

## **Audit and Governance Committee**

Meeting to be held on Monday, 25 September 2017

Electoral Division affected: (All Divisions);
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## **Health, Safety and Resilience Service Overview and Risk Register**

(Appendices 'A' and 'B' refer)

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### **Executive Summary**

The report gives an overview of the Health, Safety & Resilience Service which operates within a plethora of legislation and internal policy to help protect the wellbeing of Lancashire County Council staff, by providing a safe and supportive work environment; and the wellbeing of the population of Lancashire by ensuring robust plans (and a resilient response) are in place to help mitigate the effects of natural and man-made incidents and large scale outbreaks of disease.







Much of the work of the Resilience team within the service is linked to internal and external risk registers and it is in response to a question raised at a previous Audit and Governance Committee meeting in relation to the corporate risk register that this report has been prepared.

### **Recommendation**

The Audit and Governance Committee is recommended to note the contents of the report, promote the uptake of places on the specific County Council elected member training, and where appropriate promulgate the use of 'In The Know' to the public.

### **Background and Advice**

Stakeholders in/Customers of the Service:

-  The people and communities of Lancashire
-  Lancashire County Council, its staff and its Elected Members
-  District Local Authorities, educational and care establishments
-  NHS Clinical Commissioning Groups
-  Private industry
-  Statutory organisations; voluntary agencies and the community and faith sectors.

The service comprises three main sections viz. Resilience, Educational Off-site Visits and Health, Safety & Quality.








## Resilience

Most emergencies are completely unpredictable. They can be caused by a variety of events including large scale flooding, infectious diseases, industrial accidents or spills, or by intentional acts. When an emergency happens it can threaten public safety, the environment, property, the economy; critical infrastructure such as transportation and telecommunications; and the health of the public.

By law organisations that have been identified with having a role in responding to an emergency are required to have arrangements in place so that resources and personnel are able to respond as quickly and effectively as possible. As such, Lancashire County Council has to have plans in place for any emergency situation within Lancashire that could impact on its residents or on the county council itself.

The Resilience Team, on behalf of the County Council, works with a large number of organisations who may be required to respond to an emergency to ensure that there is an appropriate level of preparedness in place to ensure an effective multi-agency response to deal with a full range of emergencies from localised incidents through to catastrophic emergencies.

Part of this provision on behalf of the County Council is a duty to ensure that plans are in place to protect the health of Lancashire's population from threats ranging from relatively minor health outbreaks to full-scale emergencies. Some of the key responsibilities of the Resilience team are to:

-  Ensure the County Council remains compliant with all civil protection and other relevant legislation.
-  Develop effective service resilience arrangements for the County Council to enable it to respond to an emergency and ensure continuity of business.
-  Improve the arrangements within LCC to lead on, and manage, the recovery phase.
-  Produce and maintain relevant Hazard Specific plans to address the highest identified risks facing the authority (e.g. pandemic influenza).
-  Deliver statutory industrial (COMAH, REPPiR, PSR etc.) related plans through the production and 3 yearly review of plans and validation exercises, including associated training and liaison with site operators.
-  Deliver the human aspects agenda to support individuals affected by emergencies; to include the provision of a co-ordinated and trained Emergency Response Group (ERG) and the identification and support to be provided to vulnerable people.
-  Plan for the outbreak of infectious diseases.

- ✚ Continual assessment of hazards and risks, ensuring appropriate multi-agency plans are in place, are tested and reviewed on a regular basis to meet these and relevant training to staff is provided.
- ✚ Provide a 24/7/365 Emergency Planning Duty Officer to act as the initial point of contact for the Authority in relation to emergencies, and to co-ordinate the response of the County Councils resources and act as the gateway to District councils and voluntary organisations within Lancashire.
- ✚ Improve the preparedness of communities for the impacts of emergencies.
- ✚ Ensure identified LCC staff with a role in response and/or recovery receive appropriate training to develop the necessary knowledge, skills and expertise to enable them to respond effectively to emergencies.
- ✚ Maintain good working relationships with partner agencies, including local, regional and national agencies and voluntary bodies.

The Resilience team deal on average with an incident per week of varying size.

The council's core role in the event of emergencies is, in the first instance, to provide support and assistance to the emergency services in protecting life and property this is co-ordinated through HS&R Service.

Our other responsibilities are to mitigate the consequences of the emergency on the community by:

- ✚ assisting displaced persons through the provision of rest centres.
- ✚ lead on the identification of vulnerable people/premises and the assessment of their needs
- ✚ responding to incidents on the public highway
- ✚ ensuring priority LCC services continue to be delivered
- ✚ informing the public as part of the multi-agency response

## Health, Safety & Quality

Lancashire County Council recognises that its employees are its most important asset. Working in a demanding and challenging environment against a backdrop of a tough economic climate it is important that structures and processes are in place to provide support to managers to enable them to ensure the Health, Safety and Wellbeing of their staff and to ensure the County Council remains compliant with all aspects of Health and Safety legislation.

The Health, Safety and Quality Team also facilitate the management of ISO 9001:2008 & ISO 17025:2005 certification across relevant services ensuring more

effective performance through the promotion of measurement, analysis and improvement. The outcomes of the analysis of compliments and complaints are used to promote improvements in our practice and procedures and thereby improving the quality of the services we provide.

The key responsibilities can be summarised as:

- ✚ To ensure compliance with all health and safety legislation, primarily the Health and Safety at Work Act and associated Health and Safety at Work Regulations and the Regulatory Reform Order (Fire Safety).
- ✚ To act as the competent person for the Authority in terms of Health and Safety advice.

These key responsibilities are fulfilled through suitably qualified and professional staff in the Health, Safety & Quality team delivering:

- ✚ Health and Safety Audit programme to ensure compliance with all aspects of health and safety legislation and LCC requirements.
- ✚ Quality Audit programme to ensure compliance with externally accredited Quality Management Systems.
- ✚ Health and Safety advice, guidance and support via on-site visits, e-mail, the web-site and telephone queries.
- ✚ Fire risk assessments in accordance with the requirements of the Regulatory Reform Order (Fire Safety).
- ✚ Health and Safety Briefings on a range of health, safety and wellbeing related topics to all employees.
- ✚ Health and Safety support visits to assist managers and Head teachers to comply with health and safety requirements.
- ✚ Management and maintenance of the web-based health, safety and quality management systems.
- ✚ Support as appropriate with the investigation of accidents and incidents and RIDDOR reporting.
- ✚ Providing audit and support in relation to specific Design and Construction projects, Highways projects including the Control of Substances Hazardous to Health (COSHH).
- ✚ Liaison with internal services and external organisations on all aspects of health, safety and quality.
- ✚ Management and monitoring of external contracts: the Occupational Health contract and the health and safety training contract.

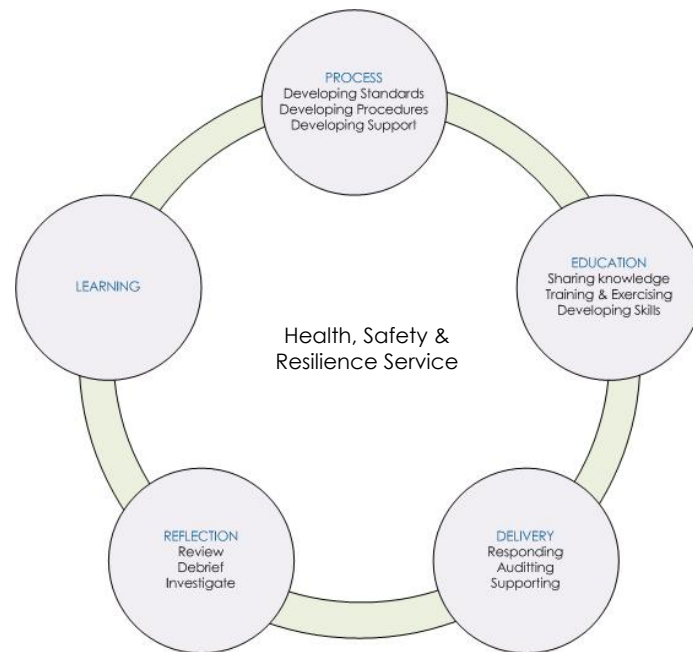
## Educational Off-Site Visits

Lancashire County Council provide support and direction to employees and managers to enable them to lead and manage planned discrete off site educational experiences, which are designed to enrich and enhance the curriculum.

The Educational Off Site Visits Team provide technical advice, process applications and following comprehensive monitoring, ensure compliance with the Authority's Policy and Guidelines.

- ✚ Clarity for all user groups of the employer defined categories for Off Site activities or visits. This ensures schools/services know which categories of visit require establishment approval and which categories of visit require Local Authority approval.
- ✚ Approval and Vetting of all Type B Visits by Local Authority.
- ✚ Ongoing support to Educational Visit Co-ordinators to maintain competency, compliance with policy for Type A Visits.
- ✚ Educational Visits advice, guidance and support to all services via consultancy visits, e-mail, EVOLVE system, and telephone queries.
- ✚ Educational Off Site Visits Service Level Agreements for schools, provides advice, guidance and support or approval for off site visits or learning outside of the classroom - via telephone queries, EVOLVE add note function, and the offer of on-site support visits or bespoke consultancy package.
- ✚ The tracking of the appointment, training and professional learning of each EVC.
- ✚ Targeted Professional Support Visits for quality assurance and support for schools and services.
- ✚ Maintenance of the LCC registered centres/ providers list.
- ✚ Maintenance of the approved LCC Instructor list to ensure competences are evidenced.
- ✚ Management and monitoring of the Duke of Edinburgh package SLA for any establishments who follow the award scheme under the LCC licence.
- ✚ Provision of an appropriate emergency planning procedure to support establishments in the event of a critical incident

Throughout the HS&R service actions (related to these all these themes) are being carried out as part of the continual improvement process.



## Risk Registers

The service links with and uses a variety of risk registers for various purposes, the main overarching one for delivery of function being:

- ✚ The LCC Corporate Risk Register updated quarterly covers the overarching risks for the service which in essence can be summarised as the consequences to the Authority should the service not deliver its duties (previously reported to committee prompting questions resulting in this paper).

The Resilience part of the agenda is also closely linked, for specific delivery, with:

- ✚ The Community Risk Register - produced in cooperation with other multi-agency partners through the Local Resilience Forum to provide a basis for emergency planning where specific legislation (e.g. CoMAH, REPIR) does not apply.

This information is shared with the public through the In The Know website (<https://www.stayintheknow.co.uk/>), which the service encourages members of the public to sign up to and receive alerts and access information about resilience from LCC and partner agencies and to access risk information specifically through the Preparing for Emergencies booklet (Appendix 'A' refers).

- ✚ In delivering the duties the service will also use information derived from risk registers produced by various partner agencies such as Health & Safety Executive, Environment Agency, Lancashire Fire & Rescue service, Lancashire Constabulary, etc. some generic, some specific, some containing information not in the public domain.

Further information and support in relation to the risk profile and the planning and arrangements in place to meet the risks is available via the LCC Elected Member training package (Appendix 'B' refers).

### **Consultations**

N/A

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

Key implications of service non delivery are financial, legal and reputational.

### **Local Government (Access to Information) Act 1985 List of Background Papers**

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A