

Finance and Resources Committee

10:00am, Thursday, 4 March 2021

Health and Safety Performance in 2020

Item number	
Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 The Committee is recommended to review and note health and safety progress and performance in 2020.

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Health and Safety Performance in 2020

2. Executive Summary

- 2.1 The focus for 2020 was to consolidate and revitalise the Council's Corporate Health and Safety offering following the departure of the previous senior manager. The aim was to set new operational objectives to support directorate health and safety development - underpinning the successes in the reduction of adverse events in the previous two years. Policy development and recruiting for a permanent senior manager was originally the intended priority.
- 2.2 In early 2020, the emerging threat of Coronavirus became obvious and new Corporate Health and Safety approaches were deployed to respond to the unprecedented challenges to both the Council and the community.
- 2.3 In late March 2020 the Scottish Government, in tandem with the rest of the United Kingdom, ordered national movement restrictions of the population (lockdown) as a strategy to reduce Coronavirus transmission, except for essential services and activities. Whilst fully adhering to the order, the City of Edinburgh Council resilience arrangements were put in place, closing most community services except those deemed essential/critical.
- 2.4 The majority of the Corporate Health and Safety Team resource has been directed to supporting workplaces manage this new COVID 19 environment, as well as supporting the reduced 'business as usual' offering. Supplemented by, and in partnership with, Environmental Health Officers (City of Edinburgh Regulatory Services) a 'Safe Working Practices Helpline' was established, offering 24/7 COVID 19 support to all parts the organisation.
- 2.5 Directorates adapted their critical activities in a proportionate and safe manner – safe systems of work, suitable and sufficient risk assessments and exceptional levels of managerial and employee diligence have been deployed.
- 2.6 The Council Health and Safety Policy and the Council Health and Safety Strategy and Plan 2018 – 20 were both replaced by the newly designed versions which were both approved in December 2020. The new versions capture the aims and focus of the previous versions whilst setting new, realistic, but wholly practical challenges to go forward. Supplementary Health and Safety Policies are in draft and incorporate recent internal audit findings and Scottish Government guidance (Grenfell Tower Fire, etc.).

- 2.7 Health and safety metrics for 2020 reflect the level of operational activity within the Council. Valid 'year by year' statistical comparisons of the metrics are not possible due to the unprecedented circumstances.

3. Background

- 3.1 The Council has statutory duties under:

- the Health and Safety at Work etc. Act 1974, and subordinate legislation,
- the Fire Safety (Scotland) Regulations 2006
- the Housing (Scotland) Acts, and,
- the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 and associated Scottish Government and Health Protection Scotland guidance documents, [Link](#)

to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees and others who could be affected by its undertaking.

- 3.2 The purpose of this report is to update on performance in relation to health and safety in 2020 during this unprecedented time.

4. Main report

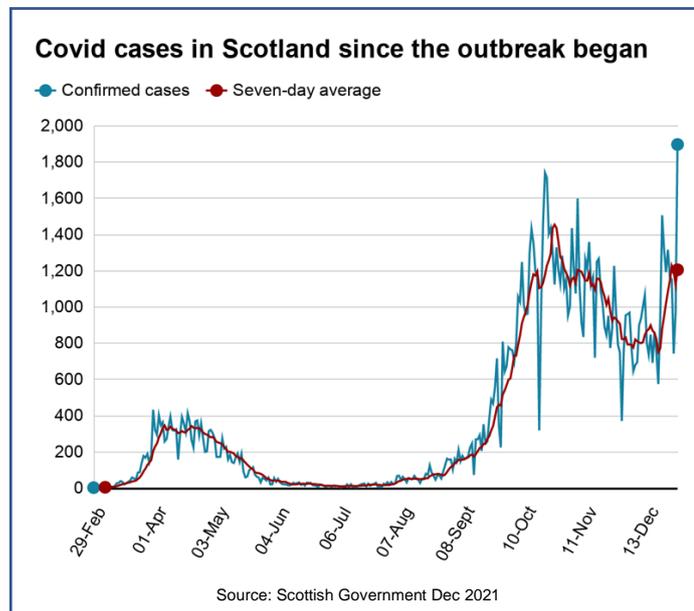
4.1 Coronavirus (SARS-Cov-2) – COVID 19

On 30 January 2020, the Director-General of the World Health Organisation (WHO) declared the outbreak of COVID-19 to be a 'Public Health Emergency of International Concern'; and issued a set of 'Temporary Recommendations'. This newly identified virus spread rapidly reaching the United Kingdom in January 2020 (possibly earlier).

