
**Manchester City Council
Report for Information**

Report to: Resources and Governance Overview and Scrutiny
Committee - 4 February 2010

Subject: Governance of Health and Safety

Report of: City Treasurer and Head of Personnel

Summary

To provide an overview of Health and Safety practice within the City Council. To explain how the Council responds to accidents and incidents and manages the health and safety of its staff. An overview of key health and safety issues by service area including control measures is also provided.

Recommendations

Members are asked to note the content of this report and comment on the identified actions required to mitigate identified issues and risks.

Wards Affected: All

Contact Officers:

Name: Richard Paver
Position: City Treasurer
Telephone: 0161 234 3564
E-mail: r.paver@manchester.gov.uk

Name: Jon Redfern
Position: Head of Personnel
Telephone: 0161 234 1800
E-mail: j.redfern@manchester.gov.uk

Name: Simon Gardiner
Position: Health, Safety and
Wellbeing Manager
Telephone: 0161 234 1851
E-mail: s.gardiner@manchester.gov.uk

Background documents:

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to four years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Manchester City Council's Health and Safety Policy Statement

1. INTRODUCTION

- 1.1 This report provides an overview of the current status of the City Council's Health and Safety management systems.
- 1.2 During the last 12 months there have been significant changes to the way in which managers consider risk and plan to ensure adequate controls are in place to address these risks. In the past managers tackled the various types of risk, including health and safety, business continuity and financial risks as separate exercises. The City Council's health and safety management arrangements have been adapted to assist managers in effectively addressing these various risk elements.
- 1.3 The process to refresh risk assessments within the new model has commenced and current plans are intended to deliver completion of this process June 2010.
- 1.4 The main thrust of this report is related to the health and safety of City Council employees and others who visit Council premises. Further work is being undertaken with the City Treasurer and Head of Audit to clarify and establish appropriate governance arrangements in relation to the Council's wider responsibility for public realm type safety issues, for example water safety and special event safety.

2. HEALTH AND SAFETY DUTIES

- 2.1 The Health and Safety at Work etc. Act 1974 places general duties on the City Council to take reasonable measures to ensure employees, service users and general public are protected from being injured or made ill by the business of the City Council. In addition, the City Council must take reasonable steps to ensure organisations that are commissioned to deliver services for or on behalf of the Council are competent to do so safely.
- 2.2 The City Council's Health and Safety Policy Statement sets out the framework which defines what is expected from line managers and employees of the Council. Managers are responsible for ensuring the services they manage are suitably risk assessed and all reasonable control measures implemented and maintained. Employees are responsible for fully co-operating with all health and safety control measures, including behaving responsibly and making their manager aware of any health and safety issues/concerns.
- 2.3 The City Council's procurement and commissioning processes evaluate the competency of contractors and ensure clarity of roles and responsibilities for both the City Council and the contractor in the management of health and safety.
- 2.4 Failures in adhering to and observing health and safety standards can result in loss of life / major injuries leading to civil and criminal legal proceedings. The introduction of the Corporate Manslaughter legislation has significantly increased the potential financial sanctions that may be applied to Local

Authorities where there has been a failure to put appropriate safeguards in place.

- 2.5 In meeting these duties the City Council's approach to health and safety and risk management needs to be both sensible and well balanced. This theme guides officers to be pragmatic in supporting services to develop appropriate solutions.
- 2.6 Some activities contain inherent risks, however, these risks are acceptable in the context of the activity. Taking a sensible approach to risk management allows these activities to take place, whilst ensuring managers apply sensible control measures. This has been successfully applied to support educational visits involving adventure activities and other one-off type events.

3. OVERVIEW OF HEALTH AND SAFETY ARRANGEMENTS WITHIN MANCHESTER CITY COUNCIL

- 3.1 In line with Health and Safety Executive guidance on the role and responsibilities of Directors, the City Treasurer is the Director with lead responsibility for health and safety for the Council.
- 3.2 The City Treasurer is supported in this role through quarterly briefings from the Head of Personnel and the Health, Safety and Well-being Manager. Additionally six monthly reports are submitted to the Strategic Management Team on the state of health and safety management within the City Council.
- 3.3 The Corporate Health and Safety service provides managers with training, systems and support in the management of health and safety. The service also provides assurance to the maintenance of standards through health and safety audits and inspections.
- 3.4 As part of the Personnel Service Improvement Project the health, safety and well-being service was realigned to become a centrally managed service. This facilitates a common approach to management and standard setting across the Council and ensures that all professional resources and expertise can be utilised according to strategic and operational priorities. The service comprises 13 full time health and safety professionals with a lead officer allocated to each Strategic Directorate.
- 3.5 The revised engagement model provides for annual Health and Safety position statements to be developed for Strategic Directors together with a Health and Safety improvement plan for each Directorate. This forms the basis of the 12 month work plan the Health and Safety service delivers for each Directorate. The approach of the newly modelled service is to create a health and safety environment which allows the Council to continue to run services and not to identify constraints and restrictions which inhibit managers from providing effective services.

3.6 Personnel Committee approved a revised Health and Safety Policy for the City Council in February 2009. In summary, the revised Policy targeted the following five action areas for improvement.

3.6.1 **Better Risk Management** – Using an integrated risk approach, each service will have a current service risk assessment that summarises key hazards and how these will be managed.

Initial focus for the completion of revised service risk assessments has been targeted within Neighbourhood Services. 30% of service risk assessments have been completed with the remainder of Neighbourhood Services assessments to be completed by end March 2010. Health and Safety improvement plans are currently being agreed with Heads of Service, with the remainder of service risk assessments to be completed by the end of June 2010. Completed service risk assessments have been well received by managers as the revised approach simplifies health and safety documentation for managers and their teams.

3.6.2 **Safer Premises** – Improved systems for ensuring that statutory inspections and essential servicing takes place. Standards will be supported by targeted compliance audits. Service collaboration will be enhanced by storing all property related health and safety information on the Capital Programmes Project Management System.

A desktop risk assessment of all Council premises has supported the prioritisation of premises to be included in the first phase of the Planned Preventative Maintenance programme. A cross service working group has identified weaknesses in existing health and safety governance arrangements for premises in particular, the need for a single standardised audit process for establishing compliance with health and safety arrangements within premises. Secondly, it was felt that existing arrangements for fire safety, legionella and asbestos as stand alone processes are overly complex and would benefit from being brought together under a common framework. Work is currently underway to develop an integrated premises health and safety policy which combines all the duties for health and safety for building managers.

3.6.3 **Competent Managers and Employees** – Provision of mandatory standard health and safety training and information for all managers and employees.

All health and safety training across the service has been standardised with training now administered through the Corporate Training service centre. A pilot e-learning project is being delivered across Cultural Services to establish the potential for delivering core induction health and safety training via an e-learning route. An employee health and safety guide has been developed to ensure all employees understand their responsibilities inline with the revised health and safety policy. Audits of health and safety in services have identified that some employees have not received basic health and safety induction training. Health and Safety improvement plans are being

agreed with heads of service during January 2010 which will include specific plans to address this issue.

3.6.4 Better Health and Safety Governance – Each Strategic Directorate will have a dedicated Health and Safety Policy Statement. Each service will have an annual review of health and safety and an improvement plan for health and safety. Each service will maintain a service risk assessment that provides an overview of relevant risks and issues.

Separate Health and Safety Policies Statements are being developed for each Strategic Directorate in consultation with lead managers for health and safety. Following consultation with the trade unions these will be implemented across service areas from March 2010. A corporate audit is scheduled to be completed in March 2010 to support a snap shot of health and safety compliance across all Directorates. It is clear that the balance of activity within the health and safety service over the last six months has been too reactive rather than focused on undertaking health and safety compliance audits. This is a theme that has also been recognised in taking forward necessary improvements in premises health and safety.

3.6.5 Improved Employee Engagement – A planned approach to employee and trade union participation in reviewing health and safety standards and interventions, supported by Strategic Directorate Health and Safety Committees.

3.7 The recent Service Improvement Project has led to a reconfiguration of the City Council's health and safety provision into a single streamlined service tasked with supporting Strategic Directors in the delivery of the City Council's revised Health and Safety Policy. In summary the key changes to the Council's health and safety support and advisory arrangements are:

- Single point of contact for all health and safety enquires
- Economies of scale from the pooling of expertise within the service
- The realignment of the service to enable a more proactive service which focuses more resources on improving health and safety standards rather than mainly reacting to issues as they arise.
- Formalised joint working with Corporate Property, Civil Contingencies and Risk Management.
- The dedication of Principal Officer posts to support identified directorates within the Council.

3.8 A significant amount of reactive health and safety requests are for issues which managers could effectively address themselves following the provision of appropriate procedures, training and support. Initially Manager Guides have been developed for supporting employees with work related stress and the undertaking of workstation assessments. The implementation of these

arrangements will support increased officer time to be spent undertaking compliance audits and other activities which support a robust health and safety management regime.

4. HOW THE COUNCIL RESPONDS TO ACCIDENTS AND INCIDENTS ON ITS PROPERTY

4.1 All accidents are reported to the Health and Safety service and statistics are collated and analysed within a single system. Accident statistics are provided to Heads of Service to assist the monitoring of health and safety interventions.

4.2 With the exception of schools where the Head teacher fulfils this role, the reporting of reportable accidents, disease and / or dangerous occurrences is undertaken by the Health and Safety service. This assists in ensuring the City Council meets legal requirements to do so and ensures a consistent approach across the organisation.

