

**HEALTH AND SAFETY INSPECTION
COPELAND BOROUGH COUNCIL
WITH ACTION PLAN March06 - June 2006**

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Budget & Contingencies

There has now been a budget plan provided to Len Gleed & Hilary Mitchell. This needs approval and submission for 2007 Budget.

Accident reporting

The in-house accident book is being used with numerical recorded entries. No RIDDOR incidents have taken place, or brought to attention of Safety Officer to date. There have only been two minor accidents reported since the transfer of the Leisure Facilities. To introduce a sheet for reporting incidents and near misses, in line with the First Aid at work regulations 1981.

Risk Assessments

Risk assessments are in place for most areas. Employees in some areas are unaware of these. Induction must cover this in week one with new employees from now on. Corp Team given a selection of quarterly induction dates by Health & Safety Officer to plan these in advance. Regulation breaches for risk assessments include:
Health and Safety at work act 1974, Management of Health and Safety regulations 1999

Fire procedures

Emergency evacuation procedures are now in place at Moresby, signage is improved, fire alarms are tested, and emergency lighting has been fitted, some emergency lighting devices and charge lights cannot be seen and is unclear as to testing schedules and records. All offices should have notices on back of all doors for procedures and appointed persons. Health and safety breaches would include.
The Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 the Fire Precautions Regulations 1997.

Contractors & Control of Visitors

All contractors are sought from the building maintenance dept and all information is kept as part of the pre-tender health and safety plan, but information should be copied to site working. Staff must be made aware of contractors and permits to work should be introduced. A visitor's procedures card has been offered to Catherine St meeting rooms and similar offices visited by the public, this should be implemented by all offices at all sites by Customer services.

Health Surveillance & Monitoring

Employees are not advised on specific occupational health risks relevant to their employment. Parks and Waste refuse employees are not monitored or screened or advised about mandatory injections that are required, according to employees spoken to on internal training days.

Health surveillance has not been completed at Moresby and needs to be implemented.
Regulation breaches if no monitoring is completed would include.
Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1999.

Control Of Substances Hazardous to Health

COSHH to be reviewed and substances should be substituted where possible. Assessments are being reviewed at Moresby and records of data sheets and storage, including lists and signage.
Health and safety breaches if not addressed would include.

Health And Safety at Work Act 1974

COSHH regulations 1994

Management of Health and Safety Regulations 1999

Personal protective equipment

All PPE is issued as standard at commencement of employment and as and when needed.
Re-issue should be controlled better as employees seen with worn and ineffective clothing.
Footwear and other made-to-measure ppe should be offered by small choice to suit wearer.
Not all managers are considering the issue of PPE to new employees, especially where sites are visited or unusual customer visits i.e. renovated sites that are unoccupied.

Regulation breaches if continuous non compliance would include:

Health & Safety at Work Act 1974

Management of Health & Safety at Work Regs 1999

Personal Protective Equipment Regs

Welfare Regs

Training

There is no formal safety training plan at any office or site, including induction of new employees. All management with exception of a select few have been trained to IOSH standards which refreshes and reminds managers of their responsibilities in future with regards to Health & Safety requirements. Refresher should be planned and carried out to timescale, decided at development type review process or similar. Managers should know who needs what under their employment specifically, with planned courses booked in advance.

Propose all courses are offered at time of development process so bookings can be taken.

Health and Safety breaches would currently include the following if not planned and resolved:

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

Equipment

Most pat testing is up to date and is kept centrally on file, however there are items which have been missed. There needs to be more control and a suitable pat testing register needs to be set up and filed at each location, again every local dept manager is responsible for highlighting this. Any access equipment used needs to be by competent trained persons only with register also.

Regulation breaches currently would include:

Provision and Use of Work Equipment Regulations 1998 and Work at Height Regs 2005,
Health and Safety at Work Act 1974
Electricity at Work Regs 1989

Vehicles/mobile plant

Mobile plant if needed should be hired in with a competent person to operate it.
Better schedule of defects reported for rectification required as feedback on claims is slow.
Any new driver or new vehicle should undergo training & instruction for its safe use.
Any reported incidents or issues regarding drivers must be acted upon and investigated.

Manual handling

Training is now under way, but schedules need planned for refresher in the future.
This works hand in hand with the Training schedules and planned inductions by managers.
Regulation breaches would include:
The Health and Safety at Work Act 1974
Management of Health and Safety Regulations 1999,
The Manual Handling Operations Regulations 1992

Welfare

Facilities for office based staff are satisfactory. Moresby depot is being rearranged, where rest rooms are provided for outdoor workers, but not used by all who require them to their full potential. This is because there are insufficient lockers or hangers for drying clothing etc. Change facilities for clothing and secure lockers must be introduced to improve cleanliness.
Regulation breaches if left unattended would include:
The Welfare Regs
The Health & Safety at Work Act
The Workplace Regs
The Management of Health & Safety at Work Regs

First Aid

There are sufficient First Aiders in the offices at Catherine St, which through risk assessment will be appropriate for the location, however, only one person for Moresby at present.
First Aid kits and supplies for First Aid rooms are not checked, or controlled by First Aiders.
There is no clear signage for First Aid or appointed persons at Moresby or on any office doors.
Health and Safety breaches if left unattended would include:
The Health and Safety at Work Act 1974
Management of Health and Safety Regulations 1999,
First Aid at Work Regulations 1981

Offices & buildings

The offices have had walk around visual inspections done in the past, but formal records now need documented and action plans carried out, checked and completed in a reasonable timescale.

Issues raised take too long if not all completed by the time next visual taken place.

Frequency of inspections should be agreed to timescale and forms supplied agreed are used.

Safety reps will monitor findings and require actions completed to resolve any outstanding.

This is a management responsibility, with Corporate Team to monitor compliance of managers.

Breaches currently would be if not addressed:

Health & Safety at Work Act 1974

Management of Health & Safety at Work Regs 1999

Safety Reps Group

There is now a group of up to 15 Safety Reps, competently trained to IOSH standards, who meet every fortnight with the Health & Safety Officer and minutes are copied to the Corporate Team and Managers group email.

So far, the group have looked at risk assessments, internal safety inspections and every day issues arising. Almost every business section is represented by a Safety Rep.

General

Introduction of Safety Reps has shown a change in culture, however, support in form of time allowed to carry out their duties and action being taken to correct issues they raise must be demonstrated by managers or faith and broken promises will deter effectiveness of their role. There are still a few negative employees who may never be influenced by changes for the better, in respect of better safety and improved health related issues, however, they are becoming the minority and given time will become less influential towards others who now know better through training and awareness.

Task groups have been formed and some progress is being made to highlight issues of concern, however, delivery and effectiveness needs to be monitored to timescale. Groups such as:

Stress at work

Violence & Aggression

Working Environment

Health & Safety Grievance Meeting

Sickness Absence

<p><u>Budget & Contingency</u></p> <p>Corp Director to have a budget for 2006/7 safety & health fund</p> <p><u>Accident reporting</u></p> <p>Introduce a new near miss & incident sheet Reminder sent out in Team Talk (April 06 issue)</p> <p><u>F2508 RIDDOR reporting</u></p> <p>To implement an incident reporting procedure (RIDDOR) to HSO.</p> <p><u>Risk assessments</u></p> <p>To implement new format for risk assessments showing risk factors. Risk assessment training completed. Revise current procedures. Safe systems of work to be implemented where applicable.</p> <p><u>Fire</u></p> <p>Fire warden training to be completed. Emergency lighting tests to be recorded and scheduled.</p> <p><u>Contractors & Visitors</u></p> <p>Procedures to be put in place for work permits and visitors controlled.</p> <p><u>Health</u></p> <p>Implement assessments on individual work practices to establish any foreseeable hazards, formalise surveillance and monitoring schedules. Issues to be reported to Environment Task Group via safety reps.</p>	<p>T.C & L.G</p> <p>M.S M.S completed</p> <p>MGRS</p> <p>M.S completed S.REPS MGRS</p> <p>M.S booked August MGRS</p> <p>C.LLOYD D.MULLEN</p> <p>J.S S.B C.L M.S completed R.R completed</p>
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<p><u>Coshh</u></p> <p>Implement coshh systems where applicable. Source data sheets; ensure cosh assessments are carried out. Ensure where possible dangerous substances have been substituted and ensure adequate storage systems are in place. Provide coshh training if appropriate.</p>	<p>MGRS</p> <p>M.S <i>planning 2006/7</i></p>
<p><u>Personal protective equipment</u></p> <p>PPE issued should be a choice where possible, implement a register.</p>	<p>MGRS</p>
<p><u>Training</u></p> <p>Implement a training plan into the office/depot and identify training needs and schedule for refresher. Induction to be implemented. Ensure all training certs are kept on file and are available to read. Ensure all temporary and agency workers are given full induction training before commencement of work.</p>	<p>MGRS</p> <p>M.S <i>induction completed</i></p>
<p><u>Equipment</u></p> <p>Follow up portable appliance testing in the office/depot. Ensure visual and safety checks are carried out before issue and use.</p>	<p>S.REPS MGRS</p>
<p><u>Vehicles/mobile plant</u></p> <p>Vehicles and mobile plant should incorporate above training and check records as well as defects rectification process monitored.</p>	<p>MGRS</p>
<p><u>Manual handling</u></p> <p>Implement manual handling procedures, manual handling training and risk assessments reviewed to schedule.</p>	<p>MGRS</p>
<p><u>Office safety</u></p> <p>Doors to be kept closed, housekeeping to be monitored and issues raised on inspections should be acted upon to agreed timescales. DSE assessments should be monitored by managers.</p>	<p>S.REPS MGRS MGRS</p>
<p><u>First aid</u></p> <p>First aid kits to be checked by first aiders regularly. First aid kits and refresher training implemented, including appropriate signage.</p>	<p>MGRS M.S <i>completed</i> FIRST AIDERS</p>

<p><u>Welfare Facilities</u></p> <p>Changing facilities for all refuse workers and parks to be implemented At Moresby depot.</p> <p><u>Office buildings</u></p> <p>Inspections of offices and depots to be conducted on a regular basis.</p> <p><u>General</u></p> <p>Every management meeting should include a safety agenda. Task groups should involve safety reps where possible and information should be fed back to reps and employees through an effective route. Top down push and leading by example will demonstrate proactive safety culture to employees.</p>	<p>JCaroll TMagean KParker</p> <p>S.REPS completed MGRS</p> <p>MGRS</p> <p>C.TEAM</p>
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