- 4.2 In late March 2020 the Scottish Government, in tandem with the rest of the United Kingdom, ordered national movement restrictions of the population (lockdown) as a strategy to reduce Coronavirus transmission, except for essential services and activities. Whilst fully adhering to the order, the City of Edinburgh Council resilience arrangements were put in place, closing most community services except those deemed essential/critical to the community

- 4.3 Covid 19 spread rapidly throughout Scotland, the first wave peaking in April 2020. Over the Summer months in 2020 there appeared to be significant suppression of COVID 19, and lockdown measures were relaxed. A second, more pronounced wave, began in late August 2020 prompting additional mitigation measures until another national lockdown was put in place.

- 4.4 COVID 19 transmission rates (R) increased in the ‘first wave’ and were suppressed due to lockdown. Following several months of low transmission incidents, a second, more aggressive, second wave began mid-August 2020. During this second wave a newly mutational variant [VUI-202012/01], which increases transmissibility by approx., 70% was identified.



- 4.5 The virus affects all population groups, but principally the elderly and most vulnerable. One specific group – Black, Asian and minority ethnic citizens (BAME) have been particularly affected. The highest number of fatalities, however, in the early stages of the pandemic were elderly residents in residential care homes, despite the best efforts of staff employing COVID 19 infection control measures.

Test and Protect

- 4.6 Test and Protect is Scotland’s way of putting into practice the test, trace, isolate, support strategy. It is designed to prevent the spread of coronavirus in the community by:
- identifying cases of coronavirus through testing;
 - tracing the people who may have become infected by spending time in close contact with them; and,
 - supporting those close contacts to self-isolate, so that if they have the disease, they are less likely transmit it to others.
- 4.7 The most significant impact on Council services for supporting Test and Protect is within Communities and Families school settings which are considered complex environments. Essentially, schools assist with identifying ‘close contacts¹’ and making contact with staff, parents, carers and others. The management of this has been particularly successful and of great assistance to NHS Scotland and Public Health Scotland.

¹ Somebody who has been near someone with coronavirus and could have been infected. Close contacts may have been near the infected person at some point in the 48 hours before their symptoms appeared, or at any time since symptoms appeared. Being near someone means: - Within 1 metre (around 3 feet) of them for any length of time (face-to-face contact) - Within 2 metres (around 6 feet) of them for 15 minutes or more the closer and longer the contact, the higher the risk.

- 4.8 Additionally, Environmental Health Officers were seconded to Public Health Scotland to assist in all sectors (including the City of Edinburgh Council) where clusters are identified and require investigation.

Vaccine

- 4.9 On 2 December 2020 the Pfizer-BioNTech vaccine was approved for use in the United Kingdom, followed on the 30 December by the Oxford-AstraZeneca vaccine.
- *In Scotland (as at 18 Jan 2020), 224,840 people have received their first dose of the COVID-19 vaccination and 3,331 have received their second dose. This will be accelerated as systems are put in place and the vaccine becomes more available.*

