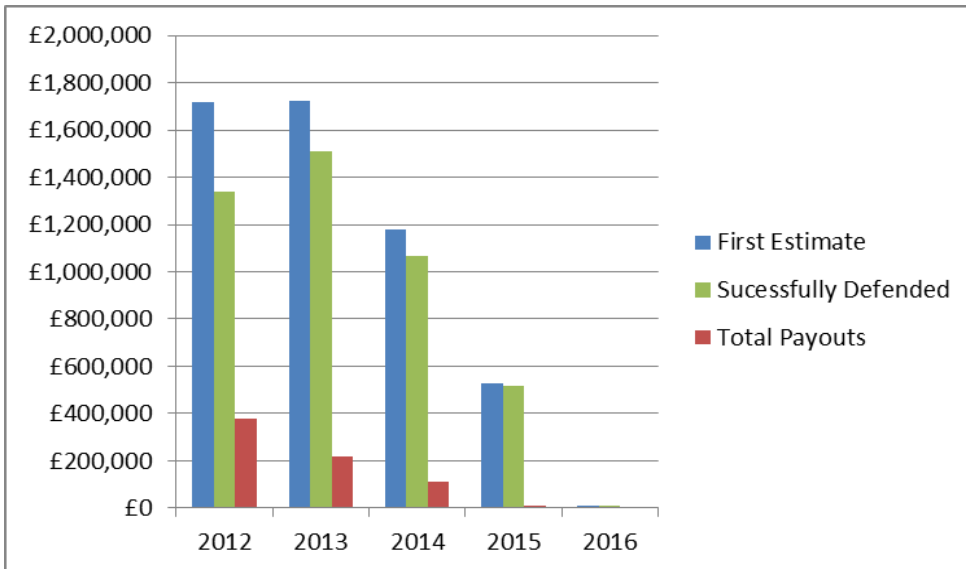
5.1 Responding to liability claims

The H&S Team work closely with the insurance team and the council's insurers to investigate personal injury. Through this partnership working we ensure appropriate remedial action is taken where failings can be attributed to the council including compensating any losses.

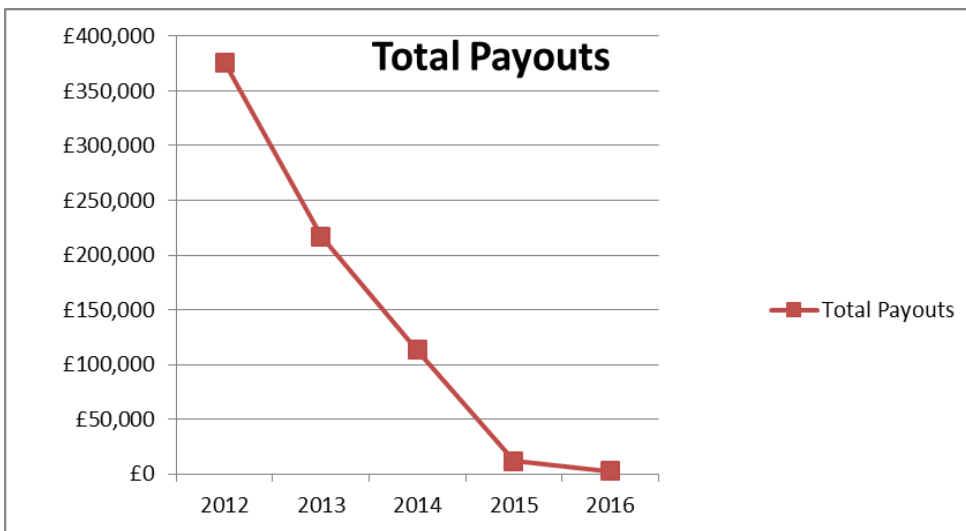
We also ensure claims are robustly defended where the council has discharged its duties in accordance with relevant legislation and standards. Over the past 5 years the council has successfully defended over £4 million of personal injury claims. A summary of the claims history is detailed below:

Year	First Estimate	Total Pay-outs	Successfully Defended
2012	£1,717,373	£376,030	£1,341,343
2013	£1,724,198	£217,001	£1,507,197
2014	£1,180,535	£113,165	£1,067,370
2015	£525,739	£11,630	£514,109
2016	£11,448	£2,646	£8,802
Total	£5,159,293	£720,472	£4,438,821

Personal injury claims by year



Graph 1: First Estimated, Defended and Total Personal Injury claims paid by year



Graph 2: Total Personal Injury claims paid by year

The final total of claims paid from 2014 onwards may change as the statute of limitations for making a civil claim is 3 years (and for children 3 years after reaching 21 years)

A summary of incidents is included at appendix 3

6. Training and Development – Competent Workforce

A wide range of health and safety training is provided to staff and external customers through a core programme, advertised as the 'Health and Safety Training Guide' through the Learning Gateway. The programme covers 19 different training subjects, 8 online learning modules and bespoke training upon request.

Training courses are delivered through a mix of externally commissioned trainers and by the H&S Team. All courses are quality assessed and delegate feedback is obtained electronically to ensure continual improvements are made.

92 training events delivered	997 delegates received training	Average course attendance: 88%.	718 staff completed online learning modules	14 staff completed IOSH Managing Safely Training
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A review of the health & safety training programme was undertaken based on demand, delegate feedback and course attendance data which lead to the redesign of some courses. This has created savings by ensuring that the cost of training spaces is kept as low as possible, whilst maintaining an accessible and thorough training offer to meet the needs of the council and schools. A summary of changes is detailed below:

Management of Contractors (Works) and Management of Contractors (Services)	Courses were initially combined, and then re-launched as an online learning module
Personal Safety Training	The Personal Safety for Lone Workers and Personal Safety for Non Lone Workers courses were combined. There is also a bespoke team training option available to meet specific needs
Managing Health & Safety and Managing Health & Safety of Buildings	Courses were combined, redesigned and launched as 'Effective Health and Safety Management'. This course has a specific focus on Team Safety objectives and is aimed at staff responsible for managing the health and safety arrangements for a team or building.
Risk Assessment COSHH Effective Health & Safety Management	Commissioned to an external trainer, these courses have been redesigned with input from the Health & Safety Team to ensure they provide good value and high quality training with learning outcomes that meet the needs of attendees.
Fire Risk Assessment	Our Fire Safety specialist for schools refreshed this training to providing case studies for delegates to aid learning.

A summary of the work undertaken is included at appendix 4

7. Policy & Project Work

7.1 Health & Safety Policy

The council's health and safety policy comprises a single page 'Statement of Intent' identifying the council's commitment and aims and is supported by a management standard that sets out how the council organises for health and safety. This details; roles, responsibilities and arrangements for delivering the policy and reflects the council's values.

The policy was signed by the Chief Executive and endorsed by the Leader of the Council and the Elected Member Lead for Health and Safety on the 28rd October 2016.

7.2 Health & Safety Standards

Health and safety standards are reviewed as required to ensure they meet current best practice and any legislative changes. Newly implemented legislation is monitored and reviewed through the legal register to determine any relevance to council operations and services and where required health and safety standards are developed to meet them.

All health and safety policies, standards and associated guidance documents are ratified following consultation through the corporate Health and Safety committee and are published on the council's intranet. This year the team has reviewed and published 15 Standards and Policies, with others being close to completion.

A summary of the work undertaken is included at appendix 5

8. Audit, Assurance & Compliance

8.1 Audit

The approach for auditing changed from a 2 year Team Safety audit programme to focusing on themed audits and completion of manager's self-assessment checklists which are monitored by ELT via Data-Insight. The checklists give an overview of assurance status across all Team Safety objectives. Directorate specific audit priorities and hazard topics were identified and formalised within a directorate audit plan agreed at DCG/DMT. The following assurance activity undertaken:

18 internal audits completed	18 external care homes audited	162 managers' self-assessment checklists completed
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The results of the checklists help inform audit activity for 2017/18 and emerging themes related to:

- H&S updates were not reaching all teams
- Lack of awareness of the Threat Response process and Team Resilience assessments.
- The need to improve contractor management processes
- The need for improvement in some premises management arrangements
- Inconsistent completion of workplace inspections.

The H&S Team worked with the Internal Audit team to develop a SharePoint site to track medium and high priority audit recommendations. Close work with the internal audit team will continue through 2017/18 to provide a consistent audit model that reflects the ORBIS approach.

A summary of the work undertaken is included at appendix 6

Please refer to our Service Plan in Appendix 9 for details of our audit focus for 2017/18.

8.2 Asbestos Management

All council buildings have Asbestos surveys which include management action plans and the H&S team continues to provide assurance that these requirements are being met.

The H&S Team worked with Property and Design on the 'Asbestos and Fire precaution' element of a new data base 'Atrium'. Atrium acts as a comprehensive asbestos register which is the cornerstone of compliance with Control of Asbestos Regulations 2012. We will continue to assist in the future development of this database and monitor its use from a compliance perspective.

The H&S Team has continued to contribute to the Department for Education (DfE) Asbestos Steering Group. DfE issued a questionnaire during 2016-2017 aimed at identifying the level of compliance within all types of state school. Detailed data has not been released on the performance of particular schools. Part of DfE approach was to contact schools where they were concerned at the response and in the worse cases provide direct assistance to improve the level of compliance. No BHCC schools were contacted as part of this process. We are confident that all of our schools have both the information and management plans in place which we monitor through a system of targeted auditing.

