

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

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

**Subject:** **Health & Safety Team Annual Report  
April 2017 to March 2018**

**Date:** **June 2018**

## Executive Summary

This Health and Safety Annual Report covers the period of 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018 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 2018-19.

A new Health, Safety and Wellbeing (HS&W) structure within the Orbis partnership and operating across the south (Brighton & Hove City Council and East Sussex County Council) has been implemented. Further opportunities to align services and increase resilience will be explored through the shared services partnership with East Sussex County Council and Surrey County Council.

Achievements in the past year include:

- Continuing to maintain effective Health & Safety management arrangements through the council's assurance framework for Health & Safety Management.
- Effective collaboration with internal and external partners to ensure continued application of proportionate and responsive risk management arrangements to keep our communities and workforce safe
- Early transition into a new partnership delivery model 'Orbis' following consultation
- Maintaining the council's excellent health and safety record
- Establishment of a workforce wellbeing steering group, part of the councils People Promise

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

Key risk issues

- The council must continue to monitor the government's response to the Dame Judith Hackitt review into Building Regulations and Fire Safety and be ready to respond as appropriate
- Capacity to enable service integration work within the Orbis Partnership whilst managing business as usual demands
- Organisational change resulting in a lack of clarity of roles, responsibilities and competence to deliver assurance
- Late incident reporting practices leading to the potential for regulatory breach and provision of inadequate support for staff

Priorities for the coming year include:

- Continued development of the Orbis shared services partnership including exploring the potential for growth
- Continued development of the Incident Reporting system and addressing late reporting
- Delivering sustainable improvements through the Workplace Wellbeing action plan
- Delivery of a renewed Health and Safety work plan
- Continuing the rolling programme of review to existing health and safety policies, guidance and procedures ensuring legislative compliance and best practice

## 1. The Management of Health & Safety

The councils Health & Safety management arrangements align to the Health & Safety Executives Helping Great Britain Work Well strategy. Health & safety is a key component of the council's performance management, compliance and assurance is achieved through the councils Safety Management Framework outlined below:



Team Safety plans can be adopted at any level across the council which ensures that ownership of health & safety risks rests in the right place and accountability remains with appropriate duty holders. The ability to tailor plans according to risk profiles ensures action is proportionate to any risks that need to be managed.



## 2. Acting Together

Promoting broader ownership of health and safety

### 2.1 Partnership Working

We continue to work with a range of partners to deliver assurance in helping to keep our community and staff safe. These include:

Partner	
<b>Community Initiatives Partnership</b>	Targeted initiatives to protect vulnerable members of our community including dementia awareness, homeless shelter, embedding the hoarding framework
<b>Housing Fire, Health &amp; Safety Board</b>	Supporting the councils co-ordinated response to the Grenfell Tower fire to provide reassurance to residents Continued project management of the sprinkler installation programme
<b>Property and Design</b>	Working together to ensure compliance across the councils buildings and estates
<b>School Support Services</b>	Delivering health & safety services to all LEA maintained schools in the city as well as all Voluntary Aided, one free school and two academies
<b>Membership</b>	
<b>Corporate Business Continuity Group</b>	Co-ordinating priorities for business continuity arrangements throughout the council to ensure resilience and priorities for recovery during service disruption
<b>Safety Advisory Group (SAG)</b>	Working in partnership to facilitate the safety of events in or affecting the city
<b>Major Incident Support Team (MIST)</b>	Co-ordinating city wide responses to incidents / adverse events affecting the city

## 2.2 Service Level Agreements



- **Housing** - supporting assurance arrangements on health and safety issues with a particular focus on asset risk management.



- **Schools and Academies**– specialist school specific advice (including radiation protection and physical education); undertaking fire risk assessments and asbestos management reviews; and training.



- **Adults Services** – monitoring of independent care homes on behalf of the Commissioning & Performance Team. H&S audits and fire risk assessments for BHCC Adults Provider Services.



## 3. Tackling Ill Health

Highlighting and tackling the costs of work-related ill health

Work related injuries and ill-health can have a devastating impact on employees and result in legal and financial impacts to employers as well as wider societal impacts. Employers have a key role to play not only through effective risk management but in actively promoting health and wellbeing engagement.

### 3.1 Wellbeing at work

Wellbeing is a key element of the council's People Promise.



