
UPDATE ON HEALTH AND SAFETY RISKS 3A AND 3B IN THE CORPORATE RISK REGISTER

1 PURPOSE OF REPORT

- 1.1 This report presents the proposed new risks 3a: there is a serious food, environmental or other incident for which the Council is culpable and 3b: there is a serious health and safety incident for which the Council is culpable (including flood risks) for Members' consideration and approval.

2 INTRODUCTION

- 2.1 The Audit Committee of 7 March 2017, Minute 51, requested that risk 3: there is a serious food or health and safety, or environmental or other incident for which the Council is culpable (including flood risks) be separated out to reflect the differences between the food safety and health and safety risks.
- 2.2 The proposed risk 3a and risk 3b are attached.

3 RECOMMENDATION

- 3.1 It is proposed that the Committee **RESOLVES**

That the content of the Corporate Risk Register risks 3a and 3b be noted.



Rob Manning

Section 151 Officer

Background Papers:-

None.

For further information please contact Kate O'Brien (Performance Improvement Officer) on:-

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If you would like this report in large print, Braille or another language please contact 01702 318111.

Corporate/Operational Risk Analysis

Item 12, Appendix 1

Risk No(s): 3a	Risk Descriptor(s): There is a serious Food, Environmental or other incident for which the Council is culpable.	Lead Risk Owner: Assistant Director Community & Housing
		With support from:
Risk Management objectives/Notes:		Directorate/Service: Community & Housing

Risk prior to controls					
Likelihood	6	Impact	4	Risk Rating	High
Residual Risk					
Likelihood	2	Impact	4	Risk Rating	Medium
Leadership Team Review Frequency: Yearly but on Monthly Dashboard Report			August		
Audit Committee Review			September		

Risk Elements, Characteristics and Consequences	
<ul style="list-style-type: none"> Failures within our Food Safety Inspection regimes give rise to serious incidents with potentially fatal or life changing consequences Environmental pollution or nuisance issues are not addressed 	<p>Impacts could include:</p> <ul style="list-style-type: none"> Reputational damage Service disruption Financial costs/losses Asset loss or damage External intervention by Food Standards Agency (FSA) if we are not discharging our statutory functions or not making acceptable annual returns Corporate manslaughter charges

CONTROLS AND ACTION PLAN(S)

Action/controls	Adequacy of controls*	Further action required	Desired outcomes	Notes
Premises inspections and actions under Annual Food Safety Service Plan	Good	Ongoing programme of inspections.	100% inspections completed.	Food Safety Plan in place and adopted April 2016. New 1FTE resource in place.
Procedures for response to Food and Environmental complaints and reports	Good	On-going performance monitoring.	Service meets standards for response to customer complaints and reports	

*Adequacy of Controls	
Poor	indicates no controls in place or the few that are do not mitigate the risk.
Fair	indicates that some controls in place and some reduction in risk but still not adequate.
Good	indicates that controls in place are considered adequate and reduce the risk.
Excellent	indicates that effective controls in place which reduce the risk considerably.

Risk review completed by:	Name: K O'BRIEN	Signed: KOB	Date: 31/05/2017
Risk review approved by:	Name: Louisa Moss (AD for Community and Housing Services)	Signed: LM	Date:

Corporate/Operational Risk Analysis

Item 12, Appendix 2

Risk No(s): 3b	Risk Descriptor(s): There is a serious Health and Safety incident for which the Council is culpable (including Flood Risks). Risk Management objectives/Notes: Includes potential Flood risks	Lead Risk Owner: Assistant Director Commercial Services
		With support from: Directorate/Service: Commercial

Risk prior to controls					
Likelihood	6	Impact	4	Risk Rating	High
Residual Risk					
Likelihood	3	Impact	4	Risk Rating	High
Leadership Team Review Frequency: Yearly but on Monthly Dashboard Report			August		
Audit Committee Review			September		

Risk Elements, Characteristics and Consequences	
<ul style="list-style-type: none"> Failures within our H&S Inspection regimes give rise to serious incidents with potentially fatal or life changing consequences Internally we could fail to meet obligations under the Health & Safety at Work Act 1974 (and its subsequent Regulations) or the Regulatory Reform (Fire Safety) Order 2005 	<p>Impacts could include:</p> <ul style="list-style-type: none"> Reputational damage Service disruption Financial costs/losses Asset loss or damage External intervention by HSE if we are not discharging our statutory functions or not making acceptable annual returns Personal charges under Health & Safety legislation Corporate manslaughter charges

Corporate/Operational Risk Analysis

Item 12, Appendix 2

CONTROLS AND ACTION PLAN(S)

Action/controls	Adequacy of controls*	Further action required	Desired outcomes	Notes
Health & Safety Co-ordinators (HSCs) / Fire Marshals (FMs) and First Aiders in place	Fair	Fire Marshal training to be undertaken Review of RDC First Aid arrangements to be undertaken by HSO within Policy Review Schedule Higher standard of training given to HSC's	Adequate coverage Effective use of functions/roles with robust assessment ensuring 'fit for purpose'	New H&S officer started June 2016. All policies being reviewed.
Risk Assessments (for staff and contractors) and Safety Procedures	Poor	Key staff to undertake IOSH Managing Safely Course and Risk Assessment training HSO to develop Contractor Procedures (Permit to Work system) Policy Review Schedule to be developed Future programme of Departmental/Contractor H&S Audits to be developed	Undertaken as required Competent workforce with suitable and sufficient risk assessments completed and regularly reviewed in consultation with employees Contractors scrutinised to ensure safe systems of work and compliance with statutory requirements Significantly mitigate risks posed to staff and others who may be affected by RDC activities	
Annual Corporate Health and Safety Assessment	Poor	Quarterly H&S Reports submitted to Leadership Team HSO has requested RDC H&S Performance is published within the Annual Report to Full Council Previous findings from	Undertaken as required Drive through a positive cultural change in respect of Health and Safety within RDC Engage members through effective communication and training Legislative compliance and safe	

Corporate/Operational Risk Analysis

Item 12, Appendix 2

Action/controls	Adequacy of controls*	Further action required	Desired outcomes	Notes
		external assessment incorporated into an action plan to track progress	systems of work	
Annual assessment/review of main statutory responsibilities	Poor	Work through policy review schedule to ensure procedures are in place for related subjects Work with Human Resources to develop a robust Corporate Training Plan Formally appoint required duty holders Ensure process in place for prompt undertaking of remedial actions following assessments	Undertaken as required Legislative compliance and mitigate risk to all stakeholders	New H&S officer started June 2016. All policies being reviewed.
Health and Safety Policy – Annual Review	Good	HSO reviewed and amended H&S Policy (December 2016)	Undertaken as required Review undertaken in line with requirements of HSG65 Significant improvements written into Policy providing a strong commitment from Senior Management and Members.	Future reviews of H&S Policy to be undertaken with a view to building current HSMS from HSG65 to long term goal of ISO45001

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Risk review completed by:	Name: K O'BRIEN	Signed: KOB	Date: 31/05/2017
Risk review approved by:	Name: Assistant Director - Matt Harwood White	Signed: MHW	Date: