

## AUDIT COMMITTEE – 22<sup>nd</sup> February 2019

<b>Title of paper:</b>	<b>Annual Report of health and safety within the council - Update</b>	
<b>Director(s)/ Corporate Director(s):</b>	Malcolm Townroe, Director of Legal and Governance	<b>Wards affected: All</b>
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<b>Other colleagues who have provided input:</b>	Rob McCutcheon Team leader, Corporate Safety Advice	
<b>Recommendation(s):</b>		
<b>1</b>	The Committee notes the progress made in ensuring colleagues can demonstrate up to date training in the mandatory health and safety courses, and where appropriate, asbestos management;	
<b>2</b>	Corporate Safety Advice team to continue to remind Corporate Directors of their responsibilities regarding health and safety in their departments;	
<b>3</b>	The next Annual Report to Audit Committee will update all the appropriate statistics shown below, and	
<b>4</b>	A further update on the Mandatory Health and Safety Training statistics be reported to Audit Committee in June 2019.	

### **1 REASONS FOR RECOMMENDATIONS**

- 1.1 There are legal, financial, colleague and citizens' benefits arising from good health and safety practices. The council is required, by various legislation, to comply with health and safety practices for its own staff and for its service users. Audit Committee on 30<sup>th</sup> November 2018 asked to be updated as to the recommendation regarding actions to be taken by Corporate Directors in ensuring appropriate training and reporting had occurred.

### **2 BACKGROUND**

- 2.1 At the Audit Committee meeting on 30<sup>th</sup> November 2018, it was resolved:
- (2) for all Corporate Directors to undertake and ensure that the following actions are completed by Friday 25<sup>th</sup> January 2019, with the outcome to be reported the Audit Committee at its meeting 22 February 2019:
- (a) to ensure their departmental colleagues can demonstrate up to date training in the mandatory health and safety courses, and, where appropriate, asbestos management;
- (b) that all outstanding Accident/Violence/Audit recommendations are completed and recorded on the corporate system;
- 2.2 This report updates the Committee on the original statistics and numbers provided in the 30<sup>th</sup> November report.
- 2.3 The next Annual report will be submitted to Audit Committee in November 2019.

## 2.4 Training

Corporate Leadership Team agreed that Health and Safety training is mandatory for all 'people' and 'building managers' to ensure an understanding of the basic principles of Health & Safety law, risk assessment, document control and where appropriate, premises management. There are three main full courses, with most managers only required to take Modules 1 and 2. The Corporate Safety Advice team have introduced a new module (module 4) which has been developed for SMT and DLT level managers. This module covers the strategic management aspects of modules 1 & 2 and replaces the need for SLMG managers to attend the full, operational based, courses. Existing SMT and managers will not have to complete the module 4 course until the expiry of their existing module 1 and 2 certificates.

The courses are:

Legal Responsibilities of Management (Module 1)  
 Risk Assessment & Document Management (Module 2)  
 Premises Management & H&S Compliance (Module 3)  
 DLT and SMT Health & Safety Management Training (Module 4)

Further, it was agreed that managers would be required to refresh their knowledge at least every three years in order to maintain competency. The above courses contribute to the 'training, skills and knowledge' element of that HSE definition (above in 2.2). Colleagues are aware that the Health and Safety Executive are keen to examine training records during any investigation.

The table below is based on the latest structure chart for SLMG colleagues. Some results are skewed by vacancies/new starters/leavers.

There are many other colleagues required to take these courses who are not SLMG but these figures give an indication of progress made to ensure all relevant colleagues have received appropriate training.

Figures as at 25<sup>th</sup> January in (***bold italics***): Figures as at 30<sup>th</sup> November in brackets.

		<b>Mandatory Health and Safety Training (SLMG results only)*</b>			
<b>Department</b>	<b>SLMG posts</b>	<b>Module 1</b>	<b>Module 2</b>	<b>Module 4</b>	<b>'competency' within 3 years</b>
<b>Children &amp; Adults</b>	19	13	11	<b>5</b>	<b><i>79%</i></b> (63%)
<b>Commercial &amp; Operations</b>	27	21	19	<b>5</b>	<b><i>83%</i></b> (74%)
<b>Development &amp; Growth</b>	19	14	11	<b>4</b>	<b><i>79%</i></b> (65%)
<b>Strategy &amp; Resources</b>	18	7	8	<b>8</b>	<b><i>78%</i></b> (42%)

Progress has been made since the previous Audit Committee meeting, but more still needs to be done. Corporate Safety Advice will continue to inform Corporate Directors of the need to ensure colleague compliance.

## 2.5 Audits

The Corporate Safety Advice team have undertaken numerous audits of services in the Council and produce recommendations for actions. The table below shows the number of recommendations that had yet\* to be enacted or updated on the CSA audit system by managers. The Council puts it self of risk if, having audited services and having made recommendations, it then fails to implement those recommendations.