We have:	We will:
<ul style="list-style-type: none"><li>Established a wellbeing steering group</li></ul>	<ul style="list-style-type: none"><li>Ensure continued engagement and enable participation</li></ul>
<ul style="list-style-type: none"><li>Undertaken a well workforce survey</li></ul>	<ul style="list-style-type: none"><li>Repeat the survey annually to measure our performance and impact</li></ul>
<ul style="list-style-type: none"><li>Identified priorities for our wellbeing action plan</li></ul>	<ul style="list-style-type: none"><li>Deliver what we promise</li></ul>

Our wellbeing priorities are to:

- Repeat our well workforce survey annually
- Deliver a calendar of events and targeted initiatives and enable participation
- Commission and deliver Mental Health training for managers
- Develop a mental health toolkit
- Relaunch the volunteering policy
- Launch the carers passport for staff
- Undertake a review of Firstcare
- Review the attendance support procedure

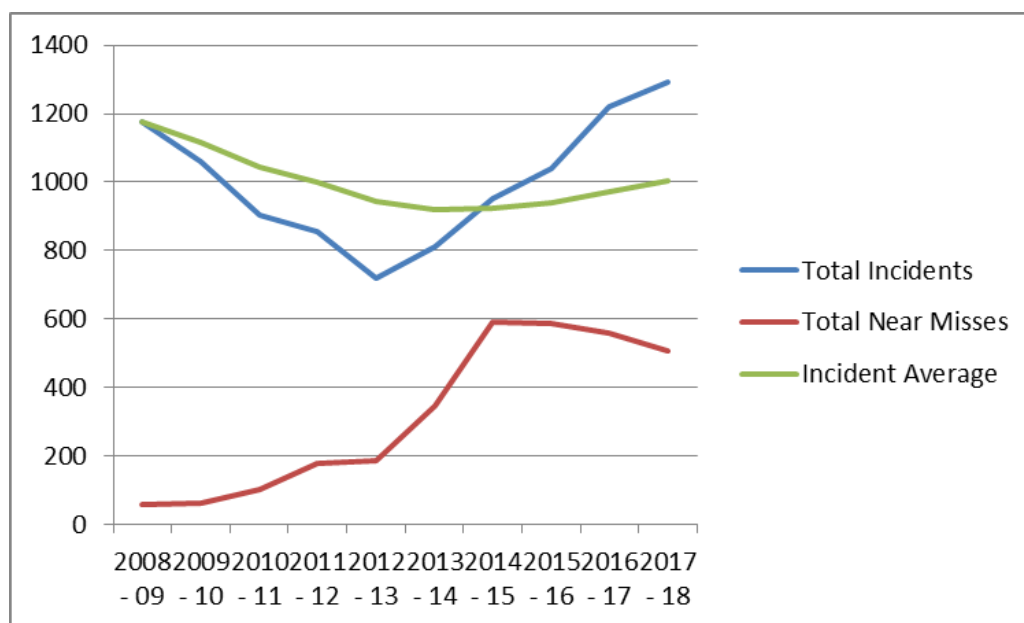
### 3.2 Incidents and Accidents

Accident and incident trends are monitored via the corporate health & safety committee which is held quarterly. The following overview sets out the annual incident data:

Description	2016/17	2017/18
Total Incidents	1222	1292
Total Injuries to Staff	552	719
Total Injuries to Non Staff	516	605
RIDDOR	24	22
Near Misses	559	507
Total Days Lost*	1700	1024

\*Includes days staff would not normally work \*\*Numbers in brackets are from the previous year's annual report

## Annual Figures Comparison:



## Cost of Absence:

The cost for Occupational Sick Pay resulting from incidents for 2017/18 was **£50,066**. The cost for 2016/17 was **£66,561**. This is not the total cost of the absence as it does not include any expense incurred in covering the member of staff however the figure is useful as it gives an indication of economic impact of the absence.

## Responding to liability claims:

We work closely with the Insurance Team and the council's insurers. 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 £5 million** of personal injury claims. A summary of the claims history is detailed below:

## Personal injury claims by year

Year	Initial Estimates	Paid	Successfully Defended
2012	£1,762,777	£515,357	£1,247,420
2013	£1,686,246	£272,902	£1,413,344
2014	£1,245,472	£319,525	£925,947
2015	£1,226,095	£77,391	£1,148,704
2016	£437,332	£11,566	£425,766
2017	£9,526	£0	£9,526
<b>TOTALS</b>	<b>£6,367,448</b>	<b>£1,196,741</b>	<b>£5,170,707</b>

NOTE: The final total of claims paid from 2015 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 of age)

## Reported incidents

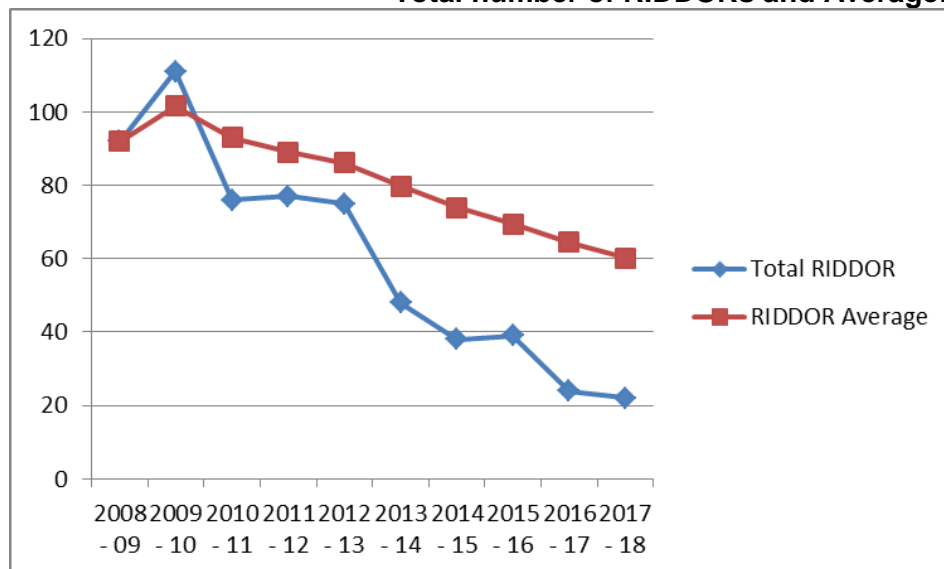
There were **1292** (1222) reported incidents throughout the year. A complete outline of the incidents reported during the year is provided in **Appendix 1**:

- The highest cause of incident was 'Challenging Behaviour' 'which accounted for **515** (277) of the total incidents reported.
- The second highest cause of incident was 'Slips, Trips & Falls' which accounted for **206** (230) of the total incidents reported.
- The third highest cause of incident was 'Violence and Aggression' which accounted for **194** (282) of the total incidents reported.

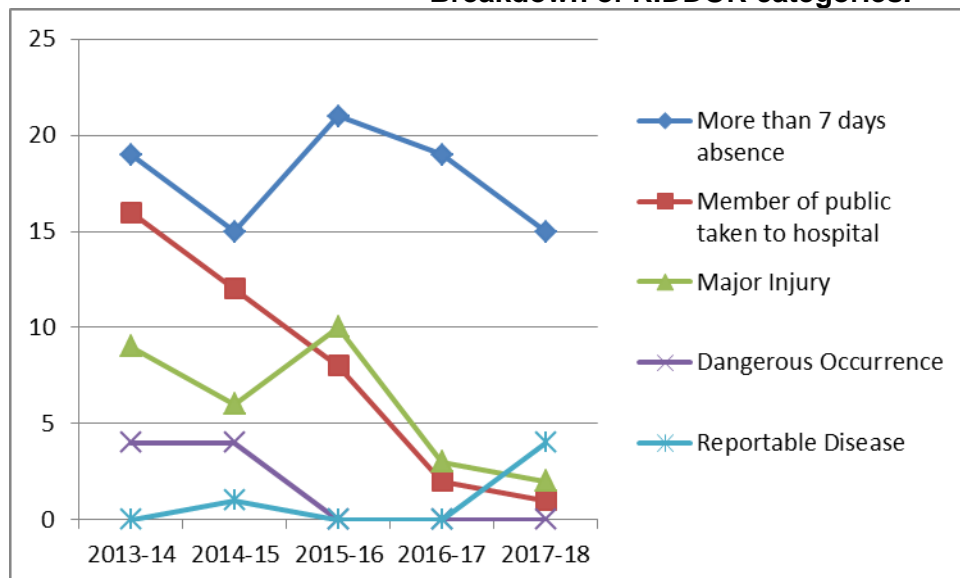
## **Incidents reported to the Health & Safety Executive:**

A total of **22** (24) incidents were reported to the HSE under RIDDOR Legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as follows:

**Total number of RIDDORs and Average:**



**Breakdown of RIDDOR categories:**



**Lost Time Incidents:** A total of **1024** (1700) days were lost due to **67** (77) separate incidents. The causes of incidents resulting in lost time are as follows:

Incident Cause	Number of Injured Parties	Number of Incidents	Absence Days
Behaviour management (Schools only)	2	2	30
Challenging behaviour	11	11	64
Existing Medical Condition	2	2	6
Fall from height	1	1	25
Hit against something fixed or stationary	3	3	132
Hit by a moving object/person	5	5	209
Local environmental conditions	3	3	42
Manual Handling of loads	8	8	61
Manual Handling of people	3	3	107
Physical assault	2	2	7
Recreation/sport	1	1	6
Repetitive Strain Injury	2	2	20
Slip/trip/fall	19	19	301
Use/failure of equipment	3	3	8
Vehicle incident/hit by moving vehicle	1	1	2
Violent behaviour resulting in damage to property	1	1	4
<b>Total</b>	<b>67</b>	<b>67</b>	<b>1024</b>



## 4. Managing Risk Well

Simplifying risk management

### 4.1 Prosecution and Enforcement Update

As part of the regulatory agencies proactive audits and inspections we have received a number of visits by East Sussex Fire & Rescue Service and the Health & Safety Executive. We can again report a positive safety record with no enforcement action resulting.