Housing colleagues have completed a fundamental review of their policy and procedures. This review resulted in the “Asbestos Management Strategy for BHCC Homes and Communal Ways” which provides a strategy that clearly defines the requirements, roles, responsibilities and processes that Housing and their partners are required to follow to ensure compliance when managing asbestos within our housing stock. This is delivered in line with the Council’s Management of Asbestos standard.

As part of the project, the level of information, training and access to the asbestos register for Housing was increased. There is a clear survey/ resurvey and removal strategy and whole property surveys will be carried out as standard practice when undertaking works. Further awareness training is being delivered for housing staff and surveying staff are P405/P402 qualified in June 2017. This ensures tenants and staff are appropriately informed and protected from the risks associated with asbestos.

Asbestos management priorities for 2017-2018
Reviewing the Corporate Standard to encompass the changes reported above and to offer more detailed advice to colleagues working on sites not owned or occupied by BHCC.
Undertake an audit of the new Housing strategy.
Working with schools to roll out the new asbestos management plans and details stored on Atrium to ensure that schools have access to the information they need to maintain their current level of compliance.

8.3 Fire Risk Management

The H&S Team provides advice and undertakes assurance activity in relation to the management of fire safety required under the Regulatory Reform (Fire Safety) Order 2005 (RRO). The existing partnership with East Sussex Fire and Rescue Service (ESFRS) continues with regular meetings between the ESFRS Fire Safety Team and H&S Team. The council operates a tiered approach to fire risk assessment (FRA) whereby:

Stage 1 FRAs are undertaken by the H&S Team in Adults Services with sleeping risks (residential care & hostels), schools, travellers transit site and

Stage 2 FRAs are undertaken by local service managers in low risk settings / premises.

The H&S Team also undertake quality assurance of Housing & Corporate Landlord FRAs; key findings are reported to the Housing Fire, Health and Safety Board, chaired by the Head of Property and Investment.

The partnership with ESFRS Fire Safety Management has enabled a project to install residential sprinklers in certain high rise housing blocks. The pilot project at Somerset Point has been completed achieving enhanced safety for the residents. The project was instigated as a match funding initiative between ESFRS and Housing and has paved the way for further projects to be consulted and implemented subject to approval by the Housing and New Homes Committee.

Fire Assurance Activity

Sprinklers have been installed as part of the design in the new Extra-Care housing scheme 'Brookemead' and are being designed into the conversion of the Oxford Street Housing Office to temporary accommodation.

Fire safety audits of independent care homes where Council contracts are in place. These include audits on Fire Safety Provisions, where advice and mentoring can be offered to care providers.

Fire Safety audits of the American Express Community Stadium, on behalf of the Head of Building Control to fulfil the Local Authorities responsibility for enforcing the Legislation in sports stadiums.

Advising the Workstyles programme in the process of relocating staff to Hove Town Hall, liaising with third party Risk Assessors and completing the Fire Risk Assessment for the building

A summary of the fire work undertaken is included at appendix 7

8.4 Contractor Management

The Council engages a range of contractors to work on our behalf, to manage building works and provide a range of services across all departments. Management of contractors continues to represent a significant challenge for the council and the monitoring of their H&S arrangements remains a high priority for the H&S Team. Assurance activity included:

- inspections and audits
- incident investigations
- attendance in pre-start meetings to ensure standard setting in relation to health and safety and provide advice on compliance with legislation on a risk profile basis
- training for contracting officers

Monitoring visits to 18 independent care home and care support services was undertaken to help provide assurance to the Care Contracts Team about key H&S aspects as part of their care quality monitoring procedure. The programme of audit with the Adults Commissioning & Performance team was reviewed and an audit frequency of 4-6 homes/services visited each quarter was agreed.

The 'Management of Contracted Works and Services' training was combined in 2016/17 and concurrent activity was undertaken to develop the course into an eLearning module for 2017/18.

A summary of the work undertaken is included at appendix 8

8.5 Health & Safety Executive (HSE) National Waste Intervention Inspection

We supported CityClean during the HSE's Inspection as part of its' Nation Waste Intervention, this programme of inspections of LA waste and recycling collection activities assesses health and safety standards. The initiative aims to improve health and safety standards during collection of household waste and recycling and reduce the incidence of injury, ill health and days lost in the waste and recycling industry. The HSE Inspection team were satisfied with the safety management procedures in place.

