

Quarterly Health & Safety Performance Report 1st July – 30th September 2012

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

LEAD OFFICER: Pat Graham - Corporate Director People & Places

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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 second quarterly report on the health and safety activities of the organisation and includes the planned actions for plan for 2012 – 2013.
- 1.2 Recruitment to the vacant health and safety advisor post has now been successful with the post holder starting on 15th October 2012
- 1.3 Waste management activities were inspected by the external regulator – the Health and Safety Executive (HSE) on 7th and 8th August 2012.

The report of the inspection received on 24th September 2012 summarised the outcome of the inspection as *“Standards seen during the inspection were generally good. Having read documentation produced when Copeland Borough Council was inspected in 2007, I am satisfied that recommendations to improve the management of health and safety risks have clearly been taken on board. There were some issues which require your attention; these were discussed with you at the time of the visits and are summarised in this letter, along with some recommendations for further improvements.”* The areas identified for action are detailed in the Monitoring and Reviewing Performance section of the report (1.5.4.1)

- 1.4 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.

1.5 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.

1.5.1 Policy Activities

1.5.1.1 Review of existing policies and systems (rolling programme)

Fire Safety

Policy being reviewed to include all Copeland owned properties with amendments fires risk assessments and evacuation plans to reflect current usages of buildings and controls in place.

The planned review of Display Screen Equipment and Manual Handling policy has been rescheduled for Q.3 to provide additional time for the audit of waste management.

1.5.1.2 New Policy and systems – if required - No new policies and systems in quarter 2

1.5.2 Communication and Consultation

Regular communications with staff will take place by a variety of methods and will use existing forms of communication such as the relaunched monthly team brief.

Planned team brief items on health and safety are not on schedule – this area of work will be covered in Q.3 and Q.4

A meeting with staff and union representatives was not scheduled in Q.2 but is scheduled as a priority area for Q.3 and 4.

1.5.3 Training and Information

No training sessions were scheduled in the action plan for Q.2

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

- Display screen and work station assessments

1.5.4 Monitoring and reviewing Performance

1.5.4.1 Work place audits and inspections

Waste Management as a complex and high risk activity service continued to be inspected and audited across quarter 2.

Quarter 2 actions continued the review of health and safety systems and benchmarking of against the Health and Safety Executive best practice industry guidance.

A targeted inspection by Health and Safety took place on 7th and 8th August, the inspection was part of a national campaign to focus on contractor arrangements and workplace transport.

The inspection findings were that conditions were generally good though there were some areas that required attention, these are summarised below in the order of the inspection letter:

- a) Contract evaluation – recommendation to include requirement to provide details of HSE enforcement action in the contractor tender brief to ensure that H&S is considered at all stages of awarding a contract (this would have to be commensurate with procurement regulations).
- b) Managing Contractors – requirement to review ‘bring’ site contractors arrangements for monitoring employees actions when removing waste particularly for reversing arrangements
- c) Supervision – requirement to re-enforce its policy concerning ‘driver out’ and ‘crossing’, possibly through a toolbox talk.

Requirement to identify why a noise damper to a kerbside vehicle was missing and why it had not been reported and then change as necessary reporting procedures.

Requirement to make a noise assessment for the activities associated with the kerbsider operation as high noise levels were witnessed. Recommendation to use HSE document waste 16 '*Glass kerbside collection: Noise reduction techniques*' to enable the correct control measures to be identified and implemented.

d) Workplace transport - management

Recommendation to review and where possible simplify vehicle route safety packs which can act as a quick guide supported by the detailed route safety information. Pictograms and photographs were recommend to

Ensure that route safety packs are available in all vehicles

e) Workplace transport - vehicles

Requirement to re assess rural routes to ensure that dynamic changes to the route (weather, road works etc) have been fully considered against existing control measures. Full consideration must be made for additional hardware control measures such as cameras to support software control such as routes designed to avoid reversing as it could be considered reasonably practicable to install a camera to that vehicle. If re-assessment determines that a camera is not required, the assessment should be clear as to why the camera is not needed and what other control measures achieve the same level of control.

Requirement to assess camera quality in all vehicles and replace where there is poor performance – the inspectors noted that the camera monitor in vehicle VU57 YSD produced a poor image and appeared difficult to use.

Requirement to reassess bulky waste arrangements to maximise its safe use, taking into account any limitations and highlighting risks and areas that can be improved, such as providing chocks for the replacement bins whilst on the side lift. The re assessment should be conducted in conjunction with the operatives of that vehicle, addressing the issues highlighted.

f) Workplace transport - segregation

Requirement to mark clearly the outside yard (segregation, hatch box, etc) following the resurfacing just prior to the inspection.

g) Health and welfare

Consideration should be given to the facilities available for operatives who empty/clean dog litter bins – currently hand gels and gloves for all and some vehicles with integral hand wash basins. Research has shown that hand gels alone do not provide the same level of protection as hand washing so there is a need to assess whether it is reasonably practicable to provide hand basins for these employees and if additional awareness of glove removal techniques to control skin contamination is required.

h) Manual handling/ Bulk waste round

Recommendation to use HSE Manual Handling Assessment Chart tool (INDG 383) to support manual handling training and provide the skills to not only perform a lift safely but also understand and assess bulky loads. This would help staff take ownership of the role especially when coupled with the council's intention to have those employees conduct quotations prior to removal.

The HSE have required an action plan by 9th November 2012 this is currently being completed and will be reported on in Q.3.

1.5.4.2 Accident/Incident Reports for 1st July - 30th September 2012

There were 4 accidents and incidents reported in Q.2 – 3 were reportable incidents to employees under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR).

Enforcement Services

1 incident of aggressive behaviour from a member of the public, the incident has been reported to the Police who are currently investigation the incident.

Open spaces

1 incident which was previously reported in the Q.1 report - cut to the hand from use of equipment. As previously reported investigation of the incident identified the need to instruct the team to avoid overstretching when using power equipment and to keep both hands on the handle to minimize the risk of loss of balance or sudden movement resulting in a cut. Risk assessments for hedge cutting and related activities have been amended.

Waste management

2 incidents resulting from manual handling, investigation of the incidents identified that the incidents were unrelated and resulted from different causes.

1 incident was due to moving a wheeled bin with a missing wheel over rough ground while concerns about difficulty in moving the bin were correctly and quickly reported assistance to move the bin was not requested. The investigation of the incident identified a lack of awareness about the importance and need act on own judgement and not move loads across uneven ground without assistance – assistance was available and would have been provided.

1 incident was due to moving and overweight bin

Refresher manual handling training with supporting tool box talks will be provided.

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:

Policy detail referred to in body of the report – No further comments

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 1st January to 31st March 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 – 7th and 8th August inspection letter (dated 24th September 2012)
- 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
- IOSH – Guidance on Occupational safety and health management systems- May 2011

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
POLICY												
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					
COMMUNICATION AND CONSULTATION				Employee/union consultation Employee handbook Team Brief articles <ul style="list-style-type: none"> ▪ Jul – DSE ▪ Aug – accident/incident reporting ▪ Sept – manual handling 			Employee/union consultation Managers Group briefing Elected members briefing Team Brief articles <ul style="list-style-type: none"> ▪ Oct – risk assessments ▪ Nov – First Aid ▪ Dec - Stress 			Employee/union consultation Team Brief Articles: <ul style="list-style-type: none"> ▪ Jan - inspections/audits ▪ Feb – training for 13/14 ▪ March - lone & remote working 		
TRAINING AND INFORMATION	No training scheduled						H/S awareness for Service Mangers Risk Assessment			Stress awareness		
MONITORING AND REVIEWING PERFORMANCE												
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											
OTHER												
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