### 4.2 Our Advisory Service:

- We operate a duty officer scheme ensuring access to advice & guidance between 8.30am – 5pm
- We provide technical design & risk management fire safety advice
- Radiation Protection Officer for Secondary Schools & Portslade Aldridge Community Academy
- All members have NEBOSH qualifications and/or specialist Fire / Asbestos Management qualifications












### 4.3 Policy Development & Review

We have reviewed and published 113 Standards/ Policies/Guidance Documents, with 2 others being close to completion.

Standard/Policy/Guidance	New or Review	Status
Asbestos Management Standard	Review	Ratified
Administration of Medicines in Schools & Early Years Settings Standard	Review	Ratified
Christmas Lighting Guidance	Review	Ratified
Delivery of Medical Interventions by Non Medical Staff Standard	Review	Ratified
Display Screen Equipment Standard	Review	Draft
Electricity at Work Guidance	New	Ratified
First Aid Standard	Review	Draft
Gas Safety Standard	Review	Ratified
Governor & Head Teacher Responsibilities Guidance	Review	Ratified
Health & Safety Policy & Management Standard	Review	Ratified
Hot Weather Working Guidance	Review	Ratified
Personal Safety & Lone Working Standard	Review	Ratified
School Risk Assessments List & Guide (with template risk assessments)	Review	Ratified
Work Experience Standard	Review	Ratified
Working at Height Standard	Review	Ratified

### 4.4 Assurance Activity

Total number of Health & Safety Audits **51**

		Team Safety – Safety Management Plan Audits		42	
	Independent Care Home	18		BHCC Care Home	5
	CDM 2015/Mgt. of Contractors	1		Radiation covering 8 Schools	1
	Personal Safety	1		Display Screen Equipment	1

## Audit Assurance Levels

In each of these audits a range of high medium and low priority recommendations are given which are followed up with managers response and timescales for action. A follow up review is carried by the Health & Safety team to ensure actions are completed. The auditor provides an overall assurance opinion.

The assurance levels for audits undertaken are:

<b>Substantial</b>	11	<b>Reasonable</b>	33	<b>Partial</b>	6	<b>Minimal</b>	1
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## 4.5 Property Risks

### Asbestos

We have continued to work with Housing colleagues on the implementation of their Housing Strategy “Asbestos Management Strategy for BHCC Homes and Communal ways”.

This year has also seen increased activity from Department for Education (DfE) regarding asbestos management. Following a poor response (nationally) to a voluntary information gathering exercise DfE decided to require responsible bodies to respond to a questionnaire covering the existence of asbestos in schools, its condition and strategies in place to manage it.

The HS&W team have membership on DfE’s National Asbestos in Schools Steering Group and have influenced the development of this national process.

We have continued to provide advice and support on asbestos management to our city schools both grant maintained and voluntary aided. The asbestos content in our schools is generally characterised as either low or very low risk.

### Fire Risk Management

Advice and assurance activity in relation to 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 HS&W Team.
- Tiered approach to fire risk assessment (FRA) whereby:

**Stage 1 FRAs** are undertaken by the HS&W Team in Adults Services properties with sleeping risks (residential care & hostels), schools, and traveller’s transit site

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

We also undertake quality assurance of Housing and Corporate Landlord FRAs. Key findings are reported to the Housing Fire, Health and Safety Board, chaired by the Head of Property and Investment.

### Impact of the Grenfell Tower tragedy.

The horrific incident on 14<sup>th</sup> June 2017, in which 72 people lost their lives, has highlighted the responsibilities that housing providers have to their residents, staff and local communities, to provide a safe environment for people to live in.

The Housing Fire, Health and Safety Board (FHSB), have continued to provide direction and oversight of compliance. Under the direction of FHSB Housing staff carried out immediate additional safety checks on our high rise accommodation, providing assurance on compliance and reassurance to our residents in those blocks, some of whom were understandably worried about the risk of fire.

Following the immediate aftermath, samples of cladding materials were removed from several blocks for precautionary testing. It was confirmed that the materials were not similar to those found at Grenfell Tower. All the visits, residents' discussions, and fire safety checks were carried out in partnership with our colleagues in East Sussex Fire and Rescue Service, who continue to be satisfied with our processes and compliance to the Regulatory Reform (Fire Safety) Order 2005.

Following the process of reassurance on the BHCC housing stock, the Ministry of Housing, Communities and Local Government (MHCLG) requested further information about housing blocks in the Private Sector. The HS&W team advised colleagues in Housing, who implemented an inspection programme to report on the information required.

The process of official investigation, both public inquiry and possible police prosecution, will dictate the timings of the release of the findings on the causes and lessons following the disaster.

