

## Essential Reference Paper “B”

### **HEALTH AND SAFETY MONITORING AND COMPLIANCE**

To report on the Council’s monitoring and contract management compliance arrangements for high risk services provided by Veolia, John O’Conner and SLM.

- To report on the monitoring inspections at Wallfields, Charrington’s House offices, Buntingford Service Centre, Hillcrest Hostel and Hertford Theatre.
- To report on health and safety initiatives and developments
- To report on the number of non-reportable and reportable accidents.

### **Monitoring and Inspections undertaken in past quarter**

The following observations have been reported since July 2016.

#### **Grounds Maintenance**

The Health and Safety Officer spent a morning with the Grounds Maintenance Contract Compliance Monitoring Officer on the 07<sup>th</sup> October to review planned open space improvement work.

#### **Bishops Park, Bishops Stortford – Site Improvement and Development**

The Contract Compliance Monitoring Officer explained the aim to carry out improvement work to improve safety, access to the site and to improve the overall appearance and appeal.

- Access to the park and local school is currently shared by both pedestrians and vehicles
- Proposed work includes:
- Safety improvements aimed at segregating pedestrians and vehicles by creating a footpath within the boundary of the greenspace.

- Improved lighting for the footpath.
- Installing an interactive goal wall
- Boot camp run by Regiment Fitness
- Running track
- The existing car parking space is small and access and visibility needs improving, it is proposed to relocate the car park which will improve visibility and appearance.

### **Grange Paddocks**

- Proposed footpath improvements and improvements to the visible sightline and surrounding landscaping.
- New electronic fitness play equipment
- A proper designated hardstanding for snack vehicle to park to protect the grassed area.

### **Buntingford Service Centre**

- New led lighting units have been installed in the storage area, vehicle workshop and tipping hall. The units have a longer lifespan so will require less maintenance.

### **Hertford Theatre**

- The Health and Safety Officer will be working with the Councils Procurement Officer and Front of House Manager to review the specification for the café/bar redevelopment and selection of furniture to ensure the process follows sound health and safety principles.

### **Accident, Incident and Near Misses** **August 2016 - November 2016**

Summary of totals for non-reportable accidents from 1 August 2016 – 30 November 2016

General staff – East Herts Council offices

Aug - 16	Sept - 16	Oct - 16	Nov - 16	TOT
1	0	1	0	0

Leisure

Management

Contract Combined Totals for 5 pools

Aug - 16	Sept - 16	Oct - 16	TOT
17	21	13	51

Members of the public / Contractors – combined totals for visitors to all sites (excluding Hertford Theatre and Hillcrest)

Aug - 16	Sept - 16	Oct - 16	Nov - 16	TOT
1	0	0	0	0

Hertford

Theatre Non-staff

Aug - 16	Sept - 16	Oct - 16	Nov - 16	TOT
0	3	1	0	4

Accidents occurring on site – Buntingford Service Centre

Aug - 16	Sept - 16	Oct - 16	Nov - 16	TOT
0	0	0	0	0

There have been no accidents reportable under RIDDOR 2013 for the period 01.08.2016 – 30.11.2016

### Corporate Health and Safety on-going programme

In the last quarter Health and Safety has accomplished the following:

- Supported Heads of Service and their teams with the preparation of Risk Assessments.
- Revised the Lone Working Policy
- Reviewed

- Worked with Human Resources colleagues to arrange fire marshall, manual handling awareness, evacuation chair and lone worker training
- Arranged training for new first aiders

Health and Safety will be focussing on the following in the next quarter:

- Continuation of premises inspections
- Contract compliance monitoring functions to include site visits to the districts car parks and multi-storey car parks will be planned to commence in January 2017
- Accompanying the area environmental inspectors to observe and monitor the importance of this role in ensuring that East Herts is a safe and clean environment.
- To accompany the area environmental inspectors undertaking inspections of parks, green spaces and play areas and equipment.
- Continue to review and revise the arrangements in the Health and Safety Policy
- Providing advice and guidance with Hertford Theatres café/bar redevelopment
- Continue to build on the successes that have been made

Further reporting will follow the risk management timetable.