Governance, Audit, Risk Management and Standards Committee SUPPLEMENTAL AGENDA 2

DATE: **Tuesday 17 July 2018**

AGENDA - PART I

10. **HEALTH AND SAFETY POLICY**   (Pages 3 - 24)

    Report of the Corporate Director Community

11. **INFORMATION REPORT - HEALTH AND SAFETY ANNUAL REPORT**   (Pages 25 - 50)

    Report of the Corporate Director Community

    Note: In accordance with the Local Government (Access to Information) Act 1985, the following agenda item has been admitted late to the agenda by virtue of the special circumstances and urgency detailed below:-

Agenda item	Special Circumstances/Grounds for Urgency
10. Health and Safety Policy	This report was not available at the time the agenda was printed and circulated as it was being consulted on. Members are requested to consider this item, as a matter of urgency.
11. Information Report – Health and Safety Annual Report	This report was not available at the time the agenda was printed and circulated as it was being consulted on. Members are requested to consider this item, as a matter of urgency.

AGENDA - PART II - NIL

REPORT FOR:	**GOVERNANCE, AUDIT, RISK MANAGEMENT AND STANDARDS COMMITTEE**
Date of Meeting:	17 July 2018
Subject:	Health and Safety Policy
Responsible Officer:	Paul Walker, Corporate Director (Community)
Exempt:	No
Wards affected:	Not Applicable
Enclosures:	Appendix 1: Health and Safety Policy

Section 1 – Summary and Recommendations

This report sets out the refreshed health & safety policy for the Council, in line with statutory requirements.

Recommendations:
The Committee is requested to:
- Consider and approve the Health & Safety Policy

HarrowCOUNCIL
LONDON

Section 2 – Report

Background

The Management of Health and Safety at Work Regulations 1999 Section 5 requires:

5. Health and Safety Arrangements
> (1) Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, control, monitoring and review of the preventative and proactive measures.
> (2) Where the employer employs five or more employees, he shall record the arrangements referred to in paragraph (1)

The Health and Safety Executive have provided clear guidance on how this is to be set out and what it is to include, and can be found at www.hse.gov.uk/toolbox/managing/writing.htm

A written policy is a statutory requirement where there are more than 5 employees, as per the above legislation, and require to be reviewed regularly to ensure that they are fit for purpose and still accurately reflect the set up and arrangements within the Council.

Since the previous approved health and safety policy, there have been structural changes to the council in terms of number and set up of directorates, as well to the overall governance of the Council. Therefore the policy has been reviewed and refreshed to account for this.

Main options

Agree the policy (with or without changes)
The Committee, as the constitutionally delegated body for health & safety, is asked to review and approve the health & safety policy. This will ensure Harrow Council will be compliant with legislative requirements.

This is the preferred option.

Do not agree the policy
Failure to agree the policy, will lead to the 2014 version remaining in place and not accurately reflecting the current organisation and leaving the Council at risk of failure to comply with legislative demands as the old policy does not accurately reflect the organisation and set up of the Council.

Implications of the Recommendation

There are no other implications of this recommendation.

Financial Implications

There are no additional costs associated with implementing the revised policy. It simply reinforces existing responsibilities and duties.

Compliance with the policy will reduce the risk of breaching health and safety legislation and consequent imposition of fines from the Health and Safety Executive or fees for their intervention. Following the introduction of the new sentencing guidelines on 1 February 2016 a council of this size is now classed as a large organisation and fines imposed could run into millions dependent on circumstances. Policy compliance also reduces the risk of compensation claims and costs associated with staff absence arising from workplace incidents.

Risk Management Implications

There are no risk management implications of approving the health and safety policy but not approving the revised policy will leave the council at risk of not properly complying with legislative requirements and not reflecting the current organisation of the council.   .

Legal Implications

In addition to what is already noted earlier in this report, the council is under a statutory duty to comply with the Health and Safety at
Work Act 1974 and all current relevant health and safety laws and regulations. The Health and Safety at Work Act 1974 requires that employers shall ensure (as far as is reasonably practicable) the health, safety and welfare at work of all his employees.

As noted earlier, the Management of Health and Safety at Work Regulations 1999 requires employers to make and give effect to health and safety arrangements for preventative and protective measures, taking account the nature of activities conducted and size of the undertaking.

Under the Council's Constitution, the GARMS Committee is responsible for reviewing the Council's Health and Safety arrangements and to monitor progress on Health and Safety.

Equalities implications

The EQIA screening of the policy shows there is no detrimental impact on any of the protected characteristics, but actually seeks to protect all.

Council Priorities

The Policy supports the Council's vision **Working Together to Make a Difference for Harrow** by clearly setting out the organisation and process for health and safety in the organisation.

It will impact on all the Councils priorities by overseeing a health and safety system in the Council that will impact on all within it, as well as using it.

Section 3 - Statutory Officer Clearance

Name: Jessie Man Date: 13 July 2018	X	on behalf of the Chief Financial Officer
Name: Paresh Mehta Date: 13 July 2018	X	on behalf of the Monitoring Officer

Ward Councillors notified: **NO**

Section 4 - Contact Details and Background Papers

Contact: Contact: Richard Le-Brun, Head of Community & Public Protection, 020 8736 6267

Background Papers: None

Corporate Health & Safety Policy

Document Control Summary

Title	Corporate Health and Safety Policy
Status	DRAFT
Version No.	8.0
Date	17th July 2018
Author(s)	Fredah Zuleha
Approved by	Richard Le-Brun - Head of Community and Public Protection
Next Review Date	17th July 2019

CONTENTS

Acronyms	
CHSG	Corporate Health and Safety Group
CHSS	Corporate Health and Safety Service
CHSP	Corporate Health and Safety Plan
ECF	Employee Consultative Forum
HSCOP	Health and Safety Code of Practice
CSB	Corporate Strategy Board
OHS	Occupational Health Service
EAP	Employee Assistance Programme
HSE	Health and Safety Executive
GNs	Guidance Notes
ACoP	Approved Code of Practice
SSoW	Safe Systems of Work

1.   Corporate Statement of Health & Safety Policy

Harrow Council, as an employer, recognises its legal responsibility to make every effort and secure the health, safety and welfare of all its employees and others, i.e. visitors, contractors, service users etc. that may be affected by the Council's undertaking.

The Council aspires to achieve excellence thereby implementing and effectively maintaining a robust safety management system that will permit safe work practices without compromising the health, safety and wellbeing of employees, the general public and the environment.

Harrow Council recognises that success in achieving and maintaining a safe and healthy work environment incorporates commitment from both senior management and all employees within the organisation along with effective communication and co-operation.

The Council is committed to continuous improvement in health and safety performance and has developed a Corporate Health and Safety Improvement Plan which will include key targets and objectives for improvement in health and safety management, and reviewed annually by the Corporate Health & Safety Board.

In particular, it is corporate policy to;

- Meet and whenever possible exceed the minimum standards set by the Health and Safety at Work etc. Act 1974 and supporting regulations and guidance

- Provide financial and physical resources to ensure that the Council's health and safety arrangements are implemented and adequately maintained.

- Regularly monitor and revise the health and safety management system, including this Policy Statement, other corporate Policies and Codes of Practice, to ensure that these documents remain in circulation and in date.

- Carry out appropriate risk assessments, seeking to eliminate and or reduce hazards. Where risk assessments have revealed risk levels to be unacceptably high, health and safety requirements will therefore take precedence over all other business requirements to ensure that these levels are reduced a low level as reasonably possible.

- Seek continuous improvement in health and safety performance; promote a proactive safety culture and to effectively maintain a safer and healthier working environment.

- Ensure that all employees receive adequate training for the purposes of health and safety.

- Consult with employees or their representatives, on health and safety matters, also ensuring that the corporate Safety Policy is available when required.

- Ensure that competent persons are appointed to assist the Council in meeting its statutory obligations.

- Recognise that accidents usually result from failings in management control and are not necessarily the fault of the individual/s involved.

- Recognise that the Chief Executive has overall responsibility for ensuring that health and safety in the workplace is considered in all Senior Management Team decisions and allocating resources to support quality improvement programmes aimed at continual improvement.

Tom Whiting   **Graham Henson**
Interim Chief Executive   **Council Leader**
Date: **Date:**

2. Purpose

This Policy and in conjunction with local documents, Codes of Practice (CoP) and Guidance Notes (GNs) will permit understanding how health and safety is managed across the Council as well as defining Senior Management roles and responsibilities.

The Policy is divided into principles, Organisation (people) and Arrangements (systems) and provides the framework for health and safety management within the Council.

2.1 Scope

This is a corporate Policy that applies to all employees including school staff, agency staff, consultants, contractors and volunteers.

2.2 Elected Members

The Elected Members have overall responsibility for the application of health and safety legislation, achieving the objectives set out within this Policy and ensuring that adequate resources are available to meet the organisation's health, safety and welfare needs. The Elected Members delegate the work required to the Chief Executive.

2.3 Principles

Harrow Council recognises and accepts its statutory, moral and economical responsibilities; fundamentally aiming to ensure that all employees, stakeholders and the general public do not suffer injury or ill health that may occur as a result from the Council's undertakings.

Harrow Council's Health and Safety Management System is based on the following model:
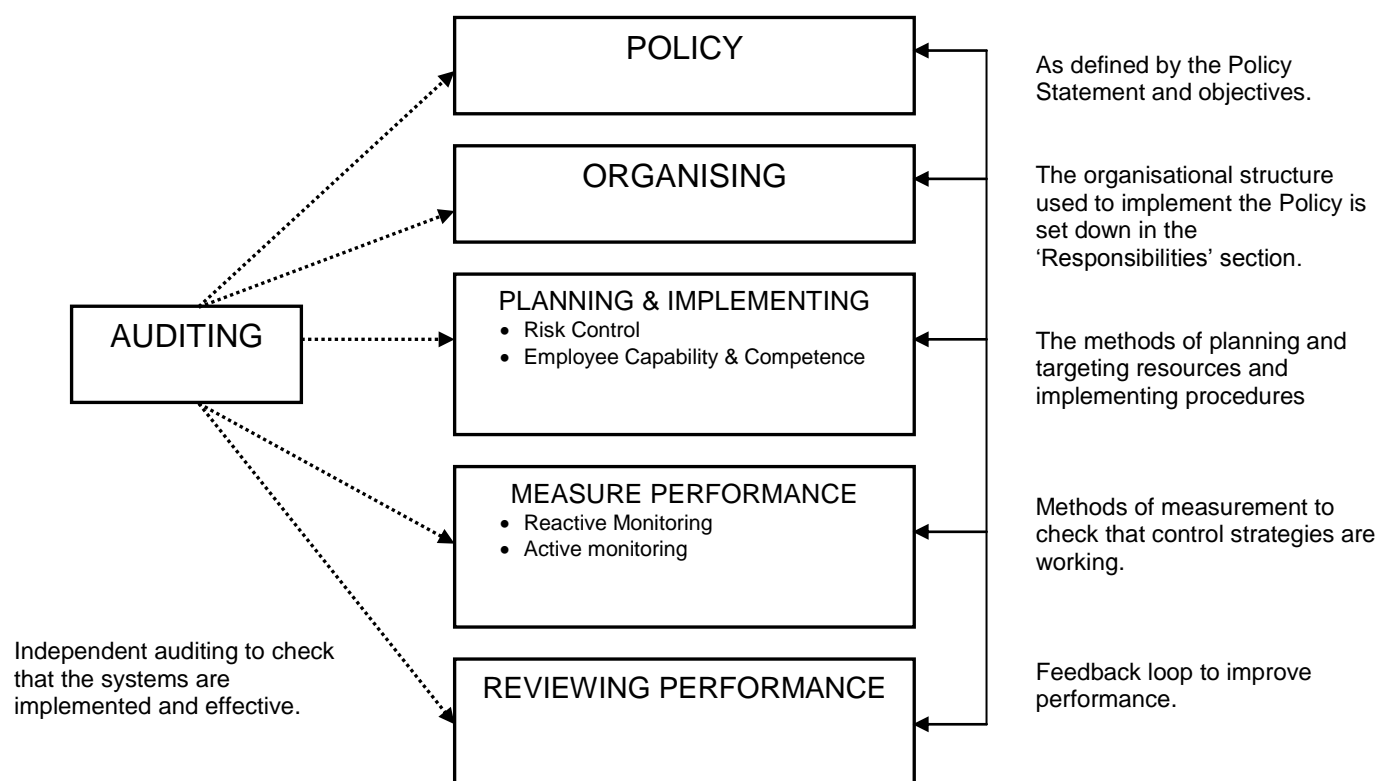
For the model to be successful, the following standards must be applied:

- Ensuring that a health and safety management system is implemented to provide a structured management approach to controlling workplace hazards and risks throughout the organisation

- Ensuring that all employees undertake their tasks without disregarding health and safety

- Active commitment from Senior management to improving health and safety standards, making reference to European law and UK health and safety legislation in order to meet minimum standard

- Ensuring that the necessary resources are available to effectively meet the requirements of this Policy

- All level management to actively demonstrate a positive attitude towards workplace health and safety, encouraging employees to ensure that safe practice is routine

- Employees' participation, including contractors, consultants and volunteers, working on Council premises, to pay maximum attention to the health and safety aspects of their work, embracing safe work practices to avoid injury / ill-health to themselves and to others.

3. ORGANISATION

3.1 Chief Executive

The Chief Executive has overall responsibility for ensuring that the corporate Health and Safety Policy is implemented and that all health and safety matters are brought to the attention of the Elected Members.

The Chief Executive will also direct the execution of this Policy and ensure that adequate resources are available to enable ongoing improvements and in particular:

- Actively demonstrating leadership in requiring and supporting high standards of health and safety performance in all the corporate undertakings

- Ensuring that the Corporate Health and Safety Policy is implemented

- Ensuring that there is accountability at the correct level of management when corporate and legal standards are unacceptable

- Appoint the Corporate Director Community with responsibility for overseeing the day-to-day management of health and safety on behalf of the Council

- Agreeing Corporate health and safety strategic aims and targets with Directors

- Ensuring that the Council's Health and Safety Management System is effectively managed and maintained

- Ensuring that the Organisation and Arrangements for carrying out this Policy are adequate

- Ensuring that the statutory requirement to monitor the prioritisation of and responses to health and safety issues affecting all Directorates are carried out through the Corporate Strategy Board (CSB) and the Corporate Health and Safety Group (CHSG) which should incorporate Trade Union representatives.

- Determining and periodically reviewing corporate targets in respect of health and safety issues.

- Continually reviewing health and safety performances and making decisions, where require, about the nature and timing of the actions necessary to remedy deficiencies.

3.2 The Corporate Director – Community

The specific responsibilities of the Corporate Director – Community are; delivering, co-ordinating and leading the Council's vision for a safe, secure and healthy work environment.

The Corporate Director – Community will:

- Advise the Council on the preparation and revision of the its Policy Statement for Health and Safety; the appropriate Organisation and Arrangements necessary to meet the Policy's aims and objectives

- Act as the person with responsibility for overseeing the delivery of the day-to-day management of health and safety on behalf of the Council

- Ensure that the Corporate Health and Safety Plan is implemented and suitably disseminated

- Encourage a practical approach to managing health and safety

- Ensure that all employees have access to competent health and safety advice

- Ensure that the required level of 'competent' persons are maintained within the directorate given the higher operational risk levels within certain areas of the directorate.

- Act as Chairperson for the CHSG and ensure that health and safety information is disseminated throughout the organisation and to escalate health and safety matters to the CSB and to the Employees Consultative Forum (ECF), if required

- Ensure that health and safety is promoted throughout all services and at all stages, including recruitment selection and training

- Regularly consult with employees through their Trade Union or other representatives with respect to changes that may affect their health, safety and wellbeing

- Coordinate the preparation of the CHSG meetings and management reports and ensure effective consultation with the ECF.

3.3   Corporate Directors

Corporate Directors are responsible for implementing this Policy within their Directorates along with any specific health and safety Policies, Codes of Practice and Safe Systems of Work (SSoW), where required.

Corporate Directors shall:

- By leadership and personal example foster positive attitudes towards health, safety, welfare and security throughout their Directorates, such that their beliefs and commitment to health and safety become the shared values of all employees

- Have oversight of health and safety performance in their areas of responsibility and actively contribute to achieving the overall health and safety strategic aims, including the delivery of the Corporate Health and Safety Plan

- Support the Corporate Director - Community with responsibility for the lead health and safety role and champion Directorate employees with health and safety remits, to ensure that the Health and Safety Management System is adequately monitored and is effective.

- Ensure that a Health and Safety Group for their Directorate is in place, which should have a chairperson appointed and comprise of relevant Trade Union representatives. The Group should also incorporate the Terms of Reference agreed by the CHSG.

- Agree with Divisional Directors and Heads of Service targets for health and safety performance, in support of the Council's overall strategy, the Corporate Health and Safety Plan and Health and Safety Management System.

- Report on and / or recommend to the appropriate Committee trends in the performance and prioritisation of health and safety issues and on associated resource implication, not less than annually through the budget estimate process

- Designate a named officer (Person with Responsibility for Asset Management and / or Premises Manager) to be responsible for management of those buildings occupied by them or by more than one Directorate or agency and ensure that these responsible persons are adequately trained.

- Ensure that Safety Champions are engaged in their Directorate thereby promote health and safety in their individual areas.

- Be responsible for ensuring that the Directorate's Health and Safety Policy is developed detailing the Organisation and Arrangements for their Directorate. This document will act as a link between the overall Corporate Health & Safety Policy and each Directorate & Division's Health and Safety Action Plans

- Ensure that their Directorate Management Teams know and fulfil their individual responsibilities regarding health and safety and that they receive relevant information, training and instruction so as to competently carry out health and safety tasks assigned to them. The Directorate Management Teams will also ensure that their employees are given suitable advice, information, and training and support such that the requirements of all relevant health and safety legislation and Codes of Practice are met.

- Determine the health and safety responsibilities and safety critical roles of all employees in their Directorate are identified and incorporated within the employees' role profile or job descriptions.

- Ensure adequate consultation with the appropriate employee representatives prior to the introduction of any change that may affect employee's health, safety and wellbeing.

- Make the necessary arrangements, such as time off for training, to ensure that safety representatives who may be appointed under the regulation can effectively carry out their duties as required

- Be responsible for ensuring that this Policy and the Directorate Policy are communicated and understood by all employees in their Directorate

- Be responsible for translating the Policy's aims and objectives, applying these so as to deliver an effective service on behalf of the Council

- Set annual targets for health and safety performance with their Divisional Directors / Heads of Service in support of both Directorate and the corporate strategic aims

- At quarterly intervals and at Directorate Groups review the safety performance of their Division / Service Unit against the set targets

- Ensure adequate resources are available for health and safety measures in order to meet corporate responsibilities.

- Ensure that the appointed Safety Champions attend the Directorate Health and Safety Group meeting.

3.4 Divisional Directors and Heads of Service

All Divisional Directors and Heads of Service (in schools this could be Head Teachers and school Governors) have responsibility for ensuring that health and safety risks are managed in such a way as to meet Council aims and to ensure legal compliance as the minimum standard.

They also have responsibility for:

- Preparing, implementing, monitoring and periodically updating their Divisional and Service Health and Safety Plans and ensuring that the Council's Health and Safety Management System is maintained.

- Carry out suitable and sufficient risk assessments of the existing & new premises, plant, machinery etc. and appropriate action taken to effectively control the identified hazards.

- Delivering the agreed targets on health and safety performance, including the Divisional Health and Safety Action Plan, in support of the Council's overall strategy, the Corporate Health and Safety Plan and the Health and Safety Management System.

- Ensuring that the divisional sections of the Directorate Policy are developed to comply and support the Council's Corporate Policy and detail the Organisation and Arrangements for that Division. This document will act as a link between the Corporate Health and Safety Policy and their Directorate and Divisional Health and Safety Action Plan.

- Identifying the resources necessary to meet health and safety obligations under the corporate and Directorate Safety Policy.

- Advising and making recommendations to their Corporate Director where an inadequacy of resources is identified.

- Ensuring that Safe Systems of Work are devised and put in place including suitable and sufficient training for employees.

- Ensuring that all accidents involving or have the potential to cause injury or harm to persons or damage to property are reported and investigated and any corrective action is taken to prevent recurrence.

- Using and promoting systems of communication to ensure that all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures.

- Informing employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that are known and understood by all employees.

- Selecting and controlling temporary workers, contractors and other visitors to the workplace, ensuring that they can meet corporate standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk.

- Ensuring all contracts are adequate in terms of health and safety provisions and that contractors are monitored to ensure they meet corporate standards.

- Ensuring that the appropriate information, instruction and supervision is provided to enable all employees to avoid hazards and contribute positively to their own and others safety, health and welfare at work.

- Ensuring liaison with other employers, including contractors and occupiers of shared premises to ensure effective cooperation for the exchange of "user" information to permit compliance with Corporate Policy.

- Ensuring compliance with Site Fire and Security Plans and allocating sufficient resources to meet the requirements of those plans in their work area and ensuring that emergency arrangements are in place to protect employees and others against risk of imminent danger

- Ensuring that employees are competent and capable of performing their duties to the required standard with the provision of adequate training to ensure that competency is assured and maintained.

- Ensuring that timely involvement with Occupational Health support is adopted to promote health at work and to enhance effective return to work, where appropriate.

- Making suitable arrangements for consulting with employees on health and safety matters and in accordance with legal standards i.e. through regular recorded team meetings and ensuring that health and safety is a standard item on the agenda at these meetings.

- Obtaining advice and support from the Corporate Health and Safety Service and / or the Occupational Health Service as may be needed.

3.5 Corporate Health and Safety (CHS) Manager

Corporate Health and Safety management falls under the responsibility of the Head of Community and Public Protection, who in turn is responsible to the Divisional Director - Environment & Culture (E&C) as part of the Community Directorate. The CHS Service forms part of the Commercial Team within E&C. Appendix One – Commercial Team Corporate Structure.

Duties of the Head of Community and Public Protection include;

- Implementing, monitoring and reviewing the Health and Safety Management System

- Designing, planning and executing the Corporate Health and Safety Action Plan (CHSP)

- Ensuring that adequate arrangements are in place to effectively deliver the CHSP

- Ensuring that Corporate Policies and Guidance Notes are developed and revised regularly

- Providing adequate advisory support to ensure compliance throughout the Council

- Ensuring that Senior Management are aware of their responsibilities in meeting health and safety objectives and targets

- Ensuring that all accident, incidents and near-misses are reported and where required, these are investigated to prevent recurrence

- Managing the corporate accident / incident database; preparing accident statistics; producing management reports and disseminating these as may be required

- Setting corporate performance standards and key performance indicators

3.6 People with Responsibility for Asset Management

People with Responsibility for Asset Management must ensure that suitable arrangements are in place for effective management of assets in all Council properties falling within their span of control and in line with the Council's strategic aims.