The independent review into the Building Regulations and Fire Safety by Dame Judith Hackett has been published. It makes a number of recommendations to government relating to:

- A new regulatory framework
- Design, construction and refurbishment of buildings
- Occupation and maintenance
- Residents' voice
- Competence
- Guidance and monitoring to support building safety
- Products
- Golden thread of building information
- Procurement and supply

The FHSB board will continue to monitor developments and guidance arising and will take appropriate steps as necessary.

#### Corporate Landlord

The H & S team has provided fire compliance advice and Fire Risk Assessment assistance to the Corporate Landlord.

#### Adult Social Care

The HS&W Team provided support by advising on the location and suitability of the Winter Night Shelter for street sleepers. This was supported and instigated by elected members. The assessment of the suitability of various locations was a major part of the advice given to the commissioning team.

The SLA with Adult Social Care continues with the team carrying out FRAs on the buildings and delivering Fire Awareness training to staff. Health and Safety audits are also carried out in Private Residential Care homes.

A summary of Fire Assurance Activity is as follows:

<b>Fire Assurance Activity</b>	<b>No.</b>
Total Fire Risk Assessments ( Stage 1 & reviews)	60
Review of FRA Management Action Plans	47
Coaching newly trained Fire Risk Assessors	Ongoing
Partnership meetings with East Sussex Fire and Rescue Service	5
Strategic Fire Safety Reporting <ul style="list-style-type: none"> <li>• Head of Adults</li> <li>• Housing Committee</li> <li>• Housing Fire / Health and Safety Board</li> </ul>	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"> <li>• Safety Advisory Group</li> <li>• Major Incident Support Team</li> </ul>	15
Fire Incident Investigations	2
Fire visits (other than FRAs)	80
Fire training	13
Fire design meetings	16

## 4.6 Training

The HS&W Team deliver a programme of training, advertised as the 'Health and Safety Training Guide' through the Learning Gateway which is available for both staff and external customers. This is delivered through both commissioned trainers as well as by the HS&W Team.

All courses are quality assessed to ensure learning objectives are met and to deliver continual improvements.

Training activity undertaken is:

<b>23 different courses offered</b>	<b>133 training events delivered</b>	<b>1601 delegates received training</b>	<b>Average course attendance: 87%.</b>	<b>1471 staff completed online learning modules</b>
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Improvements in course take up from previous year:



**44% more training events delivered**



**60% more delegates have received training**



**105% Increase in staff completing e-learning**

## 4.7 Communications



# The Wave

Health and safety pages on the council's intranet provide information including: policies, procedures, templates, minutes from H&S committees, Team Safety information and training.

**Daily Splash:**

Urgent communications are issued via the 'Daily Splash' or 'Announcement' section on the Wave and school specific messages via the schools bulletin. 16 school bulletins were issued in 2017-18.



# BEEM

Schools access bespoke school's policies, procedures and templates via 'BEEM', the council's services to schools portal

**Health & Safety Newsletter**  
**APRIL 2018**  
Contact: 01273 292062  
Email: [health&safety@brighton-hove.gov.uk](mailto:health&safety@brighton-hove.gov.uk)



Two different H&S newsletters are published throughout the year - a whole council version and one specific to schools. These highlight issues that need attention, case studies of incidents investigated and examples of best practice



## 5. Keeping Pace with Change

Anticipating and tackling new health and safety challenges

### 5.1 Orbis Transformation

The new HROD structure has been implemented and work will continue on forming Health, Safety and Wellbeing structures through the Orbis shared services partnership. We are continuing to develop our service plans and where possible and appropriate will align our services to build on assurance and resilience and remove duplication.

## 5.2 Legal Update

There were no significant legal changes last year. Minor changes included:

- Update to the Health and Safety (First Aid) Regulations 1981 mainly relating to a relaxing of the qualifications for First Aid trainers
- Changes to European legislation relating to the manufacture of Personal Protective Equipment
- Co-ordination of Regulatory Enforcement Regulations 2017 – sets out how national regulators can support primary authorities (local authorities partnered with businesses) to develop advice and guidance for businesses

General Data Protection Regulation (GDPR) work is ongoing to meet the requirements of GDPR with the following progress to date:

- Mapped the HS&W teams documentation and completed a 'Data Flow' exercise
- Completed draft Privacy Impact Assessment for HS&W team
- Involved in the review and development of the HROD retention schedule

## 5.3 Incident Reporting System and Clients of Concern Register

The platform hosting the incident report platform (Achieve) became unsupported during the year which resulted in the need to prioritize work to develop a replacement in partnership with IT&D colleagues. A new system (Mendix) is now in place but further development is required to ensure functionality, reliability and ease of access for users.

A key risk for the future relates to the Client of Concern Register which remains on the Achieve platform and will also become unsupported in due course. A replacement has yet to be identified. It is imperative resources are identified to scope and manage the work required to ensure continued legal compliance and to ensure safeguards are in place to protect those delivering council services.

## 6. Conclusion

The Council's performance management framework provides a key governance structure and oversight ensuring accountability for Health & Safety.

