

Quarterly Health & Safety Report 1st April 2011 – 30th June 2011

EXECUTIVE MEMBER:

Councillor Allan Holliday

LEAD OFFICER:

Pat Graham - Corporate Director People & Places

REPORT AUTHOR:

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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) Executive to note the actions and targets of the health and safety advisor and as an essential part of ensuring that Copeland complies with all relevant health and safety legislation

1. INTRODUCTION

This is the first quarterly report of the Health and Safety Advisor to inform the Executive of the actions and targets in for the robust health and safety management of the diverse activities undertaken by the Council ensuring that these are done in a safe and legal way.

With strong support from management, elected members and the workforce there has been significant progress in all areas of the health and safety across the council.

This report covers the key actions and targets for the safety advisor and is in addition to the service plan.

The activities covered in this report are:

1.1 Accident/Incident Reports for 1st April – 30th June 2011

Total number of incidents - 08

These were all minor incidents with none requiring reporting under The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). The incidents were:

Manual Handling	01
Slip/Trips	02
Equipment	04
Environmental	01

This compares to 07 incidents for the same period 2010. The small increase in the number of incidents for the same period last year is not significant.

1.2 Health and Safety Audits and Inspections

There is a target to undertake four workplace and service inspections a quarter for all council premises, places of work where we have council employees, and council services. This target allows for the work to be managed alongside the other priority functions such as accident investigations, return to work assessments, providing advice and information to services.

The target for workplace inspections for quarter 1 was met. Good standards were observed and there were no significant areas of non compliance with legislation. A summary of the findings for the services are:

The Beacon

- Excellent housekeeping was observed throughout
- Very good staff knowledge of health and safety duties
- Lots of health and safety documentation, included in the Beacon Operations Manuals

Grass Cutting Operations

- Good working practices and good team working was apparent.
- Equipment, plant and vehicles in a well maintained condition
- Some risk assessments required updates

Customer Services areas - Copeland Centre

- Hot desking well managed and appeared to be working well
- Up to date with all relevant staff training.
- Documentation up to date, but not easy to find or follow. Service manager reviewing and updating

Legal & Archive areas - Copeland Centre

- Housekeeping to a good standard.
- DSE/Workstation self-assessments ongoing – some to be completed

1.3 Sickness Absence Returns to work support

Display screen equipment (DSE) and work station assessments are undertaken to support return to work arrangements after extended sickness and ill-health or pregnancy.

In the first quarter 10 return to work DSE/Workstation or workplace assessments were undertaken for the following reasons:

New or existing conditions	05
New and expectant mothers	01
Returning to work	04

1.4 Fire Safety Arrangements

The annual review of fire safety risk assessments and arrangements was undertaken in quarter 1; a report of the findings will be reported quarter 2. There are no significant changes other than incorporating the changes to the Atrium and Atrium population and to update the names of the 'Responsible Person's' nominated Deputies.

1.5 Health and Safety Support for Managers

1.5.1 Pilot of Personal CCTV for Enforcement officers/Environmental Wardens

Working with the Enforcement Manager risk assessments for the various officer activities were reviewed and improved. One of the control measures was to equip the officers with personal CCTV. After monitoring the use of the personal CCTV for 6 months, this control measure has been successful with a 95% decrease in the reports of verbal abuse and aggression directed towards the officers.

The use of officer CCTV and use has also led to significant service improvements, for example, footage can be used in the event any complaints in the past this has been the word of the officer against the offender. There is now considerable less time spent on following up on complaints therefore utilising the manager and staff time, enabling them to pursue more offenders. The officer's report they feel more confident using the CCTV as now their evidence can be supported; this has raised morale among the officers.

1.5.2 Safety in Graveyards

Work with the Cemeteries Supervisor to develop and implement an improved system to manage the safety of memorials in graveyards maintained by the Council. These contain approximately 65,000 memorials.

During quarter 1 an information management system was set up to hold records and surveys including GIS (Geographical Information System) information to improve future plot management by the council. Survey work will continue during quarter 2 and 3 and will be reported on in quarter 4.

1.5.3 Managing Hand Arm Vibration

Work with the Parks & Open Spaces Supervisor, to manage hand /arm vibration. Measurements of vibration levels have been taken on all relevant equipment used by Open Spaces, and Waste Services.

The results identified immediately that two pieces of equipment could be replaced with items that had a lower vibration value – these pieces of equipment (stihl saw and a drill) have been replaced.

The remaining results are being reviewed and the vibration data will be used to update the risk assessments for the activities.

1.6 Event Safety

Advice and support to the Safety Advisory Group for the Whitehaven Festival, as a number of activities took place on Copeland Borough Council land. In addition health and safety advice and support has been provided to other events and festivals held on council land, or organised by Copeland.

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.

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: No comments
- 5.2 The Section 151 Officer's comments are: No comments
- 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 in danger 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 start, remain or return to work.

- 5.4 Other consultee comments, if any:

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

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. Inspection and investigation targets will be reported on a quarterly.

List of Appendices - No appendices