



Health & Safety Committee

Corporate Health & Safety Team Update

Date: 4 October 2022

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Rich Clarke, Head of Assurance

Outline and recommendations

This report provides context and background to the refreshed Health & Safety Committee. It gives some background on the operation of Health & Safety roles at the Council, and the Committees responsibilities. It also includes relevant incident statistics.

We ask Members to note the report.

1. Summary

- 1.1. The report includes an overview of how the Council discharges its responsibilities, in particular documenting the relevant governance structure.
- 1.2. The report summarises relevant matters raised at the Corporate Health & Safety Board, including most recent accident and incident statistics.

2. Recommendations

- 2.1. We ask that Members note and comment on the report.

3. Policy Context

- 3.1. The Council has various legal, regulatory and ethical responsibilities in ensuring the continuing health and safety of all those to whom it owes a duty of care. The work of this Committee in general helps to ensure the Council meets its responsibilities, especially to non-domestic service users. This report contributes to the Committee's understanding of health & safety governance at the Council and so aids in the effective completion of its responsibilities.

4. Background

- 4.1. The Council has responsibilities under, among other legislation, the Health and Safety at Work Act 1974. This directs that the Council has a general duty to ensure, so far as is reasonably practical, the health, safety and welfare at work of all its employees. The Act also formalises the Council's duty of care towards those it does not employ but still use its (non-domestic) premises.
- 4.2. The Council's duties as an employer are led by the Chief Executive as overall Responsible Person. Specific day-to-day discharge of responsibilities rests with managers across the Council, who we expect to understand and live up to the Council's commitments on safeguarding the health and welfare of its employees.
- 4.3. Managers are supported in fulfilling that responsibility by the Council's Corporate Health & Safety Team. This team comprises five individuals: an overall Manager, a Risk & Compliance Officer, an Administrator and two compliance officers who lead principally on building and mechanical compliance. The post of Manager, hitherto filled by a temporary agency employee, has recently seen permanent recruitment. The new Health & Safety Manager will be joining the Council later this month. The team is part of the Council's Assurance Division alongside Internal Audit, Counter Fraud, Insurance and Risk Management.
- 4.4. The responsibilities are overseen by a network of Directorate-Level Health & Safety Boards reporting to an overall Corporate Board. In its broader assurance arrangements, the Council also has an Assurance Board, plus this Committee. The diagram below summarises:

