

Quarterly Health & Safety Performance Report 1st July – 30th September 2013

EXECUTIVE MEMBER: Councillor Peter Kane
Portfolio Holder for Environment

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 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 2 actions were:

- Review existing policies - display screen equipment (DSE), manual handling and personal protective equipment (PPE)
- Communication and consultation
- Training - use of covalent for accident and incident reporting
- Workplace inspections and audits - beck maintenance and workplace transport
- Investigation of accidents and incidents
- Event safety advice

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 the previous quarter required actions on access to health and safety information, health and safety induction information and a requirement to continue health and safety monitoring reports. 1.4.4.4 – Update on Internal Audit Action Plan summarises the actions completed during July to September. 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)

Display Screen Equipment (DSE) - Improved self-assessment checklist and record added to DSE policy.

Manual Handling - Review of the policy identified the need to include reference to service specific arrangements such as the tool box talk approaches and specific training provided for waste services and also for awareness training for all staff. The policy review will be completed in Q.3 and training will be provided in Q.4.

Personal Protective Equipment - The staff consultation group are contributing to the review of this policy to ensure that employees using equipment understand the reasons for selection and can advise on the practical application of guidance.

Accident and incidents - Existing policy reviewed and internal reporting and recording arrangements changed to use Covalent as a central reporting system. For Q.2 corporate safety continued to use covalent to record incidents and near misses as a central record of accidents and incidents. In Q.3 service managers will be briefed and provided with training notes for the future direct input of accidents and incidents. Details of incidents and accidents in Q.2 are reported in 1.4.4.2.

1.4.1.2 New Policy and systems (if required)

Lone worker guidance and policy work reported on in Q.1 continued into Q.2. Training will be provided in Q.3 and Q.4 to support the implementation of guidance and working arrangements.

1.4.2 Communication and Consultation

The following health and safety communications were provided:

- Employee consultation group meeting
- Team Brief items
- Improvements to intranet information
- Development of share point access for central location of risk assessments

1.4.3 Training and Information

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

- Display screen assessments
- Accident and incident reporting
- Risk assessments
- Covalent – use for accident and incident reporting

Other training and information activities:

- The health and safety part of employee induction training has been improved and will be included in future staff inductions
- Service managers have been invited to IOSH managing safely training which will take place in Q.3
- Covalent training notes for service managers

1.4.4 Monitoring and reviewing Performance

1.4.4.1 Work place audits and inspections

Workplace transport arrangements at Moresby were inspected and the item reported in Q.1 to define clearly vehicle and pedestrian routes in the area has been completed. Continued compliance with the improved workplace transport and pedestrian segregation arrangements will be monitored.

Inspection of beck maintenance activities identified that improvements to some access points were required. Arrangements are in place to complete this work with some already completed.

1.4.4.2 Accident/Incident Reports for 1st July – 30th September 2013

There were no reportable incident to employees or members of the public 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;

There were 10 accidents involving employees and members of the public which were not reportable under RIDDOR reported and investigated

Reference	Title	Date of incident/accident	Incident Type	Team Description
INC2388	Animal (dog) attack	09-Jul-2013	Accident	Waste Services
INC2462	Member Public – (Scraped Leg)	09-Jul-2013	Accident	Member of the Public
INC2389	Dust into Eye	17-Jul-2013	Accident	Waste Services
INC2463	Sun Stroke	17-Jul-2013	Work related Ill health	Waste Services
INC2391	Vehicle Incident	26-Jul-2013	Accident	Waste Services
INC2390	Vehicle Incident	01-Aug-2013	Accident	Environmental Health
INC2423	Member public at Beacon (Grazed leg)	06-Aug-2013	Accident	Beacon
INC2424	Manual Handling	12-Aug-2013	Accident	Waste Services
INC2461	Manual Handling	13-Aug-2013		Waste Services
INC2460	Member Public – (Bumped Head)	19-Aug-2013	Accident	Member of the Public

There were no RIDDOR reportable incidents at North Country Leisure – the contracted Leisure Facilities provider for Copeland.

1.4.4.3 Add update on fire safety arrangements

The following improved fire safety arrangements works have been completed:

- Emergency warning and lighting system at Distington Crematorium
- Improved signage and marking at Moresby Depot
- Fire door changes to Bainbridge Room
- Fire Warden training
- Fire risk assessments – Whitehaven Cemetery Lodge, Whitehaven Market Hall, Cleator Moor Phoenix Centre (Phase 3), Overend Community Centre

1.4.4.4 – Update on Internal Audit Action Plan

The following actions due for completion were completed in Q.2

- Out of date policies and associated documents to be removed from the intranet.
- 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.
- H/S summary information to be provided to HR for inclusion in the induction process.
- 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.
- Managers requested to provide copy of risk assessments.

Outstanding actions

- Health and Safety policy to be published on the intranet and website.

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 Policy Framework Comment: The Health and Safety policies are part of our corporate policy framework.

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 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