

Title of meeting:	Employment Committee
Date of meeting:	22 September 2020
Subject:	H&S Annual Report (for period 1 April 2019 - 31 March 2020)
Report by:	James Hill - Director of Housing, Neighbourhood and Building Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

1.1. To update the 'Employment Committee' on Portsmouth City Council's Health and Safety performance between 1st April 2019 - 31st March 2020.

2. Recommendations

2.1. It is recommended that the 2020/21 H&S Team Corporate action plan is noted by the Employment Committee.

2.2. Note the appointment of the new Health and Safety Manager and endorse the opportunity for the manager to review the annual health and safety reporting requirements for the Employment Committee.

3. Background

3.1. Introduction:

3.1.1. The Corporate Health and Safety (H&S) management system is developed, maintained and monitored by the corporate H&S team, who are accountable to the Chief Executive via the Director of Housing, Neighbourhood and Building Services. The H&S team's role is to provide specialist advice, guidance, training and support to council members, managers and employees to enable them to fulfil their legal H&S responsibilities and comply with UK H&S legislation.

The H&S unit currently comprises of 3 directly employed staff (1 x H&S Manager, 1 x H&S Advisor and 1 x part time administrator) and a temporary member of staff (1 x H&S Advisor).

3.1.2. The new Health and Safety Manager, Katie Bale took up her position on 8th September 2020. Katie is a Chartered Member of the Institution of Occupational

Safety and Health and was formerly an Inspector for the Health & Safety Executive, her most recent role was that of Head of Safety, Environment & Business Continuity at Southampton International airport.

3.1.3. Summarising the council's performance in this 2019/20 reporting period:

- The Health and Safety Executive (HSE) have actively engaged with Portsmouth City Council during this reporting period, via planned UK interventions, unannounced site inspections (building sites/refurbishment projects managed by the council), telephone/email queries (associated with RIDDOR/Non RIDDOR accident reports and customer complaints/queries) - all of which resulted in favourable outcomes confirming compliance with law and Portsmouth City Council's positive approach to health and safety management.
- No statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority (HSE or Hampshire Fire & Rescue Service).
- No significant asbestos management failings or adverse 'asbestos related' incidents (accidents) were reported to the H&S Team or the HSE.
- No adverse legionella incidents or exposures were reported to the H&S Team or the HSE.
- The COVID-19 pandemic brought new challenges toward the end of this reporting period and the H&S Team played an integral part in engaging with stakeholders both internal and external to ensure that PCC services continued to function safely during lockdown and the start of the 'new normal'. This included and ranged from the development of the corporate COVID generic risk assessment, to assisting with guidance and site risk assessments, visiting workers homes (DSE) and PCC sites, producing e-newsletters and attending safety working groups both internal and externally. The work undertaken by the team has touched on all directorates within the Council as well as our business tenants, voluntary sector and schools/academies.

3.1.4. At Appendix 1 is the summary of last year's action plan - in conclusion, this annual report reflects another pro-active year of H&S management within the Council, Portsmouth International Port, Local Authority schools and other external services signed up to the H&S Teams traded service agreement.

3.2. H&S report for 2019/20 - in detail:

Information relating to specific aspects of the Council's health and safety management systems and performance during this reporting period is detailed in the remainder of this report. The proposed 2020/21 H&S Team action plan is detailed at Appendix 2.

3.2.1. Accident and Violent Incident reporting:

- (i) There were 16 RIDDOR reports submitted in this reporting period (9 in PCC + 7 in schools).

- (ii) 'Overall' incidents reported to the H&S Team (accidents and violent incidents) were 596 (276 in PCC + 320 in schools).
- (iii) Corporate incident statistics reflect the expected industry norm, taking into account the type of work activities undertaken by council/school employees and the proactive reporting process implemented council-wide.

3.2.2. Asbestos management:

- (i) There were no significant asbestos related incidents within this reporting period. No statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority during this reporting period.
- (ii) The Asbestos Safety Group chaired by the Head of Building Maintenance continues to co-ordinate and communicate asbestos safety across all Housing, Neighbourhood and Building teams to ensure risks are managed consistently and are appropriately resourced, complying with all legislation and providing appropriate information to contractors, residents and staff (including via Traded Services i.e. schools).