4.3 Appendix A sets out the City Council accident rates for 2008 and 2009.

- Overall, number of incidents is down marginally from 575 to 563.
- Accidents throughout the Council have decreased significantly by 14%
- Reportable incidents (RIDDOR regulations) have decreased by 30%
- Violent incidents, comprising both physical and verbal, have increased by 48%. Members will note that the number of incidents have significantly increased, this is attributed to the amended Violent Incident reporting procedure which has harmonised reporting, coupled with the renewed effort to encourage employees to report incidents.

4.4 A revised regime for accident reporting has been piloted in the Neighbourhood Services Directorate. This involved managers telephoning accidents through to the health and safety helpline. This has improved the timeliness of advice and support to managers as the duty safety officer is able to assess the situation directly with the line manager. It is intended that this approach will be rolled out across the whole of the City Council.

4.5 A benchmarking exercise with other core city authorities is currently being undertaken to assess the City Council's performance for accidents and incidents in the workplace.

5. MANAGEMENT OF HEALTH AND SAFETY RISKS

5.1 The approach to assessing health and safety risks is being refreshed to integrate the principles of a holistic risk management approach. Appendix B Directorate Health and Safety Risk Management Profile summarises all the significant health and safety issues by service area. Also included are details of the current arrangements for ensuring adequate controls are in place to protect

Council employees and those who may be affected by the activities of the Council.

- 5.2 Relevant sections of the risk profile information are provided to service managers in developing an overview of the issues identified via the service risk assessment process. This information combined with accident and incident information supports the review of health and safety within service areas.

6. FUTURE WORK PRIORITIES FOR HEALTH AND SAFETY SERVICE

- 6.1 The following future measures are planned to improve the management of health and safety at Manchester City Council:

6.1.1 Develop and implement premises Health and Safety Policy which will replace all separate health and safety arrangements for premises related health and safety issues (complete drafting mid March 2010, consultation with key stakeholders April 2010 for submission to Personnel Committee May 2010).

6.1.2 Implement management toolkits for stress management and workstation assessments to release health and safety service capacity.

6.1.3 Increase proportion of Health and Safety Officer time to compliance audits, service risk assessments and associated health and safety governance activities.

6.1.4 Increase frequency of employee Health and Safety induction sessions to bi-weekly.

ATTACHED AS APPENDIX

- A. City Council accident rates for 2008 and 2009
- B. City Council Directorate Health & Safety Risk Management Profile

APPENDIX A: ACCIDENT RATES FOR 2008 AND 2009

	Council		Neighbourhood Services		Children's Services		Chief Executives		Corporate Services	
	2008	2009	2008	2009	2008	2009	2008	2009	2008	2009
Number of Incidents Reported	575	563	382	351	154	164	28	32	11	16
Accidents	446	384	308	255	100	86	27	29	11	14
Violent Incidents	113	167	58	88	54	77	1	1	0	1
RIDDOR Reportable Incidents	54	38	48	28	4	5	1	3	1	2
Road Traffic Accidents (Employees)	16	12	16	8	0	1	0	2	0	1

Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

Directorate	Service	Common work activities / Service overview	Classes / Groups exposed to risk	Inherent risks associated with the delivery of services	Measures applied for the mitigation of risks (2009)
Neighbourhood Services	Trading Services	<ul style="list-style-type: none"> ▪ Repairs to highways / pavements ▪ Street cleansing ▪ Grounds maintenance ▪ Vehicle repairs & fleet management ▪ Markets (wholesale / retail) ▪ Catering Services (School, civic establishments) ▪ Bereavement Services ▪ Community Transport ▪ Facilities Management (Manchester Town Hall & extension, Operational Depots) ▪ Service Level Agreements (Revenue Generating) with various Housing Trusts 	<ul style="list-style-type: none"> ▪ Employees ▪ Contractors ▪ Public 	<ul style="list-style-type: none"> ▪ Use of plant & equipment ▪ Driving at work ▪ Violence / Abuse ▪ Lone Working ▪ Food Safety & Hygiene ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) – <i>over 200 including school kitchens</i> ▪ Event based risks (Specialist Markets) ▪ Management of Contractors ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Meetings with Directorate H&S Lead / Heads of Trusts ▪ Draft H&S Policy for Directorate compiled ▪ 6 weekly meeting with Head of Service (Elaine Heggie) ▪ Service H&S Management Committee / Trust Committees ▪ Team level H&S Meetings ▪ Safety Management Guides compiled and issued / Document Library on H&S created ▪ Health Information Sheets compiled and issued to all staff. ▪ H&S Manuals for key services

Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>compiled and distributed to staff.</p> <ul style="list-style-type: none">▪ Annual H&S management and operational audits undertaken▪ Service Risk Assessments in progress▪ Compilation of Event Safety guide & Procedures (including inspection and assessment protocols)▪ Event portfolio allocated monthly to Senior Health & Safety Officers to support events within City▪ Support mechanism provided to management –Risk Assessing return to work▪ Senior Health & Safety Officer shadowing project – ensuring
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>procedural / legislative compliance</p> <ul style="list-style-type: none"> ▪ Provision of Bespoke Training ▪ Provision of H&S Statistics to Service Head and SMT ▪ Ongoing incident investigation support ▪ PRR (Premises Related Risk) Assessment & improvement Plan agreed and in progress ▪ Fire Risk Assessments Complete ▪ Asbestos Surveys Complete. Compilation of Asbestos Management Plans in progress. ▪ Legionella Management Plans in place. ▪ Risk Assessment Support
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					<ul style="list-style-type: none">▪ Stress Management Support▪ Ongoing improvement to content on dedicated H&S Intranet Site (Including Incident Reporting)▪ Creation of Work Request Database to prioritise and track work requests (Service Improvement)▪ Ongoing liaison with public bodies, including The Health & Safety Executive▪ Corporate Risk Management Training in progress▪ Ongoing delivery of specific H&S training to teams within service in conjunction with Shared Training Centre
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<ul style="list-style-type: none"> ▪ Completed plan for the allocation of Senior H&S Officers to specific teams within Service and programmed orientation / familiarisation timescales ▪ Provision of vetting / assessment support to Service in respect of Contractor submissions / Event Contractor submissions for work and events in Manchester Town Hall and other Council Buildings
Neighbourhood Services	<p>Adult Services</p> <p><i>Stand alone Directorate (2010)</i></p>	<ul style="list-style-type: none"> ▪ Provision of semi-residential and visiting care support. ▪ Provision of advice and assistance to homeless persons ▪ Management of contracted care support services 	<ul style="list-style-type: none"> ▪ Employees ▪ Public (Service Users), including elderly people, disabled persons etc. 	<ul style="list-style-type: none"> ▪ Violence / Abuse ▪ Exposure to infection / cross-contamination ▪ Stress related conditions ▪ Administration & management of medicines ▪ Lone Working ▪ Medical / ethical 	<ul style="list-style-type: none"> ▪ Meetings with Directorate H&S Lead ▪ Draft H&S Policy in process – due for completion December 8th ▪ Influenza Risk Assessments

Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

		<ul style="list-style-type: none"> ▪ Management of Equipment & Adaptations in properties ▪ Individual assessment and liaison with local / government agencies ▪ Hostels / Sheltered Housing, Direct Access Centres 		<p>Standards – Compliance</p> <ul style="list-style-type: none"> ▪ Contractor / Agency Management ▪ Food Safety & Hygiene ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) – <i>Over 200 Buildings</i> (Including Residential properties) ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<p>undertaken for services</p> <ul style="list-style-type: none"> ▪ Individual Assessments undertaken / Guidance provided for vulnerable staff. ▪ Provision of Bespoke COSHH Database to Service ▪ Risk Assessment Support ▪ Stress Management Support ▪ Ongoing improvement to content on dedicated H&S Intranet Site (Including Incident Reporting) ▪ Creation of Work Request Database to prioritise and track work requests (Service Improvement) ▪ Ongoing liaison with public bodies,
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>including The Health & Safety Executive</p> <ul style="list-style-type: none">▪ Corporate Risk Management Training in progress▪ Ongoing delivery of specific H&S training to teams within service in conjunction with Shared Training Centre▪ Completed plan for the allocation of Senior H&S Officers to specific teams within Service and programmed orientation / familiarisation timescales▪ Audit Schedule drafted – Operational Audits for all services within Directorate to be completed by March 2010.▪ Service Risk
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>Assessment Schedule drafted for all services within Directorate to be completed by March 2010.</p> <ul style="list-style-type: none">▪ Premises Fire Risk Assessments for residential properties are complete.▪ High Level Premises Audit to be undertaken in January 2010 to determine current compliance levels with other statutory requirements affecting buildings, i.e. Legionella, Asbestos etc.▪ Ongoing support to Manchester Equipment and Adaptations Service regarding Management of Asbestos in Contracted Works (Chairing Focus
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					Group)
Neighbourhood Services	Environmental Services	<ul style="list-style-type: none"> ▪ Provision of Regulatory & Enforcement Services, including <i>Trading Standards, Pollution Control, Pest Control, Public Protection, Environmental Health and Licensing.</i> ▪ Street Management, including CCTV and Parking (in conjunction with NCP) ▪ Waste & Recycling initiatives and management of Partner Contractor (Enterprise) ▪ Public Realm / Open Spaces Management 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors ▪ Event Organisers 	<ul style="list-style-type: none"> ▪ Violence / Abuse ▪ Lone Working ▪ Management of Contractors ▪ Shift-working ▪ Exposure to infection ▪ Event based risks ▪ Water Safety ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Meetings with Directorate H&S Lead ▪ Draft H&S Policy for Directorate compiled ▪ Service H&S Management Committee ▪ Team level H&S Meetings ▪ Safety Management Guides compiled and issued / Document Library on H&S created ▪ Health Information Sheets compiled and issued to all staff. ▪ H&S Manuals for key services compiled and distributed to staff. ▪ Annual H&S management and operational audits undertaken ▪ Service Risk Assessments in progress

Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<ul style="list-style-type: none">▪ Compilation of Event Safety guide & Procedures (including inspection and assessment protocols)▪ Event portfolio allocated monthly to Senior Health & Safety Officers to support events within City (Joint approach with Public Protection / Liaison on Events)▪ Support mechanism provided to management –Risk Assessing return to work▪ Water Safety Risk Assessment Project – Risk Register complete.▪ Senior Health & Safety Officer shadowing project – ensuring procedural / legislative compliance▪ Provision of Bespoke Training,
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>i.e. Dynamic risk assessment training to enforcement staff.</p> <ul style="list-style-type: none">▪ Provision of H&S Statistics to Service Head and SMT▪ Ongoing incident investigation support▪ Risk Assessment Support▪ Stress Management Support▪ Ongoing improvement to content on dedicated H&S Intranet Site (Including Incident Reporting)▪ Creation of Work Request Database to prioritise and track work requests (Service Improvement)▪ Ongoing liaison with public bodies, including The Health & Safety Executive▪ Corporate Risk Management Training in progress
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<ul style="list-style-type: none"> ▪ Completed plan for the allocation of Senior H&S Officers to specific teams within Service and programmed orientation / familiarisation timescales
Neighbourhood Services	Leisure (Including Manchester Sports & Leisure Trust SLA)	<ul style="list-style-type: none"> ▪ Indoor / Outdoor Leisure Centres ▪ Public Parks ▪ Allotments ▪ Licensed Events 	<ul style="list-style-type: none"> ▪ Employees ▪ Contractors ▪ Public 	<ul style="list-style-type: none"> ▪ Water Safety ▪ Violence / Abuse ▪ Lone Working ▪ Sporting Activities, including climbing ▪ Tree safety in public parks ▪ Slips, Trips & Falls ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) (Approximately 140 locations) ▪ Event based risks, e.g. bonfires, fairgrounds etc.) ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Meetings with Directorate H&S Lead ▪ Draft H&S Policy for Directorate compiled ▪ Attendance at Service H&S Management Committee ▪ Attendance at Trust H&S Management / Partnership Committee ▪ Team level H&S Meetings ▪ Safety Management Guides compiled and issued /

Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>Document Library on H&S created</p> <ul style="list-style-type: none">▪ Annual H&S management and operational audits undertaken▪ Service Risk Assessments in progress▪ Compilation of Event Safety guide & Procedures (including inspection and assessment protocols)▪ Event portfolio allocated monthly to Senior Health & Safety Officers to support events within City▪ Support mechanism provided to management –Risk Assessing return to work▪ Senior Health & Safety Officer shadowing project – ensuring
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					<p>procedural / legislative compliance</p> <ul style="list-style-type: none">▪ Provision of Bespoke Training▪ Provision of H&S Statistics to Service Head and SMT▪ Ongoing incident investigation support▪ PRR (Premises Related Risk) Assessment & improvement Plan agreed and in progress▪ Risk Assessment Support▪ Stress Management Support▪ Ongoing improvement to content on dedicated H&S Intranet Site (Including Incident Reporting)▪ Creation of Work Request Database
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Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>to prioritise and track work requests (Service Improvement)</p> <ul style="list-style-type: none">▪ Ongoing liaison with public bodies, including The Health & Safety Executive▪ Water Safety Risk Assessment Project – Risk Register complete.▪ Tree Assessment Strategy Report / Action Plan compiled and provided to Parks / Leisure Management▪ Corporate Risk Management Training in progress▪ Completed plan for the allocation of Senior H&S Officers to specific teams within Service and programmed orientation /
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					<p>familiarisation timescales</p> <ul style="list-style-type: none"> ▪ Agreed Site Audit in progress with Manchester Sports & Leisure Trust
Neighbourhood Services	Libraries	<ul style="list-style-type: none"> ▪ Ward / town libraries ▪ Central Library ▪ Mobile Libraries 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) (Approximately 25 buildings) ▪ Driving at work ▪ Lone working ▪ Slips, Trips & Falls ▪ Manual Handling ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Meetings with Directorate H&S Lead ▪ Draft H&S Policy for Directorate compiled ▪ Safety Management Guides compiled and issued / Document Library on H&S created ▪ Annual H&S management and operational audits undertaken ▪ Service Risk Assessments in progress ▪ Compilation of Event Safety guide & Procedures (including inspection and assessment protocols)