9. Consultation and Committee Structure

The corporate Health and Safety Committee has continued throughout 2016/17, chaired by the Chief Executive and attended by senior management and appointed staff representatives. The committee meets quarterly and is a forum for identifying and discussing health and safety incidents, performance and actions to help address trends and emerging issues. New and reviewed H&S standards are presented and ratified. Departmental consultative groups are also held quarterly and are able to escalate service specific H&S issues for consideration at the H&S committee.

The Head of Health & Safety continues to meet regularly with the Chief Executive and the appointed health & safety trade union representatives to maintain effective consultation on health & safety issues. The H&S Team continue to work with staff representatives across the council in a commitment to joint working and achieving high standards of health & safety and a positive safety culture.

10. Communications

A dedicated health and safety page on the council’s intranet is maintained to provide information including: policies, procedures, templates, and minutes from health and safety committees, Team Safety information and training.

Schools access bespoke school’s policies, procedures and templates within a dedicated page on the Wave accessed via ‘Wave4Schools’. ‘Services to Schools’ information is communicated via ‘BEEM’, the council’s services to schools portal. Both the Wave and BEEM provide school training information.

We publish two health and safety newsletters; one for the whole council and the other specific to schools. These include any topics that require attention by teams and examples of best practice. The newsletter also details case studies of incidents investigated by the H&S Team or the HSE.

Urgent communications are issued via the ‘Daily Splash’ or ‘Announcement’ section on the Wave and school specific messages via the schools bulletin. 11 school bulletins were issued in 2016-17.

11. Partnership Working / Service Level Agreements

11.1 Partnership Working

The H&S Team continue to work in partnership with a range of services and teams, both within the council and externally. This is an important area given the budgetary constraints across the public sector. Listed below are some of these partnerships:

Partner	Partnership Working
Community Initiatives Partnership	Established in December 2014 to ensure vulnerable people are protected from coming to harm in their domestic environment. Members include ESFRS, Sussex Police, Voluntary Agencies and Health Partners. Its focus is embedding cross referral pathways and shared communication protocols and asset registers; and establishing a prioritised initiatives plan of ongoing and future initiatives including dementia, hoarding, fuel poverty and resettlement. A draft hoarding framework was presented at the Adults Safeguarding Board in June 17. A separate annual report outlining activity and the impact of the partnership is available.
Housing Fire, Health & Safety Board	Members are Housing, Corporate Health and Safety, East Sussex Fire and Rescue Service (ESFRS) and Mears. The board provides an assurance function and ensures that appropriate risk management controls are in place between the various duty holders involved in the management and maintenance of the Housing stock.
Property and Design	The H&S Team work in close partnership with Property and Design to provide advice to duty holders and assurance to the corporate H&S committee that management controls for its large property and land portfolio are suitably robust.

Partner	Partnership Working
Major Projects	We've supported Major Projects colleagues in relation to refurbishment works within Pavilions Estate portfolio; and advised on a fire strategy and safe roof access during refurbishment at the Corn Exchange which directly impacted on the operation of the Dome and its fire evacuation procedures.
School Support Services	We continue to work closely with internal partners to ensure a joined-up approach to specific health and safety issues. Partners include the Special Educational Needs (SEN) team; Education Capital Team; Behaviour & Attendance Partnership; School Workforce Development Team; the Outdoor Education Advisor and the Standards & Achievement Team.
Memberships	
Risk Management Steering Group	Working with leads from Emergencies and Resilience, Public Health, Insurance, Audit, Communities and Equalities and the Risk Manager. This group ensures co-ordination of risk management issues, resources and strategies.
Safety Advisory Group (SAG)	Deputy chairing responsibilities and working with city partners to advise on the potential impacts and to co-ordinate resources to support the calendar of events in the city. On occasions this has resulted in amendment, postponement or cancellation of events that could not provide sufficient assurance. Events requiring a significant resource input, planning advice and operational support included: opening of the i360, Pride, Brighton Speed Trials, Brighton Festival, Brighton Marathon and Triathlon.
Major Incident Support Team (MIST)	Support and give advice on contingency plans and incident management during incidents that may affect the safety of residents, public, visitors and our staff. This includes acting as Incident Liaison Officers in the event of a major incident.

11.2 Service Level Agreements

Service Level Agreements are in place to deliver enhanced health and safety support in:

- **Housing** - supporting with assurance arrangements on health and safety issues with a particular focus on asset risk management.
- **Schools and Academies** – providing specialist school specific advice (including radiation protection and physical education); undertaking fire risk assessments and asbestos management reviews; and offering training via the School Workforce Development Programme
- **Adults Services** – monitoring of independent care homes on behalf of the Commissioning & Performance Team. The SLA was revised in 2016 to include H&S inspections of independent care homes identified as higher risk by the Commissioning Team as well as H&S audits and Fire risk assessments for BHCC Adults Provider services.

12. Conclusion

The pace of change and increasing demand in the context of diminishing resource continues to be challenging for duty holders. The Councils performance management framework provides key governance and oversight ensuring health & safety accountability.

Planning is underway to align service structures within the Orbis partnership. This aims to provide greater resilience across each of the authorities. Health & safety assurance continues to be given on the effect of controls. The importance of robust management of safety management cannot be underestimated and it is clear that providing access to competent advice supported with active monitoring of performance is vital to ensure continued compliance.

The committee are asked to note the content of this report and the Health and Safety Plan for 2017/18 which is included at appendix 9.

Appendix 1 – Feedback on our service:

Nigel Watson - Deputy Head teacher Coldean Primary

I'm writing in response to your recent work with Coldean on our fire safety and compliance. The work undertaken was extremely professional, yet personable throughout the process; identifying our areas for improvement and impressing their urgency when required. The calm, measured approach and clear understanding of the pressures on schools made the whole process very supportive.

Steve Frost - Insurance Manager

The insurance team liaises closely with our colleagues in the Health and Safety Team on a regular basis.

Where incidents have occurred the Health and Safety team can provide additional records or information over and above the report provided by the relevant council department. These documents will sometimes help to inform the decision making process required in the early stages of a personal injury claim and make the difference between whether a claim is one to settle on best possible terms or one to defend vigorously.

The expertise and practical assistance provided to the Insurance Team by the Health and Safety Business Partners and advisors enables the Insurance Team to protect public funds whenever possible.

Brian Foley – Customer Experience Lead

The contact I have had with the H&S team has always been very positive and their approach is one of seeing it as an opportunity for improvement and shared learning. Their knowledge and advice is always really useful and was especially helpful when we were delivering training to councillors about dealing with difficult clients as there was a close link to previous work the H&S Team had done with them about personal safety. We are also really pleased to see the introduction of a review mechanism for Clients of Concern Register which was closely linked to two Ombudsman cases we dealt with.

Julie Nichols – Corporate Portfolio Lead

My experience of working with your team has always been positive. You helped me when I picked up responsibility for H&S and didn't know where to start(!), you've been very supportive through the two audits of my service, and very patient and responsive to my questions and requests for clarification. You're very pragmatic in your approach and very personable.

Appendix 2 – Enforcement / Regulatory Services Activity

East Sussex Fire and Rescue	
Number of Enforcement Notices Served	0
Number of Prohibition Notices Served	0
Prosecutions	0
Health & Safety Executive	
Number of Improvement Notices Served	0
Number of Prohibition Notices Served	0
Prosecutions	0

Appendix 3 – Accident / Incident Summary Data

Description	2015/16	2016/17
Total Incidents	1040	1222
Total Injuries to Staff	497	552
Total Injuries to Non Staff	415	516
RIDDOR	39	24
Near Misses	585	559
Total Days Lost	1489	1700

Appendix 4 – Health & Safety Training Data 2016/17

The **Health and Safety training programme** was developed to support the needs of staff across the organisation. Over **24** different courses have been delivered through **92** training events to **997** delegates. This includes bespoke training events which have been tailored to meet the specific needs of teams and services. In addition **718** staff completed online learning modules. The number of staff who attended the various training courses is listed below.

A summary of the training is provided below:

Course name	Provider	Number of Events	% Attendance	Number Attended
Core H&S Programme				
DSE Risk Assessor	H&S Team	4	89%	41
Management of Contractors	H&S Team	2	77%	17
Personal Safety Awareness	H&S Team	5	89%	56
Risk Assessment	External	5	94%	58
Fire Risk Assessment	External	4	95%	40
COSHH Risk Assessors	External	1	86%	12
Emergency First Aid at Work	External	7	85%	69
First Aid at Work (3 days)	External	9	86%	85
First Aid at Work Recertification (2 days)	External	5	90%	46
First Aid Annual Refresher (half day)	External	6	86%	62
Safer Lifting of loads	External	8	87%	86
Effective Health & Safety Management	External	2	88%	23
IOSH Managing Safely	External	1	100%	11
Legionella Awareness	External	4	89%	57
Totals for scheduled training events		63	88%	662
Bespoke Team Training				
Evac Chair	H&S Team	2	-	8
Personal Safety Awareness	H&S Team	6	-	50
Health & Safety Awareness	H&S Team	1	-	20
COSHH Awareness	H&S Team	1	-	9
Managing Contractors	H&S Team	1	-	19
Risk Assessment	H&S Team	6	-	93
Fire Risk Assessment	H&S Team	4	-	51
Fire Warden	H&S Team	2	-	9
Low Risk Work at Height	H&S Team	5	-	67
Educational Visits Coordinator Risk Asses.	H&S Team	1	-	9
Totals for bespoke events		29	-	335
H&S eLearning Modules		Number of courses completed		
Asbestos Awareness	Internal	21		
Asbestos Management Plan	Internal	6		
Management - Asbestos Remedial Works	Internal	0		
Management of Contractors	Internal	10		
Display Screen Equipment	Internal	339		
Fire Safety Awareness	Internal	95		
Health & Safety Awareness	Internal	184		
Stress Management & Wellbeing	Internal	63		
Total number H&S eLearning modules completed		718		