In order to ensure that People with Responsibility for Asset Management can fulfil their duties and responsibilities under the Corporate Health and Safety Policy, the tasks involved in managing these premises may be delegated to other persons e.g. Head Teachers in schools, members of staff, managing agents or other external organisations, provided that they have the necessary competence, resources and have Council approval to perform these roles.

However, your overall asset management responsibility for these premises cannot be delegated

People with Responsibility for Asset Management must monitor tasks performed on their behalf, to ensure that their responsibilities are being discharged and continue to meet corporate and legal requirement.

People with Responsibility for Asset Management also have responsibility to:

- Deliver targets on health and safety performance as agreed with their Divisional Director or Head of Service, including their Service Health and Safety Action Plan, and where required, their Directorate's Health and Safety Action Plan, the Corporate Health and Safety Plan and Health and Safety Management System

- Carry out suitable and sufficient risk assessments of the existing & new premises, plant, machinery etc. and appropriate action taken to effectively control the identified hazards.

- Ensure that suitable communication methods are established for liaison with all Premises Managers who have been delegated with the day-to-day management of individual sites & properties and that these managers receive suitable information, support and assistance to effectively manage these buildings safely and in the decision making process when planning any changes to buildings.

- Ensure that all accidents involving or have the potential to cause injury or harm to persons or damage to property are reported and where required investigated and any corrective action is taken

- Use and promote systems of communication to ensure that all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures

- Inform employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that are known and understood by all employees

- Select and control temporary workers, contractors and other visitors to the workplace, ensuring that they can meet corporate standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk

- Ensure all contracts are adequate in terms of health and safety provision and that all contractors are monitored to meet corporate standards

- Provide suitable and sufficient information, Training and supervision to ensure that all employees avoid injury / ill-health thus contribute positively to their safety, health & welfare and that of others and monitor compliance

- Ensure liaison with other employers, including contractors and occupiers of shared premises to ensure effective cooperation and for the exchange of user information and others are safeguarded

- Ensure compliance with Site Fire and Security Plans and sufficient resources are allocated to meet the requirements of those plans in their area, ensuring emergency arrangements are in place to protect all employees and others against risk of imminent danger

- Ensure that all employees are competent and capable of performing their duties to the required standard and adequate training is provided to ensure that competency is assured and maintained

- Ensure that Safe Systems of Work are devised and put in place and that employees have been suitably and sufficiently trained

- Ensure that where required Asset Management information provides their Corporate Director and Divisional Director / Head of Service with a clear evaluation of risks and work priorities for Council building assets so that appropriate resources are secured for the control of those risks

- Fulfil their legal and compliance responsibilities under this Policy, other corporate Health and Safety Policies, Codes of Practice, Guidance Notes and relevant health and safety regulations

- Ensure that Corporate Directors and Divisional Directors / Heads of Service are aware of any shortfalls in relation to a lack of resources, training requirements and support that is needed

- Ensure that suitable communication methods are established

For the purposes of the corporate estate, this role falls to the Facilities Management Team within Community.

3.7 Managers and Supervisors

Managers (including Head Teachers and People with Responsibility for the day to day management of premises as Premises Managers) and Supervisors are responsible for ensuring that activities carried out under their control are in accordance with Corporate Policies and procedures and in compliance with statutory provisions by;

- Delivering targets on health and safety performance as agreed with their Divisional Director or Head of Service, including their Service's Health and Safety Action Plan and where required, their Directorate Health and Safety Action Plan, the Corporate Health and Safety Plan and Health and Safety Management System

- Carry out suitable and sufficient risk assessments of the existing & new premises, plant, machinery etc. and appropriate action taken to effectively control the identified hazards.

- Ensuing that suitable communication methods are established for liaison with Persons with Responsibility for Asset Management where you have been delegated responsibility for the day to day management of individual sites and properties

- Ensuring that all accidents involving or have the potential to cause injury or harm to persons or damage to property under your control are investigated and reported where required and any corrective action is taken

- Using and promoting systems of communication to ensure all employees are involved in contributing to the safety of their work and workplace by giving feedback on existing safety rules and procedures

- Informing employees of relevant health and safety information and provide supplementary written information wherever practicable in formats and languages that is known and understood by employees

- Selecting and controlling temporary workers, contractors and other visitors to the workplace, ensuring that they can meet our standards and providing them with appropriate information so that they do not put themselves, the workforce or the general public at risk

- Ensuring that all contracts are adequate in terms of health and safety provision and that contractors are monitored to meet corporate standards

- Provide suitable and sufficient information, Training and supervision to ensure that all employees avoid injury / ill-health and contribute positively to their safety, health & welfare and that of others and monitor compliance

- Inspecting the workplace at least quarterly; taking appropriate action to remedy the identified hazards; reporting those hazards that cannot be remedied to the line manager so that further action is carried out as may be required

- Ensuring liaison with other employers, including contractors and occupiers of shared premises to ensure effective cooperation for the exchange of "user" information to permit compliance with Corporate Policy

- Ensure compliance with Site Fire and Security Plans and sufficient resources are allocated to meet the requirements of those plans in their area; implementing emergency arrangements to protect all employees and others against risk of imminent danger

- Ensuring that staff, contractors, interims, agency workers and consultants receive appropriate inductions and are competent and capable of performing their duties to the required standard and adequate training is provided to all employees, where appropriate, to ensure that competency is assured and maintained

- Ensuring timely involvement of Occupational Health support to promote health at work and, where appropriate, to enhance the effective return to work of absent employees

- Ensuring that Safe Systems of Work are devised and put in place and that staff have been suitably and sufficiently trained

- Ensure that where required, safety management information provides their Divisional Director / Head of Service with a clear evaluation of risks and work priorities for the identified safety risks so that appropriate resources are secured to effectively control those risks

- Fulfil their legal and compliance responsibilities under this Policy, other corporate Health and Safety Policies, Codes of Practice, Guidance Notes and relevant health and safety regulations

- Ensure that Corporate Directors and Divisional Directors / Heads of Service are aware of any shortfalls in relation to a lack of resources, training requirements and support that may be required

3.8 Employees

All employees have a duty to take reasonable care whilst at work, ensuring not to endanger themselves or others that may be affected by their acts or omissions and to cooperate with management so as a high standard of health and safety throughout Harrow Council is achieved by;

- Ensuring they are aware of, understand and follow those parts of the health and safety management system, Codes of Practice and Guidance Notes which relate to their area of work.

- Also ensure that they are familiar with and understand the following;
    o Any necessary action concerned with fire and fire drills at their place of work
    o The first-aid arrangements and facilities available at their place of work;
    o The corporate accident / incident / near-miss reporting procedures;

- Avoiding conduct that would put themselves and others (including visitors, contractors, the public and persons on work experience) safety, health and wellbeing at risk of injury
- Attending any training provided and putting into practice all instruction intended to ensure safety whilst at work
- Not to disregard / mis-use safety equipment and protective clothing provided, utilising these in accordance with instructions or training received and immediately reporting any defects to their supervisor / manager
- Operating only those items of plant / equipment for which they have received training and are authorised to use
- Following any control measures identified within the risk assessments relevant to their work
- Complying with disciplined work procedures as detailed either in writing or verbally by their manager or supervisors and to ensure such instructions and training that is given is fully understood before commencement of work
- If in doubt, to query any matters regarding health and safety by contacting corporate health and safety service

- Using the correct tools and equipment for the task/s and ensuring that these tools are maintained in good working order therefore reporting any defects immediately to their supervisor / manager
- Report all accidents, incidents and near misses, in accordance with the corporate accident / incident reporting procedure
- Cooperating with management in evaluating risks and suggesting ways to improve health and safety performance
- Refraining from 'horseplay', cutting corners and taking unnecessary risks whilst undertaking their tasks
- Assisting management by ensuring that other employees, particularly new employees, are aware of the procedures, Safe Systems of Work and any potential hazards that are likely to be created during the work activity
- Ensuring that, where vehicles are used for work purposes, then these must carry out any designated check to ensure maintained in a safe and roadworthy condition and any materials and equipment carried in the vehicle should be appropriately secured thus in compliance with the related statutory regulations
- Not consuming any alcohol, recreational drugs or any other substances that may impede their mental and physical state of mind

If you have any doubts about your health and safety responsibilities in your workplace, you must seek clarification from your supervisor or line manager. You may also seek guidance from your Trade Union Safety Representative or the Corporate Health and Safety Service.

3.9 Safety Representatives

Safety Representatives are elected by Trade Union members recognised by the Council and have a duty to represent their members (employees). Functions of a Safety Representative include:

- Conducting investigations of potentially significant hazards and dangerous occurrences in the workplace and to examine the cause/s of a accident

- Investigating complaints raised by any employee they represent relating to the employee's health, safety or welfare.

- Making representations to management on matters arising from the two above duties or any other legitimate health and safety concerns

- Carrying out inspections of the workplace at agreed intervals, having given reasonable notice to the responsible manager

- Reviewing information from Health and Safety Inspectors and others on behalf of employees whose health and safety they represent

- Attending health and safety meetings and where necessary, ensuring that their members are adequately represented.

3.10   Occupational Health Service

Harrow Council is committed to promoting physical and psychological wellbeing of all its employees thereby undertaking appropriate measures to prevent ill-health and injury that may arise from any work activities.

The Occupational Health Service (OHS) and Employment Assistance Programme (EAP) are services provided by the Health Management Limited (HML), providing expert advice, specialist counselling and support to all Harrow Council employees when required.

Employees can access the EAP service 24 hours a day, 7 days a week, either online or by the telephone. The range of topics covered by EAP include; legal, bereavement, bullying and harassment advice etc.

Employees requiring the OHS can receive this following initial referral by their line manager.

Further advice / information can be obtained from Human Resources Department, email - AskHR@harrow.gov.uk as these services sit separate to the Corporate Health & Safety function, but will liaise with, and contribute to, any corporate health & safety plan for the purpose of ensuring the welfare of all.

3.11   Assurance

In order for this Policy to be effectively implemented there needs to be an assurance process. Assurance will be established by:

- Documentation - Divisional Health and Safety Plans including copies of risk assessments and safe working methods will be in writing and kept either electronically or as hard copy. It is essential that working documents such as risk assessments are readily available to all employees

- Reporting – Ensure key indicators are in place to monitor performance and include data to identify trends that will be fed back to Senior Management

- Independent Review - The Corporate Health and Safety Manager will ensure that the Corporate Health and Safety Service undertake assurance work of all Directorates. Directors and Heads of Service will ensure that active monitoring is carried out in their areas, based on the Corporate Health and Safety Plan. In addition Inspectors of the enforcing authorities and health and safety representatives appointed by recognised Trade Unions will / may conduct independent inspections and audits.

3.12   Commitment

This policy identifies the full commitment of Harrow Council to all matters of health and safety and to the provision of resources needed to ensure that the responsibilities to employees (whether direct or indirect, for example, consultants and contractors) and customers are fully met.

4.   Health & Safety Arrangements

In line with corporate Policies and Codes of Practice, each Directorate and Division will undertake risk assessments to identify health and safety hazards and risks that may affect their work and detailing the necessary control measures to prevent, reduce and or control risks at an acceptable level. These will include, but not limited to;
- Fire safety
- First-aid
- Accident / incident reporting
- General workplace safety
- Training etc.

4.1   Corporate Health and Safety Service (CHSS)

The primary role for the CHSS is to provide professional advice and support to all Council services including schools so as to ensure and promote a sustainable positive safety culture throughout the organisation. This is achieved by;

- Developing and reviewing Policies, Codes of Practice and Guidance Notes – these are available on the intranet;

- Providing health and safety advice, information and training for all employees;

- Promoting of Health, Safety and Well Being;

- Supporting and assisting managers in meeting their statutory obligations;

- Conducting site safety visits and investigating accidents;

- Reviewing of Educational Visits forms organised by schools;

- Producing quarterly and annually safety reports and;

- Monitoring and auditing Health and Safety performances

This function is co-ordinated through the use of the Assure SHE software, the corporate agreed software for the co-ordination, collation and auditing of corporate health & safety systems and documentation. The expectation is on all levels of the corporate entity to use, contribute and keep their documentation up to date on this system.

4.2   Sensible Risk Management

The Council is committed to sensible risk management and follows the HSE's Principles of Sensible Risk Management as detailed below:

1. Sensible risk management **is** about:

   - ✓ Ensuring that workers and the general public are protected from harm to their health, safety and wellbeing
   - ✓ Providing overall benefit to society by balancing benefits and risks, with a focus on reducing risks that may either arise frequently, those with serious consequences or both
   - ✓ Enabling innovation and learning not overlook them
   - ✓ Ensuring that those who create risks manage them responsibly and understand that failure to manage these is likely to lead to ramifications.
   - ✓ Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

2. Sensible risk management is **not** about:

   - Creating a totally risk free society
   - Generating useless paperwork mountains
   - Scaring people by exaggerating or publicising trivial risks
   - Stopping important recreational and learning activities for individuals where the risks are managed
   - Reducing protection of people from risks that cause real harm and suffering

4.3   Consultation & Communication Code of Practice

As an extension of this Safety Policy, the Council has developed a Consultation and Communication Code of Practice (HSCOP 38) found on the intranet and produced corporately.

This Code of Practice aids health and safety communication and performance, which also assists the Council to meet its legal, moral and economic obligations.

As part of the Council's safety culture, this CoP outlines the membership, structure and functions of Safety Groups & Sub Groups and contains the Issues Log, which is the key communication tool for cascading and escalating health and safety issues within the organisation.

To aid with the flow of information throughout the Council, this CoP also contains a structured quarter financial programme for each Safety Groups.

4.4 Sign off of Policies and Procedures

The responsibility for producing, updating and communicating corporate policies and procedures rests with the corporate health & safety team under the Head of Community and Public Protection service.

Health & Safety requires the proactive, timely production of relevant and required policies and procedures to ensure the safety of those in the organisation.

OVERVIEW

MEMBERS

To be informed of all risks associated with decisions asked to approve or consider

GOVERNANCE

Corporate Strategic Board

Chief Executive — Overall responsible person for corporate health & safety within the organisation

GOVERNANCE

Corporate Health & Safety Board

Directorate Joint Committee

Corporate Director Community — Delegated lead for corporate health & safety, including chair of Corporate Health & Safety Board

STRATEGY

Directorate Management Meeting

Divisional Director Environment & Culture — Director responsible for Corporate Health & Safety operational function

STRATEGY / OPS

Safety Circle

Head of Service Community & Public Protection — Responsible for Corporate Health & Safety function, which sits within service

OPERATIONS

Employee Responsibilities

Team Leader Commercial Safety

Principal EHO Commercial Safety

Operational Lead for Corporate Health & Safety, including providing corporate polices, procedures and advice

Commercial Safety Team

Corporate Health & Safety

MEETINGS

STRUCTURE

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REPORT FOR: Governance, Audit and Risk Management Committee.

Date of Meeting: 17 July 2018

Subject: **INFORMATION REPORT** – Annual Health and Safety Report

Responsible Officer: Paul Walker, Corporate Director (Community)

Exempt: No

Enclosures: Appendix 1 – Analysis Report for Accidents and Incidents Quarter 1 To Quarter 4 (1st April 2017 – 31st March 2018)

Appendix 2 – Insurance Claims, Quarter 1 To Quarter 4 (1st April 2017 – 31st March 2018)

Section 1 – Summary

This report summarises the council's health and safety performance for the year 1st April 2017 to 31st March 2018, providing an update of activities and giving information on outcome measures – training, audits and accidents.

FOR INFORMATION

*Harrow*COUNCIL
LONDON

Section 2 – Report

Executive Summary

2.1 The Corporate Health and Safety Service has continued to develop the health and safety management system and to provide support and guidance across the organisation during the period from April 2017 to March 2018.

2.2 Part of this has included the re-establishment of the Corporate Health & Safety Board, agreed governance structure and setting up of a clear strategy action plan following a review of the corporate health & safety within the Council by an independent auditor.

2.3 The key work streams during the period have been:

- The introduction of an improvement plan (see appendix 1).

- Maintenance and introduction of organisation specific health and safety policies and Codes of Practice.

- Provision of health and safety support, advice and guidance.

- Continued delivery of health and safety training.

2.4 The management of the occupational health service and employee assistance programme has stayed with HR, due to direct links with employment and sickness.

2.5 The key points from this period are as follows:

- No enforcement action from the HSE.

- There has been minimal difference in incident performance (720 records recorded 16/17, 722 recorded 17/18) with a slight raise in the accident incident rate and a reduction of the RIDDOR injury frequency rate from previous years' data. (691 non RIDDOR reportable incidents and 37 RIDDOR Reportable incident in 2016 compared with 696 non-reportable incidents and 27 reportable incident in 2017)

- Increased delivery of health and safety training, including joint work with the Unions as part of establishing the Training Academy

Background

2.6 An annual safety review is undertaken and a report prepared detailing health and safety performance to enable the Council to determine it's effectiveness in managing risk and address any shortcomings.

External Assurance

2.7 In 2016 an audit was conducted by Croner (independent health and safety specialists), leading to a full review of all aspects of Corporate Health & Safety including the governance, resulting in the strategy and action plan as found in Appendix 1

Improvement Plan

2.8 Following the completion of the Croner audit in January to March 2016, work to set out actions required, and approval by Corporate Strategic Board in September 2017 and Governance, Audit and Risk Management Committee (GARMC) in October 2017, a strategy document was produced setting out the aims and objectives of the corporate health & safety service

2.9 The improvement plan is underway and monitored by the Corporate Health & Safety Board that meets on a current quarterly basis to ensure implementation. Focus is on ensuring all are aware of their responsibilities and governance is in place.

Health and Safety Policy and Guidance

2.10 A review of all existing policies and codes of practice was undertaken in this year, including the overarching health and safety policy. Updates were made to reflect changes in working activities, including increased use of DSE in vehicles

2.11 A clear route to approve all policies and guidance is being put in place to ensure compliance with Council constitution as well as governance under corporate health & safety board

Health and Safety Groups

2.12 Due to internal changes, this aspect is being sought to be revitalised to ensure that it happens, due to past concerns over poor representation from all directorates.

2.13 Revitalisation has taken place in the Community directorate with greater focus on service involvement.

2.14 In addition a Depot Health at Work group meets monthly at present to reflect the high risk nature of activities at the depot, and this is chaired by the Divisional Director (Environment and Culture).

2.15 The focus going forward is for the correct issues to be addressed at the correct level, to prevent unnecessary escalation as well as resolution at the earliest opportunity.

Health and Safety Visits, Inspections and Audits

2.16 Site visits, inspections and accident investigations have continued to be performed by the Corporate Health and Safety Service through the organisation.

2.17 Further e-self health and safety audits are to be conducted within the year to establish the current level of health & safety compliance throughout the organisation, especially following a number of directorates restructures that have, and currently being, undertaken.

2.18 The service has also continued to respond to requests for site visits, principally in schools, providing guidance and support on a range of issues including monitoring the summer holiday building works programme and fire arrangements.

2.19 Going forward, a plan of site audits will be taking place using the capacity within the Commercial Safety Team to ensure health & safety stays at the forefront of the organisation and schools

Education Outside the Classroom

2. 20 Educational visit assessments have been under review this year with schools. Greater clarity has been provided relating the volume of detail required to the level of risk. The service has continued to review assessments for a wide range of trips including residential trips, outdoor activities and overseas trips.

Occupational Health

2.21 HML continues to provide the occupational health service and the service is overseen by HR. They continue to carry out online and face to face appointments, the latter being held off-site at a number of their premises. As a result they are able to breakdown use by Council Staff and Schools.

2.22 The total number of management referrals to occupational health in 2017/18 were 319, a 10% increase over the previous year (291). 38% of all referrals were from schools

2.23 29% were triaged face to face while 71% were triaged through a remote occupational health assessment (telephone call for instance)

2.24 21% of diagnosed cases were work related, which is above the 17% average across the HML client base

2.25 Mental Health (21%) and Musculoskeletal Disorders (35%) made up the majority of diagnosed referrals. 44% of mental health cases were deemed work related, as were 29% of musculoskeletal cases.

Employee Assistance Programme

2.26 HM Assist has continued to provide an Employee Assistance Programme to the organisation whereby employees can freely obtain a range of services including specialist counselling and financial advice. This service has continued to be promoted throughout the year.

