

BROMSGROVE DISTRICT AND REDDITCH BOROUGH COUNCILS

AUDIT & GOVERNANCE COMMITTEE

Date 1st April 2019

REPORT TITLE

Relevant Portfolio Holder	Cllr M Sherrey & Cllr G Prosser
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deborah Poole
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non-Key Decision
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. SUMMARY OF PROPOSALS

1.1 To acknowledge the findings and recommendations from the Draft Internal Audit Report on Health and Safety dated 30th November 2018 (Appendix 1).

1.2 The main findings of the audit were:

- Some policies were not uniform across both Councils and had no document and version controls;
- Fire drawings for RBC at Town Hall should follow the format adopted by BDC used for parkside, clearly detailing evacuation routes;
- Establish a mandatory requirement for IOSH Managing Safely;
- Ensure Contractors have suitable and sufficient risk management and sign an attendance register when on any site;
- Maintenance required on the fuelling point at Crossgates Depot;
- To ensure all Fire Risk Assessments are current;
- To ensure all fire alarm and emergency lighting systems testing are conducted as per a detailed schedule;
- To ensure all fire evacuation drills are conducted as per a schedule;
- To develop a fire response plan;
- To consider corporately an approach regarding Hide, Run and Tell for terrorist response.

1.3 To approve the suggested actions to be taken as per the recommendations to resolve any issues raised during the abovementioned audit.

2. RECOMMENDATIONS

2.1 **The Executive Committee is asked to NOTE that:**

1. Recommendations detailed within the report that have been accepted by the Joint Health, Safety and Welfare Committee will be actioned.
2. Actions will be tracked to closure using the External Audit Action Tracker (Appendix 2).

3. KEY ISSUES

Financial Implications

- 3.1 There are no identified financial implications other than maintenance and upkeep costs, which should be identified as part of Pre-planned Maintenance (PPM) budgets.

Legal Implications

- 3.2 Compliance with UK health and safety legislation, including Health and Safety at Work Etc. Act 1974, Regulatory Reform (Fire Safety) Order 2005, Management of Health and Safety at Work Regulations 1999, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Service / Operational Implications

- 3.3 This report outlines the response of the Joint Corporate Health, Safety and Welfare Committee to the Draft Internal Audit Report of Health and Safety dated 30th November 2018.
- 3.4 The audit was undertaken by the Worcestershire Internal Audit Shared Service during April, May and June 2018.
- 3.5 The Auditor interviewed RBC and BDC colleagues across a broad scope of subjects areas covering:
- Review of Action Plan
 - Financial analysis and review of the training budget
 - Health and Safety documents
 - Planning and Development
 - Training
 - Communication of Health and Safety information
 - Risk Assessments and Risk Management
 - Fire Risk Assessment and Risk Management
 - Active and reactive monitoring and review of Health and Safety statistics and information
 - Corporate Health and Safety advice and support
- 3.6 It was conducted to provide assurance that the recommendations from the 2014 external health and safety audit had been completed.

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- 3.7 Under the guidance of the Senior Health and Safety Advisor for RBC and BDC, the Committee accepts the contents of the audit report, but challenges some of the recommendations, some of which do not demonstrate best practice:
- Recommendation suggesting that the Council(s) would draft a risk assessment for a lift maintenance engineer in the absence of one supplied by the contracting company - this goes against the Management of Health and Safety at Work Regulations 1999, as the contractors themselves must provide their own risk management.
 - Recommendation to run a fire drill with a person in a wheelchair to establish how long it takes them to get out – really no need as the focus should be on developing Personal Emergency Evacuation Plans (PEEPS) for those with physical limitations.

Customer / Equalities and Diversity Implications

- 3.7 There are no identified customer / equalities and diversity implications.

4. RISK MANAGEMENT

- 4.1 Failure to address the recommendations within the audit could have an impact on reputational, legal and moral obligation.
- 4.2 Recommendations identified by the Auditor have been detailed in an Excel spreadsheet by the Senior Health and Safety Advisor, with progress tracked and actions closed where currently possible.

5. APPENDICES

Appendix 1 - Draft Internal Audit Report Health and Safety 2018/19

Appendix 2 - HSD002 Health and Safety External Audit Action Tracker Jan 2019

6. BACKGROUND PAPERS

There are no background papers.

7. KEY

N/A

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