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					<ul style="list-style-type: none">▪ Event portfolio allocated monthly to Senior Health & Safety Officers to support events within City▪ Support mechanism provided to management –Risk Assessing return to work▪ Senior Health & Safety Officer shadowing project – ensuring procedural / legislative compliance▪ Provision of Bespoke Training▪ Provision of H&S Statistics to Service Head and SMT▪ Ongoing incident investigation support▪ PRR (Premises Related Risk) Assessment & improvement Plan
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					<p>agreed and in progress</p> <ul style="list-style-type: none"> ▪ Risk Assessment Support ▪ Stress Management Support ▪ Ongoing improvement to content on dedicated H&S Intranet Site (Including Incident Reporting) ▪ Creation of Work Request Database to prioritise and track work requests (Service Improvement) ▪ Corporate Risk Management Training in progress ▪ Ongoing liaison with public bodies, including The Health & Safety Executive ▪ Completed plan for the allocation of
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					Senior H&S Officers to specific teams within Service and programmed orientation / familiarisation timescales
Children's Services	Schools / Education Services	<ul style="list-style-type: none"> ▪ Monitoring & management of the delivery of education throughout the City, including school performance 	<ul style="list-style-type: none"> ▪ Employees (Teachers, Teaching Assistants, None Teaching staff) ▪ Children ▪ visitors ▪ Contractors 	<ul style="list-style-type: none"> ▪ Educational Visits ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) (Approximately 180 schools and 3 pupil referral units) ▪ Violence / abuse ▪ Stress related conditions ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ MCC Children's Educational Visits Policy and Guidance ▪ Support, advice and assistance on planning of Educational Visits provided to school staff by the Corporate HS&W Team ▪ Model template activity risk assessments produced to assist schools. ▪ MCC Select List of Approved Providers maintained for activity Providers. ▪ Process of LA audit

Appendix B - MCC Directorate Health & Safety Risk Management Profile – (January 2010)

					<p>and approval/ notification for certain higher risk visits.</p> <ul style="list-style-type: none"> ▪ Training of Educational Visits Coordinators (EVC's) ▪ Training for School management on Educational Visits ▪ Schools access to educational visits information via the Intranet site ▪ 3 yr Programme of health and safety audits of schools ▪ LA provides competent advice and assistance on Premises Related Risks to schools from HS&W Team, Schools Organisational and Development (SOD) Team and Corporate Technical Services CTS. ▪ MCC Asbestos
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					<p>Policy</p> <ul style="list-style-type: none">▪ Asbestos Surveys of school premises carried out by CTS Asbestos Team.▪ Model site specific asbestos management plan produced.▪ Asbestos Team - Programme of work to support school management in the production of site specific asbestos management plans.▪ Asbestos audit of selected schools.▪ MCC Legionella Policy▪ Legionella risk assessments for all school buildings▪ Legionella log books▪ Approved providers to undertake risk assessments and remedial works.
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					<ul style="list-style-type: none"> ▪ Creation of Work Request Database to prioritise and track schools work requests (Service Improvement) ▪ Ongoing liaison with public bodies, including The Health & Safety Executive ▪ Corporate Accident and incident reporting and monitoring system. ▪ Influenza Risk Assessments undertaken and guidance issued to schools. ▪ Health and safety advice and support Line to schools 8.30am – 5.00pm
Children's Services	Children, Young People & Families	<ul style="list-style-type: none"> ▪ Child health & disability services ▪ Family support teams ▪ Safeguarding & Child protection services ▪ Family placement & 	<ul style="list-style-type: none"> ▪ Employees ▪ Contractors ▪ Public, including Adults / Carers, 	<ul style="list-style-type: none"> ▪ Violence / abuse ▪ Lone working ▪ Educational Visits (off-site visits) ▪ Dealing with service users with special needs 	<ul style="list-style-type: none"> ▪ MCC Children's Educational Visits Policy and Guidance ▪ Support, advice

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		<p>adoption services</p> <ul style="list-style-type: none"> ▪ Fostering services ▪ Children’s residential homes ▪ Youth nuisance & contact team ▪ Sure Start Centres ▪ Early years & Play 	<p>children</p>	<ul style="list-style-type: none"> ▪ Assessment procedures for carers / fosterers. ▪ Food safety & hygiene ▪ Premises based risks, i.e. Asbestos, Fire & Legionella (Including Residential properties) ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<p>and assistance on planning of Educational Visits provided to Service staff by the Corporate HS&W Team</p> <ul style="list-style-type: none"> ▪ Model template activity risk assessments produced to assist Services. ▪ Training to Sure Start Children Centre Staff Manual handling, Fire Safety, Risk Assessment, Building Safety ▪ Fire Risk assessment Review of Residential Children’s Homes and Children’s Centres. ▪ Training for Staff and Service management on Educational / off site visits. ▪ Development of
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					<p>Placement workers Policies and procedures.</p> <ul style="list-style-type: none"> ▪ Specific risk assessments ▪ Planning to carry out Specific Service Risk assessments with Heads of Services ▪ Influenza Risk Assessments undertaken for services and Guidance Produced ▪ MCC Asbestos Policy ▪ Asbestos Surveys of Children's Centres /Youth Clubs carried out by CTS Asbestos Team. ▪ Model site specific asbestos management plan produced. ▪ MCC Legionella Policy ▪ Legionella risk assessments for all
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					<p>Children's Services buildings</p> <ul style="list-style-type: none"> ▪ Legionella log books ▪ Approved providers to undertake risk assessments and remedial works.
<p>Children's Services</p>	<p>Strategy, Performance & Operations</p>	<ul style="list-style-type: none"> ▪ Strategic & policy leadership to Directorate & delegated functions ▪ Management of admissions, student support and the planning of school places ▪ Back Office support to Directorate 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ Management of contractors ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool. ▪ Office health and safety guide ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes

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					<p>and self assessment tool.</p> <ul style="list-style-type: none"> ▪ Individual assessment template and guidance
<p>Corporate Services</p>	<p>Corporate Property / Capital Programme</p>	<ul style="list-style-type: none"> ▪ Management of Council's properties buildings ▪ Major Programme & project management (Building) ▪ Facilitation of planned preventative maintenance in buildings (compliance with legal / industry standards) 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Building Users (others) ▪ Contractors 	<ul style="list-style-type: none"> ▪ Control of contractors ▪ PRR (Asbestos, Fire, Legionella, Electricity, Lifts, Water Safety, Tree Safety, Planned Preventative Maintenance / compliance with industry & legislative standards i.e. Building Regulations etc) ▪ Low risk rated functions, i.e. administrative, DSE ▪ CDM (Construction, Design & Management Regulations 2007) compliance – <i>Corporate Technical Services</i> ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ MCC Asbestos Policy ▪ Asbestos Surveys of Corporate Landlord managed premises carried out by CTS Asbestos Team. ▪ Model site specific asbestos management plan produced. ▪ Asbestos Team - Programme of work to support Corporate Landlord and building users to produce site specific asbestos management plans. ▪ MCC Legionella

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					<p>Policy</p> <ul style="list-style-type: none"> ▪ Legionella risk assessments for all Corporate Landlord I buildings ▪ Legionella log books ▪ Approved providers to undertake risk assessments and remedial works. ▪ Programme works to review and revise Corporate Landlord managed Buildings Fire Risk Assessments. ▪ Implementation of first phase of the Planned Preventative Maintenance (PPM) scheme for Council buildings. Then ongoing rollout.
<p>Corporate Services</p>	<p>Financial Management</p>	<ul style="list-style-type: none"> ▪ Accountancy / Back-office functions 	<ul style="list-style-type: none"> ▪ Employees 	<ul style="list-style-type: none"> ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with RIDDOR (Reporting of 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment

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				Injuries, Diseases and Dangerous Occurrences Regulations)	<p>(DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool.</p> <ul style="list-style-type: none"> ▪ Office health and safety guide ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool. ▪ Individual assessment template and guidance
Corporate Services	Personnel	<ul style="list-style-type: none"> ▪ Human Resources, including recruitment, advisory service, back-office functions ▪ Occupational Health ▪ Health & Safety 	<ul style="list-style-type: none"> ▪ Employees 	<ul style="list-style-type: none"> ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with Ethical / medical standards ▪ Lone working ▪ Violence / abuse 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments.

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		<ul style="list-style-type: none"> ▪ Manchester Temps 		<ul style="list-style-type: none"> ▪ Due diligence is respect of assessment of applicants ▪ Management of contractors ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<p>Includes e-learning training package, guidance notes and self assessment tool.</p> <ul style="list-style-type: none"> ▪ Office health and safety ▪ Individual assessment template and guidance.
Corporate Services	Strategic Information Technology	<ul style="list-style-type: none"> ▪ IT / Computerised Systems 	<ul style="list-style-type: none"> ▪ Employees 	<ul style="list-style-type: none"> ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool. ▪ Home working risk assessments and guidance.
Corporate Services	Revenue & Benefits	<ul style="list-style-type: none"> ▪ Back office and front of house functions ▪ Provision of advice to members of the public ▪ Fraud investigation ▪ Out reach working 	<ul style="list-style-type: none"> ▪ Employees 	<ul style="list-style-type: none"> ▪ Stress related conditions ▪ Violence / abuse ▪ Low risk rated functions, i.e. administrative, DSE ▪ Lone Working ▪ Compliance with 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments.

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				RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	<p>Includes e-learning training package, guidance notes and self assessment tool.</p> <ul style="list-style-type: none"> ▪ Home working risk assessments and guidance. ▪ Lone Working assessments and guidance ▪ Office health and safety guidance. ▪ Specific activity risk assessments
Corporate Services	Corporate Procurement	<ul style="list-style-type: none"> ▪ Management of buying throughout Council ▪ Assessment of providers / suppliers ▪ Due diligence in respect of legal / corporate requirements 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ Management / Assessment of contractors ▪ Low risk rated functions, i.e. administrative, DSE ▪ Assessment of supplied goods ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Assessment and evaluation of contractors ▪ Health and safety advice on supplied goods ▪ Office Health and Safety Guidance

