			Item
Governance and Audit Committee			**9**

Colchester

29 October 2019

Report of	**Assistant Director of Policy and Corporate**	**Author**	**Carl Free**
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Title	**Health and Safety Policy and Report 2019/20**		
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 overseen by the Chief Operating Officer and managed by the Corporate Health and Safety Officer and Designated Officers within services, who form the Health and Safety Committee.

2. Recommended Decision

2.1 To note the January to October 2019 annual report and agree the changes to the Health and Safety Policy which are required for 2019/20.

3. Reason for Recommended Decision

3.1 The Health and Safety Policy is included in the Council's Policy Framework and is 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.

4. Background Information

Health and Safety Policy

4.1 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. The only changes to the policy in 2019 are minor (moving responsibilities from Strategic Director to Chief Operating Officer now responsible for health and safety and removing Commercial department (now CCHL/Amphora) from the Organisation Structure).

4.2 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 to successfully manage health and safety.

5. Summary of Policy outcomes during January - October 2019

5.1 Audits of services and arrangements have been continued by the Corporate Health & Safety Officer during 2019. At the time of writing, audits and reviews are in progress for Ill Health (focusing on Musculoskeletal Disorders and Stress), Driving at Work and

Security (to prevent work-related violence towards staff). As these are broad and complex subjects, longer term action plans have been produced, however if serious risk or breaches are identified these are actioned without delay, and where possible 'easy win' immediate actions.

5.2   The Skyguard MySOS personal monitoring device remains in place as the corporate approach to supporting lone workers, with 50 devices and approximately 90 CBC lone workers. Skyguard devices are received well by lone workers and a review will be completed in 2020 to ensure the system remains suitable and is being used appropriately, and that lone worker requirements are met in all services.

5.3   The internal audit of health and safety at Colchester Borough Council provided an opinion of "Substantial Assurance" in 2018 and is on a biennial cycle so therefore is to next be completed in 2020.

5.4   Fire Risk Assessments for all corporate buildings (primarily used as CBC staff workplaces) were re-inspected in 2019 and no findings or recommendations were identified at a high-risk rating.

5.5   Near miss reporting continues to be encouraged as this helps management resolve concerns or issues before they become an incident and/or injury. The near miss report card has been successful in obtaining reports at Shrub End.

5.6   Corporate Health and Safety training continues to be well attended with approximately 240 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
• Safe Use of Ladders and Stepladders Training
• Health and Safety Induction

5.7   At least six days' worth of Practical Manual Handling training has been organised for the Neighbourhood Services Waste & Recycling collection teams. This was identified as a need for refresher training as part of the ill health review and higher manual handling risks involved in bag collection instead of wheeled bins. Train the trainer will also be arranged to ensure new staff can be trained without delay and regular refreshers and toolbox talks delivered.

5.8   There has been a positive downward trend in incidents involving serious injuries to staff or members of public taken to hospital for treatment, which are notifiable to the Health and Safety Executive often referred as "RIDDOR reports". These have reduced so far this year to 2, from 4 in 2018 and 7 in 2017.

5.9   People & Performance and Corporate Health and Safety, with the Live Well / Work Well (Wellbeing) Group, are working together on Stress Management and Mental Health, anticipated to be included as priorities in the corporate vision and wellbeing strategy, and delivering mental health awareness training for staff. A stress indicator survey will also be sent to all staff to help us identify the sources of work-related stress within the organisation, so resources can be focused to help eliminate or reduce the main factors of stress, reduce sickness absence and improve staff wellbeing.

6. Equality, Diversity and Human Rights implications

6.1 Equality Impact Assessment (EIA) link

7. Standard References

7.1 There are no particular references to publicity considerations or financial; community safety; health and safety or risk management implications.

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 are included in the Document Information section of the policy.

9. Publicity Considerations

9.1 None

10. Financial implications

10.1 None

11. Health, Wellbeing and Community Safety Implications

11.1 None

12. Health and Safety Implications

12.1 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.

13. Risk Management Implications

13.1 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.

14. Appendices

14.1 Appendix A: Health and Safety Policy 2019-20

14.2 Appendix B: Health and Safety Arrangements