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Date	Wednesday, February 6th 2019

RTPI
Royal Town Planning Institute

Board of Trustees

Health and Safety Report

Report from the Director of Commercial and Corporate Services

STANDING ITEM

The Board of Trustees is asked to note and approve the contents of the Health and Safety Report.

1. Summary

1.1 The purpose of this report is to inform the Board of Trustees of health and safety matters across the RTPI, including all RTPI offices and arrangements for remote workers. It forms part of regular Health and Safety reporting to the Board of Trustees as a standing agenda item.

2. Background

2.1 In May 2018 it was agreed to make health and safety a standing item for all board meetings. A health and safety report is now presented to the Board of Trustees at every meeting.

3. Trustee Responsibilities

3.1 Trustees are responsible for leading the commitment to health and safety across the RTPI. The Health and Safety Executive define the following essential principles for Boards to follow:

Strong and active leadership from the top

- visible, active commitment from the board;
- establishing effective 'downward' communication systems and management structures;
- Integration of good health and safety management with business decisions.

Worker involvement

- engaging the workforce in the promotion and achievement of safe and healthy conditions;
- effective 'upward' communication;
- providing high quality training.

Assessment and review

- identifying and managing health and safety risks;
- accessing (and following) competent advice;
- monitoring, reporting and reviewing performance.

3.2 Everyone in the RTPI is responsible for their own safety and the safety of others who may be affected by their actions. However, individual trustees can be held liable (as well as the organisation) if a health and safety offence is committed with the consent or connivance of, or is attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the organisation under section 37 of the Health and Safety at Work etc. Act 1974.

4. RTPI Health and Safety Policy

4.1 The RTPI Health and Safety Policy was revised in May 2018 presented to the Board of Trustees on May 16th and approved by them. The policy is updated whenever required. Changes to working practices, internal structures, RTPI personnel, office facilities, legislation or other RTPI policies are examples of events that would initiate a Health and Safety Policy update. All updates require Board of Trustee approval.

4.2 There have been no material changes that have required the policy to be updated since the last meeting of the Board of Trustees. The situation will be reviewed and the Board of Trustees kept informed.

4.3 The updated policy was circulated to all RTPI colleagues together with a copy of the HSE booklet 'Health and Safety Law – What You Need to Know'. This contains the same information that appears on the HSE poster displayed in all RTPI offices. All new members of the RTPI receive a copy of the Policy in their inductions and all staff will receive a periodic reminder.

5. Health and Safety and the Senior Executive Team (SET)

5.1 The Chief Executive and members of SET have overall responsibility for health and safety and ensuring it is an integral part of the Institutes business plan.

5.2 Health and safety is a standing item on the agenda for all SET meetings. It is the first agenda item at every weekly meeting.

5.3 Health and safety is also a standing item at monthly 'All Staff' meetings again appearing first on the agenda. It is an opportunity to raise colleague's awareness of health and safety responsibilities, the commitment of the Board of Trustees and in particular the importance of accident and near miss reporting. It provides an additional opportunity for colleagues to raise Health and safety concerns.

5.4 In June, SET approved the re-establishment of the RTPI 'Staff Committee'. Health and safety is one of the core agenda items for this committee. The committee, made up of representatives nominated from all areas of the institute, met for the first time on August 22nd.

5.5 The recent staff engagement survey included questions relating to Health and Safety to provide an additional opportunity for feedback.

6. Maintenance Work and Upgrades

6.1 The air conditioning chiller and associated plant located on the roof at Botolph Lane was replaced in July 2015. Further work was proposed for refurbishment of the Botolph Lane office for the second half of 2018. This would complete the air-conditioning upgrade and ensure there was a more comfortable working environment for colleagues. The proposal also included light refresh work on internal decoration and flooring.

6.2 The scope of this proposal is being reviewed in light of the need to provide for medium term office accommodation needs as well as adopting more robust standards of health and safety. Evacuation of the building in whole or part would now be necessary for this work to be completed.

6.3 Another area of concern is the passenger lift which is reaching the end of its operational life has been the cause of some recent accidents. Replacement parts for the lift equipment are difficult to obtain. This equipment is subject to regular inspection.

6.4 The fire detection system at Botolph Lane was updated in December 2017 when a new control panel and wireless alarm detectors were installed. The work also included adding visual flashing light alarms in the toilets.

6.5 The access control system for Botolph Lane was upgraded in June 2017. New swipe cards were issued and we have introduced a system where all visitors to Botolph Lane must be collected from the reception area by a member of staff if access to an office area is required. Access to the basement by staff is now restricted.

6.6 One supplier, ADT, now manages all maintenance and monitoring of the access control system and fire alarm system. Previously the service was split between ADT and Honeywell that had on occasion been problematic.

7. Accidents and Incidents

7.1 No RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) accidents or incidents have been reported since the last Board of Trustees, Health and Safety report.

7.2 There have been two accidents reported since the last health and safety report to the board;

Date	Location	Summary	Action
November 19th	Botolph Lane	The Fire Alarm was set off by the cleaners accidentally activating monitors in the basement. London Fire Brigade attended site and the alarm was reset.	The cleaning team have received training on resetting the alarm and the need to take greater care with the detection system. ADT also called in to check equipment and sensitivity.
November 27th	Botolph Lane	A heater was left on in the 3rd floor meeting room facing the Network port. The extreme heat caused the network port to melt before it was detected because the telephone connected to the port was no longer working	All fan heaters have been removed from the office and replaced with safer thermostat controlled static oil filled radiators where required.
December 5th	Botolph Lane	Colleague was walking from Kitchen area to their desk on 3rd floor and the entrance door was opened onto her arm as someone walked through causing bruising to their arm.	First aid administered. Warning signs will be considered for doors that open into the office.

7.3 Since the last health and safety report there has been one recorded ‘near miss’.

Date	Location	Summary	Action taken
December 20th	Botolph Lane	A colleague attempted to leave the building unaware that the cleaners had locked within the building. Their exit triggered the intruder alarm explaining what had happened. The out of hours security company attended and ensured the site was made secure.	The cleaning company were informed and the cleaners involved received written warnings and training on the new signing in system to ensure no one is left in the building when they secure it.
January 9th	Botolph Lane	A panel was dislodged in one of the toilets and came close to a colleague.	Maintenance engineers have visited and secured the panel and checked all others.

8. Training

8.1 Online health and safety training is part of the induction process for all new colleagues and includes fire safety, DSE safety and risk assessment and manual handling if appropriate. The training modules are provided by the Safety Media Express e-Learning system that is part of our insurance package with Aviva.

8.2 The HSE recommendation for first aid provision within offices with 25 – 50 employees is at least one first-aider trained in Emergency First Aid at Work (EFAW). The Institute currently employs eight EFAW qualified staff.

8.3 There are currently 12 fire marshals at Botolph Lane. They receive regular training. There are four fire marshals employed by Keil Centre at the Edinburgh Office.

9. Wellbeing and Mental Health

9.1 For some time arrangements have been in place to support the well-being of colleagues. A telephone and web-site advice and support service provided by Health Assured is made available to all colleagues and they are reminded about its availability.

9.2 Colleagues and their line managers are reminded about the need to achieve the right work-life balance. Flexibility around working hours and working from home is encouraged. Weekend working discouraged except in exceptional circumstances and time off in lieu offered where weekend working is necessary.

9.3 The last 'all staff away-day' had for its focus wellbeing with three workshops on subjects related to it including mindfulness and managing an appropriate work life balance. Further support to colleagues is planned, and the new staff committee is a further forum for colleagues to raise concerns and recommend new ways of working that support wellbeing across the institute.

10. Fire Safety

9.1 Fire alarms are tested weekly.

10.1 Details of emergency evacuation drills at RTPI Offices are listed below. Emergency evacuation drills take place at least on an annual basis.

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Office	Date
Botolph Lane (London)	11/09/2018
Atholl Cres (Edinburgh)	31/10/2018
RTPINW Civic Centre, Swinton (desk in a shared office)	23/03/2018

11. Health and Safety Audit and Fire Risk Assessment

10.1 In April an independent Health and Safety Audit and a Fire Risk Assessment was carried out on Botolph Lane by 'Safety for Work'. This followed concerns about the site raised by London Fire Brigade on an unannounced audit.

10.2 The independent assessments highlighted 68 risks. Some of the risks were classed as 'high' requiring urgent resolution in no more than two days. These were rectified within this timescale. A facilities consultant was engaged to work on priority actions with all but four of the medium risks rectified and closed. The current summary of risks and their status is:

Risk Score	Number of Reported Issues	Resolved	Part Resolved	Outstanding
High	19	19	0	0
Medium	35	35	0	0
Low	14	13	0	1
Total	68	67	0	1

10.3 The outstanding action involves auditing and possible refurbishment to the mobile racking in the basement. This requires a specialist and in the meantime new access controls for colleagues using the basement mitigate the risk. Contractors have assessed all other un-closed issues and activity is imminent.

10.4 As a result of this work and additional internal audit, 14 further issues have been detected all but two has now been resolved. These are recorded on an action log of all health and safety or fire risks that is updated from daily, weekly and monthly audit activity as well as accident and near miss reporting.

12. Next Steps

The current action log will be updated for all health and safety issues either resulting from audit activity or accident and near miss reporting. Specific attention will now focus on actions to support the other RTPI offices and remote workers. The latter will build on the work on the 'home working guide'.

13. Resource Implications

Improvements to building, systems and reporting will be made as a result of feedback from recent audits. Expenditure should be within current facilities budgets but there may be unbudgeted costs. Where there are Health and Safety implications budget will always be made available.

14. Communications Implications

Internal communication regarding health and safety will continue through the above channels.

15. Legal Implications

This report outlines how RTPI is complying with current health and safety legislation, more particularly, the Health and Safety at Work Act (1974).

16. Jurisdiction and Devolution Implications

This report covers health and safety for employees working at home and in RTPI offices.

17. Equality and Diversity Implications

There are no EDI implications.