

Quarterly Health & Safety Performance Report 1st January - 31st March 2013

EXECUTIVE MEMBER: Councillor Peter Kane

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; and
- b) £35K be set aside from the 2012/13 carry forwards to allow for the essential work arising from the fire risk assessments to be carried out as outlined in paragraph 1.3.4.1

1.0 INTRODUCTION AND QUARTER 4 REPORTS

- 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 2012 – 2013 in 1.5.
- 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.

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 – DSEAug – accident/incident reportingSept – manual handling			Employee/union consultation Managers Group briefing Elected members briefing Team Brief articles <ul style="list-style-type: none">Oct – risk assessmentsNov – First AidDec - Stress			Employee/union consultation Team Brief Articles: <ul style="list-style-type: none">Jan - inspections/auditsFeb – training for 13/14March - 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

1.3 HEALTH AND SAFETY PERFORMANCE REPORT – QUARTER 4

Health and Safety activities for Q.4 are reported under key activity headings of policy, communication and consultation, information and training, monitoring and reviewing performance which includes accident reports.

1.3.1 Policy Activities

1.3.1.1 Review of existing policies and systems (rolling programme)

Fire Safety – the work in Q.3 to review fire warden and fire coordinator arrangements was continued and incorporated the fire risk assessments of Copeland owned buildings undertaken in Q.4.

First Aid – the work in Q.3 to review first aid arrangements was continued and incorporated information from the first aid training sessions on 31st January and 14th March 2013.

The rescheduled review of Health Surveillance and Working at Height arrangements from Q.3 and the planned Q.4 policy review of contractor arrangements, lone and remote working and stress did not take place and will be carried over into the work plan for 2013 - 2014.

1.3.1.2 New Policy and systems – if required

No new policies and systems in quarter 4

Arrangements and guidance covering driving for work purposes were assessed with Human Resources; a revised policy will be produced in 2013 – 2014.

1.3.2 Communication and Consultation

The corporate Health and Safety Advisor continued to focus communication with staff volunteering as fire wardens and first aiders and union representatives.

Communications have also taken place on a one to one and team basis.

Communications have not included team brief articles and this area of work will be carried over to the 2013 – 2014 action plan

1.3.3 Training and Information

The following training was provided during Q.4:

- Health and Safety awareness for Elected members (15th March)
- First Aid awareness (31st January and 14th March)

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

- Display screen assessments and work station assessments
- Accident and incident reporting
- Event safety
- Noise assessment
- Risk Assessment
- Manual Handling

1.3.4 Monitoring and reviewing Performance

1.3.4.1 Work place audits and inspections

Fire Risk Assessments of the following buildings were undertaken in Q.4:

Moresby Parks Depot
The Copeland Centre
Distington Crematorium
Frizington GP surgery
Castle Park Lodge
Cleator Moor Offices
Millom Depot (King Street)
The Beacon
Greenbank and Hillcrest Community Centres

The fire risk assessments while finding that overall standards were acceptable did identify areas of improvement summarised as follows:

- Additional fire information and exit signage
- Fire door maintenance
- Fire door changes – frame replacement/changing opening direction
- Fire exit improvements
- Petrol containers and fire document boxes
- Fire detection alarm system upgrades
- Emergency lighting improvements
- Training

The cost of the required fire safety works at approximately £35,000 has been included as a carry forward request in the 2012 - 2013 revenue outturn report elsewhere on this agenda.

Other areas of fire safety action are part of continual workplace management include the maintenance of clear walkways, storage improvements to maintain clear areas, provide adequate sighting of printers and photo copiers and improve cable and extension lead management.

The fire risk assessments also highlighted that for buildings which are not used as a workplace for Copeland employees and are not providing a work activity on a contracted out base basis for Copeland the occupiers of these buildings must be informed of their duties

1.4 Accident/Incident Reports for 1st January – 31st March 2013

There were no accidents or incidents from Copeland Borough Council activities reportable under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) in Q.4

There were incidents reported that were not required to be reported under RIDDOR as one was not due to a work related activity and the other incident involving manual handling did not result in any time of work.

North Country Leisure - Previous quarter reports have included details of RIDDOR reportable accidents for North Country Leisure as the contracted leisure provider for Copeland. Accident and incident reports were included to maintain awareness of the health and safety activities of a contracted out service. As a contracted out leisure operator North Country Leisure are not regulated by Health and Safety Executive (HSE) but are instead regulated by our own Environmental Health team.

1.5 REVIEW OF HEALTH AND SAFETY KEY ACTIONS PLAN

Planned Actions completed	Actions not completed	Comments
Policy Review	Policy Review	Carry over to 13/14 plan
Legionella	Display Screen equipment	
Accident reporting	Manual Handling	
Fire Safety	Health Surveillance	
First Aid	Working at Height	
Driver Safety	Contractors	
	Lone and remote working	
	Stress	
Communication and Consultation	Communication and Consultation	
Team meetings	Team Brief articles	Carry over to 13/14 plan
Training and Information	Training and Information	Corporate training area for 13/14
Elected member awareness	Service Managers awareness	
First Aid awareness	Risk Assessment	

Fire Safety	Stress Awareness	
Monitoring and Reviewing Performance	Monitoring and Reviewing Performance	
Waste Services	Property Services -	Carry over to 13/14 plan
Bereavement Services		
Open Spaces – beck maintenance		
Other – including event safety	Other – including event safety	
Olympic Torch Relay	All planned actions completed	
Whitehaven Festival		

In Q.1 the key actions for health and safety activity were proposed. These activities were based on the assumption that the vacant health and safety advisor post would be recruited to during Q.1. There were no suitable candidates when the post was first advertised and it was not until Q.3 that a suitable person was recruited. In the interim period health and safety activity was limited and as a result it has not been practical to complete all planned activities.

2. PROPOSALS

- 2.1 Actions to manage health and safety for the many areas of works undertaken by the Council 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 in 2013 – 2014 with Quarter 1 monitoring reports proposing a plan of key actions and Quarter 4 monitoring including a summary of completed key actions
- 2.3 Fire Safety improvements works can be funded from the 2012 – 2013 revenue underspends and has been included as a carry forward request in the 2012 - 2013 revenue outturn report elsewhere on this agenda.

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: The report sets out quarterly progress on health and safety as requested by Executive.

5.2 The Section 151 Officer's comments are: The programmed work plan is contained within existing service plans and allocated budgets. However the results of the work plan may require additional investment in key areas to ensure we can safely exercise our responsibilities. The recent work on the fire safety assessments has resulted in the need to invest around £35K of additional money in fire risk assessment improvements to council premises. This is primarily one off funding and is the subject of a carry forward bid contained in item 11 on this agenda

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: As referred to within the body of the report. This is related to the new Corporate Policy Framework as agreed at Full Council on 21 February 2013.

5.5 Other consultee comments, if any: None

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 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

Corporate Safety Action Plan – 2012 - 2013

List of Background Documents:

- Health and Safety Executive - Successful Health and Safety Management (HSG 65)
- Fire Risk Assessments

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