

JCSP Health and Safety Report

Date of Board Meeting:	21 st September 2006
Name of Report:	Quarterly Health & Safety Report
Author(s):	Mike Sharrock – Health & Safety Officer

Purpose:

To provide the Board with the 2nd Quarter Annual Health & Safety Report for 2006.

Action Required:

Approval by the Board.

Recommendations to the Board:

To allow the Policy doc to be presented to Exec on the 26th Sept 2006.

Health and Safety Annual Report Sept 2006

1.0 PURPOSE

- 1.1 To provide information relating to Copeland Borough Council policies and procedures.
- 1.2 To ensure Board members are kept aware of policies and procedures where risk management, acts and regulation changes are required.
- 1.3 To provide information on accident/incidents and abusive behaviour.

2.0 OVERVIEW

- 2.1 Work to continually improve Health and Safety within the Council, which is progressing steadily.

Generally, awareness of Health & Safety has risen through information, instruction, training and supervision.

The Health & Safety Officer is continuing his role within the Council ensuring that management at all levels uphold their Health and Safety responsibilities and encourage a positive Health and Safety culture throughout the Council.

- 2.2 A review of the Copeland Borough Council Risk Assessments and Health and Safety policies continue to be carried out during this reporting period.

3.0 POLICY DEVELOPMENT AND IMPLEMENTATION

- 3.1 A key objective of the Health and Safety Officer for this year was to continue to develop and implement the Health and Safety policies across the Council, integrating as far as possible already established systems to ensure minimal changes to working practices, hence the consultation doc attached as appendix 1
- 3.2 The following policies and matters continue to be worked on:

- Egremont Car park - Mine Shaft advice
- Training recommendations
- Multi Site Occupiers Agreement (Moresby Site)
- Guidance for Managers and Team Leaders on the HSE (Health and Safety executive) legislative changes
- Lone Working Procedures
- Health & Safety Risk Assessments
- Asbestos registers and Asbestos management

- Ancillary Equipment (Emergency lighting, Fire equipment, Fire alarms and fire evacuation procedures)
- Regulatory Reform (fire safety) Order 2006 Specific Risk Assessments
- Disablement Discrimination Act (DDA) Fire Evacuation Procedures
- First Aiders and refresher training
- Auditing and work place inspections
- Plus many more as stated in the revised H&S Manual

4.0 INFORMATION / CONSULTATION WITH EMPLOYEES

4.1 Health and Safety Representatives Committee is established and continues to share best practice and give advice when requested or reported to H&S Officer.

4.2 The Health and Safety page on the Intranet continues to be updated and will eventually contain the following information as and when time allows:

- Policies
- Health and Safety Guidance
- Risk Assessment Guidance
- Generic Risk Assessments
- Lone working procedures
- Fire Procedures
- Etc, etc

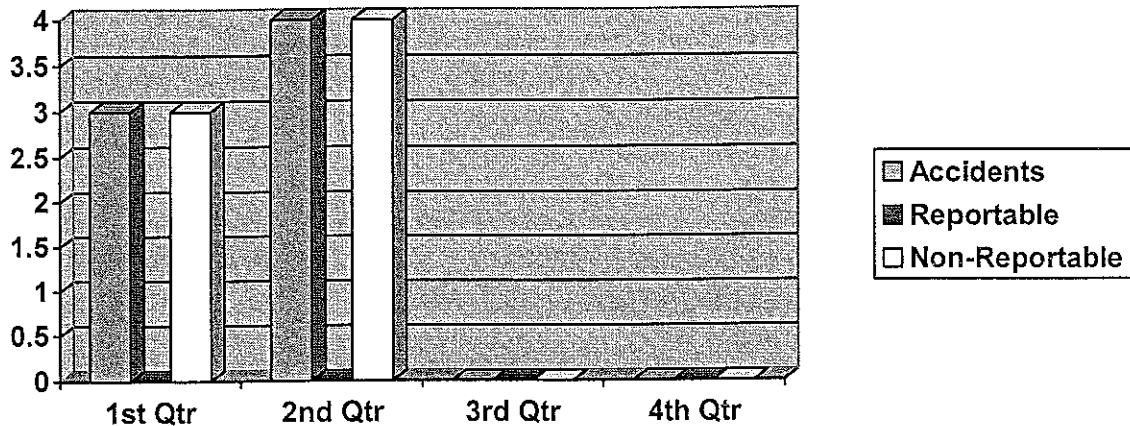
5.0 ACCIDENT / INCIDENT REPORTING

5.1 Over the last year incident reporting has improved, with the majority of incidents being reported quickly and correctly, although the quality of some reporting is not as good as it should be. The implementation of accident investigation and incident reporting forms recently introduced, will help to improve the system, the following shows the accidents for the last quarter of 2006.

5.2

Accident / Incident Number	Employee Number	Employee Name	Accident / Incident Date	Injury Sustained	Reason for Injury	Reportable Yes/No
1		Waste dept	June 06	Needle prick to hand	Ppe not worn	no
2		Waste dept	June 06	Stress at work absence	accumulation	no
3		Waste dept	June 06	Fall from vehicle	slip	no
4		Millom TIC	July 06	Bang to head	Failure to check item	no
5		Waste dept	July 06	Bee sting to hand	Ppe not worn	no
6		Waste dept	July 06	Cut to hand	Ppe not worn	no
7		Admin	Sept 06	Cut to hand	Broke drinking glass	no
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Accident / Incident Number						
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5.3



5.4 QUARTERLY ACCIDENT STATISTICS FOR COPELAND BOROUGH COUNCIL

1 st Quarter	01.01.06 - 01.04.06 (accident n0s 1-4)
2 nd Quarter	01.04.06 - 01.07.06 (accident n0s 4-7)
3 rd Quarter	01.07.06 - 01.10.06
4 th Quarter	01.10.06 - 01.01.07

5.5 The number of incidents reported under the Reporting rules (RIDDOR) to the HSE has been: 0

6.0 CO-OPERATION AND CO-ORDINATION

6.1 Co-operation and co-ordination with other Health and Safety professionals externally and internally have been established. Best practice to be shared throughout the Council.

7.0 TRAINING AND COMPETENCE

7.1 Health and Safety training for managers/team leaders and the Daily work force (DWF) to be implemented and will include: -

- COSHH (Control of Substances Hazardous to Health)
- Asbestos awareness
- Manual Handling (75% of employees completed)
- Risk Assessments (reviews of existing 75% completed)
- Accident Investigation to include RIDDOR
- Workplace Inspections via Safety Reps (75% completed)
- Banskman duties (100% completed)

- First Aid at work
- Fire Safety/Fire Warden (Cumbria Fire Rescue Service 25% completed)
- DSE assessors refresher (100% completed)
- DSE assessments (95% completed)
- Sharps sessions

7.2 In-House Training Courses already executed in this reporting period and which are ongoing.

- Manual Handling
- Risk Assessments
- Fire Safety / Fire Warden
- DSE assessors (completed)
- DSE assessments
- Banksman (completed)
- First Aid (ongoing)

8.0 VIOLENCE AT WORK REPORTS

8.1 There has been one incident of abusive behaviour from a member of the public to an employee (Enforcement Officer). This incident has been forwarded for the Violence and Aggression Register.

9.0 EGREMONT CAR PARK ISSUE

9.1 The Council has been advised by the Health & Safety Officer to temporarily fence off the land owned by Copeland Borough Council until further investigations can confirm whether or not there is a mine shaft beneath the car park belonging to the Council in Egremont, and if there is sufficient risk to the public, by using the area. Ongoing tests are taking place.

10 HSE IMPROVEMENT NOTICE

10.1 There has been a Notice issued to Copeland Borough Council in respects of DSE assessments and the Cash Office in Catherine Street. The actions in the Notice must be completed by 31st January 2007. This will require substantial work to comply. Failure to comply will involve the HSE issuing a Prohibition Notice in respects of the Cash Office, stopping operations, thereafter this deadline date.

11 HSE VISITS TO WASTE MANAGEMENT DEPARTMENT

11.1 HSE carried out a full "Working in partnership Inspection" of waste management dept recently and summarised that in main were relatively upto date with training and safe working practices, though we still had work to do to ensure risk assessments were written and consulted to employees in future. They will want

an Action Plan for review in November 2006 and a discussion with Liam Murphy and Terry Chilcott. It was thought HSE Inspector could possibly provide Management Group with a presentation of where their responsibilities lie in respect of their part to play in health & safety as they were clearly lacking in the HSE opinion of fulfilling their role to date.

9.0 **ACTION**

- 9.1 The Board is asked to **NOTE / ACTION / DISCUSS / AGREE** the report and appendices.