Appendix 5 – Policies and Standards

Policy/Standard	New or Review	Status
Asbestos Management Standard	Review	Draft
Control of Noise at Work Standard	Review	Ratified
COSHH Standard	Review	Ratified
Display Screen Equipment Standard	Review	Draft
Driving at Work Standard	Review	Ratified
First Aid Standard	Review	Ratified
H&S Policy Statement and Management Standard	Review	Ratified
Infection Control Standard	Review	Ratified
Lifting Operations & Lifting Equipment Standard	Review	Ratified
New & Expectant Mothers Standard	Review	Ratified
Personal Safety Standard	Review	Ratified
Risk Assessment Guidance & Form	Review	Ratified
Safe Working Height Standard	Review	Draft
Vibration Standard	New	Ratified
Work Equipment Standard	Review	Draft

Appendix 6 – Health & Safety Audits

Team / Service Audited	Audit topic	Assurance level	Updated Status for Limited Assurance
Craven Vale Resource Centre	Asbestos	Substantial	
Housing Programme Team	Management of Contractors / (CDM)	Limited	The 8 medium / high priority recommendations have now been addressed Reasonable
Internal Audit	Display Screen Equipment (DSE)	Reasonable	
Legal Services	DSE	Reasonable	
Wayfield Avenue	Fire	Substantial	
Electoral Services	Personal Safety	Reasonable	
Hangleton Primary School	Swimming Pool	Reasonable	
Dorothy Stringer	Swimming Pool	Reasonable	
Craven Vale Resource Centre	Team Safety	Reasonable	
Knoll House	Team Safety	Reasonable	
Ireland Lodge	Team Safety	Reasonable	
Cromwell Road	Team Safety	Reasonable	
Patcham Infant & Nursery School	Team Safety	Reasonable	
Moulsecoomb Primary School	Team Safety	Reasonable	
Drove Road	Team Safety	Reasonable	
Tudor House	Team Safety	Reasonable	
Cherry Tree Nursery	Team Safety	Reasonable	
Able & Willing	Team Safety	Reasonable	
Wayfield Avenue	Team Safety	Reasonable	
Bevendean Primary School	Team Safety	Reasonable	

Appendix 7 – Fire

Fire Assurance Activity	No.
Total Fire Risk Assessments (Stage 1 & reviews)	76
Review of FRA Management Action Plans	26
Coaching newly trained Fire Risk Assessors	Ongoing
Partnership meetings with East Sussex Fire and Rescue Service	12
Strategic Fire Safety Reporting <ul style="list-style-type: none"> • Head of Adults • Housing Committee • Housing Fire / Health and Safety Board 	15
Fire Safety Audits (BHCC enforcement responsibility in Sports Grounds - AMEX Stadium in partnership with Building Control)	1
Fire Safety Support & Deputy Chair <ul style="list-style-type: none"> • Safety Advisory Group • Major Incident Support Team 	15
Fire Incident Investigations	3
Fire visits (other than FRAs)	67
Fire training	15
Fire design meetings	12

Appendix 8 – Contractor Management

Independent Care Home Audits / Inspections (Services)	Contractor Inspections (Works)	
<ul style="list-style-type: none"> • Adelaide Nursing Home • Carlton House • Frances Taylor Foundation • Highbury House • Loxwood House • Marine View Rest Home • Oaklands • Princes Crescent • Seaways • Swanborough House • The Foyer • The Highviews • The Rookery • The Seagulls • The Yellow House • Vallance Gardens • Wavertree House • Westwood Care Home 	<ul style="list-style-type: none"> • Hollingdean Depot • Hove Town Hall • King Alfred Leisure Centre • St Andrews Primary School • Corn Exchange 	
Total	18	5