Planning to align service structures within the Orbis partnership is ongoing. 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, Safety & Wellbeing Plan for 2018/20 which is included at appendix 3.

## Appendix 1: SUMMARY INFORMATION: Health & Safety Training 2017/2018

### Management Information - H&S Training Courses

Over 23 different courses have been delivered through 133 training events to 1601 delegates. This includes bespoke training events which have been tailored to meet the specific needs of teams and services. In addition 1471 staff completed online learning modules. The number of staff who attended the various training courses is listed below.

Course name	Provider	Number of Events	% Attendance	Number Attended
<b>Core H&amp;S Programme</b>				
DSE Risk Assessor	H&S Team	5	83%	38
Fire Risk Assessment	H&S Team	3	79%	33
Personal Safety Awareness	H&S Team	4	97%	49
H&S Roles & Responsibilities for Head Teachers	H&S Team	7	100%	7
EVC Risk Assessment	H&S Team	4	-	32
COSHH Risk Assessors	External	2	77%	19
Effective Health & Safety Management	External	2	79%	19
Risk Assessment	External	5	91%	64
IOSH Managing Safely	External	1	92%	12
Emergency First Aid at Work	External	7	84%	70
First Aid at Work (3 days)	External	8	85%	79
First Aid at Work Recertification (2 days)	External	5	92%	54
First Aid Annual Refresher (half day)	External	7	86%	70
Safer Lifting of loads	External	8	85%	74
Legionella Awareness	Internal	4	87%	51
Totals for scheduled training events		72	87%	671
<b>Bespoke Team Training</b>				
Evac Chair	H&S Team	2	-	11
Personal Safety Awareness	H&S Team	25	-	194
Personal Safety Leads Briefing Sessions	H&S Team	4	-	29
Risk Assessment	H&S Team	7	-	90
Fire Awareness	H&S Team	13	-	439
H&S Roles & Responsibilities for Governors	H&S Team	2	-	22
Educational Visits Coordinator Risk Asses.	H&S Team	1	-	30
H&S Leadership (Understanding H&S Liabilities)	H&S Team	7	-	115
Totals for bespoke events		61	-	930
<b>H&amp;S eLearning Modules</b>		<b>Number of courses completed</b>		
Asbestos Awareness	Internal	5		
Asbestos Management Plan	Internal	3		
COSHH	Internal	59		
Display Screen Equipment	Internal	683		
Management of contractors	Internal	7		
Fire Safety Awareness	Internal	272		
Health & Safety Awareness	Internal	423		
Stress Management & Wellbeing	Internal	19		
Total number H&S eLearning modules completed		1471		

## Appendix 2: SUMMARY INFORMATION: Incident Data 2017/2018

Highlighted areas indicate top 3 incident causes.

Cause of Incident	Injured Parties	Injured Parties	Injured Parties Total	Number of Near Misses	Number of Incidents
	Staff	Non-Staff			
Administration of medication	0	4	4	157	5
Behaviour management (Schools only)	10	10	16	4	20
Challenging behaviour	419	179	594	76	515
Contact/exposure to a harmful substance	3	6	9	12	8
Contact with electricity	2	1	3	1	3
Contact with extreme temperature	7	8	15	1	15
Contact with moving machinery	0	1	1	0	1
Display Screen Equipment (DSE) related ill health	1	0	1	0	1
Drowned/Asphyxiation/Choking	1	1	2	0	2
Existing medical condition	1	7	8	5	8
Explosion	0	0	0	0	0
Exposure to event causing emotional/psychological harm	6	1	7	15	6
Fall from height	2	4	6	5	14
Fatality/Major Incident	0	0	0	0	0
Fire	0	1	1	15	1
Hit against something fixed or stationary	8	35	47	7	49
Hit by a moving object/person	29	26	55	3	55
Injured by animal	3	3	6	1	6
Local environmental conditions	4	5	9	9	8
Manual Handling of loads	19	5	24	2	24
Manual Handling of people	11	0	11	3	11
Noise	1	1	2	0	2
Recreation/sport	3	86	89	2	88
Repetitive Strain Injury	3	0	3	0	3
Sharps	13	8	21	1	20
Slip/trip/fall	50	156	206	146	206
Trapped by something collapsing	0	0	0	1	0
Use/failure of equipment	9	12	21	20	20
Vehicle incident/hit by moving vehicle	6	3	8	17	9
Violence & Aggression	87	32	119	-	194
- Homophobic harassment	0	0	0	0	0
- Other emotional abuse	4	1	5	0	9
- Other verbal abuse	45	16	61	0	94
- Physical assault	16	4	20	0	24
- Racial harassment	1	1	2	0	2
- Sexual harassment	0	0	0	0	1
- Verbal threats of a serious nature	17	6	23	0	48
- Violent behaviour resulting in damage to property	3	2	5	0	8
- Violent behaviour resulting in damage to self	0	2	2	0	4
- Written abuse or threats	1	0	1	0	3
Total	719	605	1305	507	1292