Council Staff

2.27 62 staff used the service in 2017/18, of which 43.5% was through telephone counselling.
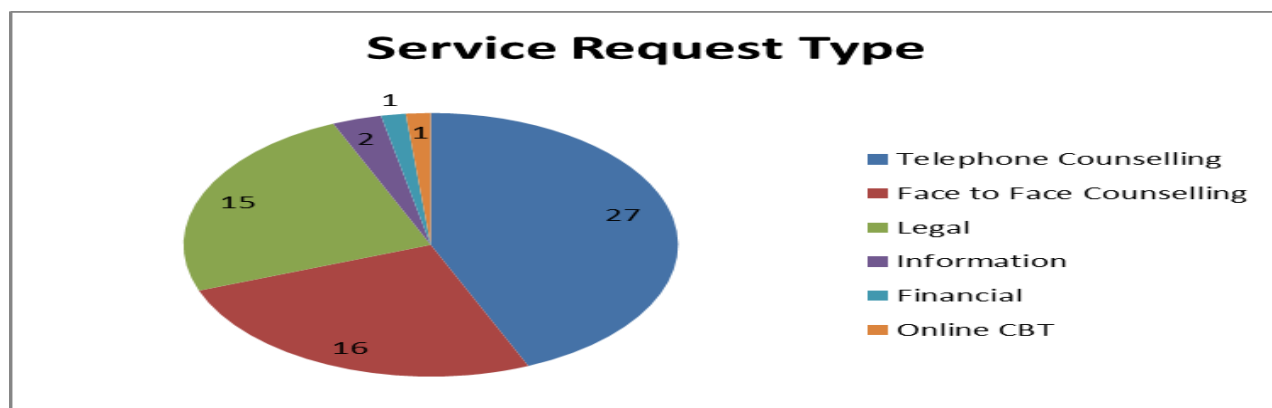
2.28　60% of council staff using the occupational health system were employment issues, of which 72% were related to work place stress (demand, role and change related).
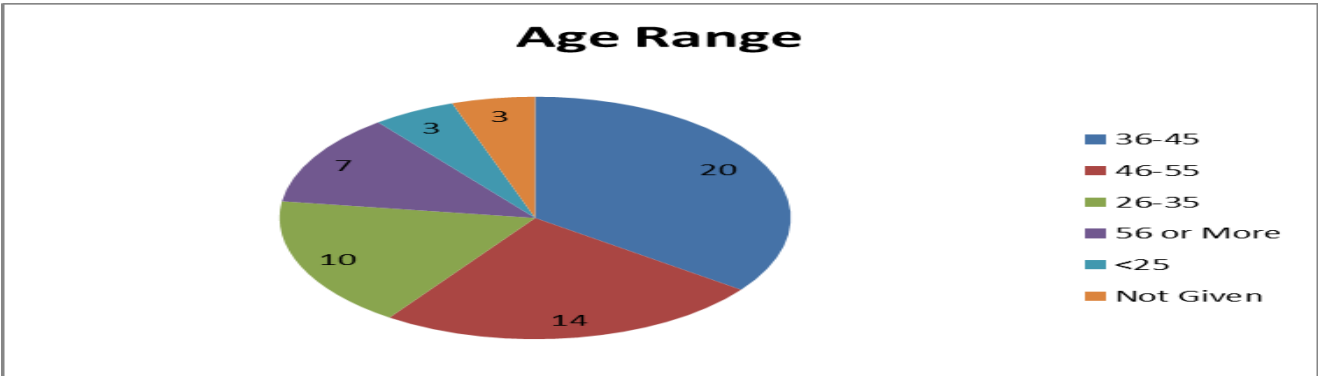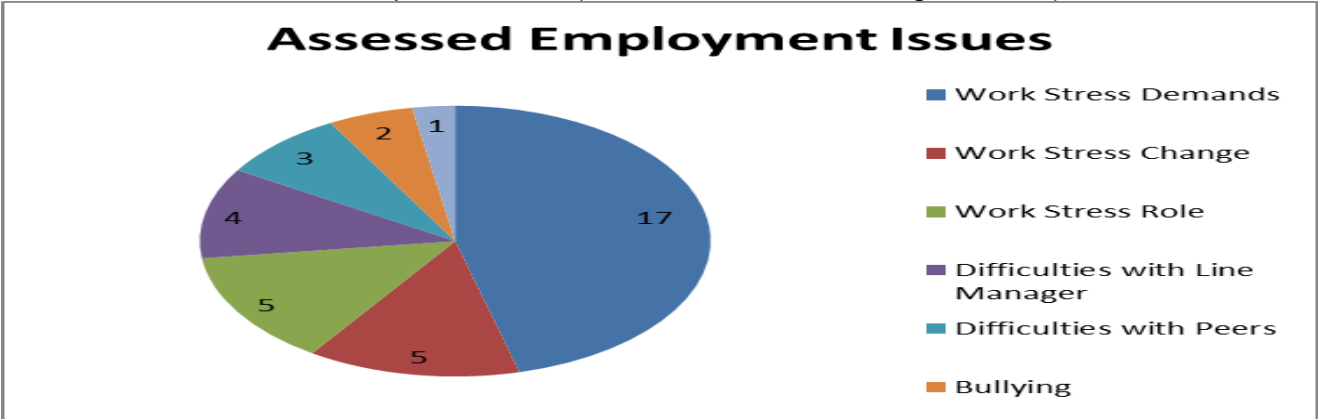
Assessed Employment Issues

- Work Stress Demands
- Work Stress Change
- Work Stress Role
- Difficulties with Line Manager
- Difficulties with Peers
- Bullying

Age Range

- 36-45
- 46-55
- 26-35
- 56 or More
- <25
- Not Given

2.29　In terms of job category, clerical and professional were the largest group, with manual only accounting for 2 of those using the service

Job Type

- Clerical
- Professional
- Other
- Technical
- Managerial
- Manual
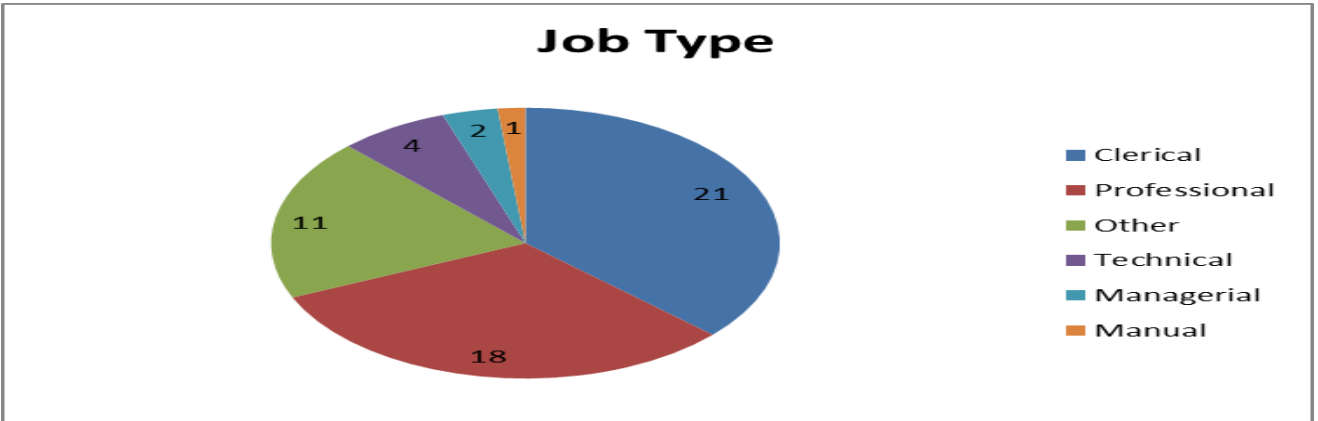
Schools

2.30　The number of management referrals and work health assessments undertaken in 2017/18 for Harrow Schools was 36, of which 47% were via telephone counselling,.

Service Request Type

- Telephone Counselling — 17
- Face to Face Counselling — 9
- Legal — 3
- Information — 3
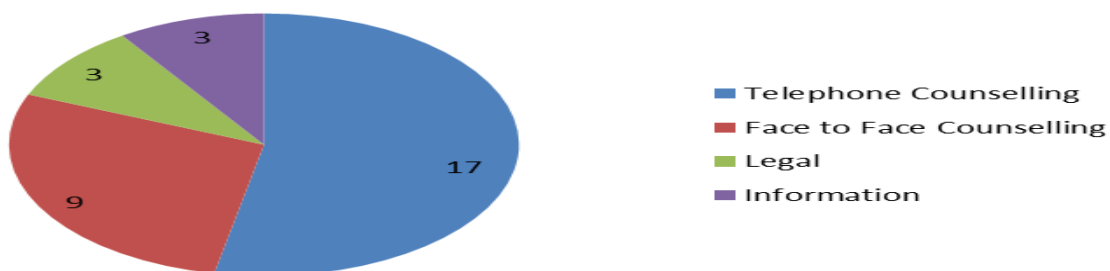
2.31 61% of school staff using the occupational health system were employment issues, of which 63% were related to work place stress (demand, role and change related)

Assessed Employment Issues

- Work Stress Demands — 7
- Work Stress Change — 2
- Work Stress Role — 5
- Difficulties with Line Manager — 3
- Disciplinary — 5

2.32 In terms of age range, those between 46 to 55 made up the majority of those using occupational health service

Age Range
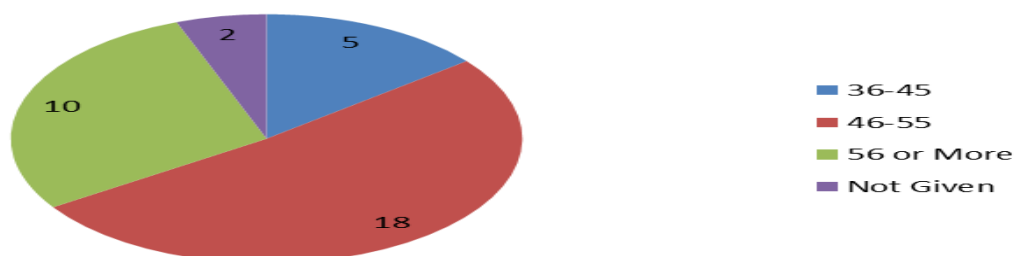
- 36-45 — 5
- 46-55 — 18
- 56 or More — 10
- Not Given — 2

2.33 In terms of job category, clerical and professional were the largest group, with manual only accounting for 2 of those using the service

Job Type

- Clerical — 11
- Professional — 17
- Other — 3
- Manual — 4

30

2.34   The occupational health service also continues to provide health surveillance and administer inoculations, including driver medicals and hepatitis B vaccinations. A 'flu vaccination voucher scheme was also offered to staff in 2014.

Promotion of Health, Safety and Well Being

2.35   The Public Health Directorate Harrow Council leads on implementation of the London Healthy Workplace Charter in Harrow. This initiative was launched by the Greater London Authority (GLA) in 2012 to recognise and support business investment in staff health and wellbeing.

2.36   Harrow was awarded the first stage of the London Healthy Workplace Charter in 2014, showing commitment to all key areas, being:

- corporate support
- health and safety
- attendance management
- physical activity
- healthy eating
- smoking cessation
- substance use, and
- mental health and well-being

Incidents reported

2.37   Incident performance is still monitored by both the directorate & corporate groups every quarter. The data is considered both in terms of volume and through key performance indicators which allow consideration of the number of employees and number of employee hours worked.
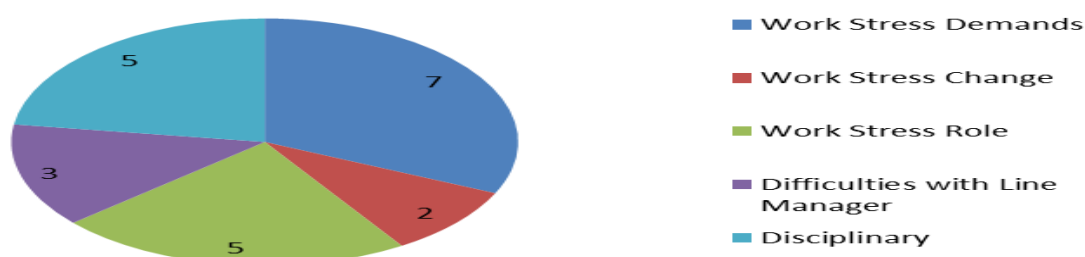
2.38   There has been 265 employee related incidents in this period, 15 of which have required reporting to the Health and Safety Executive.

2.39   The majority of employee incidents continue to occur in schools (133 employees were employee related). This year the largest accident types were Slips, Trips and Falls, (132) Sports injuries (32) and Challenging Behaviour (27)

2.40   The majority of slips trips and falls incidents in schools are related to children (94). Of these 94 incidents only 3 were reportable to the HSE. Various controls have been put in place after each incident. The controls differ depending on the nature of the slip, trip or fall.

2.41   Two key performance indicators are used to monitor performance, the accident incidence rate, which is the number of accidents per 100,000 employees and the reportable injury frequency rate, which is the number of incidents reportable to the HSE per 100,000 person hours.

