

**Quarterly Health & Safety Performance Report 1<sup>st</sup> October – 31<sup>st</sup> December 2012**

**EXECUTIVE MEMBER:** Councillor Allan Holliday  
Portfolio Holder for Environment and Sustainability

**LEAD OFFICER:** Pat Graham - Corporate Director People & Places

**REPORT AUTHOR:** Jackie O'Reilly, Environmental Health Manager

**WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS?**

All Council activities have the potential to impact on Copeland Residents therefore it is important that activities are managed so they are carried out in a safe manner.

**WHY HAS THIS REPORT COME TO THE EXECUTIVE?**

The Executive have asked to be kept informed of the management of health and safety for all Copeland Borough Council employees and the impact the activities of the council have on residents and visitors to the Borough.

**RECOMMENDATIONS:**

a) The Executive note the actions of the health and safety advisor post as an essential part of ensuring that Copeland as an employer complies with all relevant health and safety legislation and manages health and safety.

**1.0 INTRODUCTION AND QUARTER 2 REPORTS**

- 1.1 This is the third quarterly report on the health and safety activities of the organisation and includes the planned actions for plan for 2012 – 2013.
- 1.2 The corporate health and safety advisor started on 15<sup>th</sup> October 2012 is fully established in the post
- 1.3 The planned actions for 2012 – 2013 are summarised in Appendix 1. The action plan covers the areas for successful health and safety management of policy, organising, planning, measuring performance and auditing and reviewing performance of identified risks.

## **1.4 HEALTH AND SAFETY PERFORMANCE REPORT**

Health and Safety activities are reported under key activity headings of policy, communication and consultation, information and training, monitoring and reviewing performance which includes accident reports.

### **1.4.1 Policy Activities**

#### **1.4.1.1 Review of existing policies and systems (rolling programme)**

**Fire Safety** - Policy reviewed including appointment arrangements and training for Fire Safety Coordinators and Wardens.

Fire risk assessments of all Copeland owned properties underway and will continue into Q.4.

The fire alarm was activated at the Copeland Centre on 23<sup>rd</sup> October 2012 due to a microwave oven fire. The investigation of the incident and assessment of the evacuation in response to the fire alarm highlighted the following:

- The fire was quickly contained by use of the correct fire extinguisher
- The correct alarm raising procedure was followed
- The Copeland Centre was successfully evacuated, there were no injuries to occupants and all employees and visitors were accounted for at roll call
- Cumbria Fire and Rescue Service responded promptly and authorised re-entry to the building after checking that it was safe to do so
- General brief provided on the outcome of the evacuation to health and safety contact for the non CBC occupants of Copeland Centre

#### **Areas for improvement**

- Only one Fire Safety Co-ordinator present in the building
- One exit was not manned to take the information from Fire Safety Wardens

#### **Actions**

1. Fire Safety Procedures to be updated and communicated to all staff.
2. The arrangement for regular meetings between Fire Safety Wardens, Co-ordinators and H&S Adviser must continue
3. Refresher training to be provided to volunteer fire wardens and coordinators

The real event fire evacuation replaced the planned fire evacuation test.

**First Aid** - First Aid Policy reviewed and updated, including the details of trained volunteers posted in Copeland Centre and Moresby Parks. First Aid training will take place in Q.4 (31<sup>st</sup> Januray and 14<sup>th</sup> March 2013).

The planned review of Health Surveillance and Working at Height arrangements did not take place and are rescheduled for Q.4.

#### **1.4.1.2 New Policy and systems – if required**

No new policies and systems in quarter 3

#### **1.4.2 Communication and Consultation**

The new corporate health and safety advisor has during the first months of being in post focussed communications with staff volunteering as fire wardens and first aiders and union representatives. Communications have also taken place on a one to one and team basis.

Formalising communications with staff and union representatives will take place in Q.4

#### **1.4.3 Training and Information**

Service specific and information to individuals was provided for the following areas:

- Display screen assessments
- Work station assessments
- Accident and incident reporting
- Event safety
- Noise assessment
- Risk Assessment
- Manual Handling

Concerns raised about environmental conditions in the Atrium area occupied by the revenues and benefits service investigated as Copeland providing the workspace retain responsibility for the physical work environment. Employees and managers were involved in the investigation which did not identify any corrective work required.

First Aid training is scheduled for Q.4 (31<sup>st</sup> Jan (completed) and 14<sup>th</sup> March 2013)

#### **1.4.4 Monitoring and reviewing Performance**

##### **1.4.4.1 Work place audits and inspections**

Q.2 reported on the targeted Health and Safety Executive (HSE) inspection of waste management services on 7<sup>th</sup> and 8<sup>th</sup> August 2012. The inspection was part of a national campaign to focus on contractor arrangements and workplace transport, conditions and arrangements were reported as being generally good. The action plan required to respond to the recommendations of the inspection which were reported in Q.2 was submitted to the HSE on 5<sup>th</sup> Nov 2012 in advance of the 9<sup>th</sup> Nov 2012 deadline.

