

Quarterly Health & Safety Performance Report 1st July – 30th September 2014

EXECUTIVE MEMBER: Councillor Peter Kane
Portfolio Holder for Environment

LEAD OFFICER: Janice Carrol – Acting Heading 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 AND QUARTER 2 REPORTS

- 1.1 As an employer Copeland is required to comply with the Health and Safety at Work etc. Act 1974 and regulations made under that Act. The council must have arrangements in place to protect employees and those affected by any work undertaking provided by the council.
- 1.2 Successful Health and Safety Management requires a planned approach with an effective management structure and arrangements for delivering policy and an effective system to implement arrangements, measure performance and review performance. As best practice health and safety activities of the organisation will be reported quarterly.

- 1.3 Quarterly reports will cover the arrangements for organising, planning, measuring performance and auditing and reviewing the arrangements for identified risks. These areas will be reported under the headings of policy activities, communication and consultation, training and information and monitoring and reviewing performance. Monitoring and reviewing performance will report on workplace audits and inspections and accident reported.
- 1.4 The planned actions for Q.2 were
- **Review existing policy and arrangements** – display screen equipment☑, manual handling ☑, welfare arrangements☑
 - **New Policy and arrangements** – driving safely☑, substance abuse ☑
 - **Communications and Consultations** –_team brief☑, employee and union consultation☑, portfolio holder briefing☑ chief executive and CLT briefing ☑
 - **Training and Information**_ accident and incident reporting and investigation – partial , elected member briefing ☑
 - **Workplace audits and inspections** – Open spaces ☑
 - **Exercises and Tests** – no tests or exercises planned
 - **Accident and Incident reports and investigations** – monitoring of all accident and incident reports☑, investigation of RIDDOR reportable incidents ☑
- 1.5 There are no new legislative changes or emerging issues to report in quarter 2.

HEALTH AND SAFETY 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.

1.6. Policy and System Activities

In addition to the overall written statement health and safety policy a specific requirement of section 2 of the Health and Safety at Work etc. Act 1974 is that Copeland has a policy and systems to cover the wide range of activities undertaken by the council.

Where investigations and other information such as legislative changes or best practice guidance identify a need for policy changes this will be incorporated as soon as possible and reported along with programmed reviews. Policy changes for existing will be reported to the corporate leadership team for approval.

1.6.1. Review of existing policies and systems (rolling programme)

In Q.2 the review of the personal safety policy and arrangements continued. The revised policy and arrangements presented separately to members on the 21 October 2014 includes guidance for elected members and guidance on social media use.

Display screen equipment, manual handling, welfare arrangements were identified for review. Welfare arrangements were not reviewed and will be carried over to Q.3. There were no changes to the policy and arrangements required for display screen equipment or manual Handling.

1.6.2 New Policy and systems (*if required*)

Policy and arrangements for driving safely and substance abuse were deferred to quarter 3.

1.7 Communication and Consultation

Communication and consultation is a vital part of successful health and safety management. Policy and arrangements to be effective must reflect the organisation, the job and personal factors. Arrangements which do not consider these areas adequately may end up failing and being unworkable not because there is an unwillingness to comply but because the arrangements do not reflect the reality of a situation and so cannot be effectively implemented. Arrangements must also be communicated as even the most perfectly of consulted on arrangements cannot be effectively implemented if the existence of it is not known. Communication and consultation arrangements vary with the subject.

In quarter 2 the following actions were completed:

- Communications with staff by a variety of methods including team brief items
- Responding to requests for support
- Attending by invite service team meetings
- Chief Executive briefings
- Executive Portfolio Holder briefing
- Corporate and management team briefings

Health and safety communications and consultations were also provided for the following:

- Support for the working safely group
- Fire safety arrangements

1.8. Training and Information

Training and Information is an essential part of health and safety. Supported by Human Resources who deliver the corporate training programme the following health and safety related training will be provided:

Waste management and open spaces will continue with the well-developed health and safety tool box talks and training programmes.

In Q.2 service specific and information to individuals was provided for the following areas:

- Personal Safety
- Display screen assessments
- Accident and incident reporting
- Risk assessments
- Fire Safety

1.9 Measuring, reviewing and auditing performance

Measuring, reviewing and auditing performance are essential to maintain and improve health and safety performance. Information is provided from active systems which monitor the implementation of arrangements and compliance with standards and reactive systems which monitor accidents, ill health and incidents. Quarterly reports will contain details of both active systems in the form of workplace audits and inspections and reactive systems of accident reports.

1.9.1 Work place audits and inspections

Q.2 allocated workplace audits and inspections of open spaces with on focus crematorium arrangements.

1.9.2 Accident/Incident Reports for 1st July – 30th September 2014

As an employer Copeland must comply with Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR). The reporting criteria under RIDDOR require 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 - 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;

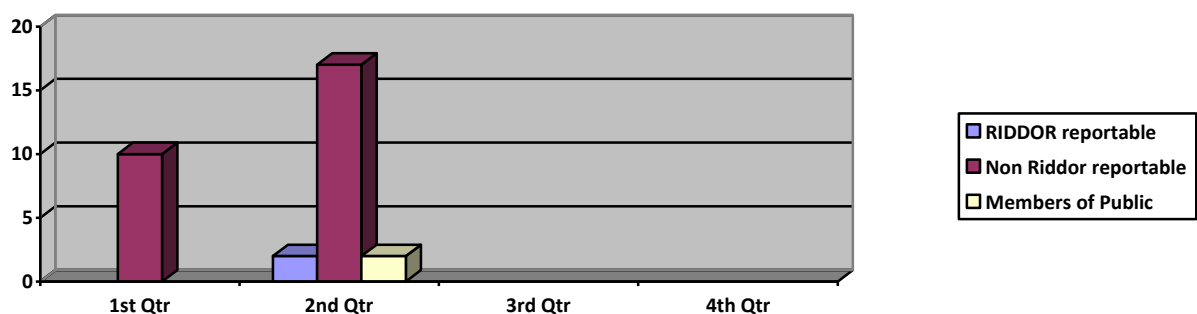
Incidents and accidents detailed in the quarterly report may not meet the criteria to be reported under RIDDOR.

In Q.2 there were 2 incidents involving employees which were reportable. Both incidents resulted in injuries which required more than 7 days off from work. The incidents were unrelated and investigations have not identified failures in arrangements or the need for corrective actions

During quarter 2 there were 17 other incidents which were not reportable under RIDDOR and 2 incidents involving a members of the public. The members of public incidents were not serious and were a customer not noticing the revolving door and hitting their head on the glass door and a customer playing with a child in the revolving door who unfortunately caught their hand in the door.

All reports were investigated by the service in which they occurred and the investigation reports were reviewed by the safety advisor. The RIDDOR reportable Incidents were investigated by the safety advisor.

QUARTER BY QUARTER COMPARISON OF REPORTED INCIDENTS



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, 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 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 – 2014 – 2015

List of Background Documents:

- Q2 incident reports
- 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

COPELAND BOROUGH COUNCIL – CORPORATE SAFETY 2014 – 2015 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	Accident and incidents – reporting and investigation arrangements Personal Safety			Display Screen Equipment Manual Handling Welfare arrangements			Asbestos			Contractors Workplace transport		
Review existing (annual rolling programme)												
New Policy – if required	Reporting incidents to the Police Precautionary Register			Driving Safely at Work Substance abuse (joint with Human Resources)			Driving Safely at Work Substance abuse (joint with Human Resources)			Occupational Health arrangements		
COMMUNICATION AND CONSULTATION	Team Brief Employee/union consultation Managers Group Briefing Portfolio Holder briefing			Team Brief Employee/union consultation Portfolio Holder briefing			Team Brief Employee/union consultation Managers Group briefing Portfolio Holder briefing			Team Brief Employee/union consultation Portfolio Holder briefing		
TRAINING AND INFORMATION – supported by corporate training plan	Fire Safety Personal Safety			Accident and incident reporting and investigation Elected members briefing			H/S awareness for Service Mangers Conflict management			First Aid Risk Assessment Elected members briefing		
MONITORING AND REVIEWING PERFORMANCE	Waste management - workplace transport			Open spaces			Property Services			Bereavement services		
Workplace inspections and systems audits	Open spaces											
Exercises and tests	Fire Evacuation – Moresby						Security evacuation					
Accident and Incident Investigations	Investigation of reported accidents across all quarters. Q.3 and Q.4 audit of reporting											
OTHER	Festival planning support			Whitehaven Festival			As required – no known events			As required – no known events		
Event safety												

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