2.42   A total of 25 reportable incidents (whereby the Health & Safety Executive have to be informed) took place over the last financial year, of which 60% relate to schools. There was one fatality, which was within the Community Directorate and was attributable to natural causes (driver suffering a heart attack)

2.43   Accident / Incident rates over the last 3 years has risen, with 638 in 2015/16, 720 in 2016/17 and 722 in 2017/18. The type of accidents / incidents remain consistent and increase in numbers in

the last 2 years can be attributable to increased awareness and training around what needs to be reported and the use of the corporate SHEAssure software.

2.44   In reviewing incident type across the organisation in 2017/18 the three main incident types remain slips, trips and falls (18%), challenging behaviour (16%) and physical assault (6%). This is comparable to 2016/17 where the three main incident types were slips, trips and falls (20.2%), challenging behaviour (12.6%) and physical assault (6.3%)

2.45   The majority of physical assaults and challenging behaviour sit within schools with the majority of incidents are minor. Staff continue to receive accredited training and risk assessments are undertaken. However it can be noted that a pupil leaving or joining a special school can directly influence the number of incidents reported.

2.46   In reviewing occupation type (employees only) in relation to incident, teachers, teaching assistants and school support workers account for 50.2% of all incidents.

2.47   The service continues to record incidents relating to non-employees where it relates to the organisation's activities or the use of its facilities. 70% of non-employee incidents relate to pupils and are minor incidents e.g. sports or playground injuries. There are no trends identified from this data and individual incidents have been addressed in the appropriate manner.

2.48   Analysis of the trends from the key performance indicators and the incident type and occupation indicates that overall incident performance within the Council is improving. The health and safety audit programme has focussed on areas where management of risk will reduce the potential for an incident, for example, lone working assessments for social care workers and managing medicines arrangements in schools. Continuous improvement in risk assessment and safety procedures will improve incident performance but due to the low numbers and the diverse nature of the incidents, the improved performance cannot be attributed to direct intervention in key areas.

2.49   A new process for recording and reporting incidents was being implemented in 2014/15 using the SHEAssure software. The process is designed to capture more detail, allow greater analysis and assist local management in identifying immediate and root causes, develop action plans and link to risk assessments. As a result, incident reports have been shown to increase over the last 3 years as the uptake of this software increases

Health and Safety Training Data

2.50   A training programme has continued to be delivered by the Corporate Health and Safety Service, but within the bigger remit of the Training Academy since 2017

2.51   The Commercial Safety Team has worked with the Training Academy to ensure it is an accredited training centre for Highfield and Chartered Institute of Environmental Health (CIEH); offering accredited and bespoke courses across all areas of health & safety, food safety and public health matters.

2.52   These courses are available on the training calendar and the service will continue to monitor incident performance, using the improved SHEAssure software arrangements, against delivered training to identify positive impacts and areas where further training is necessary.

2.53   It has been noted that not all new starters are attending the induction training with the course now available online through learning pool, which should aid greater completion of the course.

2.54 Future use of online training, through the learning pool, is planned for 2018/19. The suggested courses to be considered will not include courses where a classroom session is appropriate e.g. manual handling.

2.55 Work is taking place with the Learning and Development Team to improve the induction training as well as the mandatory on line health & safety training course

Legislation Update

2.56 The period 2017/18 saw no significant legislation change that impacted the reporting of health & safety.

Stakeholder Feedback

2.57 Development of health and safety management continues to proceed through collaboration with the recognised Trade Unions, including the joint launch of the corporate health and safety board system. The terms of reference for this is shown in **Appendix 3**

2.58 There has been no enforcement activity by the HSE during this period.

Management Assurance

2.59 Monitoring of health and safety performance within the organisation will sit with the Corporate Health & Safety Board going forward, who will provide updates to the Corporate Strategic Board

2.60 Due to the restructures across the Council in terms of structures and personnel, the Directorate health and safety forums are to be re-energised to ensure taking place regularly and effectively. Presentations to the Directorate Meetings are scheduled to take place throughout May and June to start this process

Plans for April 2018 - March 2019

2.61 The key actions for 2018/19 include the following:

- Internal; reorganisation for the delivery of the Corporate Health and Safety across the Council.

- Implementation of safety team structures across the Council, in line with the Health & Safety Strategy

- Corporate take up of the Assure SHE Software as the recognised software system for all health and safety matters including reporting of incidents

- Health and safety support and advice within Harrow Council.

- Training programme across the Council to ensure all receive the necessary training

Financial Implications

2.62   Health and safety management is integral to directorate budgets, and the functions of the Corporate Health and Safety team are carried out within the budget available.

2.63   A one-off corporate funding of £80k has been secured for 2018/19 to bring in additional capacity to ensure the successful implementation of the health & safety strategy.

Equalities implications

2.64   This report is for information, and protected characteristics are constantly measured as part of any health & safety system, especially aspects of age and disability.

Corporate Priorities

The delivery of health and safety management is integral to, and supports the achievement of all Corporate Priorities.

Section 3 - Statutory Officer Clearance

Name: Jessie Mann	X	on behalf of the Chief Financial Officer
Date: 13th July 2018		

Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Community & Public Protection, 020 8736 6267

Background Papers: Corporate Health & Safety Action Plan

Specific details regarding RIDDORs is available, but are reviewed as standard practice.

Community – Employees Q1 to Q4 2017/18

Type of Incident	Total Incidents recorded for the last 3 years				Breakdown of 2017-2018 data by occupation			
	2015-2016	2016-2017	2017-2018		Contractor(s)	Employee	Employee - Agency	Other*
Aggression and Violent Behaviour	6	15	11			5	1	5
Bin Falling off Refuse Truck		2						
Burns	2	5	1			1		0
Challenging Behaviour	40	61	87			21	8	58
Choking / Asphyxiation		1						
Contact With Moving Machinery Or Material Being machined	5	2	2			1	1	0
Contact With Sharp Object		3						
Dangerous Occurrence	1	1	4			1		3
Exposure to excessive heat or cold		1						
Exposure To Fire		1						
Electrical Fault	3		1			1		0
Exposure To, Or In Contact With, A Harmful Substance		1	1					1
Faecal smearing	1							
Fatality	1	1	1				1	0
Faulty Apparatus	2	4	2			1		1
Feeling faint / Unconsciousness	5	9	7			1		6
Fell From A Height (State Height in Notes)	2	4	8			3	1	4
Fire Alarm Activated (non-emergency)		11	2		1			1
Foreign Object in Eye	1	1						
Hit By A Moving Vehicle	4	4	5			3	2	0
Hit By A Moving, Flying Or Falling Object	10	7	3			1		2
Hit Something Fixed Or Stationary	7	3	1			1		0
Incident Involving a Vehicle	4	5	6			3	2	1
Incident With Burglary/Theft/Mugging	5	1	2			1		1
Incident With Faulty Equipment	3	3	1			1		0
Incident With Threatening Behaviour	4	1	3			3		0
Incident with Vandalism			1					1
Incident With Verbal Abuse	2	1	3			1		2

Type of Incident							
Injured By An Insect or Animal			2			1	1	0
Injured While Handling, Lifting Or Carrying	19	20	8			7	1	0
Medical Emergency	6	13	18			1		17
Near Miss	15	8	7			3		4
Nosebleed			2					2
Physical Contact (Not Assault)	2	1	2					2
Physical injury from an unknown origin	7	3	4			1		3
Physically Assaulted By A Person	13	18	16			9	1	6
Property Damage	2		3					3
Safeguarding Incident	1	9	15					15
Security Breach	3	3						
Seizure	12	26	13			1		12
Self-harm	1	1	1					1
Slipped, Tripped Or Fell On The Same Level	28	29	22		1	6	1	14
Smoke/Smoke Inhalation	1	6						
Trapped	7		2				1	1
Trapped By Something Collapsing or Overturning			1					1
Travel Sickness			4					4
Work Related Illness		1						
Total	225	286	272		2	78	21	171

36

With the movement of Special needs transport into this area, the top 3 incident types are Challenging Behaviour (87) Slips, Trips and Falls (88); and Medical Emergencies (18);

Other includes: Members of the public, service users, visitors, clients, young people volunteers etc.

There were 8 employee RIDDOR incidents and these are illustrated in the table below

Type of Incident	Notes	Total Incidents		Employee	Employee - Agency
Incident Involving a Vehicle	1) Staff member fell off moped whilst carrying out duties. 2) Passenger assistant was injured whilst bringing a council vehicle to a stop after the driver became unwell.	2		1	1
Injured While Handling, Lifting Or Carrying	1) Staff member was carrying a full 360 bin which caught his ankle 2) Staff member trapped fingers in the lid of a 1100 bin	2		2	

Contact With Moving Machinery Or Material Being Machined	Staff member was pulled into the back of a refuse vehicle.	1	1	
Fatality	Staff member was driving a council vehicle when he became unwell, the passenger assistant was able to keep control of the vehicle and bring it to a stop. The Driver passed away from natural causes.	1		1
Injured By An Insect or Animal	Staff member was stung by an insect	1	1	
Slipped, Tripped Or Fell On The Same Level	Staff member slipped on ice in the Central Depot area.	1	1	
Total		**8**	**6**	**2**

People – Employees Q1 to Q4 2017/18

Type of Incident	Total Incidents recorded for the last 3 years				Breakdown of 2017-2018 data by occupation				
	2015-2016	2016-2017	2017-2018		Contractor(s)	Employee	Employee - Agency	No One Involved	Other
Aggression and Violent Behaviour	10	7	21			11			10
Burns		2	2			1			1
Challenging Behaviour	5	4	4			2			2
Choking / Asphyxiation		1							
Contact With Sharp Object	3	3	2		1	1			0
Contact With Hot Surface		1							
Dangerous Occurrence		1							
Exposure To Fire			2		1				1
Electrical Fault		1							
Exposure To, Or In Contact With, A Harmful Substance		2	2			1	1		0
Faulty Apparatus		1							
Feeling faint / Unconsciousness	1	1	1			1			0
Fell From A Height (State Height in Notes)	2	1	3						3
Foreign Object in Eye			1			1			0
Hit By A Moving, Flying Or Falling Object	1								
Hit Something Fixed Or Stationary	2		5			5			0
Incident With Burglary/Theft/Mugging	1		1					1	0
Incident With Faulty Equipment			1			1			0
Incident With Verbal Abuse	1								
Injured While Handling, Lifting Or Carrying	4	4	5			5			0

Type								
Ingestion of Foreign Object	1							
Incident Involving a Vehicle		2						
Near Miss	4	8	9		1			8
Nosebleed	1	1	1		1			0
Physical Contact (Not Assault)	4	2	3		2			1
Physical injury from an unknown origin	1	1						
Physically Assaulted By A Person	9	5	6		4			2
Property Damage	1							
Safeguarding Incident	1	3	3					3
Seizure	1	2						
Self-harm	1	1						
Slipped, Tripped Or Fell On The Same Level	6	10	7		1			6
Stress		1						
Trapped	1	1						
Work Related Illness			1		1			0
Total	61	66	80		2	38	1	1	38

The number of incidents has risen slightly compared to previous years. The main area reported to the corporate health and safety services related to Aggression and Violent behaviour (21).

Other includes: Members of the public, service users, visitors, clients, young people volunteers etc.

