

Quarterly Health & Safety Performance Report 1st January – 31st March 2014

EXECUTIVE MEMBER: Councillor Peter Kane
Portfolio Holder for Environment

LEAD OFFICER: Janice Carroll – Acting Head of Copeland Services

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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

1.1 This is the final quarterly report on the health and safety activities of the organisation and includes a review of the completed actions for 2013 – 2014 in 1.5.
Health and safety actions reported on include the organising, planning, measuring performance and auditing and reviewing performance of identified risks.

1.2 Quarter 4 actions were:

- Review existing policies – contractor arrangements and carried over from Q.3 noise at work
- Communication and consultation – team brief items, staff consultation, managers group briefing, intranet and share point

- Training - awareness training for service managers, First Aid and Risk assessments and carried over from Q.3 elected members briefing
- Workplace inspections and audits – Property Services

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 audit action plan reported and agreed 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 1.4.4.3. 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)

Contractors – review of arrangements. Information and training provided to term contractors.

Personal Safety at Work –review of arrangements following the investigation of incidents in which members of staff were threatened

The planned review of asbestos management and noise at work arrangements were not completed in q.4 and will be carried over into the 14/15 work plan.

1.4.1.2 New Policy and systems (if required) - No new policies and systems in Q.4

1.4.2 Communication and Consultation

The following health and safety communications were provided:

- Team Brief items
- Continuing improvements to intranet information – to improve ease of access a Health and Safety documents and forms icon buttons were added to the dashboard set up

1.4.3 Training and Information

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

- Personal Safety arrangements
- Display screen assessments
- Personal protective equipment use
- Accident and incident reporting

Other training and information activities:

- Second IOSH managing safely training course
- Lone working and personal safety
- Risk Assessment for lone and remote working
- Workplace welfare

Elected member training planned for Q.3 and carried forward to Q.4 has not taken place

1.4.4 Monitoring and reviewing Performance

1.4.4.1 Work place audits and inspections

The planned audit and workplace inspection of Property Services was delayed while contractor arrangements including term contractor induction training and provision of information were completed.

The postponement of a full workplace audit was also in recognition of the impact of the severe weather on Copeland owned properties significantly increasing the workload of the service in quarter 4.

1.4.4.2 Accident/Incident Reports for 1st January – 31st March 2014

There were no incidents reportable 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 15 non RIDDOR reportable accidents and incidents involving employees. The incidents are listed in the following table:

Reference ID	Summary	Date of incident/accident	Incident Type Description	Team Description
INC 2813	Manual Handling	08.01.2014	Accident – caught on face by bin lid	Waste Services
INC 2786	Manual Handling	09.01.2014	Accident – twisted ankle moving bin	Waste Services
INC 2952	Member of public made threat of injury to employee	13.01.2014	Incident – Threat of injury	Legal Services
INC 2808	Slip/Trip	13.01.2014	Incident	Copeland Centre
INC 2829	Vehicle Incident	21.01.2014	Incident -	Waste Services
INC 2830		22.01.2014	Accident – caught on face by branches through open window	Waste Services
INC 2915	Slip/Trip outside Copeland Centre – area waxed by skateboarders	29.01.2014	Incident	Copeland Centre
INC 2916	Manual Handling	03.02.2014	Incident – hit on head by bin lid	Waste Services
INC 2933	Vehicle involved in road traffic incident	06.02.2014	Incident	Communities
INC 2917	Slip/Trip	06.02.2014	Accident – leg cut on object	Parks
INC 2932		13.02.2014	Accident - cut by tree branch	Parks
INC 2830	Manual Handling	22.01.2014	Accident – hit on face by falling tree branch	Waste Services
INC 2953	Manual Handling	27.02.2014	Accident – cut by metal object when collecting recycled material	Waste Services
INC 3131	Members of the public made threats of injury to an employee	13.03.2014	Incident - Threat of injury Incident reported to the Police	Neighbourhoods
INC 3036	Slip/Trip	17.03.2014	Incident	Copeland Centre

The incidents reported above of threats of injury to employees were separate and unrelated incidents.

There were no RIDDOR reportable incidents at North Country Leisure

1.4.4.3 – Update on Internal Audit Action Plan

Centralisation of risk assessment records remains an outstanding action.

1.5 REVIEW OF HEALTH AND SAFETY KEY ACTIONS FOR 13/14

Planned Actions completed <input checked="" type="checkbox"/>	Actions not completed <input checked="" type="checkbox"/>	Comments
Policy Review	Policy Review	Carry over to 13/14 plan
Display Screen equipment <input checked="" type="checkbox"/>	Noise at work <input checked="" type="checkbox"/>	
Accident reporting <input checked="" type="checkbox"/>	Asbestos Management <input checked="" type="checkbox"/>	
Fire Safety <input checked="" type="checkbox"/>	Health Surveillance <input checked="" type="checkbox"/>	
First Aid <input checked="" type="checkbox"/>	Stress <input checked="" type="checkbox"/>	
Driver Safety <input checked="" type="checkbox"/>		
Manual Handling <input checked="" type="checkbox"/>		
Lone and remote working <input checked="" type="checkbox"/>		
Contractors <input checked="" type="checkbox"/>		
Personal Safety <input checked="" type="checkbox"/>		
Communication and Consultation	Actions not completed	Comments
Team meetings <input checked="" type="checkbox"/>		
Intranet access <input checked="" type="checkbox"/>		
Team Brief articles <input checked="" type="checkbox"/>		
Training and Information <input checked="" type="checkbox"/>	Actions not completed	Comments
First Aid awareness <input checked="" type="checkbox"/>	Elected member awareness <input checked="" type="checkbox"/>	
Fire Safety <input checked="" type="checkbox"/>		
Service Managers awareness <input checked="" type="checkbox"/>		
Risk Assessment <input checked="" type="checkbox"/>		
Monitoring and Reviewing Performance	Actions not Completed	Comments
Workplace Transport <input checked="" type="checkbox"/>	Property Services <input checked="" type="checkbox"/>	Carry over to 14/15 plan
Fire Safety <input checked="" type="checkbox"/>		
Bereavement Services <input checked="" type="checkbox"/>		
Other – including event safety	Other – including event safety	Comments
Whitehaven Festival <input checked="" type="checkbox"/>		

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 - 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)

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	<p>Agreed with the following intended actions:</p> <p>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.</p>	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	<p>Agreed with the following intended actions:</p> <p>Managers requested to provide copy of risk assessments.</p> <p>Received risk assessments to be stored in central location – covalent or intranet.</p> <p>If required reminder and follow up action with any services that have not provided a risk assessment.</p>	<p>31/07/13</p> <p>06/09/13</p> <p>06/09/13</p>

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