

**Quarterly Health & Safety Performance Report 1<sup>st</sup> April – 30<sup>th</sup> June 2014**

**EXECUTIVE MEMBER:** Councillor Peter Kane  
Portfolio Holder for Environment

**LEAD OFFICER:** Janice Carrol – Acting Heading of Copeland Services

**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.

**1.0 INTRODUCTION**

- 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 Q.1 report will identify the planned health and safety actions for 2014 – 2015. 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. The planned actions for 2014 – 2015 are summarised in Appendix 1.
- 1.5 The quarterly reports are a look back in time and to support timely reporting an emerging issues section will be included for the reporting of information from incidents, investigations and legislative changes.

## **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, Copeland has a policy and systems to cover the wide range of activities undertaken by the council. Activity and area specific policy and arrangements are to consider the organisation

The action plan for 14/15 details the policy and system arrangements identified for review and the actions taken are listed below. 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.1 accident and incident reporting and personal safety were identified for review.

Accident and incident reporting –The investigation and reporting process has been simplified with a clear statement that the service area manager/team leader/principle officer is responsible for not just the timely reporting of the incident to the corporate safety advisor but also the timely investigation and reporting of the findings to the corporate safety advisor. The corporate safety

advisor will where possible assist and support the service investigation but is not and cannot be the sole person responsible for investigations.

The review of the policy also identified that improvements were needed on the reporting of accidents and incidents by external organisations contracted to provide a service ie. contractors.

Personal safety –Staff currently use existing reporting protocols for both internal and external incidents of violence and anti social behaviour towards staff. An internal group are reviewing the systems with external advice to ensure our policies and procedures continue to be as effective as possible. Our customer access and delivery arrangements continue to develop as we progress our delivering differently with equality and respect expectations to and from our customers.

The amended policies and systems will be submitted to corporate leadership team (CLT) for approval and will contain the recommendation that incidents and accidents are reported monthly to CLT in support of a total safety approach.

#### **1.6.2 New Policy and systems (*if required*)**

The review of personal safety arrangements identified the need for a consistent approach identifying incidents of a criminal nature and the method of reporting such incidents to the police. Arrangements for reporting an incident to the Police will be included within personal safety arrangements.

### **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 will vary with the subject as a minimum the following will take place:

- Employee consultation group meetings which includes the main union representatives
- 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

In Q.1 the following health and safety communications and consultations were provided:

- Support for the working safely group
- Work station assessments
- Presentation to on personal safety to the Leadership and Management Group
- Employee consultation group
- Portfolio Holder briefing – included site visit at the Moresby Parks depot
- Chief Executive briefing

### **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:

- Accident and incident investigation
- First Aid
- Fire Warden
- Manual Handling
- Risk Assessment
- IOSH health and safety for managers
- Health and Safety management for contractors

Waste management and open spaces have a high standard and well-developed health and safety training programmes in place and these will continue.

In Q.1 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.1 allocated workplace audits and inspections of waste management and open spaces with a focus on a compliance check that segregation of transport and pedestrian routes in the depot area used by both services were being maintained. The findings were positive as routes were being observed and segregation maintained. Minor housekeeping matters and organisation of the work shop area were identified and arrangements are in place for improved storage.

### **1.9.2 Accident/Incident Reports for 1<sup>st</sup> April – 30<sup>th</sup> June 2014**

Quarterly reports contain information on accidents and incidents to employees and members of the public if the accident or incident arises from a work activity. 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.1 there were 10 incidents involving employees and members of the public due to a work activity of these none were required to be reported under RIDDOR. All reports are investigated by the service in which they occurred with investigation reports reviewed by the safety advisor. Incidents which are reportable under RIDDOR will also be investigated by the safety advisor. The detail of the 10 incidents of which 2 involved Customer Services, 2 Waste services, 1 Housing Options, 1 Environmental health, 1 a contractor working for the Council and 2 incidents involving

members of the public has been considered by CLT. Of the 10 incidents, 4 related to threats of violence and abuse, 2 were near miss incidents relating to vehicles and equipment and the remaining 4 were minor incidents.

### **1.10 Emerging Issues**

During the early part of Q.2 the following area are reported as emerging issues:

- Copeland Centre – new occupier arrangements
- Health and Safety policy and arrangements need cross reference with occupational health and human resources arrangements – for example safe driving at work

Investigations and a review of arrangements will continue during Q.2 and will be reported on in Q.2

## **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 1<sup>st</sup> April to 30<sup>th</sup> June 2014

## **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:**

- 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			Team Brief			Team Brief			Team Brief		
	Employee/union consultation			Employee/union consultation			Employee/union consultation			Employee/union consultation		
	Managers Group Briefing			Portfolio Holder briefing			Managers Group briefing			Portfolio Holder briefing		
	Portfolio Holder briefing						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												