Appendix 9 – Health & Safety Plan 2017 - 2018

H&S Service Plan 2017 / 2018	Aim / Priority	Desired Outcomes	Action Required	Timescale
POLICY	Maintain a programme of Health & Safety policy review and ratification through the corporate health & safety committee.	Legislative compliance and employee engagement through the consultation process Performance overseen by the Corporate Health & Safety Committee	Complete the annual review the Health and Safety policy statement and communicate the revised policy across the organisation Maintain a programme of Health & Safety policy and standards review, including the schools' model policy statement. Monitor changes in Health & Safety Legislation and update the legal register as necessary. Maintain consultation arrangements with employee representatives groups (i.e. trade unions, staff forums). Plan dates for and report health & safety performance to the quarterly corporate health and safety committee. Meeting dates are: <ul style="list-style-type: none"> • 8 June • 25 September • 28 November • 13 March 2018 Work with Orbis partners to identify where policies and standards can be integrated	March 18 Ongoing with quarterly review Ongoing Ongoing Ongoing
ORGANISATION	Ensure H&S structure, policy and arrangements are aligned to meet the changing needs of the organisation.	Deliver a responsive Health & Safety service	Continue to plan integration of the Health & Safety service into the Orbis partnership as part of the HROD service transformation and ensure the future service offer is sustainable, relevant to the Council and resilient in operation. Maintain access to competent health and safety advice through a duty officer service. Head of H&S to continue to have regular 121's with the Chief Executive, Directors, Head of Property and Design and Head of Internal Audit	March 18 Ongoing Ongoing

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H&S Service Plan 2017 / 2018	Aim / Priority	Desired Outcomes	Action Required	Timescale
			<p>to ensure that roles, responsibilities and safety management arrangements remain effective.</p> <p>Ensure all members of the H&S team maintain professional skills to enable flexible deployment and greater resilience.</p> <p>Plan and deliver a team development session within the team Performance Review and Development days</p>	<p>Reviewed in 121's</p> <p>May & September 17</p>
MANAGEMENT ARRANGEMENTS	Gain assurance that effective safety management arrangements are in place to manage organisational health & safety risks.	<p>To ensure that safety management systems are implemented throughout the Council and provide assurance that all parts of the organisation are meeting their legal obligations in accordance with corporate policies and standards</p> <p>Provide the council with a means of demonstrating a strategic process for health and safety management</p> <p>Provide managers a framework for identifying, measuring and recording health and safety performance</p>	<p>Ensure all services are effectively managing health and safety and have evidence to demonstrate that arrangements are appropriate by:</p> <ol style="list-style-type: none"> 1. Undertaking audits in accordance with audit programme 2. Providing management information on audit findings to service managers 3. Delivering audit performance information to Corporate Health and Safety committee 4. Escalating matters which expose the council to unacceptable risk <p>Review all accidents and incidents to:</p> <ol style="list-style-type: none"> 1. Ensure an appropriate management investigation has been carried out 2. Identify and report to the HSE in accordance with RIDDOR 3. Assess level of health and safety follow-up investigation required and investigate accordingly. 4. Provide management information to the corporate H&S committee, DMTs and DCGs. 5. Identify aspects requiring additional H&S improvement. <p>Ensure contract management and monitoring</p>	<p><i>According to programme</i></p> <p><i>Ongoing</i></p>

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H&S Service Plan 2017 / 2018	Aim / Priority	Desired Outcomes	Action Required	Timescale
			<p>arrangements are in place to:</p> <ol style="list-style-type: none"> 1. Prepare a schedule of contract monitoring inspections to be undertaken by Health & Safety team. <p>Support the Council's Emergencies and Resilience team by:</p> <ol style="list-style-type: none"> 1. Attend and deputy chair Safety Advisory Group Meetings and events as required 2. Attend and support Major Incident Support Team 3. Provide Incident Liaison Officer support to major incidents as required 4. Attend Risk Management Steering Group <p>Deliver ongoing contractual commitments and monitor performance of Health & Safety Service Level Agreements for:</p> <ul style="list-style-type: none"> ▪ Schools & Academies ▪ Adults Services ▪ Housing – including project management of match funded sprinkler initiatives in High Rise Housing Blocks <p>Carry out programmed Fire Risk Assessments (FRA) in high priority services and buildings. These will include Hostels, Residential Care facilities and Schools.</p> <p>Monitor that the Asbestos Containing Materials in all council buildings are being managed in accordance with the Asbestos Management Plans</p> <p>Provide advice to the Education Property & Design Team in relation to resource allocation for asbestos management / remedial work in school premises.</p>	<p><i>July 17</i></p> <p><i>Ongoing with programmed review meetings</i></p> <p><i>March 18</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p>

H&S Service Plan 2017 / 2018	Aim / Priority	Desired Outcomes	Action Required	Timescale
			Provide support to the Head of Property & Design in the development of the annual Legionella Assurance Report.	December 2017
INFORMATION SYSTEMS	Review health and safety information systems to ensure relevant and effective integration with other sources.	<p>To ensure legal compliance (RIDDOR) and Data Protection requirements.</p> <p>To ensure ease of access to information which is and that information is accessible.</p> <p>To ensure efficient transition of new asset management systems.</p>	<p>Monitor the use and reliability of the Clients of Concern register and work with users/gatekeepers / ICT to address issues.</p> <p>Following the development of the annual review process for the Clients of Concern register in 2016, support ICT in building an automated process.</p> <p>Incident Reporting System:</p> <ul style="list-style-type: none"> • Continue to develop the Incident report form and associated templates • Ongoing work with ICT to ensure timely transition to a new incident reporting platform to replace Achieve • Work with ICT to finalise and agree implementation plan for the replacement Clients of Concern quick search portal <p>WAVE Pages: Review health & safety information on all platforms with a particular focus on ensuring information aligns with Team Safety objectives & exploring opportunities for integration through Orbis</p> <p>Review all Team Safety (health & safety management framework) documentation</p> <p>Monitor and review the content of the Health and Safety pages within the services to schools BEEM system.</p> <p>Work with Orbis partners to identify where information systems may be integrated or replaced</p>	<p>Ongoing</p> <p>November 17</p> <p>Ongoing</p> <p>Ongoing</p> <p>October 17</p> <p>Ongoing</p> <p>Sept 17</p> <p>Dec 17</p> <p>Ongoing</p>

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H&S Service Plan 2017 / 2018	Aim / Priority	Desired Outcomes	Action Required	Timescale
AUDIT	Deliver an audit programme that reflects the revised organisational structure and provides assurance on the effectiveness of health and safety management arrangements	Provide assurance to the council on legal compliance and meet statutory requirements for monitoring of health and safety performance.	<p>Prepare and deliver the 2017-18 audit programme ensuring it remains proportionate to the hazard and risk profile of the organisation.</p> <p>The focus of the programme include:</p> <ul style="list-style-type: none"> • Annual distribution of the Team Safety managers self-checklist • Analysis of returns by H&S team and follow up assurance action as appropriate • Independent Care Homes • Radiation in schools • Schools Team Safety audits of all phases • Contractor management <p>Collaborating with Orbis partners to develop the audit framework</p>	<p>May 17</p> <p>Dec 17 / Jan 18</p> <p>Feb / March 17</p> <p>According to programme</p> <p>Ongoing</p>
TRAINING	Ensure that all people involved in delivery of the council services have the appropriate levels of competence to address their health and safety responsibilities.	All workers and others involved in the delivery of Council services are competent to undertake their health and safety responsibilities.	<p>Produce and deliver the 2017-2018 health & safety core training programme.</p> <p>Evaluate the effectiveness of the Health and Safety training programme through assessing feedback and identifying how well skills have been applied in the workplace.</p> <p>Monitor and report on training attendance to identify reasons for non-attendance and ensure a cost effective training service is provided.</p> <p>Undertake quality assurance assessments of internal and external training providers and monitor performance against KPI's.</p>	<p>April 17 & Ongoing</p> <p>March 2018</p> <p>Ongoing / Quarterly</p> <p>Ongoing</p>
CHANGE MANAGEMENT	Support change management and modernisation activity.	Ensure health & safety issues are considered through all stages of change management processes	<p>Continued involvement in the Workstyles project Programme including:</p> <ol style="list-style-type: none"> 1. Attendance at workstyles board and project group meetings 2. Providing ongoing advice during 	Phase 4 Ongoing

H&S Service Plan 2017 / 2018	Aim / Priority	Desired Outcomes	Action Required	Timescale
			<p>development and implementation stages</p> <p>3. Conducting monitoring visits at all stages of the process</p> <p>Provide technical / specialist support to assist in change management and modernisation activity including:</p> <ul style="list-style-type: none"> • Supporting tender evaluation processes with significant health & safety implications 	Ongoing
JOINT WORKING & INITIATIVES	Maintain an awareness of Local / National Campaigns to identify best practice and plan targeted initiatives	<p>To identify best practice and support the Council priorities and city initiatives</p> <p>Identify opportunities for collaboration and efficiencies through joint working that continues to ensure an effective approach to risk management</p>	<p>Continue working with partners to maximise opportunities for joint working on risk management solutions</p> <p>External:</p> <ul style="list-style-type: none"> • East Sussex Fire & Rescue Service • Sussex Police • Health Partners • Department for Education (National Asbestos Steering Group) <p>Internal:</p> <ul style="list-style-type: none"> • Internal audit team • Major Incident Support Team (MIST) • Safety Advisory Group (SAG) • Risk Management Steering group (RMSG) • Property & Design / Building Control & Housing • Occupational Health Provider (Team Prevent) <p>Attend Sussex Local Authority Safety Officers Group (SLASOG) and South East Employers (SEE)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>