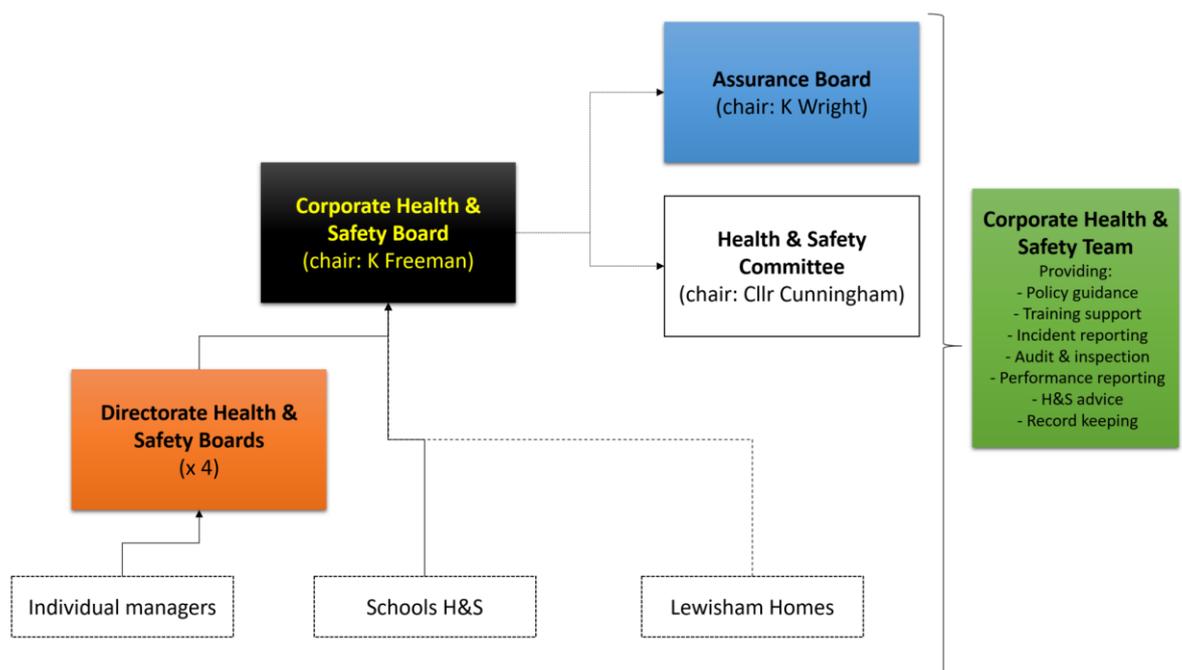


Figure 1: Health & Safety Governance Structure, Lewisham Council

- 4.5. Schools and Lewisham Homes have individual arrangements for meeting their responsibilities with an evolving relationship into the Corporate Health & Safety Board. The Corporate Health and Safety Team have various advisory and administrative roles supporting the entire process.
- 4.6. There is Trade Union representation at each Directorate Health & Safety Board. There is also a parallel Union-focused meeting immediately following each Corporate Health & Safety Board. The Boards meet quarterly and keep minutes, papers and actions in dedicated MS Teams sites.

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5. Matters Raised At Corporate Health & Safety Board

- 5.1. The most recent Board meeting was on 12 July 2022 and the next is on 20 October. Unfortunately the scheduling of this first Committee meeting has made reporting is slightly out of sequence. However, future Committee meetings are timed to closely follow when the Board meets to ensure information currency.
- 5.2. The Board's agenda included the following items:
- HR Report on Occupational Health & Welfare
 - Facilities Management Update, including compliance report on the corporate estate.
 - Feedback and actions from each Directorate meeting.
 - Statutory compliance report and incident reporting summary provided by the Corporate Health & Safety team.
- 5.3. Items of particular relevance to Members of the Public and their use of Council facilities and premises:
- **Lewisham Library Fire Brigade Audit.** Summary of an audit conducted by London Fire Brigade (LFB) inspectors on 13 June 2022. The report to the Board confirmed all necessary remedial work identified by the LFB had been completed. We are awaiting a mutually agreeable date with the LFB to discuss their comments about Fire Risk Assessments to ensure we have a full understanding of requirements we can then deploy across the estate.
 - **In all other public access buildings** internal compliance checks were up to date and remedial actions completed. This routine audit involved 55 building checks (28 fire assessments, 5 water storage assessments and 22 asbestos

6. Incidents

- 6.1. The Board (and relevant Directorates) also received information on reported incidents and change year-on-year. The table below summarises:

Directorate	Year to 30 Jun 21	Year to 30 June 22	Change (%)
Chief Executive's	2	0	-2 (-100%)
Children & Young People (excl Schools)	9	5	-4 (-44%)
Schools	1,126	1,329	203 (18%)
Community Services	64	52	-12 (-19%)
Corporate Resources	37	91	54 (146%)
Housing, Regeneration & Public Realm	95	36	-59 (-62%)
Total	1,333	1,513	180 (14%)

- 6.2. Note that the year-to-year variances in Corporate Resources and Housing, Regeneration & Public Realm result in large part from the transfer between directorates of the Council's Passenger Transport Service. This service alone reported 53 incidents in the year to 30 June 2022.

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- 6.3. The more serious incidents are known as 'RIDDOR' incidents. These are those with required reporting to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The number and nature of such incidents in the quarter to 30 June 2022 is set out in the table below. For comparison, there were 29 such incidents in the quarter to 30 June 2021.

RIDDOR Category	CED	CYP	School	COM	COR	HRPR
Dangerous Occurrence	0	0	0	0	0	0
Major Injury or Condition	0	0	10	0	0	0
Member of Public to Hospital	0	0	2	0	0	0
>7 Day Absence	0	0	1	0	1	0
Pupil to Hospital	0	0	13	0	0	0
Prescribed Disease	0	0	0	0	0	0
Totals	0	0	26	0	1	0

- 6.4. The most serious incidents involved fractures arising from falls or slips and trips. The incidents involving pupils almost all arose around playtimes or organised sporting activity. The Council documents all RIDDOR incidents and investigates as appropriate. There is, to the best of our knowledge, no external agency involvement in any of these incidents.

7. Financial implications

- 7.1. The report is to note. There are no financial implications arising from the recommendations.

8. Legal implications

- 8.1. The report is to note. There are no legal implications arising from the recommendations.

9. Equalities implications

- 9.1. The report is to note. There are no equalities implications arising from the recommendations.

10. Climate change and environmental implications

- 10.1. The report is to note. There are no climate change and environmental implications arising from the recommendations.

11. Crime and disorder implications

- 11.1. The report is to note. There are no crime and disorder implications arising from the recommendations.

12. Health and wellbeing implications

- 12.1. The report is to note. There are no health and wellbeing implications arising from the recommendations.

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13. Background papers

13.1. No background papers.

14. Report author and contact

14.1. Rich Clarke, Head of Assurance. rich.clarke@lewisham.gov.uk. Telephone (020) 8314 8730 (ext. 48730).

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