

Quarterly Health & Safety Performance Report 1st October – 31st December 2013

EXECUTIVE MEMBER: Councillor Peter Kane
Portfolio Holder for Environment

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 3 REPORTS

1.1 Progress with the action plan agreed in quarter 1 for Health and safety management arrangements which include organising, planning, measuring performance and auditing and reviewing performance of identified risks are detailed in this report.

1.2 Quarter 3 actions were:

- Review existing policies – working at height, workplace transport, noise at work
- Communication and consultation – team brief items, staff consultation, managers group briefing, intranet and share point
- Training - H/S awareness for Service Mangers, Fire Safety, Elected members briefing
- Workplace inspections and audits – bereavement services
- Investigation of accidents and incidents

1.3 In quarter 1 the results of the internal audit of corporate safety were reported. The audit conclusion of the service was *there was reasonable assurance - procedures are in place, but may need updating/several recommendations but the impact overall is not significant*. The agreed action plan reported in Q. 1 required actions on access to health and safety information, health and safety induction information and a requirement to continue health and safety monitoring reports. Updates on the internal audit action plan are detailed in 1.4.4.4. The internal audit action plan is summarised in Appendix 2

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 detailed in Action Plan)

Working at height – review of contractor working at height and risk assessment arrangements

Workplace Transport – review to include improved Moresby depot transport and pedestrian segregation arrangements. Supported by team tool box talks

Noise at Work – Review not completed. Work area to be carried over to Q.4

1.4.1.2 New Policy and systems (*if required*) - No new policies and systems in Q.3

1.4.2 Communication and Consultation

The following health and safety communications were provided:

- Team Brief items
- Continuing improvements to intranet information

1.4.3 Training and Information

Service specific information provided to service groups and individuals in the following areas:

- Fire Safety – bereavement services
- Display screen assessments
- PPE selection and use

- Accident and incident reporting
- Risk assessments

Other training and information activities:

- The first group of service managers attended the IOSH managing safely training and have successfully completed the course. A second IOSH managing safely training course is taking place in Q.4
- Lone working and personal safety training package – intranet based
- Accident investigation training piloted with Waste Management

The elected member training planned for Q.3 did not take place and will be carried forward into Q.4.

1.4.4 Monitoring and reviewing Performance

1.4.4.1 Work place audits and inspections

The planned audit and workplace inspection of Bereavement Services focused on fire safety and arrangements for visitors.

No contraventions and the key recommendation to extend fire safety information and training to funeral directors were implemented in Q.3.

1.4.4.2 Accident/Incident Reports for 1st October – 31st December 2013

There was 1 reportable incident (cut to hand requiring stiches) to an employee under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR requires the following types of incidents and accidents to be reported:

- Deaths
- Major injuries – list of injuries includes fractures (*other than to fingers, thumbs and toes*), amputation; injury requiring resuscitation or admittance to hospital for more than 24 hours
- Over-seven-day injuries
- Occupational diseases
- Dangerous Occurrences - list of occurrences includes collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;

In addition to the RIDDOR reportable incident there were 9 other accidents and serious near misses involving employees and members of the public which were reported and investigated.

The incidents including the RIDDOR reportable are listed in the following table:

Reference ID	Summary	Date of incident/accident	Incident Type Description	Service Area
INC2548	Lifting blue waste bag strain to body	10-Oct-2013	Accident/Incident	Waste Management
INC2623	Loading cones into van, stack fell caught head	26-Oct-2013	Accident	Enforcement
INC2634	Attacked by dog when collecting waste bin from property	24-Oct-2013	Incident	Waste Management
INC2647	Finger caught in cage of street cleaning vehicle	14-Oct-2013	Accident (RIDDOR) 7 stitches	Waste Management
INC2648	Child bumped head on display	27-Oct-2013	Accident	Beacon/Member of Public
INC2731	Officers threatened on approaching dog owners who failed to clean up dog foul.	11-Dec-2013	Incident – Threat of Violence/Abuse Incident reported to the Police	Enforcement
INC2758	Threatening telephone message on office answer machine	06-Dec-2013	Incident – Threat of violence	Housing Options
INC2761	Waste in collection	10-Dec-2013	Near miss	Waste Management
INC2779	Cut finger	30-Dec-2013	Accident	Bereavement Services
INC2787	Waste management operative attacked by a member of the public	12-Dec-2013	Violence/Abuse Incident reported to the Police	Waste Management

There were no RIDDOR reportable incidents at North Country Leisure

1.4.4.3 Fire risk assessment

The following works have been completed:

- Completion of risk assessments for building rented to other organisations
- Signage improvements at Moresby and Distington Hall Crematorium
- Door changes to Bainbridge room
- Improved detection and alarm system at Distington Hall Crematorium
- Staff training on new arrangements

1.4.4.4 – Update on Internal Audit Action Plan

The outstanding action from Q.2 to publish health and safety information in one place on the intranet was included in the intranet improvement programme and has now been completed.

The following actions due for completion were completed in Q.3

- Designated notice boards in by the main entrances to Copeland Centre and Moresby Parks will contain the Health and Safety at Work poster and fire safety arrangements and first aid arrangements.
- Create one health and safety page accessible from a link on the front opening page.
- Transfer existing relevant H/S documents to the single page

Outstanding actions

- Central record of risk assessments

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 and in line with HSE best practice guidelines will also include an annual report detailing management systems, policy, organisation, planning and implementing, monitor and measuring performance and audit and review with statistical information.

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 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 1st April to 30th June 2013

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

Appendix 1 - Corporate Safety Action Plan – 2013 – 2014

Appendix 2 - Internal Audit – Action plan

List of Background Documents:

- Shared Internal Audit Service – Report for Copeland Borough Council on Health and Safety 2013/14
- Health and Safety Executive - Successful Health and Safety Management (HSG 65)
- Health and Safety Executive Report 506 – Defining Best Practice in corporate occupational health and safety governance

COPELAND BOROUGH COUNCIL – CORPORATE SAFETY 2013 – 2014 ACTION PLAN

Work Area	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
POLICY												
Review existing (<i>annual rolling programme</i>)	1. Display Screen Equipment – self assessment arrangements 2. Accident and incidents – internal reporting arrangements 3. Fire Safety – fire warden changes			1. Display Screen Equipment 2. Manual Handling 3. Personal protective equipment			1. Working at height 2. Workplace transport 3. Noise at Work			1. Contractors 2. Asbestos		
New Policy – if required	Lone and remote working			As required			As required			As required		
COMMUNICATION AND CONSULTATION	Team Brief			Team Brief Employee/union consultation Intranet improvements Share point improvements			Team Brief Employee/union consultation Managers Group briefing Intranet and SharePoint			Team Brief Articles Employee/union consultation Intranet and SharePoint		
TRAINING AND INFORMATION	Fire Safety			Accident and incident reporting (using Covalent)			H/S awareness for Service Mangers Fire Safety Elected members briefing			First Aid H/S awareness for Service Mangers Risk Assessment		
MONITORING AND REVIEWING PERFORMANCE												
Workplace inspections and systems audits	Workplace transport Fire Safety			Open spaces – beck work Workplace Transport			Bereavement services			Property Services		
Accident and Incident Investigations	Investigation of reported accidents across all quarters											
OTHER												
Event safety	Whitehaven Festival			Lakes Alive events			As required – no known events			Festival planning support		

SUMMARY OF RECOMMENDATIONS and ACTION PLAN

REPORT REF	RECOMMENDATION	GRADE	PERSON RESPONSIBLE	AGREED/INTENDED ACTION (to be completed by client)	IMPLEMENTATION DATE (to be completed by client)
R1	The Health and Safety Manual, Policy and all associated Procedures/Documents should be reviewed and updated in a timely manner	2	S Graham Health and Safety Advisor Supported by policy and performance for corporate document and version control. Supported by IT and communications for intranet changes.	Agreed with the following intended actions: Out of date policies and associated documents to be removed from the intranet. All policies and associated documents to be reviewed and amended as required. Replaced documents to be replaced with current versions. Document and version control system to be implemented – in line with corporate document control.	06/09/13 31/01/14 31/01/14 31/01/14
R2	Current versions of The Health and Safety Manual, Policy and all associated Procedures/Documents should be made readily available to all employees.	2	S Graham Health and Safety Advisor Supported by IT and communications.	Agreed with the following intended actions: Health and Safety policy to be published on the intranet and website.	06/09/13

R3	Ensure all noticeboard information is up to date and consistent including the Health and Safety at Work Law Poster.	2	S Graham Health and Safety Advisor	Agreed with the following intended actions: Designated notice boards in by the main entrances to Copeland Centre and Moresby Parks will contain the Health and Safety at Work poster and fire safety arrangements and first aid arrangements.	04/10/13
R4	Health and Safety documents should be held in only one location on the intranet, with other pages linking to this main reference page.	2	S Graham Health and Safety Advisor Supported by IT and communications for intranet changes.	Agreed with the following intended actions: Create one health and safety page accessible from a link on the front opening page. Transfer existing relevant H/S documents to the single page.	04/10/13 01/11/13
R5	The induction process should be updated to ensure that the health and safety information given to each new starter is sufficient and consistently given.	2	S Graham Health and Safety Advisor Supported by HR.	Agreed with the following intended actions: H/S summary information to be provided to HR for inclusion in the induction process.	06/09/13

R6	A timetable and work plan should be established and followed to ensure that all procedures/documents are reviewed on a regular basis.	2	S Graham Health and Safety Advisor	Agreed with the following intended actions: The timetable and action plan will be reported to Executive as a part of the quarterly reports to Executive on health and safety - continuing the system of reports of 12/13. Any variance(s) and the reason(s) will be reported as part of the quarterly health and safety monitoring reports.	06/09/13
R7	All completed and future Risk Assessments should be made available to the Health and Safety Advisor.	3	J O'Reilly Environmental Health Manager	Agreed with the following intended actions: Managers requested to provide copy of risk assessments. Received risk assessments to be stored in central location – covalent or intranet. If required reminder and follow up action with any services that have not provided a risk assessment.	31/07/13 06/09/13 06/09/13

R8	In line with HSE best practice guidelines an annual report to Executive should include the minimum health and safety policy content and statistical information.	3	J O'Reilly Environmental Health Manager	Agreed with the following intended actions: Annual report to include HSE best practice guidelines.	31/03/14