The figures below are the results from 299 audits over a number of years. Unfortunately, the Corporate Safety Advice team do not have the resources to revisit services or check that managers have acted on their recommendations. A list of audit recommendations has been supplied to Corporate Directors – either for action or updating the implementation of the actions on the corporate system.

Figures as at 25<sup>th</sup> January in (***bold italics***): Figures as at 30<sup>th</sup> November in brackets.

### Module 1 (Legal Responsibilities of Management)

Department	Moderate risk	High Risk	Very High Risk
Children & Adults	<b>33</b> (33)	<b>0</b> (0)	<b>0</b> (0)
Commercial & Operations	<b>20</b> (20)	<b>0</b> (0)	<b>0</b> (0)
Development & Growth	<b>4</b> (4)	<b>0</b> (0)	<b>0</b> (0)
Strategy & Resources	<b>3</b> (0)	<b>0</b> (0)	<b>0</b> (0)

### Module 2 (Risk Assessment & Document Management)

Department	Moderate risk	High Risk	Very High Risk
Children & Adults	<b>106</b> (106)	<b>198</b> (168)	<b>0</b> (0)
Commercial & Operations	<b>116</b> (117)	<b>204</b> (211)	<b>0</b> (0)
Development & Growth	<b>16</b> (17)	<b>12</b> (12)	<b>0</b> (0)
Strategy & Resources	<b>7</b> (7)	<b>18</b> (19)	<b>0</b> (0)

### Module 3 (Premises Management & H&S Compliance)

Department	Moderate risk	High Risk	Very High Risk
Children & Adults	<b>92</b> (92)	<b>120</b> (120)	<b>88</b> (88)
Commercial & Operations	<b>175</b> (179)	<b>202</b> (205)	<b>120</b> (124)
Development & Growth	<b>8</b> (8)	<b>15</b> (15)	<b>11</b> (11)
Strategy & Resources	<b>7</b> (7)	<b>5</b> (5)	<b>0</b> (0)

## 2.6 Asbestos training

It is not possible for Corporate Safety Advice to know how many colleagues should have taken these courses – each Department should ensure that those colleagues who have a role in the management of asbestos are suitably and sufficiently trained.

Number of colleagues trained in asbestos issues by department:

Figures as at 25<sup>th</sup> January in (***bold italics***): Figures as at 30<sup>th</sup> November in brackets:

Department	Asbestos Management	Asbestos Inspection	What is Asbestos
Childrens & Adults	<b>100</b> (87)	<b>72</b> (47)	<b>67</b> (42)
Commercial & Operations	<b>364</b> (364)	<b>395</b> (279)	<b>422</b> (306)
Development & Growth	<b>38</b> (37)	<b>14</b> (9)	<b>23</b> (18)
Strategy & Resources	<b>5</b> (3)	<b>15</b> (7)	<b>18</b> (10)

A list of those colleagues who are deemed competent by way of attending and passing the above modules has been supplied to Corporate Directors so that they can cross check that the relevant people in their departments are suitably and sufficiently trained.

Progress continues to be made since the previous Audit Committee meeting. Corporate Safety Advice will continue to encourage the uptake of this training and the Corporate Health and Safety Welfare Panel will be updated periodically as to progress.

## 2.7 Accident & Violence Reporting

Managers must ensure that all accidents, near misses and work related ill health incidents are reported using the online accident reporting system and that they complete a suitable and sufficient investigation. Similarly, the City Council takes violent and threatening behaviour against its colleagues seriously and any such incidents need to be recorded and investigated with the aim of ensuring safe working conditions.

Figures as at 25<sup>th</sup> January in (***bold italics***): Figures as at 30<sup>th</sup> November in brackets:

		Department			
		Children & Adults	Commercial & Operations	Development & Growth	Strategy & Resources
<b>No of accidents (colleagues and 3<sup>rd</sup> parties)</b> Data for 01/10/2017 - 30/09/2018	Total	322	608*	5	16
	Employee	151	485*	5	14
	3 <sup>rd</sup> Party	171	123	0	2
<b>Outstanding accidents (older than 1 month) which have yet to be investigated / closed</b>		<b>35</b>	<b>8</b> (20)	<b>2</b>	<b>2</b>
<b>No of violent incidents</b> Data for 01/10/2017 - 30/09/2018		314	129	7	8
<b>Outstanding violent incidents (older than 1 month) which have yet to be investigated / closed</b>		<b>44</b> (86)	<b>11</b> (7)	<b>3</b>	<b>3</b>

\*includes RTC incidents

Only limited progress has been made in completing the investigations into accidents and incidents of violence. Corporate safety Advice will, again, remind Corporate Directors of their responsibilities in this regard.

**3 BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING EXEMPT OR CONFIDENTIAL INFORMATION**

3.1 None

**4 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

4.1 Competence in health and safety. Health and Safety Executive  
<http://www.hse.gov.uk/competence/index.htm>