

**Quarterly Health & Safety Performance Report 1<sup>st</sup> April – 30<sup>th</sup> June 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 1 REPORTS**

- 1.1 This is the first quarterly report on the health and safety activities of the organisation and includes the planned actions for plan for 2012 – 2013.
- 1.2 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.

1.3 Event safety management for the successful and well attended Whitehaven Festival and the Olympic torch relay in June 2012 was a key area of work in quarter 1

#### **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)**

###### **Legionella management**

Policy reviewed with Property services with amendments to reflect organisational changes and for reporting and monitoring arrangements to include all Copeland owned properties and to the leisure partnership agreement. The amended policy has been reported separately by Property services.

###### **Accident and incidents**

Policy reviewed to reflect changes to reportable incidents under RIDDOR (reporting of incidents, diseases and dangerous occurrences) so that work related incidents are now reportable if 7 or more working days are lost an increase in days lost from the previous 3 working days and requires that time off from work is supported by a fit note.

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

No new policies and systems in quarter 1

##### **1.4.2 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. A programme of health and safety items for team brief is in place for Q.2 – 4.

A meeting with staff and union representatives was not scheduled in Q.1 but is scheduled for Q.2 – 4.

### **1.4.3 Training and Information**

No training sessions were provided in Q.1

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

- Display screen assessments
- Work station assessments
- Accident and incident reporting
- Event safety
- Manual handling

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

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

Waste Management as a complex and high risk activity service will be inspected and audited across quarter 1 and 2.

Quarter 1 actions involved a review of systems with benchmarking of against the Health and Safety Executive best practice industry guidance. The key findings are:

- Risk assessments are in place for all routes and will be reviewed to reflect route changes
- Good systems are in place for induction training and continued training through tool box talks and CPC
- Good system of incident reporting and investigation
- Integration of health and safety in ways of working

A full report will be produced at the end of Q.2 to report in Q.3.

#### **1.4.4.2 Accident/Incident Reports for 1<sup>st</sup> April – 30<sup>th</sup> June 2012**

There were 4 reportable incidents to employees or members of the public under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR).

##### Open spaces

1 incidents resulting from manual handling activity, investigation of the incident identified the need for repeating and reinforcing the message that vehicles can and where possible should be reversed to the item that needs to be moved and not the item dragged to the vehicle.

1 incident resulting from use of equipment, 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 not anticipating the normal quick movement of a bin lift.

1 incident was due to lifting recycling boxes and identified a lack of awareness of vehicle sited lifting aids for heavier items and refresher training in the form of team 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: Supports corporate objectives 1.1, 3.5 and 4.4

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> January to 31<sup>st</sup> 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**

Appendix A: Corporate Safety Action Plan – 2012 - 2013

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

- 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
<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