The following workplace inspections were undertaken in Q.3

#### **1.4.4.1 - Copeland Centre (CBC occupied areas)**

- Generally good standards but improvements required to maintain clear walkways and work spaces. Individual sections required to take action have provided a commitment to improvements and positive changes are already in place
- Perception of storage shortage, however improved housekeeping, storage management and correct use of archive facilities will resolve this

#### **1.4.4.2 – Moresby (office and transport depot areas)**

- Generally good standards across all areas
- Storage limitations affecting housekeeping in some office areas – stringent paper management and use of archive storage will help in resolving this. Storage requirements to reviewed after the archive review
- Depot area – removal of out of use items and reorganisation of vehicle and equipment storage areas to maintain segregation of traffic and pedestrians

#### **1.5.4.2 Accident/Incident Reports for 1<sup>st</sup> October – 31<sup>st</sup> December 2012**

There was one accident to an employee reportable under Reporting of Injuries, Disease and Dangerous Occurrences Regulations RIDDOR in Q.3

##### Waste management

1 incident resulting from a manual handling activity during the unloading of household waste from a council owned vehicle at the Distington Waste Recycling Facility an operative cut their hand when picking up a television with a shattered screen. The operative was wearing gloves and received first aid treatment on site and attended WCH for stitches to the hand wound.

The accident resulted in more than 7 lost working days. The operative is now back at work

The incident was investigated with the full cooperation of Waste Recycling Services and identified that loading and securing and unloading of bulky items had not taken place in the required way resulting in the television falling and the glass screen shattering. Suitable training had been provided. Refresher training and guidance has been provided with a focus on securing items and removing smaller items before vehicle tipping.

### North Country Leisure

No reportable incidents to employees or members of the public under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR).

## **2. PROPOSALS**

- 2.1 Actions to manage health and safety for the many areas of works undertaken by Copeland will continue as part of a robust management and governance system and will be reported to Executive quarterly.
- 2.2 Quarterly monitoring reports will be submitted
- 2.3 Quarter 1 monitoring reports will include a plan of key actions
- 2.4 Quarter 4 monitoring will include a summary of completed key actions

## **3. ALTERNATIVE OPTIONS TO BE CONSIDERED**

- 3.1 There are no alternative options

## **4. CONCLUSIONS**

- 4.1 **Statutory Legislation** - We currently, and will continue to comply with the Health & Safety at Work etc Act 1974, and the many associated Regulations.
- 4.2 Corporate Safety and investigative work is an on-going process of management of health and safety

## **5. STATUTORY OFFICER COMMENTS**

- 5.1 The Monitoring Officer's comments are: Report sets out quarterly progress on health and safety as requested by Executive.

5.2 The Section 151 Officer's comments are: No further comment

5.3 EIA Comments

Health and safety fully supports EIA principles. One of the main aims of health and safety is to provide a safe working environment for all staff, and to ensure that others are not put at risk by our activities. The Health and safety Advisor role plays an essential role in identifying workplace and other adaptations that may be needed to support people to start, remain, or return to work.

5.4 Policy Framework Comment: As referred to within the body of the report. This is related to the new Corporate Policy Framework as agreed at Full Council on 21 February 2013.

5.5 Other consultee comments, if any: No other comments

## **6. HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?**

6.1 This is not a project report, health and safety is an on-going process of health and safety management and this report provides a summary of activities during 1<sup>st</sup> October to 31<sup>st</sup> Decemeber 2012

## **7. WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?**

7.1 The report is a report of the continual work to review and where possible improve health and safety performance across the organisation.

### **List of Appendices**

Corporate Safety Action Plan – 2012 - 2013

### **List of Background Documents:**

- Health and Safety Executive – 7<sup>th</sup> and 8<sup>th</sup> August inspection letter of 24<sup>th</sup> September 2012
- 5<sup>th</sup> November 2012 Waste Management Action Plan responding to HSE investigation
- Health and Safety Executive - Successful Health and Safety Management (HSG 65)

## COPELAND BOROUGH COUNCIL – CORPORATE SAFETY 2012 – 2013 ACTION PLAN

Work Area	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
<b>POLICY</b>												
Review existing ( <i>annual rolling programme</i> )	Legionella Accident & incidents - changes to RIDDOR ①			Display Screen Equipment Manual Handling Fire Safety			Working at height Health Surveillance First Aid			Contractors Lone and remote working Stress		
New Policy – if required	As required			As required			As required			As required		
Lone Worker support	Not scheduled			Lone worker system trial			Lone worker system review					
<b>COMMUNICATION AND CONSULTATION</b>				Employee/union consultation Employee handbook Team Brief articles <ul style="list-style-type: none"> <li>▪ Jul – DSE</li> <li>▪ Aug – accident/incident reporting</li> <li>▪ Sept – manual handling</li> </ul>			Employee/union consultation Managers Group briefing Elected members briefing Team Brief articles <ul style="list-style-type: none"> <li>▪ Oct – risk assessments</li> <li>▪ Nov – First Aid</li> <li>▪ Dec - Stress</li> </ul>			Employee/union consultation Team Brief Articles: <ul style="list-style-type: none"> <li>▪ Jan - inspections/audits</li> <li>▪ Feb – training for 13/14</li> <li>▪ March - lone &amp; remote working</li> </ul>		
<b>TRAINING AND INFORMATION</b>	No training scheduled						H/S awareness for Service Mangers Risk Assessment			Stress awareness		
<b>MONITORING AND REVIEWING PERFORMANCE</b>												
Workplace inspections and systems audits	Waste Services			Waste Services			Bereavement services Open spaces – beck work			Property Services		
Accident and Incident Investigations	Investigation of reported accidents across all quarters											
<b>OTHER</b>												
Event safety	Olympic Torch Rely Whitehaven/Jubilee Festival			Cultural Olympiad events			As required – no known events			Festival planning support		

①RIDDOR – reporting of incidents diseases and dangerous occurrences