There has been 1 employee RIDDOR incident

Type of Incident	Notes	Total Incidents		Employee
Slipped, Tripped Or Fell On The Same Level	Staff member slipped on return to the building from the car park. Was unable to work for more than 7 days.	**1**		1
Total		**1**		**1**

Regeneration and Planning – Employees Q1 to Q4 2017/18

Type of Incident	Total Incidents recorded for the last 3 years			Breakdown of 2017-2018 data by occupation
	2015-2016	2016-2017	2017-2018	Employee
Fell From A Height (State Height in Notes)	1			1
Incident With Verbal Abuse			1	1
Total	1	0	1	1

There has been 1 reported incident in this area where a which was not RIDDOR Reportable.

Resources and Commercial - Employees Q1 to Q4 2017/18

Type of Incident	Total Incidents recorded for the last 3 years				Breakdown of 2017-2018 data by occupation
	2015-2016	2016-2017	2017-2018		Employee
Aggression and Violent Behaviour		1	1		1
Allergic Reaction/Anaphylaxis		1	2		2
Choking / Asphyxiation	1		1		1
Feeling faint / Unconsciousness	1	1	3		3
Fell From A Height (State Height in Notes)	1	1	1		1
Incident With Verbal Abuse	1				
Hit By A Moving, Flying Or Falling Object		1	2		2
Medical Emergency	2	4			
Nosebleed	1	1	1		1
Seizure	1				
Slipped, Tripped Or Fell On The Same Level		1	3		
Smoke/Smoke Inhalation	3	2			3
Total	11	13	14		14

There were low numbers of incidents reported to the corporate health and safety service and the main areas relate to Slips Trips and Falls (3), Feeling Faint/Unconsciousness (3) and Allergic Reaction/Anaphylaxis (2)

There was 1 RIDDOR report submitted where a staff member fell down some stairs and was unconscious for a short time.

Type of Incident	Total Incidents		Employee
Fell From A Height (State Height in Notes)	1		1
Total	1		1

School's - Employees Q1 to Q4 2017/18

Type of Incident	Total Incidents recorded for the last 3 years				Breakdown of 2017-2018 data by occupation				
	2015-2016	2016-2017	2017-2018		Contractor(s)	Employee	Employee - Agency	No One Involved	Other
Aggression and Violent Behaviour	10	18	13			10	2		1
Allergic Reaction/Anaphylaxis		1	1						1
Burns	1	1	3		1	1	1		0
Challenging Behaviour	17	26	27			20	3		4
Contact With Acid		1							
Contact With Hot Surface	1								
Contact With Electricity Or An Electrical Discharge		1	1						1
Contact With Sharp Object	8	8	7		1	2			4
Exposure To Harmful Gases Or Vapours	1								
Exposure To, Or In Contact With, A Harmful Substance	7	3	2						2
Exposure To UV Radiation	1								
Faulty Apparatus	1	3	1			1			0
Feeling faint / Unconsciousness	5	11	4			1			3
Fell From A Height (State Height in Notes)	13	13	17			3			14
Foreign Object in Eye	2	2	2			1			1
Hit By A Moving Vehicle	2	3	3			2			1
Hit By A Moving, Flying Or Falling Object	35	25	26			14			12
Hit Something Fixed Or Stationary	15	21	16			4	1		11
Incident With Faulty Equipment	1	1							
Incident Involving a Vehicle		1	2			2			0
Incident With Verbal Abuse	1								
Infectious disease		2	1			1			0
Injured By An Insect or Animal	2	1							
Injured While Handling, Lifting Or Carrying	13	9	11		2	7			2
Injured While Trampolining	1								
Medical Emergency	20	11	22			5			17
Near Miss	8	3	6			4			2
Nosebleed	1	1	2			1			1
Physical Contact (Not Assault)	11	18	20			7			13
Physical injury from an unknown origin	1	2	1						1
Physically Assaulted By A Person	21	22	23			18	1		4
Property Damage	1	1	1					1	0

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Safeguarding Incident			1					1
Seizure	6	7	6					6
Slipped, Tripped Or Fell On The Same Level	102	106	100		26			74
Sports Injury	28	26	32					32
Stress			1					1
Trapped	4	6	3		3			0
Total	340	354	355	4	133	8	1	209

The main areas related to; Slips, Trips and Falls, (100) Sports injuries (32) and Challenging Behaviour (27) which is not unexpected in the service area concerned. There have been 15 RIDDOR reportable incidents in total. Only 5 of which involved an employee.

Other refers to: Members of the public, service users, visitors, clients, young people volunteers etc. Property damaged by graffiti sprayed on school property.
RIDDOR Reportable incidents are as follows:

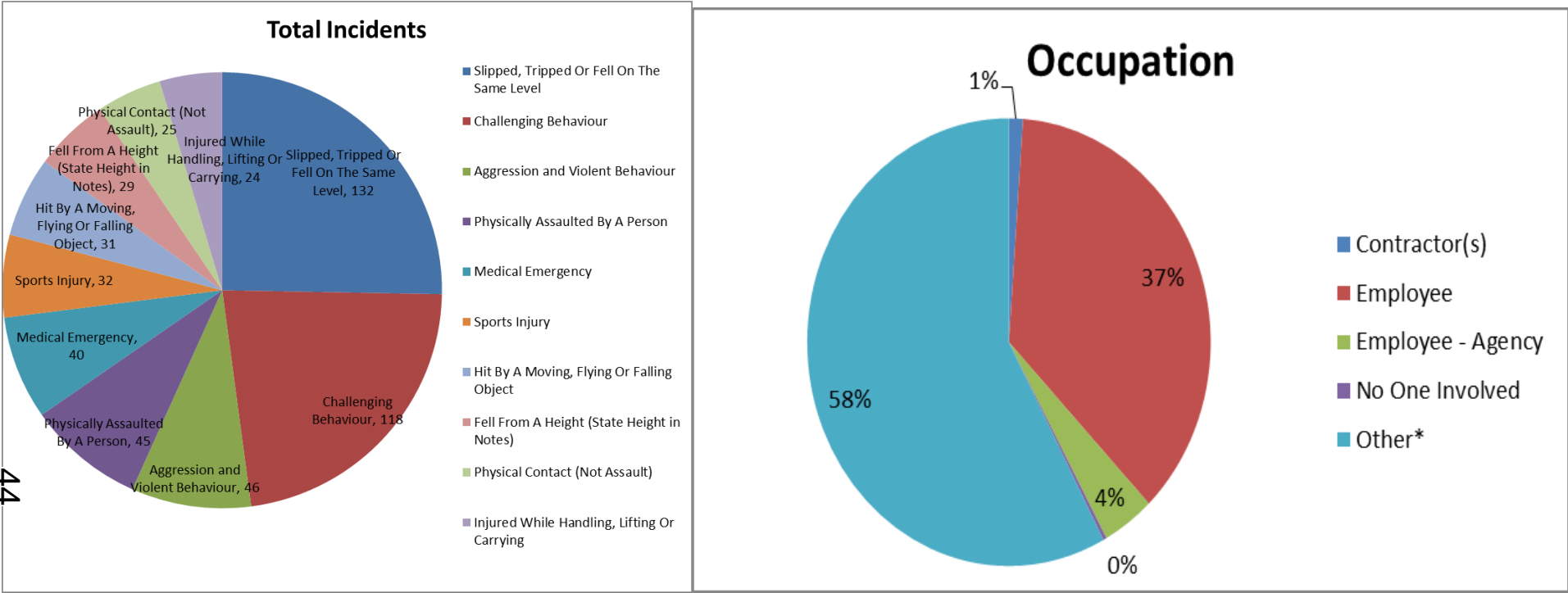| Type of Incident	Notes – Employee's only	Total Incidents	Employee	Other
Challenging Behaviour	Employee was 1-2-1 assisting with a pupil when the pupil pushed the employee and dropped to the floor – over 7 day injury	1	1	
Fell From A Height (State Height in Notes)		3		3
Slipped, Tripped Or Fell On The Same Level	Employee tripped over a cable and banged their head. They were taken to hospital.	3	1	2
Contact With Sharp Object		1		1
Exposure To, Or In Contact With, A Harmful Substance		1		1
Feeling faint / Unconsciousness		1		1
Hit By A Moving Vehicle	Employee collided with a pupil riding a bicycle in the playground – Over 7 day injury	1	1	
Hit Something Fixed Or Stationary		1		1
Injured While Handling, Lifting Or Carrying	Employee twisted back whilst loading milk into a fridge.	1	1	
Physical Contact (Not Assault)	Pupil fell to the floor and supporting assistant twisted ankle.	1	1	
Sports Injury		1		1
Total		**15**	**5**	**10**

All Directorates Incidents – 2015 to 2018

Type of Incident	Total Incidents recorded for the last 3 years				Breakdown of 2017-2018 data by occupation				
	2015-2016	2016-2017	2017-2018		Contractor(s)	Employee	Employee - Agency	No One Involved	Other*
Aggression and Violent Behaviour	26	41	46	🟥		27	3		16
Allergic Reaction/Anaphylaxis		2	3	🟥		2			1
Bin Falling off Refuse Truck		2		🟩					
Burns	3	9	6	🟩	1	3	1		1
Challenging Behaviour	62	91	118	🟥		43	11		64
Choking / Asphyxiation	1	2	1	🟩		1			
Contact With Acid		1		🟩					
Contact With Electricity Or An Electrical Discharge		1	1	⬜					1
Contact With Hot Surface	1	1		🟩					
Contact With Moving Machinery Or Material Being machined		2	2	⬜		1	1		0
Contact With Sharp Object	16	14	9	🟩	2	3			4
Dangerous Occurrence	1	2	4	🟥		1			3
Electrical Fault		1	1	⬜		1			0
Exposure to excessive heat or cold		1		🟩					
Exposure To Harmful Gases Or Vapours	1								
Exposure To UV Radiation	1								
Exposure To Fire	3	1	2	🟥	1				1
Exposure To, Or In Contact With, A Harmful Substance	7	6	5	🟩		1	1		3
Faecal smearing	1								
Fatality	1	1	1	⬜			1		0
Faulty Apparatus	3	8	3	🟩		2			1
Feeling faint / Unconsciousness	12	22	15	🟩		6			9
Fell From A Height (State Height in Notes)	19	19	29	🟥		7	1		21
Fire Alarm Activated (non-emergency)		11	2	🟩	1				1
Foreign Object in Eye	3	3	3	⬜		2			1
Hit By A Moving Vehicle	6	7	8	🟥		5	2		1
Hit By A Moving, Flying Or Falling Object	46	33	31	🟩		17			14
Hit Something Fixed Or Stationary	24	24	22	🟩		10	1		11
Incident Involving a Vehicle	4	8	8	⬜		5	2		1
Incident With Burglary/Theft/Mugging	6	1	3	🟥		1		1	1
Incident With Faulty Equipment	4	4	2	🟩		2			0

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Incident With Threatening Behaviour	4	1	3	Increased		3			0
Incident with Vandalism			1	Increased					1
Incident With Verbal Abuse	5	1	4	Increased		2			2
Infectious disease		2	1	Decreased		1			0
Ingestion of Foreign Object	1			Remained same					
Injured By An Insect or Animal	2	1	2	Increased		1	1		0
Injured While Handling, Lifting Or Carrying	36	33	24	Decreased	2	19	1		2
Injured While Trampolining	1			Remained same					
Medical Emergency	28	28	40	Increased		6			34
Near Miss	27	19	22	Increased		8			14
Nosebleed	3	3	6	Increased		3			3
Physical Contact (Not Assault)	17	21	25	Increased		9			16
Physical injury from an unknown origin	9	6	5	Decreased		1			4
Physically Assaulted By A Person	43	45	45	Remained same		31	2		12
Property Damage	4	1	4	Increased				1	3
Safeguarding Incident	2	12	19	Increased					19
Security Breach	3	3		Decreased					
Seizure	20	35	19	Decreased		1			18
Self-harm	2	2	1	Decreased					1
Slipped, Tripped Or Fell On The Same Level	139	146	132	Decreased	1	36	1		94
Smoke/Smoke Inhalation	1	8		Decreased					
Sports Injury	28	26	32	Increased					32
Stress		1	1	Remained same					1
Trapped	12	7	5	Decreased		3	1		1
Trapped By Something Collapsing or Overturning			1	Increased					1
Travel Sickness			4	Increased					4
Work Related Illness		1	1	Remained same		1			
Total	638	720	722	Remained same	8	265	30	2	417

Decreased since previous year (green)	**Remained same as previous year** (grey)	**Increased since previous year** (red)

Below are the top 10 incidents of this year and the top occupations involved.

