		Item
	Governance and Audit Committee	**10**

Colchester

30 October 2018

Report of	**Assistant Director of Policy and Corporate**	Author	**Carl Free** ☎ **506579**
Title	**Annual Health and Safety Review 2018/19**		
Wards affected	N/A		

1. Executive Summary

1.1 Colchester Borough Council has general duties under the Health and Safety at Work etc. Act 1974 and specific duties under the Management of Health and Safety at Work Regulations 1999, to ensure that employees, and others who may be affected, can work safely without risk to their safety or health.

1.2 Overall responsibility for Health and Safety rests with Cabinet but is primarily managed by the Strategic Director (with responsibility for Health and Safety), along with the Corporate Health and Safety Officer and Designated Officers within services, who form the Health and Safety Committee.

1.3 The Health and Safety policy is reviewed annually to ensure that it is still appropriate to the Council's needs, and continues to be effective in identifying and mitigating health and safety risks.

2. Recommended Decision

2.1 Approve the Health and Safety Policy for 2018/19 and recommend it to full Council for inclusion in the policy framework.

2.2 Review and comment on the Council's progress and performance in managing Health & Safety during the period October 2017 to September 2018.

3. Reason for Recommended Decision

3.1 The Health and Safety Policy is included in the Council's Policy Framework and forms an integral part of the risk management process. As such it is appropriate to provide an annual report to the Governance and Audit Committee, to assist with the Committee's responsibility for reviewing the effectiveness of risk management.

5.   Background Information

5.1   **Health and Safety Policy**

5.2   The Health and Safety policy sets out the Council's commitment to managing health and safety risks, organisation structure and the individual responsibilities, at all levels of the organisation.

5.3   The policy is supported by a set of arrangements, that detail what the Council will do in practice to achieve the aims set out in the health and safety policy and successfully manage health and safety.

5.4   It is good practice to regularly ensure that the policy, and arrangements, continue to meet the Council's needs. Therefore a review has been undertaken and the revised policy is attached at appendix A, and the revised arrangements are attached at appendix B. It is considered that the policy and arrangements continue to meet the Council's needs and therefore there are no fundamental changes proposed.

5.5   **Health & Safety performance during 2017/18**

5.6   Audits of services and arrangements have been continued by the Corporate Health & Safety Officer for 2018. These have been completed for Community Zones, Parks and Recreation, Corporate Facilities Management and Manual Handling. Action plans have been produced, however there were no significant risks identified. Countryside and Health and Safety Training audits are upcoming.

5.7   Following the previous year's Lone Working audit, the significant finding was: "the CRISYS lone working monitoring system is not used by lone workers and not considered adequate" and therefore an alternative system was investigated by the Corporate Health and Safety Officer. The Skyguard MySOS personal monitoring device was chosen and implemented as the corporate approach, with 50 devices shared across approximately 90 lone workers. The new system is a device which utilises GPS tracker and an alarm, which when activated is responded by Skyguard, with two way communication via the device and assistance from emergency services as required. Initial feedback has been positive, with users stating the Skyguard devices are working well and is easy to use.

5.8   The internal audit of health and safety at Colchester Borough Council provided an opinion of "Substantial Assurance".

5.9   Fire Risk Assessments for all corporate buildings (primarily used as CBC staff workplaces) were reviewed and updated to a new more comprehensive but easier to use format. These premises have all been considered suitable with good management of fire risks and no recommendations were identified at a high risk rating. A review of the fire risk assessments and action plans was completed, with the majority of actions identified having been completed.

5.10   Near miss reporting is continued to be encouraged as this helps management resolve concerns or issues before they become a potential incident and injury. A near miss report card was produced to further encourage reporting from employees without immediate computer access.

5.11   Health and Safety training continues to be well attended with approximately 250 staff trained this year so far and the courses delivered include:
   • IOSH Managing Safely
   • Managing Safely

- Manual Handling
- Conflict Management
- Emergency First Aid at Work
- Personal Stress and Wellbeing awareness
- Health and Safety Induction

6. Equality, Diversity and Human Rights implications

6.1   There are no equality, diversity or Human Rights implications as a result of this report.

7. Strategic Plan References

7.1   The failure to adequately identify and manage health and safety issues will affect the ability of the Council to achieve its strategic objectives.

8. Consultation

8.1   Details of consultation is included in Document Information section of the policy.

9. Health and Safety Implications

9.1   The failure to adequately identify and manage health and safety issues may have an effect on the ability of the Council to deliver effective services.

10. Risk Management Implications

10.1   The failure to adequately identify and manage health and safety issues may have an effect on the ability of the Council to deliver effective services.

11. Other Standard References

11.1   There are no particular references to publicity considerations, and no particular financial nor health, wellbeing and community safety implications.

Appendices

Appendix A – Health and Safety Policy
Appendix B – Health and Safety Arrangements

Background Papers

N/A