

To: Corporate Policy and Resources Committee	
Date: 19th January 2016	
Corporate Health and Safety Management Software System Report	For decision

Linkage to Corporate Strategy	
Strategic Priority	Innovation and Transformation
Objective	Efficient Health & Safety Systems
Lead Officer	Ian Young
Cost	Over a 3 year period the cost exceeds £30k

1.0 Proposal to tender for Corporate Health and Safety, Web-based, Management Software System

1.1 Background

The transition period from four councils into one Causeway Coast and Glens Borough Council has left a legacy of outdated technology and in some cases manually correlating Health and Safety (H&S) information on a database.

An organisation the size of Council, with diverse activities and numerous sites, requires an effective and efficient health and safety management software system to support managers and staff to fulfil their health and safety responsibilities.

The system will provide real-time data, document control, for managers to monitor their health and safety performance, and also allow staff to access information specific to their job role, enabling them to report health and safety concerns to their manager.

The corporate health and safety team tested the market to ascertain the quality and range of web-based software systems available and associated cost over a three year period. As the cost exceeds the 30k mark it is necessary to seek permission from Council to tender in keeping with Council Policy.

1.2 What is the case for change?

Currently the majority of our H&S management systems are paper based and are inconsistent throughout the Council, with information being compiled, recorded and stored across multiple locations and duplicated in many cases. The procurement of a centralised, Council wide, H&S management system will enable a formal standardised approach to H&S across all services and will eliminate multiple systems, duplication and pockets of poor H&S management within the Council.

A robust H&S management system will help to reduce the risk of prosecution and increase defensibility against claims. The desired H&S management system will provide a comprehensive audit and evidence trail that will be a valuable tool in providing retrievable evidence, on request, from both internal and external stakeholders.

Other benefits the software will provide include improving efficiency in the way staff work, time management by reducing the time spent completing paperwork. It will enable greater collaboration and partnership across services, with the ability to share risk assessments, safe systems of work, procedures and best practices. This in turn will help to eliminate duplication of work and ultimately help to minimise the risk of injury to staff, contractors, service users and the public in general.

1.3 The H&S Management System will be web-based and in modular format

The H&S management system ideally will comprise of modules which will be flexible in developing with the system and in meeting future needs. The initial purchase will include the following modules:

- **Accident Reporting and Data Analysis**

Currently mainly paper based which is dependent on staff using an accident report form, forwarding to their line manager for authorisation before being viewed by the corporate H&S team and then manually entered onto separate database across multiple sites.

Through the use of a web-based H&S management software system the reporting and investigation of accidents will be made simpler and faster, allowing more detailed real-time data reports and statistics to be produced. This will enable monitoring of accidents/incidents, identify trends, and bench mark proactively against similar size organisations and Council's key H&S performance indicators (KPI).

- **H&S Audit System, Reports and Action Plans**

A paper based audit system is currently in operation by the H&S team; this is time consuming and normally comprises of a site visit to undertake the full audit, followed by time to write up the report and action plan.

The web-based H&S management software system would provide an electronic/on-line audit system that would be quick to complete and could provide an immediate report and action plan which would be automatically shared with the relevant persons for completion. Such a system would ensure that all actions identified can be monitored and tracked by the responsible manager through to completion.

The H&S Team will have access permission to the on-line H&S software system which will enable them to access documentation for all service areas of Council and ultimately manage/control/monitor the entire system from a central location.

- **Risk Assessments**

Council will have the ability to develop a corporate library of risk assessments for all activities with access via a 'we-based portal,' This will enable sharing of best practice

and transferable assessments for similar task across Council, improving time efficiency and document control.

The software will be a valuable tool for managers, staff and the corporate H&S team to enable real-time monitoring of H&S standards, practices and progress with action plans.

Installing the three modules above will help to mitigate against the risk of injury or harm to our staff and the public thereby reducing the possibility/likelihood of associated legal action and liability claims. It will provide retrievable, standardised H&S documentation as evidence that Council is taking all reasonably practicable steps to reduce the risk of harm or injury.

1.4 Benefits to Council

The main benefits of purchasing and embedding a web-based H&S management software system across Council are:

- It will improve operational and administrative efficiency, in terms of time and financial savings.
- Increase defensibility against civil and legal prosecution and claims through the use of a comprehensive audit trail, document coding and control.
- The on-line portal will enable staff to access and input data without the need for expensive user licence.
- Offer greater assurance that managers and staff are more effectively engaged in the Council's safety culture
- Significant savings as the software system is internet hosted which will eliminate the need for internal servers and hardware support.
- The system will help reduce risk and provide all levels of management with confidence in meeting their H&S compliance needs.
- The system will be consistent, efficient, accurate and user friendly which will encourage staff to embrace and use.
- Facilitate the monitoring of high level H&S performance indicators and track overall H&S performance at any point in time.

2.0 Recommendation

The current H&S management software systems are disjointed, inadequate and do not meet the corporate needs of Council. Therefore it is recommended that the Council adopt this proposal and grant permission to tender for Corporate Health and Safety, Web-based, Management Software System.