Total Incidents

- Slipped, Tripped Or Fell On The Same Level
- Challenging Behaviour
- Aggression and Violent Behaviour
- Physically Assaulted By A Person
- Medical Emergency
- Sports Injury
- Hit By A Moving, Flying Or Falling Object
- Fell From A Height (State Height in Notes)
- Physical Contact (Not Assault)
- Injured While Handling, Lifting Or Carrying

Pie chart labels: Physical Contact (Not Assault), 25 · Injured While Handling, Lifting Or Carrying, 24 · Slipped, Tripped Or Fell On The Same Level, 132 · Fell From A Height (State Height in Notes), 29 · Hit By A Moving, Flying Or Falling Object, 31 · Sports Injury, 32 · Medical Emergency, 40 · Physically Assaulted By A Person, 45 · Aggression and Violent Behaviour, 46 · Challenging Behaviour, 118

Occupation

1% · 37% · 58% · 4% · 0%

- Contractor(s)
- Employee
- Employee - Agency
- No One Involved
- Other*

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The largest amount of incidents overall comes from non Harrow Employees, of which 293 are children in schools. The the vast majority of these reports are for minor injuries. These numbers remain high due to encouragement of Corporate Health & Safety to report all incidents and accidents, including near misses, through the SHEAssure software.

Over the past couple of years the total number of RIDDOR Reportable incidents has reduced. The total number of accidents however has gone up slightly (from 691 in 2016 to 696 in 2017). The number of incidents involving employees and agency employees is going down (256 for employees and 29 for agency employees in 2017 v 288 employee incidents and 36 agency incidents in 2016

Incident Record – Date Range – RIDDOR Reportable?
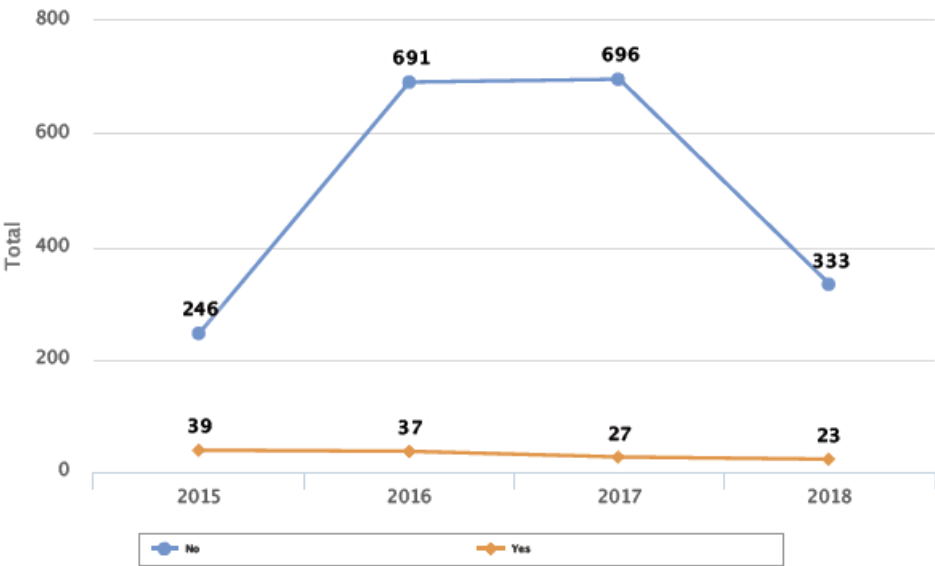
Incident Record – Date Range – Who Was Involved

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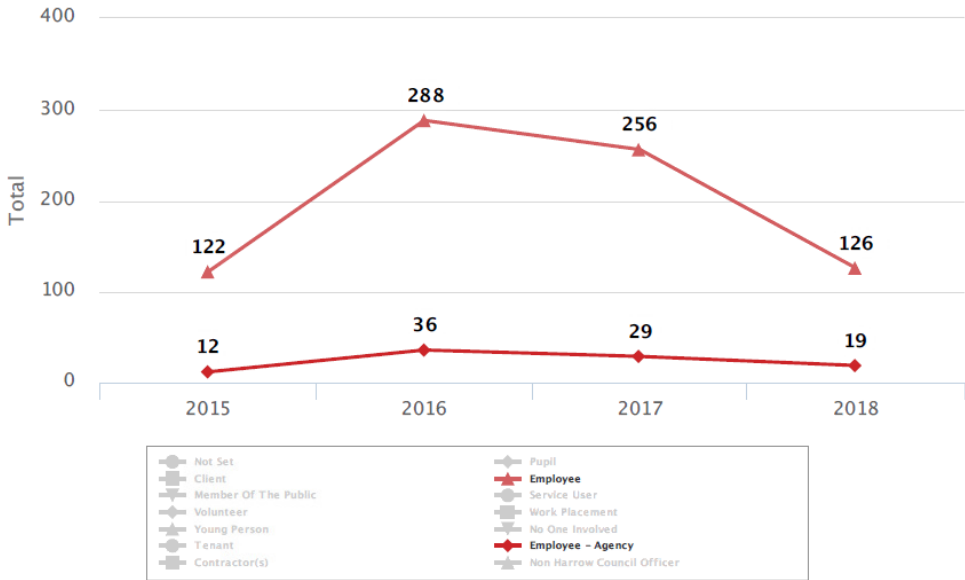
Appendix 2 - Employers' Liability Insurance Claims

Claim Reference	Incident Date	Details	Directorate
M17EL000001	31/05/2017	Bullying/harassment	People
M17EL000002	20/07/2017	Injury at work	Community
M17EL000003	11/12/2017	Slip	People
M17EL000004	13/03/2018	Slip	Community
M16EL000006	19/08/2016	Hit by Barrier	Community
M16EL000007	11/04/2016	Injured at work	Schools

APPENDIX 3

Corporate Health and Safety Board
Terms of Reference

Aim

The Corporate Health and Safety Board will act on behalf of the Chief Executive as the strategic focus for Health and Safety across the corporate estate, using the Health and Safety Policy Statement as framework for decision making. The Board will ensure the implementation of the policy statement through agreed best practice and development of a Health and Safety management system.

Accountability

The Corporate Health and Safety Board will provide progress reports to the Corporate Strategic Board (CSB).

Objectives

The Corporate Health and Safety Board has the following objectives:
- To provide a forum in which officers and others with specific responsibilities for health and safety, as set out in the Health and Safety Policy, are held accountable for and supported in their actions. These actions are:
- To ensure compliance with the requirements of health and safety legislation and regulations. throughout the Council.
- To ensure arrangements for developing health and safety competencies among managers and staff are in place and are being followed.
- To review and approve Council-wide objectives for health and safety, policy and strategies and initiatives for their delivery, in consultation with the Governance, Audit and Risk Management Committee (GARMC).
- To promote engagement with, and the integration of, health and safety considerations into everyday working practices in Council services.
- To lead on Occupational Health initiatives to promote well-being and stress management as part of the wider health & wellbeing agenda.
- To develop and oversee the development, implementation and regular updating of the Council's strategic and operational health & safety risk register.
- To set and monitor performance indicators/standards for health and safety and monitor the Council's arrangements for monitoring
- To commission audits and reviews of health and safety management systems, policies and procedures.
- To receive reports and feedback from Directorate Health and Safety Meetings or other relevant forums, groups or committees, as well as provide direction and information back to them as relevant.
- To consider reports on accidents and/or incidents, complaints and work related ill health statistics in order to identify any emerging trends or patterns.

- To consider reports on visits, inspections or any enforcement action taken by the Health and Safety Executive, the London Fire & Emergency Planning Authority and other enforcing authorities.

Representatives

The Corporate Health and Safety Board will be chaired by the Corporate Director Community with responsibility for establishing and implementing a strategic framework for the Health and Safety committees in each Directorate to achieve the aims set out above.

The Board shall consist of a nominated Divisional Director representative from each Directorate, a nominated Senior HR representative, representatives from the Unions and supported by the Corporate Health and Safety Team.

All representatives on the Board will have a voice in decision making. The chair / vice chair shall have the casting vote if the matter cannot be resolved by unanimous agreement. In matters that cannot be resolved, they will be passed to the Corporate Strategic Board, as the most senior strategic forum chaired by the Chief Executive, or Employee Consultative Forum (ECF) should it not be feasible to make a decision. The Unions retain the right to escalate matters of concern to an ECF Sub-Group / ECF in line with the consultative framework of the Council and Trade Union Recognition Agreements.

When a representative cannot make the meeting, a nominated person of sufficient grade shall attend and represent them
.

Duties of the chair

- Schedule regular Board meetings.
- Develop written agendas for conducting meeting.
- Maintain and action plan and log of decisions
- Conduct the meeting.
- Approve Board correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the vice-chair

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

Conduct of the Board

The Chair is responsible for ensuring that the Board meets on a monthly basis to resolve issues and take forward the objectives and aims as set out in this document.

The Board should not be canceled or postponed except in exceptional circumstances. If any member of the Board cannot attend a deputy shall attend in

their absence. If the meeting has to be postponed, a date for the next meeting should be agreed and announced as soon as possible by the Chair.

The minutes of each meeting will be supplied to every Board member once agreed by the Chair as soon as possible after the meeting, and be made available on the intranet once agreed.

A copy of the agenda and any accompanying papers should be sent to all members at least one week before each meeting.

Consultation

The Board actively supports and participates in the consultative arrangements in line with Safety Representatives and Safety Committee Regulations 1977 as amended by the Health and Safety (Consultation with Employees) Regulation 1996 and the Management of Health and Safety at Work Regulations 1999

All Corporate Health and Safety Policies and Procedures shall be presented to the Corporate Board for consultation and agreement of any other party that needs be involved. Comments will be provided within a 4 week consultation period, will be collated by the Corporate Health and Safety Team, and discussed at the next Corporate Board for final sign off.

Directorate Health & Safety Board

The Corporate Health & Safety Board will feed into, and receive information and referrals from, the Directorate Health & Safety Boards, of which there will be three. The three Directorate Health & Safety Boards shall be chaired by Director (Environment & Culture) for Community Directorate, Head of Finance for Resources Directorate and Divisional Director (Educational Services) for People Directorate.

These Directorate Health & Safety Boards shall be held quarterly and minutes and actions fed back to the Corporate Health & Safety. Key themes / agenda items will be determined from the Corporate Health & Safety Board, as well as be influenced by the needs of the services. These Directorate Boards shall be run as per the principles of the Corporate Health & Safety Board Terms of Reference.

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