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<p>Chief Executives</p>	<p>Executive</p>	<ul style="list-style-type: none"> ▪ Leadership & Management of Council 	<ul style="list-style-type: none"> ▪ Employees 	<ul style="list-style-type: none"> ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool. ▪ Home working risk assessments and guidance. ▪ Lone Working assessments and guidance ▪ Office health and safety guidance.
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<p>Chief Executives</p>	<p>Regeneration - Adult Education Services</p>	<ul style="list-style-type: none"> ▪ Provision of further education to adults ▪ Management of buildings 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) ▪ Violence / abuse ▪ Slips, Trips & falls ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ MAES H&S Policy ▪ Service Risk assessment MAES Service ▪ Specific education activity risk assessments for MAES Activities ▪ Liaise with Learning Skills Council. ▪ Service audits of MAES building ▪ Fire Risk assessments of MAES Learning centres.
<p>Chief Executives</p>	<p>City Solicitor</p>	<ul style="list-style-type: none"> ▪ Legal Services ▪ Democratic Services 	<ul style="list-style-type: none"> ▪ Employees 	<ul style="list-style-type: none"> ▪ Low risk rated functions, i.e. administrative, DSE ▪ Lone Working ▪ Violence / abuse (Polling Stations) ▪ Temporary PRR (Premises related risks to management of polling stations) ▪ Slips, trips and falls ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool. ▪ Service Risk assessment of Legal services. ▪ Lone Working

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					<p>assessments and guidance</p> <ul style="list-style-type: none"> ▪ Office health and safety guidance.
<p>Chief Executives</p>	<p>Regeneration -Housing</p>	<ul style="list-style-type: none"> ▪ Management of remaining Council housing stock and tenant related issues. 	<ul style="list-style-type: none"> ▪ Employees ▪ Public (Tenants) ▪ Contractors 	<ul style="list-style-type: none"> ▪ Violence / abuse ▪ Lone Working ▪ PRR (Asbestos, Fire, Legionella, Electricity, Lifts, Water Safety, Tree Safety, Planned Preventative Maintenance / compliance with industry & legislative standards i.e. Building Regulations etc) – <i>Approximately 50-60 Council Buildings + 4,000 domestic properties</i> ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Self assessment tool for Display Screen Equipment (DSE) Assessments. Includes e-learning training package, guidance notes and self assessment tool. ▪ Service Risk assessment of Legal services. ▪ Lone Working assessments and guidance ▪ Office health and safety guidance. ▪ Fire Risk assessments of Multi Storey Housing ▪ Guidance issued on Fire Safety in Multi-storey premises

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<p>Chief Executives</p>	<p>Regeneration - Planning</p>	<ul style="list-style-type: none"> ▪ Building control, surveying, public safety, structural engineering 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ Violence / abuse ▪ Driving at work (Site visits) ▪ Risks associated with locations being assessed / inspected ▪ Event safety risks (sign-off functions / diligence) ▪ COSHH (Control of substances hazardous to Health) ▪ Work at Height ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Review and revision of Fire Risk Assessments ▪ Lone Working assessments and guidance ▪ Office health and safety guidance. ▪ Specific activity risk assessments ▪ Event safety Guide
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<p>Chief Executives</p>	<p>Regeneration - Galleries</p>	<ul style="list-style-type: none"> ▪ Art Galleries 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ PRR (Premises related risks, i.e. Legionella, Asbestos & Fire) ▪ Lone working ▪ Slips, Trips & Falls ▪ Manual Handling ▪ Low risk rated functions, i.e. administrative, DSE ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	
<p>Chief Executives</p>	<p>Regeneration – Transport & Engineering Services</p>	<ul style="list-style-type: none"> ▪ Planning & policy advice on transport matters including design 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors 	<ul style="list-style-type: none"> ▪ CDM (Construction, Design & Management Regulations 2007) compliance. ▪ Lone working ▪ Violence / abuse ▪ Compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 	<ul style="list-style-type: none"> ▪ Lone Working assessments and guidance ▪ Office health and safety guidance. ▪ Specific activity risk assessments
<p>Chief Executives</p>	<p>Performance – Crime & Disorder Team</p>	<ul style="list-style-type: none"> ▪ Business Support & Coordination for the statutory crime and disorder reduction 	<ul style="list-style-type: none"> ▪ Employees ▪ Public ▪ Contractors, including 	<ul style="list-style-type: none"> ▪ Lone working ▪ Violence ▪ Compliance with RIDDOR (Reporting of 	<ul style="list-style-type: none"> ▪ Lone Working assessments and guidance

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		<p>partnership.</p> <ul style="list-style-type: none"> ▪ Drug & alcohol strategy ▪ Youth offending team ▪ Gang strategy ▪ Safer Neighbourhoods 	<p>other public bodies / agencies</p>	<p>Injuries, Diseases and Dangerous Occurrences Regulations)</p>	<ul style="list-style-type: none"> ▪ Office health and safety guidance. ▪ Support to services to carry out bespoke Specific activity risk assessments
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