### Appendix 3: Service Plan 2018-20

H,S & W Service Plan 2018 / 2020	Aim / Priority	Desired Outcomes	Action Required	Timescale
<b>POLICY</b>	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 of the Health and Safety policy statement and communicate the revised policy across the organisation	June 2018
			<p>Maintain a programme of Health &amp; Safety policy and standards review, including the schools' model policy statement.</p> <p>Monitor changes in Health &amp; Safety legislation and update the legal register as necessary.</p> <p>Maintain consultation arrangements with employee representatives groups (i.e. trade unions, staff forums).</p> <p>Prepare reports on health &amp; safety performance to the quarterly corporate health and safety committee. Meeting dates are:</p> <ul style="list-style-type: none"> <li>• 18 September 2018</li> <li>• 27 November 2018</li> <li>• 5 March 2019</li> <li>• 4 June 2019</li> </ul> <p>Work with Orbis partners to identify where policies and standards can be aligned</p>	<p>Ongoing / quarterly review</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>ORGANISATION</b>	Ensure HS&W structure, policy and arrangements are aligned to meet the changing needs of the organisation.	Deliver a responsive Health & Safety service	<p>Continue to ensure service alignment into the Orbis partnership is sustainable, relevant to the Council and resilient in operation.</p> <p>Maintain access to competent health and safety advice through a duty officer service.</p> <p>Head of HS&amp;W to continue to have regular 121's with the Chief Executive, Directors, Head of Property and Design and Head of Property &amp; Investment to ensure that roles, responsibilities and safety management arrangements remain effective.</p> <p>Ensure HS&amp;W team maintain professional skills to enable flexible deployment and greater resilience.</p>	<p>March 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Via Supervision</p>

H,S & W Service Plan 2018 / 2020	Aim / Priority	Desired Outcomes	Action Required	Timescale
<b>MANAGEMENT ARRANGEMENTS</b>	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"> <li>1. Undertaking audits in accordance with audit programme</li> <li>2. Providing management information on audit findings to service managers</li> <li>3. Delivering audit performance information to Corporate Health and Safety committee</li> <li>4. Escalating matters which expose the council to unacceptable risk or exposure</li> </ol> <p>Review all accidents and incidents to:</p> <ol style="list-style-type: none"> <li>1. Ensure an appropriate management investigation has been carried out</li> <li>2. Identify and report to the Health &amp; Safety Executive in accordance with Reporting of Injuries Diseases and Dangerous Occurrences Regulations</li> <li>3. Assess level of health and safety follow-up investigation required and investigate accordingly.</li> <li>4. Provide management information to the corporate H&amp;S committee, Departmental Management Teams and Consultative Groups.</li> <li>5. Identify aspects requiring additional H&amp;S improvement.</li> </ol> <p>Ensure contract management and monitoring arrangements are in place to:</p> <ol style="list-style-type: none"> <li>1. Prepare a schedule of contract monitoring inspections to be undertaken by HS&amp;W team.</li> <li>2. Ensure robust contract arrangements are in place for Health &amp; Safety service providers (including Training providers, Occupational Health and Employee Assistance programme provider)</li> </ol>	<p><i>According to programme</i></p> <p><i>Ongoing with quarterly review</i></p> <p><i>June 2018</i></p>

### Appendix 3: Service Plan 2018-20

H,S & W Service Plan 2018 / 2020	Aim / Priority	Desired Outcomes	Action Required	Timescale
			<p>Support the Council's Emergencies and Resilience team by:</p> <ol style="list-style-type: none"> <li>1. Attend and deputy chair Safety Advisory Group Meetings and events as required</li> <li>2. Attend and support Major Incident Support Team</li> <li>3. Provide Incident Liaison Officer support to major incidents as required</li> <li>4. Attend Risk Management Steering Group</li> <li>5. Attend Business Continuity Group</li> </ol> <p>Deliver ongoing contractual commitments and monitor performance of Health &amp; Safety Service Level Agreements for:</p> <ul style="list-style-type: none"> <li>▪ Schools &amp; Academies</li> <li>▪ Adults Services</li> <li>▪ Property &amp; Design</li> <li>▪ Housing – including project management of match funded sprinkler initiatives in High Rise Housing Blocks</li> </ul> <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>Check all schools submissions to the DfE Asbestos Management Assurance Process (AMAP).</p> <p>Provide advice to the Education Property &amp; Design Team in relation to resource allocation for asbestos management / remedial work in school premises.</p> <p>Provide support to the Head of Property &amp; Design in the development of the annual Legionella</p>	<p><i>Ongoing with programmed review meetings</i></p> <p><i>March 19</i></p> <p><i>According to programme – Annual Review</i></p> <p><i>Ongoing</i></p> <p><i>June 18</i></p> <p><i>December 2018</i></p> <p><i>According to</i></p>

