

COPELAND BOROUGH COUNCIL

**Joint Consultative & Safety Panel
Health and Safety report**

Date of meeting: 22nd July 2010

Susan Harrison
Health and Safety Advisor
Corporate Health and safety Report, March 2010

Fire procedures

A Fire evacuation at the Copeland Centre was carried out to test new Procedures on Tuesday 13th July at 2:20 pm. The building was evacuated and the all clear given in 2 minutes and 40 seconds. I believe this is the best time we have achieved so far. Some fine tuning is required, and further Fire Wardens need to be recruited and trained. The aim is for the next fire evacuation to be completed in under 2 minutes 30 seconds. I now intend to concentrate on the Moresby site, then Cleator Moor, Tourist Information Centre Whitehaven, The Crematorium and Beck Green Nursery.

The Beacon is completed
Millom is included with County Fire arrangements for that building

Safety Representatives Group

The Safety Representatives Group have been re-formed and are undergoing re-structure and further recruitment. There has been difficulty recruiting members and I have asked for assistance from the Corporate Management Team.

New Guidance and Procedures

The new Accident/Incident Reporting Guidance and Reporting Forms are now completed.
DSE and Workstation Assessment Guidance, Procedures and Checklists completed.
Lone Working Guidance, Procedures and Assessments are completed
Working at height Guidance, Procedures and checklists are completed
Risk assessment Guidance Procedures and risk assessment forms completed

Briefings on new procedures to managers and staff are being arranged to commence in October 2010 when it is hoped that all the above procedures will be on the Council Intranet.

Training**Training Completed up to July 2010**

Working at heights and Ladder Safety Training for Parks and Open Spaces staff completed.
Manual Handling Training for Beacon Staff, Parks and Open Space and Copeland Homes completed.
Conflict Management Training has been delivered to Environmental Health, Enforcement and Revenue and Benefits staff.
IOSH Working Safely training is now completed for all Waste Services.
PASMA (Prefabricated Access Suppliers & Manufacturers' Association) Training completed for Parks and Open Spaces.

Future training currently either in hand or being arranged:

Sharps Safety Training.
Risk Assessment for Managers.
Fire Warden Training.
Evac Chair Training.
First Aid at Work Training.
Conflict Management Training.
Work at Height and Safe Use of Access Equipment Training.
Sector Scheme Traffic Management Rural and Urban Accreditation.
IOSH Managing Safety.
Manual Handling Training.

Hand Arm Vibration, Whole Body Vibration and Noise

Arrangements are in place to carry out measuring of Hand Arm Vibration, Whole Body Vibration and Noise, including development of a database to monitor. This is being carried out with the Parks and Open Spaces Maintenance Manager who will then implement and maintain the new system.
Don't have the date for completion of this yet.
Health Surveillance will be arranged for all relevant staff.

Access Equipment Risk Assessment

Risk assessments of Access equipment and working practices identified Work at Height and Ladders Safety training was required for Parks and Open Spaces Staff. In addition to this all ladders were replaced with Industrial type ladders and ladder spurs, microlites and lamp collars were purchased.

Waste Management services

Earlier in the year the Health and safety Advisor and the Waste Management Supervisor attended an HSE seminar on the Waste Management Services Industry.
The HSE were extremely impressed with the systems Copeland Waste Management had in place and suggested Copeland may like to have themselves included on the HSE website, describing how we do things in order to show 'Good Practice' in waste services nationally.

First Aid

A full audit of Copeland Borough Council is currently taking place, this is initially starting with the Copeland Centre, then will include Waste Management then parks and Open Spaces.
The audit will also include the arrangements for the use of the Evac-Chairs in the Copeland Centre.

Accident /Incident Reports Summary

5 reported incidents in May and June 2010, Includes 1 RIDDOR reportable incident
A summary is attached with this report.

