

Quarterly Health & Safety Performance Report 1st Jan – 31st March 2012

EXECUTIVE MEMBER: Councillor Allan Holliday
Portfolio Holder for Environment and Sustainability

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

1. INTRODUCTION

- 1.1** This is the fourth quarterly report on the health and safety performance of the organisation and the health and safety advisor post. A summary of the key actions of the health and safety advisor post in 2011 – 2012 are also included.
- 1.2** We have had additional operational pressures, ensuring that the Whitehaven Festival, Beacons and Olympic torch event are well planned and safe. This has resulted in the restructure and reprogramming of day to day Audit & Inspections.

1.3 Accident/Incident Reports for 1st January – 31st March 2012

No reportable incidents to employees or members of the public under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR).

North Country Leisure - No reportable incidents to employees or members of the public under Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR)

There were 7 employee incidents which were not reportable under RIDDOR:

- Open spaces - 2 resulting from manual handling activity
- Waste management - 3 slip and trip from litter picking
- Enforcement - 1 resulting from a driving activity
- Customer services – 1 resulting from a manual handling activity

Investigation of these incidents did not identify a common cause or the need to review practices.

1.4 Health and Safety Audits and Inspections

The target of 4 audits and inspections was not achieved in quarter 4.

In the absence the health and safety advisor only one audit and inspection was achieved. The inspection was of Environmental Health and included lone working arrangements of shellfish sampling in the estuary at Ravenglass. The key findings of the audit/inspection were:

- Housekeeping in laboratory area requires significant improvement – actions has been taken
- Lone working – out of hours arrangements work on an informal basis review required. This must be linked with other sections undertaking planned and emergency response out of hours work
- Cable management under desks required
- Risk assessments out of date
- Review shellfish sampling – amend procedure to include pre notification

1.5 Summary of key health and safety activities in 2011 – 2012

- Review and update of Health and Safety Policy
- Review and update of the following policies and procedures
 - Accident and investigations
 - Risk assessments
 - Work equipment
 - Manual Handling
 - Fire risk assessment
 - Display screen equipment with workstation self-assessment
 - Contractor arrangement
 - Remote working
 - Legionella
 - Asbestos
- Management support and advice
 - CCTV and lone worker support – enforcement services
 - Cemetery safety
 - Return to work support
 - Occupational Health
- Employee support and advice
- Health and Safety Audits and Inspections – a target of 4 audits and inspections of workplaces and activities a quarter was set – annual total of 16 inspections/audits. This target was achieved in quarter 1 however in the following quarters this target was not achieved. The workplaces and activities inspected were:
 - Quarter 1 – 4 audits/inspections completed (listed below) - target achieved
 - The Beacon
 - Parks and open spaces – grass cutting
 - Customer Services
 - Legal and Archive areas
 - Quarter 2 – 3 audits/inspections completed (listed below) – target not achieved
 - Development Control
 - Corporate Team Areas
 - Democratic Services

Quarter 3 – no audits/inspections – target not met

Quarter 4 – 1 audit/inspection (listed below) – target not met

Environmental Health

- Training
 - Risk Assessments
 - Managing potential violence and aggression
- Union and staff Safety Representative Liaison

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 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

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 January to 31st March 2012

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

No appendices

List of Background Documents:

No background documents