3.2.3. Legionella management:

- (i) There were no significant legionella related incidents within this reporting period. No statutory enforcement notices, 'fee for intervention' charges or litigation claims were served on the council by an enforcement authority during this reporting period.
- (ii) The Water Safety Group chaired by the Assistant Director of Buildings continues to co-ordinate and communicate water safety management across the council to ensure risks are managed consistently and are appropriately resourced, complying with all legislation and providing appropriate information to contractors, residents and staff (including via Traded Services i.e. schools).
- (iii) The Corporate Legionella Management policy is being reviewed and a draft will be tabled for sign off at the PCC Water Safety Group meeting at the end of September.

3.2.4. Fire safety management:

- (i) An externally appointed fire consultancy specialist continues to be engaged to ensure PCC's continued compliance with its statutory duties under the Regulatory Reform (Fire Safety) Order 2005, the contract is managed by the Repairs Support & Compliance Manager.
- (ii) The Fire Safety Group chaired by the Head of Building Maintenance continues to co-ordinate and communicate fire safety across all Housing, Neighbourhood and Building teams to ensure risks are managed consistently and are appropriately resourced, complying with all legislation and providing appropriate

information to contractors, residents and staff (including via Traded Services i.e. schools).

3.2.5. Health and safety & fire safety training:

- (i) 4738 in-house Health and Safety & Fire Safety training places, facilitated by the Councils H&S Team and People Handling and Back Care Advisor (PHBCA) were undertaken by council members, employees and school staff in this reporting year, an increase on the last reporting period (4133).
- (ii) The H&S Team's stand-alone portable training kit continues to prove an effective management tool where e-learning is not suitable for particular employee groups - with 298 of this year's training places being delivered by managers using the kit to facilitate group training. The kits are proving a popular resource with schools and several council services.
- (iii) In addition to maintaining the 8 x corporate e-learning courses, the H&S Team routinely delivered two 'classroom based' half day training courses, on risk assessment and manual handling. During this reporting period the team delivered 14 courses out of a planned 12 with two additional ad-hoc sessions provided to meet increased demand.
- (iv) In addition bespoke manual handling training and risk assessment training sessions at various council managed sites and schools throughout the city.
- (v) The Corporate PHBCA delivered 'people handling' practical training sessions to council employees and produced a corporate e-learning course to facilitate another cost-effective training resource for relevant council staff and managers.

3.2.6. H&S Team Traded Services:

The H&S Team continues to work positively with Local Authority schools within the city. In addition to 100% buy-in from all Local Authority schools offered the service, 12 x Academy schools and Portsmouth University Technical College have engaged with the H&S Team Traded Service.

3.2.7. Audit programme

The H&S Team's Audit and Inspection programme (not to be confused with Internal Audit) continues to be an effective tool for monitoring compliance and sharing best practice. Engagement between the H&S Team and service management teams (including schools) has vastly improved post-audit and is reflected in corporate outputs including H&S training and incident reporting statistics. All scheduled audits were completed within this reporting period.

3.2.8. Corporate Communication channels:

The H&S Team continue to use a diverse range of communications channels to deliver appropriate H&S messages. These include the following:

- Quarterly Joint Health Safety and Wellbeing Forum (JHSWF) which reviewed and addresses council wide H&S management issues and communicates H&S related policy and procedural changes during this reporting period.
- Quarterly e-newsletter
- Policy Hub, staff intranet + schools google-based website - Providing access for all council and school employees to the corporate H&S policies (and their associated forms)
- Site Visits/ meetings/telephone consults

Note: The H&S team routinely network with other councils and external specialist bodies to enhance their knowledge base and ensure Portsmouth City Council H&S management policies and procedures remain current and in line with industry best practice.

4. Reasons for recommendations

4.1. The recommendation is put forward for noting the 2020/21 H&S Team corporate action plan thereby assisting all council employees in complying with UK H&S legislation - and to assist the Council (as a corporate body) in striving for continual improvement of the Corporate H&S management system

5. Integrated impact assessment

5.1. An integrated impact assessment is not required as the recommendations do not directly impact on service or policy delivery. Any changes made arising from this report would be subject to investigation in their own right

6. Legal implications

6.1. There are no legal implications in this report and it ensures that the council meets its statutory duties and also supports the council's policies on H&S.

7. Director of Finance's comments

7.1. There are no additional financial costs arising from the recommendations in this report.

Signed

Date: 10th September 2020

James Hill, Director of Housing, Neighbourhood and Building

Appendices:

Appendix 1: update re: 2019/20 H&S Corporate action plan

Appendix 2: H&S Corporate action plan for 2020/21

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by: