



General Functions Committee

20 March 2017

Title	Bi-Annual Health and Safety Report
Report of	Mike Koumi - Head of Safety, Health and Wellbeing
Wards	None
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 – Health and Safety Report
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Summary

This report provides information on the Council's health and safety performance for the period 1 April to 30 September 2016.

The report is based on performance information and data obtained from the council's accident/incident reporting system, together with independent audit results, corporate training records and ill health data.

Recommendation

- 1. The Committee is requested to note the report.**

1. WHY THIS REPORT IS NEEDED

- 1.1 This report enables the council to monitor its health and safety performance over a defined period and address any gaps identified.
- 1.2 The [Management of Health and Safety at Work Regulations 1999](#) and associated guidance suggests that regular monitoring of health and safety performance enables organisations to set meaningful targets to effect

improvements, reduce work related accidents and ill health and comply with statutory duties.

- 1.3 The 6 month report at Appendix 1 shows information for corporate performance as well as for individual Delivery Units.
- 1.4 The report gives statistical information and commentary for the first 6 months of 2016/17, and includes:
 - Accidents and Incident statistics
 - Audit results
 - Health and Safety Training undertaken
- 1.5 The report has identified varying results for quarter 3 and 4. Adults and Communities and StreetScene have identified an increase in non-notifiable incidents compared with the same period last year. Assurance and Commissioning group have had no incidents reported within the 6 month period.
- 1.6 A 'Report It' campaign was rolled out in May; this was to encourage managers and employees to report incidents and near misses. Early indications appear to suggest that the campaign has had some success with the increase in reported incidents from Adults and Communities and Streetscene Delivery Units. This will continue to be monitored by the Safety, Health and Wellbeing (SHaW) team.
- 1.7 The number of audits planned and undertaken in this reporting period is improving with the focus in inspection of construction sites. In addition to these, 5 audits were undertaken over this period within the Family Services and Streetscene Delivery Units as well as in 2 schools. The audits have identified that additional training is required for staff in the management of legionella and Asbestos and this is being arranged.
- 1.8 There has been an increase in the DU management teams implementing the requirements of the corporate h&s policy. This will continue to be a priority to ensure 100% implementation throughout the organisation, with support given to DU management team's by the SHaW service.
- 1.9 298 training modules have been completed within these 2 quarters. DSE, fire safety and manual handling modules have the biggest uptake.

2. REASONS FOR RECOMMENDATION

- 2.1 The report provides monitoring information to the committee and is for consideration and noting only.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 Not applicable

4. POST DECISION IMPLEMENTATION

4.1 None

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The [Corporate Plan](#) includes the strategic objective to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”. This report aims to contribute to that objective by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community, continues to be a good employer and protects persons who may come into contact with its activities.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

5.3 Social Value

5.3.1 Not applicable.

5.4 Legal and Constitutional References

5.4.1 The council has various legal duties held under the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

5.4.2 The General Functions Committee's Terms of Reference are outlined in [Section 15a of the Constitution, Appendix A to Responsibility for Functions](#), which states that the Committee is responsible for health and safety matters.

5.5 Risk Management

5.5.1 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

5.6 Equalities and Diversity

- 5.6.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.
- 5.6.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

5.7 Consultation and Engagement

- 5.7.1 The report will be presented and discussed at the Local Joint Consultation Committees (JCC's).

5.8 Insight

- 5.8.1 N/A

6 BACKGROUND PAPERS

- 6.1 [Health and Safety at Work etc. Act 1974](http://www.legislation.gov.uk/ukpga/1974/37)
<http://www.legislation.gov.uk/ukpga/1974/37>
- 6.2 [Management of Health and Safety at Work Regulations 1999](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>