



## General Functions Committee

### 8 November 2017

<b>Title</b>	<b>Bi-Annual Health and Safety Report</b>
<b>Report of</b>	Mike Koumi - Head of Safety, Health and Wellbeing
<b>Wards</b>	None
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	No
<b>Enclosures</b>	Appendix 1 – Health and Safety Report
<b>Officer Contact Details</b>	Mike Koumi <a href="mailto:michael.koumi@barnet.gov.uk">michael.koumi@barnet.gov.uk</a> 020 8359 7960

### Summary

This report provides information on the council's health and safety performance for the period 1 October 2016 to 31 March 2017.

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

**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, trend analysis and commentary for the second 6 month period of 2016/17, and includes:
  - Accidents and Incident statistics
  - Audit results
  - Health and Safety Training undertaken
- 1.5 The report shows a reduction in non-notifiable incidents reported compared to the first 6 months of this year and a slight reduction compared to the same period last year (2015/16). The majority of employee work related accidents occurred in the Streetscene Delivery Unit and are as a result of either slips and trips or manual handling activities. Verbal assaults most commonly occurred in the Family Services DU, within social work teams. There has been a slight increase in RIDDOR notifiable reports over the previous 6 months and compared with the same period last year. The incidents all occurred within the Streetscene DU as a result of manual handling activities and each incident led to more than 7 days absence from work which triggered the notification. All these incidents were recorded on the council's accident reporting system, were fully investigated and remedial actions put in place.
- 1.6 The number of audits planned and undertaken in this reporting period is improving with the focus remaining monitoring of construction/maintenance activities. In addition to this 26 H&S audits were undertaken over the period across DU's and community schools with an average audit score of 83% for council services and 88% for schools. A score of over 80% is recognised as providing assurance that good H&S management systems are in place. The councils aim is to achieve scores of over 90% which would demonstrate excellence.
- 1.7 A concerted drive to improve completion of mandatory H&S training was undertaken over this reported period with excellent results. A total of 1123 training modules were completed compared to a total of 298 for the previous 6 month period. This equates to over 300 members of staff having completed their mandatory training over that reporting period.

## **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 N/A

### **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 N/A

#### **5.4 Legal and Constitutional References**

5.4.1 The council has various legal duties towards its employees regarding their health, safety and welfare at work 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 15 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 attached report at appendix 1 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 N/A