### Appendix 3: Service Plan 2018-20

H,S & W Service Plan 2018 / 2020	Aim / Priority	Desired Outcomes	Action Required	Timescale
			Assurance Report.  Deliver Wellbeing priorities as part of the People promise reporting directly to the People & Culture Change Board.	programme
<b>INFORMATION SYSTEMS</b>	Review health and safety information systems to ensure relevant and effective integration with other sources.	<p>To ensure legal compliance.</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>	Identify designated project leads in IT&D and Health & Safety to develop a project plan for continued development work that ensures the Incident system and Clients of Concern register (CCR) are fit for purpose.	June 2018
			Enhancements to the incident reporting system including: <ul style="list-style-type: none"> <li>• Current buildings/team name choices</li> <li>• Revised injury types</li> <li>• Full integration with statistical database</li> <li>• Robust links with the CCR</li> <li>• Access by schools and Royal Pavilion, Libraries and Museums</li> <li>• Addition of GDPR retention markers</li> </ul>	
			Move the CCR from its current Achieve platform before the platform support is lost in 2018.	October 18
			Create an automated process for the annual review of perpetrators on the CCR to replace the previous system that was lost in Dec 2017.	August 18
			Provide access to attachments to Achieve or Mendix report forms through IDOX with allocated retention flags	Ongoing
			WAVE Pages: Review health, safety & wellbeing information on all platforms with a particular focus on ensuring information aligns with Team Safety objectives & exploring opportunities for integration through Orbis	Dec 18
			Review all Team Safety (health & safety management framework) documentation	Ongoing

### Appendix 3: Service Plan 2018-20

H,S & W Service Plan 2018 / 2020	Aim / Priority	Desired Outcomes	Action Required	Timescale
			Monitor and review the content of the Health, Safety & Wellbeing pages within the services to schools BEEM system.  Work with Orbis partners to identify where information systems may be integrated or replaced	October 18 & Ongoing  December 18
<b>AUDIT</b>	Deliver an audit programme that 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.	Prepare and deliver the 2018-20 audit programme ensuring it remains proportionate to the hazard and risk profile of the organisation. The focus of the programme include: <ul style="list-style-type: none"> <li>• Annual distribution of the Team Safety managers self-checklist</li> <li>• Analysis of returns by HS&amp;W team and follow up assurance action as appropriate</li> <li>• Independent Care Homes</li> <li>• Design Technology Departments</li> <li>• Schools Team Safety audits of all phases</li> <li>• Contractor management</li> <li>• Health Surveillance</li> </ul> Collaborating with Orbis partners to develop the audit framework	June 18  June 2018  According to programme  Ongoing
<b>TRAINING</b>	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.	Produce and deliver the 2018-20 health & safety core training programme.  Evaluate the effectiveness of the health and safety training programme through assessing feedback.  Monitor and report on training attendance to ensure a cost effective training service is provided that meets the training needs of the organisation.  Undertake quality assurance assessments of internal and external training providers and monitor performance against KPI's.  Work with Orbis partners to undertake joint procurement of training contracts using the shared	April 2019  Ongoing  Ongoing / Quarterly  Ongoing  July 18 – March 19

### Appendix 3: Service Plan 2018-20

H,S & W Service Plan 2018 / 2020	Aim / Priority	Desired Outcomes	Action Required	Timescale
			Dynamic Purchasing site.  Develop and deliver bespoke training solutions as required to meet the needs of services.	Ongoing
<b>CHANGE MANAGEMENT</b>	Support change management and modernisation activity.	Ensure health & safety issues are considered through all stages of change management processes	Continued involvement in the Workstyles project Programme including: <ol style="list-style-type: none"> <li>Attendance at workstyles board and project group meetings</li> <li>Providing ongoing advice during development and implementation stages</li> <li>Conducting monitoring visits at all stages of the process</li> </ol>	Phase 4 Ongoing
<b>JOINT WORKING &amp; INITIATIVES</b>	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"> <li>East Sussex Fire &amp; Rescue Service</li> <li>Sussex Police</li> <li>Health Partners</li> <li>Department for Education (National Asbestos Steering Group)</li> <li>Community Initiatives Partnership</li> </ul> <p>Internal:</p> <ul style="list-style-type: none"> <li>Internal audit team</li> <li>Orbis partners</li> <li>Major Incident Support Team (MIST)</li> <li>Safety Advisory Group (SAG)</li> <li>Risk Management Steering group (RMSG)</li> <li>Property &amp; Design / Building Control and Housing</li> <li>Occupational Health Provider (Team Prevent)</li> </ul> <p>Attend Sussex Local Authority Safety Officers Group (SLASOG) and South East Employers (SEE)</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>