City of Edinburgh Council's COVID 19 Response and Performance

- 4.10 As part of the Council's resilience arrangements, community resilience centres (to assist the most vulnerable in our communities), 'Hub' schools (for vulnerable children and children of key workers) and facilities for the homeless were opened. Key services such as residential care homes, care in the community, housing emergency repairs, road and recycling, etc. have continued to deliver services. Employees who could work at home did so and all non-critical services saw a move from workplace to home working.
- 4.11 The early challenge to most Council staffing groups was the correct application of and compliance with guidance issued by Health Protection Scotland (HPS). This, coupled with national supply issues with personal protective equipment, presented real difficulties. Continuing services had to immediately adapt to the new circumstances. New systems of work and risk assessments were put in place reflecting national advice. The outstanding and professional efforts of the City of Edinburgh Council procurement team ensured that throughout the pandemic the appropriate personal protective equipment was available at all times and delivered when required, an Internal Audit report - Procurement 2020 recently concluded.
- 4.12 **Edinburgh Health and Social Care Partnership** (EHSCP) services have continued throughout, delivering services to the most vulnerable in care homes, for the community in their own homes and for those shielding. The ATEK 24 service adapted to the new environment and maintained its position delivering essential goods and services to the communities.
- 4.13 **Communities and Families** services have continued throughout the pandemic. Social work teams and other community services have been working from the Council resilience centres for the benefit of the communities most vulnerable, with care and commitment. Schools, whilst closed during lockdowns, provided 'Hub' schools for vulnerable children and children of key workers. When directed to return to normal schooling, a strategy was employed that ensured both buildings were 'COVID 19 Secure', and effective safe systems to protect children and staff including a Schools Operational Risk Toolkit [SORT²] were in place.

² SORT: Schools Operational Risk Toolkit - a risk management control system that has seen the successful return of children to school and, when not at school, online learning.

Facilities for the community were opened (Libraries, etc.) after the first lockdown but have subsequently closed during the second lockdown.

- 4.14 **Resources Directorate and Chief Executive** services, which includes Property and Facilities Management, Legal and Risk, etc. have maintained their services, as appropriate, either from home or on site. The development and installation of new cleaning arrangements and techniques ('Fogging' etc.) has allowed all active services to function. Without the significant efforts of Property and Facilities Management staff, it is unlikely many of the Health Protection Scotland hygiene requirements during this pandemic would have been met.
- 4.15 'Triage', now a function of Resilience, is a system whereby essential services (including e.g. the opening of temporary polling stations) can apply to resume services following suitable and sufficient risk assessment and the implementation of strict infection control criteria. This system incorporates a unique partnership between Property and Facilities Management (Estates Optimisation Team and Facilities Managers), Corporate Health and Safety and Environmental Health Officers, ensuring fit for purpose work environments.
- 4.16 A 'Safe Working Practices' telephone helpline (24 hr) with email support was formed early in March 2020, comprising a partnership between Environmental Health Officers and Corporate Health and Safety advisers to address queries and concerns and to offer guidance and advice to all areas of the Council.
- 4.17 Support for all activities continued through the Council's business support teams working from home and Waverly Court.
- 4.18 Reacting very quickly to the announcement, in late June 2020 approval was given for the purchase of 20,000 'Snoods' for all employees when the Scottish Government introduced face coverings as a community hygiene control measure.
- 4.19 Employee guidance and advice was provided throughout by Human Resources, Wellbeing and all business streams including Finance and online training.
- 4.20 **Place Directorate** responded immediately to the new conditions by ensuring the huge portfolio of tenanted properties were protected for emergency repairs, etc. developing new systems of work and assessments for all their activity. Recycling and domestic waste services continued throughout, with an offering equal to pre COVID 19, which was a huge assurance to the community. Parks and Greenspaces adapted to meet the challenges the green estate requires, particularly important for the community when so many formal leisure activities were restricted.
- 4.21 Mortuary and Cemetery services prepared early for the pandemic by installing facilities to handle the numbers of the community who succumbed to COVID 19.
- 4.22 Recently, relevant Community Centres were expected to reopen under the control of Management Committees. Both Property and Facilities Management and Corporate Health and Safety (designing a bespoke health and safety manual) have engaged and will further support, as required.

- 4.23 **Employees** of the Council have largely adapted well - from those on the first line delivering face to face services to those who work at home. Many issues have been raised, particularly mental health and wellbeing during this year that have challenged staff. Council wellbeing and counselling services have been available throughout and strategies have been developed to support those working at home, those returning to work from shielding and support with mental health issues, to name a few.
- 4.24 The use of new technology, i.e. MS Teams etc. has kept colleagues/teams in touch and may prove useful in the future when considering return to offices and other adaption and renewal plans.
- 4.25 The **recognised Trade Unions** have supported their members and the Council in difficult circumstances and environments. Their significant contributions to Council services should be acknowledged for the collegiate and solution focussed approach that they have adopted.
- 4.26 **Leadership** at all levels within the Council from the Corporate Leadership Team to first line supervisors have responded with care and commitment ensuring what needs to be done is completed appropriately and future actions and plans reflect our current ability to respond.
- 4.27 As the Council engages with the impact of the second, more infectious, spike in the virus, it continues to fully comply with Scottish Government advice to ensure consistency and the safest possible environment. As the vaccine is distributed throughout the community there will be, most likely, an easing of the restrictions for economic and societal purposes. This may still be weeks or months away, but it is the Health and Safety Senior Manager's professional opinion that whatever arises, the City of Edinburgh Council is fit for purpose and will protect its community as it has done over the past year.

Council Health and Safety Policy Development

- 4.28 The Council Health and Safety Policy and the Council Health and Safety Strategy & Plan (2020 – 2022) were approved by the Policy and Sustainability Committee on 1 December 2020, alongside the Smoke Free Policy. These policies have been uploaded to the Orb and communicated to all staff. Three remaining Policies due for review (Water Safety, Fire Safety and Asbestos – see below) are currently in draft following the receipt of the Internal Audit on [Life Safety](#) reported to Governance, Risk and Best Value Committee in November 2020.
- 4.29 The Council Health and Safety Policy: The new Council Health and Safety Policy sets out a commitment to protecting the health, safety and welfare of employees and those persons who engage, interact with, or may be affected by Council services and/or property. Ensuring health and safety is the starting point to delivering a thriving, sustainable capital city. It recognises, and gives greater clarity to, the current health and safety governance and assurance arrangements within the Council and captures recommended actions stemming from the comprehensive external 'Life Safety' audit carried out in 2020 as part of the 19/20 Internal Audit plan.
- 4.30 **Council Health and Safety Strategy and Plan (2020 – 2022):** The Council has made positive progress with Health and Safety over the last few years, with a

significant reduction in RIDDORs having been achieved. The unprecedented challenges from COVID 19 to our communities and Council services has led to all Directorates having to adapt and renew – creating new ways to deliver services efficiently in this current, high risk, environment. The focus of the new Health and Safety Strategy and Plan is both proportionate and realistic – it seeks to consolidate and re-align the current Corporate Health and Safety arrangements to reflect and support the challenges within the Council going forward, whilst maintaining the existing statutory health and safety offering.

- 4.31 **Council Smoke Free Policy:** This revised policy reconfirms the position of the City of Edinburgh Council with regards smoke free workplaces but also inserts updated guidance and resources for those employees who may be seeking to stop smoking.
- 4.32 **Council Fire Safety Policy (Draft):** This policy was delayed in develop awaiting the results of the Scottish Government’s Phase 1 Response to the Grenfell Tower Fire and the Chief Internal Auditor’s – Life Audit, featuring a range of audit subjects, including Fire Safety. Both documents will significantly influence the new Fire Safety Policy and will generate a more robust fire management system within the Council and its services. In tandem with this there will be a Council Fire Safety Strategy ensuring the lessons from the tragedy of Grenfell Tower and the Internal audit are appropriately captured operationally. This policy will be brought for approval by June 2021.
- 4.33 **Council Asbestos Policy:** The policy review will be complete by June 2021.
- 4.34 **Council Water Safety Policy:** The policy revision will be complete by June 2021.

Health and Safety Strategy and Plans

4.35 **Health and Safety Strategy and Plan 2018 - 20**

The Health and Safety Strategy and Plan 2018, approved by the Finance and Resources Committee (27 March 2018) proposed six key aims supported by a route map of objectives;

1. Promote a proportionate approach to risk management, ensuring health and safety risks across all our services are identified, evaluated and adequately controlled. We will also comply with our legal obligations.
[Explanatory note: This is now embedded within the Council and was embraced for the COVID 19 response. This would now be considered ‘normal business’ protocols. IJB – further development and implementation of joint CEC/NHS procedures delayed due to COVID 19 – Council & Partnership advised to restart objective, Feb 2021].
2. Provide clarity on health and safety roles and responsibilities so that our people know what’s expected from them and what they can expect from others, and lead by example.
[Explanatory note: This has been captured in the newly designed Council Health and Safety Policy, giving greater detail to the structure to principal and general roles, including Elected Members. Other policies, in draft, follow the same design criteria.]
3. Support our people to ensure they are competent and have the necessary skills to do their job in a safe and healthy way.
[Explanatory Note: Formal training needs matrices are under construction (delayed due to resource deficits in Corporate Health and Safety). These are at an advanced stage and will be completed when the Council returns to general normal working. Health and Safety Metrics show current training uptake in this restricted environment].

4. Engage with our people, colleagues, partners, contractors and Trade Unions to work collaboratively, ensuring that health and safety risks are managed.

[Explanatory Note: We have worked collaboratively with Trade Union colleagues to address any issues raised and to identify and discuss any further concerns. This collaborative approach has been very useful during the pandemic, with regular (often weekly) meetings.]

5. Provide the framework for setting the risk appetite and key performance indicators and measuring health and safety performance. We will also benchmark with other organisations and against industry standards.

[Explanatory Note: Work is currently underway by the Audit and Risk Senior Manager in relation to the Risk Appetite statement agreed by Policy and Sustainability Committee in October 2020. Health and Safety is a key strategic risk within the overall risk appetite strategy. Previously used, industry standard, key performance metrics indicate compare year by year progress except for the year 2020). The new Health and Safety Strategy and Plan 2020 – 2022 supports benchmarking and indicates a practical methodology to achieve this. SHE Assure (adverse event reporting system) contract extended].

6. Ensure the effectiveness of health and safety governance, assurance and oversight across the Council by robust design, including reporting arrangements.

[Explanatory note: Council health and safety governance and assurance arrangements contributed significantly in the recently redesigned Council Health and Safety Policy 2020 – 23. Greater detail and explanation of the model and how employee population work groups interact to ensure a robust system is now in place].

- 4.36 Considerable progress over all fields has been achieved allowing the setting of the newly approved Council Health and Safety Strategy 2020 – 22. The above items can now be considered ‘normal business’ and therefore discharged and/or further progressed and enhanced as part of the Council Health and Safety Strategy and Plan 2020 - 23.

The Council Health and Safety Strategy and Plan 2020 - 22

- 4.37 The Council Health and Safety Strategy and Plan 2020 – 22 was approved by the Finances and Resources Committee on 3 December 2020. The strategy, comprising three wholly practical and operationally valuable aims, was designed to be achievable within the constraints of the current pandemic and Corporate Health and Safety resources – essentially, proportionate to our current environment:

1. Consolidation, Adaption and Renewal;

- delivery of an appropriately resourced CHS team;
- restructure of CHS, adapting to the current COVID 19 environment;
- internal development and succession planning within CHS;
- greater communication and collegiate working between CHS and directorates/divisions and trade union safety representatives;
- working with directorates/service areas to ensure that the Council’s policies, procedures and activities remain fit for purpose; and,
- fully operable, supportive, governance and assurance.

2. Leading, Comparing and Learning;

- Subject to buy-in from other authorities, the formation of a Scottish Councils’ Health and Safety Forum (or other like body), led by this Council initially;
- the establishment of consistent reporting data set and definitions (ensuring that each Council reports adverse events and other data sets similarly);
- consulting on consistent approaches to health and safety issues throughout Scotland;
- using Scottish Council’s data to compare performance with this Council; and,
- introducing, identified best practices to directorates/service areas.

3. Embracing New Technologies and Information Systems

- any areas of health and safety in the workplace could benefit from deploying new technologies. Areas such as communications with employees who work in isolation (lone working) access to onsite best practice information and guidance when needed, immediate reporting of accidents, production of suitable and sufficient risk assessment, etc. could have a profound effect on how the Council operates services.

4.38 The setting of these aims should have a positive effect upon the Council. They are designed to ensure the Council is a learning organisation, a leader sharing new ideas and information with our partner Councils.

Council 2020 Health and Safety Metrics

4.39 Due to the series of COVID 19 restrictions (Scottish Government; ‘*anyone who is able to work from home, must do so*’ national strategy) no meaningful comparative analysis between annual data sets is statistically possible.

4.40 2019 Statistics are supplied to show the approximate expected data over a ‘normal’ year. The Council utilises the ‘SHE Assure’ incident reporting system and other internal record management systems to provide this data.

Health and Safety Adverse Event Metrics	Full Year 2019	Full Year 2020	Comment
RIDDOR events	44	41	Reports made directly to the Health and Safety Executive.
Employee injuries	1483	1469*	*Includes employee COVID 19 submissions.
Dangerous occurrences (near miss)	1488	1555	Despite the reduction in Council services 2020 saw an increase in near miss events.
Employee events involving violence/aggression	1584	1244	Community & Families record the majority of violent events ranging from verbal to physical abuse.
COVID 19 SHE Assure Reports 2020			
Community and Families Place		456**	**includes 290 pupils
Health and Social Care Partnership Resources & CE		9	
		125***	*** includes 34 service users
		1	

Notified Liability Claims	Full Year 2019	Full Year 2020	Comment
Damage	347	462	This is the total of all notified claims against the council for periods 2019 & 2020. Employee injury claims for the periods are indicated in red.
Injury	278 (38)	184 (25)	
Total	625	646	

Health and Safety Training Metrics		Full Year 2019	Full Year 2020	Comment
CHS courses delivered		391	39	Face to face training was suspended early March 2020.
Employee attendance		3371	225	
CECil online	Unique access	5374	12844	There has been a significant uptake of online health and safety courses in 2020.
	Successful completion	4081	9699	

Health & Safety Audit Metrics		Full Year 2019	Full Year 2020	Comment
Corporate Health and Safety		48	4	Health and Safety Performance Audits
			9	Due to COVID19, all CEC 'face to face' second line performance audits were suspended, 16 March 2020. Notwithstanding, CHS undertook a series of telephone audits (similar to the HSE strategy) in schools to verify the C & F 'COVID Secure' approach to schools.
Building 'triage' operations		NA	56*	<p>'Triage' safe building strategy (managed by the Resilience function): CHS in association with Property & FM and Environmental Health Officers conducted 56 physical inspections of properties (including Waverly Court and City Chambers) – examining/determining the safe maximum capacities and bespoke mitigation actions required, as per HPS guidance.</p> <p>Ward 14 - Craigentiny/Duddingston by-election: The above 'triage' data includes 'COVID Secure' inspections/recommendations in 10 polling stations.</p> <p>*Corporate Health and Safety have made random follow up visits to these and other sites as normal business.</p>
Special Interventions		N/A	2	<p>Full health and safety, infection control and fire inspections were conducted for homeless accommodation:</p> <ul style="list-style-type: none"> • Old Waverly Hotel, Princes Street, Edinburgh • Haymarket Hub Hotel, Clifton Terrace, Edinburgh.

Fire Safety Metrics	Full Year 2019	Full Year 2020	Comment
Total number of fires	33	15	Main sources of ignition: Wilful fire raising and electrical.
Scottish Fire and Rescue Service audits	33	15	Thematic issues from SFRS audits: fire stopping, UFAS arrangements, evacuation procedures, fire risk assessments, condition of fire doors, information, instruction and training.
Unwanted Fire Alarm Signals			The various stages indicate action engagement levels (Level 4 being the most serious) by the Scottish Fire and Rescue Service. The greater number for 2020 may indicate maintenance issues during lockdown.
Stage 1	203	224	
Stage 2	1	9	
Stage 3	1	0	
Stage 4	0	0	

4.41 Training (face to face) also continued for essential operational activity (working at heights etc.) and clinical purposes (use of hoists in care homes, medicine/drug dispensing, etc.). These training events were fully risk assessed and mitigation controls indicated in HPS guidance were strictly enforced.

Leadership and Accountability

4.42 Corporate Health and Safety staffing.

An interim Health and Safety Senior Manager was appointed on 27 January 2020. In addition, the Council's Corporate Health and Safety team has successfully recruited two new advisers (a former HSE Inspector and the Senior HS Manager from a local University). Unfortunately, a Senior Health and Safety Advisor (Training) left the team recently.

4.43 The recruitment of a permanent Health and Safety Senior Manager is underway, and a new manager is expected to be in post in Spring 2021. The new Health and Safety Strategy and Plan 2020 - 2022 features consolidation as an aim and the new Senior Manager will be supported to recruit a further 3 members of staff to bring the team back up to full strength (11.5 FTE).