1 Member of the public
2 slips & Trips
1 Violence and Aggression
1 Hit By

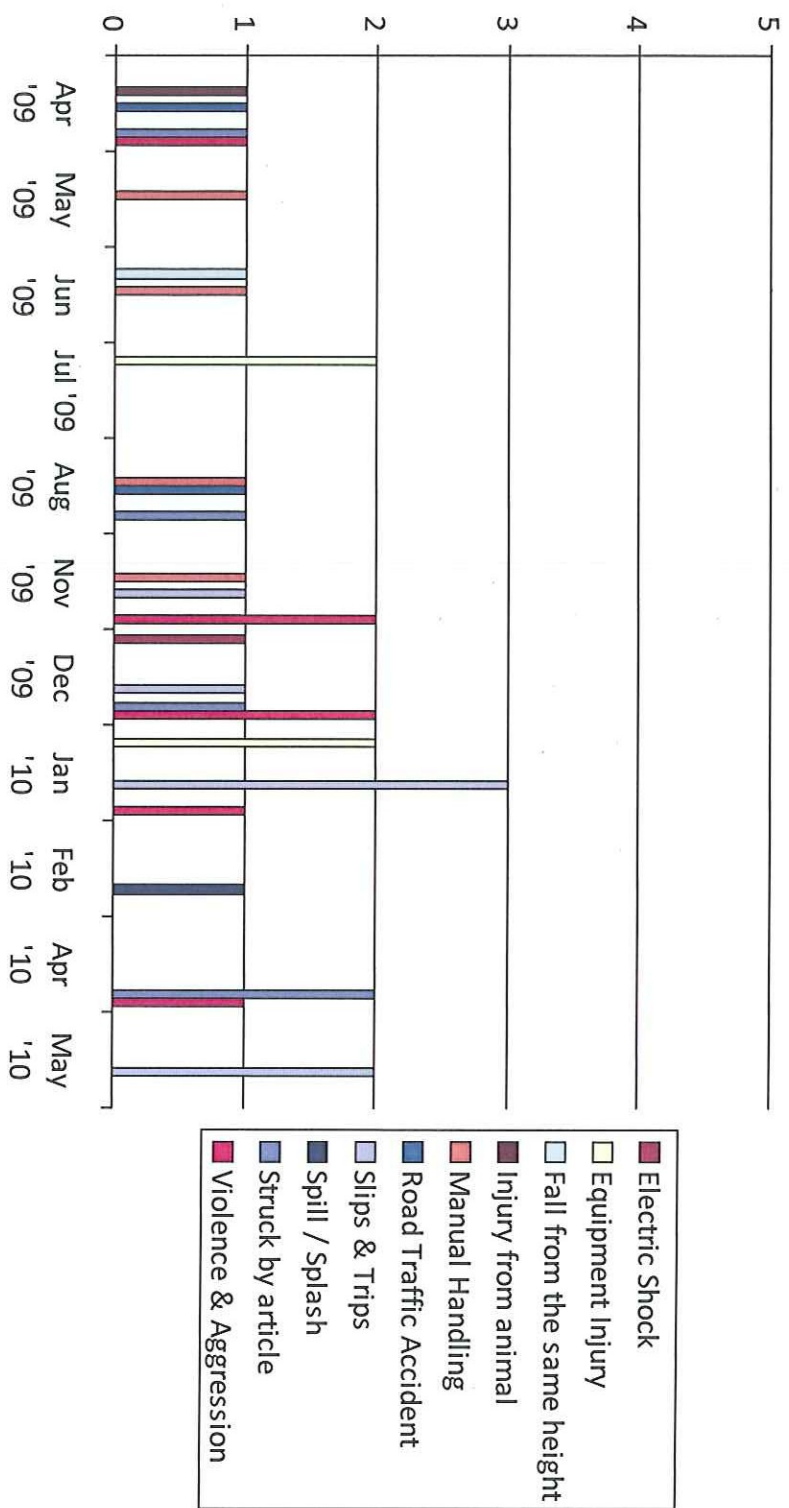
New Health and Safety Legislation

None to report at present.

Copeland BC Accidents/Incidents Record 01 April 2010 to 31 May 2010

Date of Incident	Age	Department	Summary	HSE	Type of Accident/	Type of Injury	ICC No
28/05/2010		Member Services	Clir Norwood tripped over the leg of the flipchart easel and it fell heavily. Flipchart stand is trip hazard as the room for storage is inadequate. The stand is very heavy, top heavy and difficult to manoeuvre.	<input type="checkbox"/>	Slips & Trips		
13/05/2010	64	Parks & Open Spaces	Picking up hawthorn hedge cuttings from lawn to put into wheelie bin. Pushed wheelie bin to gate with lid open on small incline. Wheelie bin went off balance falling to ground. Eric also went off balance at this point and hit head on top rim of bin.	<input checked="" type="checkbox"/>	Slips & Trips	Cuts/bruises/abrasions	
21/04/2010		Policy & Performance	Youth discharged gun or other weapon and 2 pellets hit the roof of employees car, narrowly missing the security guard from the Copeland Centre. Incident was reported to the Police. Police investigating and monitoring for further incidents	<input type="checkbox"/>	Violence & Aggression		
19/04/2010	23	Waste Management	Whilst attempting to open the back doors on the tipper waste vehicle the door on the right hand side swung open and the handle hit the operative on the lip.	<input type="checkbox"/>		Cuts/bruises/abrasions	
05/04/2010		Member of Public	Mrs Burgess walked into corner of glass shelf, sustained small cut near eye. Eye cut above inner corner. cold compress applied	<input type="checkbox"/>		Cuts/bruises/abrasions	

Copeland BC Accidents/Incidents by Type April 09 to May 2010



The Gantt chart displays the following project durations:

- Project 0 (red):** April 2009 to May 2009.
- Project 1 (blue):** April 2009 to May 2009, June 2009 to July 2009, August 2009 to September 2009, November 2009 to December 2009, January 2010 to February 2010, April 2010 to May 2010.
- Project 2 (dark blue):** July 2009 to August 2009, September 2009 to October 2009, November 2009 to December 2009, January 2010 to February 2010, April 2010 to May 2010.
- Project 3 (yellow):** October 2009 to November 2009, December 2009 to January 2010, February 2010 to March 2010.
- Project 4 (purple):** November 2009 to December 2009, January 2010 to February 2010, April 2010 to May 2010.
- Project 5 (green):** November 2009 to December 2009, January 2010 to February 2010, April 2010 to May 2010.