Competence

4.44 Due to COVID 19 all scheduled face to face training was suspended (see 4.24 - health and safety training metrics). Progress was being made by the Senior Health and Safety Adviser (Training) to complete a full organisational training needs analysis (role) for health and safety – in association with service areas. However, in the face of the pandemic the Senior Health and Safety Adviser resource was deployed to address 'COVID 19 Secure' issues and the analysis was temporarily suspended. This will restart as face to face training is re-introduced or resource becomes available. During this period there has been heavy reliance on online learning (CECIL, see 4.24 above).

Engagement and Collaboration

4.45 Corporate Health and Safety, together with the Head of Legal and Risk, Head of Human Resources and the Executive Director of Resources have been meeting

with recognised trade Unions³ on a weekly basis (reduced to fortnightly in December 2020). These meetings, were primarily set up to discuss Personal Protective Equipment supply issues, quickly developed in scope to raise operational issues important to trade union colleagues. This collegiate approach has been particularly useful in identifying COVID 19 issues in the first line and resolving them quickly and collaboratively.

Governance and Assurance

- 4.46 The health and safety audit programme was suspended in March 2020 due to lock down restrictions. Notwithstanding this, Corporate Health and Safety redesigned existing self-audit tools to include a 'COVID Secure' Field.
- 4.47 Additionally, from the beginning of lockdown Corporate Health and Safety, in partnership with Regulatory Services (Environmental Health), initiated a bespoke inspection and guidance provision for services essential to the community, i.e. community resilience centres, hub schools, certain health and social care activities, as well as telephone and email access to guidance. This formally developed into a 'Safe Working Practices Helpline' operating 24/7 to ensure that information was being consistently applied and updated throughout the Council.
- 4.48 This assurance provision was further developed by Property and Facilities Management, alongside Corporate Health and Safety and Environmental Health Officers, to provide a formal 'Triage' provision for services wishing to return or expand. The initiation of the Adaptation and Renewal programme and oversight of 'Triage' came within the scope of the Service Operations Officer Working Group and was then delegated to the resilience team within Strategy and Communications. The system now accepts applications for service restart following 'Triage' and is signed off/approved by the Council Incident Management Team.
- 4.49 Third Line audit/assurance continues through Internal Audit which has been focussed, among other things, on the performance of elements of COVID 19 compliance with HPS standards/guides. This has proved particularly valuable in assessing the Council's overall approach to this pandemic.

Enforcing Authority Engagement

- 4.50 Two Health and Safety Executive (HSE) Notices of contravention were issued in 2020:
- Asbestos matters in relation to the inspection of a primary school;
 - Asbestos issue regarding common areas in domestic property.
- 4.51 Both Property and Facilities Management and Place Management have responded appropriately to these notices and the HSE will respond in due course.
- 4.52 The HSE also contacted Corporate Health and Safety after receiving a complaint from a member of the public regarding Lauriston Castle, 2 Cramond Road South,

³ Unite the Union, Educational Institute for Scotland and UNISON.

Edinburgh EH4 6AD. The HSE fully accepted the response from the Council and the complaint was dismissed.

5. Next Steps

- 5.1 Delivery of the Health and Safety Strategy and Plan 2020 – 2022 will be the key area of focus in 2021, subject and in addition to the pressures and constraints of the current pandemic.

6. Financial impact

- 6.1 There is no direct financial impact arising from this report, although any failure to manage health and safety appropriately can have a potentially significant impact.

7. Stakeholder/Community Impact

- 7.1 There is ongoing consultation and engagement with Trades Unions and stakeholders.
- 7.2 The potential impact of failure to manage health and safety and welfare includes: death, injury, ill health, in addition to legal liabilities, regulatory censure, financial losses, business disruption and reputational damage.
- 7.3 There are no adverse equality impacts arising from this report.
- 7.4 There are no adverse sustainability impacts arising from this report.

8. Background reading/external references

- 8.1 [Council Health and Safety Strategy and Plan 2020 - 2022.](#)
- 8.2 [Council Health and Safety Policy](#)

9. Appendices

- 9.1 None.