

East Herts Council Report

Human Resources Committee

Date of Meeting: 23 November 2022

Report by: Head of HR and Organisational Development

Report title: Health and Safety Quarterly Review (Q2) – July 2022 to September 2022

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (LT/Human Resources Committee):

- (a) To consider the Health and Safety Quarterly Review (Q2) – July 2022 to September 2022 and provide comments to the Head of HR & OD and the Health and Safety Officer.**

1.0 Executive Overview

- 1.1 This report sets out the Health and Safety (H&S) Management Statistics and service updates for Quarter 2 (July 2022 to September 2022) and includes a summary of.

Non-Reportable and Reportable Accidents

Accidents involving employees and members of the public on council premises.

Accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
(RIDDOR 2013)

Contract compliance and monitoring

The Health and Safety Officer can report that there have been

no safety incidents or site accidents in respect to the following major contracts.

Capital Projects;

Hertford Theatre – Growth and Legacy Project
Hartham Swimming Pool and Gym Refurbishment

Premises and Sites

Office premises inspections are now being undertaken with the Property Team and Unison.

Parks, Open Spaces and Play Areas.

There have been no reported incidents or accidents in respect to the parks, open spaces and play areas.

Lone Working Contract

Roll out of new devices continues with teams in Housing and Health receiving new devices.

The Facilities Management, Property Services and Estates and Asset Management Teams are scheduled for roll out in November 2022.

Modern Workplace Review

Inspection of standard operator seat assets
New meeting rooms

Safety Committee

2.0 Background

2.1 The Health and Safety Officer reports to the HR Committee each quarter. This report will be submitted to Safety Committee and has been considered by the Leadership Team and Executive Members, who review the report before it is submitted to the HR Committee.

3.0 Safety Committee

- 3.1 Safety Committee met on Tuesday 30 August 2022. The minutes of the meeting are included with this report.
- 3.2 Contract Managers and Contract Project Managers are invited to attend Safety Committee to provide feedback on the main and capital projects.

4.0 Work and Non-Work-Related Accident Reports

For the purposes of the report:

I.P refers to Injured Person

Non-Reportable Accidents do not need to be reported under RIDDOR 2013 and may include minor cuts etc.

- 4.1 There were no reportable accidents under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations (RIDDOR) for the period July 2022 to September 2022.
- 4.2 There were 2 non reportable work-related accidents for the period 1 July 2022 to 30 September 2022; the two incidents were not a result of any procedural, mechanical or structural failure or defect.
- 4.3 Swimming Pools and Open Spaces. There were 35 minor non reportable accidents reported across the 5 swimming pools and gyms between April 2022 and June 2022 in respect to users and 3 minor accidents concerning SLM employees. None of the reported accidents were the result of any procedural or equipment related failure and a sample of the type of accident recorded is included below:
 - IP Scratched hand climbing out of the pool. Area inspected for fault or defect – none found

- IP Strained calf muscle during group exercise – No root cause determined.
- Swimmer got into difficulty and required assistance – Swimmer left comfort zone and ignored safety warning signs.
- IP Nose started to bleed whilst swimming – No specific cause or injury.
- IP Jumped into pool striking a tooth with their hand – Skill execution error.
- IP Swam into teacher during swimming class – Skill execution error and perception judgement.

Skill execution errors arise as a result of individual action and not as a result of any equipment or procedural failure.

The Health and Safety Officer would like to inform the Committee that the figures for Grange Paddocks remain consistent due to the high footfall.

Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022

Swimming Pool & Gym	July	August	September	TOTAL
Hartham	4	2	3	9
Fanshawe	1	1	0	2
Leventhorpe	0	1	0	1
Grange Paddocks	9	3	3	15
Ward Freman	1	0	0	1
Employees (SLM)	0	0	0	0
Contractors	0	0	0	0
TOTAL	15	7	6	28

Q1 Table for comparison

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

Swimming Pool &	April	May	June	TOTAL
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Gym				
Hartham	0	0	1	1
Fanshawe	0	2	2	4
Leventhorpe	0	0	3	3
Grange Paddocks	7	8	9	24
Ward Freman	0	0	0	0
Employees (SLM)	3	0	0	3
Contractors	0	0	0	0
TOTAL	10	10	15	35

Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022

EHC Employees	July	August	September	TOTAL
	0	0	0	0
TOTAL	0	0	1	1

Q1 Table for comparison

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

EHC Employees	April	May	June	TOTAL
	0	0	0	0
TOTAL	0	0	1	1

Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022

Parks, Open Spaces, Members of the Public	July	Aug	Sept	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

Q1 Table for comparison

Q1 Non-Reportable Accidents – July, August, September 2022

Parks, Open Spaces, Members of the Public	July	August	September	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

An analysis of the number and type of accidents have not shown any abnormal trends or patterns over the course of the second quarter for 2022 and no unusual or abnormal number of accidents when compared to Q1.

The Contract Manager for Sport and Leisure Management (SLM) has arranged for the Health and Safety Officer to be able to access relevant health and safety information pertinent to the Councils five pools and gyms.

The Contract Manager will ask for comparable sites to be built into a comparison so we have like for like site's for the dual use with gym (Fanshawe and Leventhorpe, dual use pool only (Ward Freman), Large pool and gym site with no sport hall (Grange Paddocks) and a Medium site pool/ gym and no sport hall (Hartham). The Contract Manager is discussing this option with the Everyone Active Regional H&S Quality manager.

4.4 3G pitch

The New 3G Pitch at Grange Paddocks is now complete and open for use.

4.5 Hartham Leisure Centre (HLC)

First floor slab has been poured

Ground floor slab to be poured next

Roof should start to be installed in the next few weeks

1st gym fit out meeting has taken place to begin planning how SLM will kit out the gym and how much time and space Cadman need to give SLM to get the building ready to open.

4.7 Summary

4.7.1 The project manager overseeing the work has maintained a high standard of inspections and the Health and Safety Officer has observed exceptional levels of health and safety practice demonstrated throughout.

5.0 Contract Management and Compliance

5.1 In order to fulfil its duty of care, all contracts are overseen by a contract manager who is responsible for ensuring the contract is being delivered safely and the contractor has the appropriate safety procedures in place. The Health and Safety Officer works with the service contract managers to improve the information reporting processes and to ensure pertinent information is being monitored/reported and relevant action is being taken (when required) to Safety Committee, Leadership Team and Human Resources Committee.

The following updates should be noted:

5.2 Buntingford Service Centre

5.2.1 The Health and Safety Officer can report that the Councils Property Team commissioned the installation of speed humps and digital speed control signs in the depot yard, and it was observed during a site visit that vehicles were reducing speed.

5.2.2 The Health and Safety Officer can report that quarterly Depot User Meetings have been diarised for the remainder of 2022 and for 2023.

5.2.3 The depot has now been supplied with a defibrillator, on site contractors have been asked to compile details of users for training.

5.2.4 The Health and Safety Officer can report that waste consultant Eunomia Research & Consulting have completed a survey of Buntingford Depot focussing on functionality, long term sustainability and flexibility, this piece of work dovetails with the work being undertaken to begin preparation for the shared waste service contract tender. The Health and Safety Officer will continue to support the Project Officer throughout the process.

6.0 Parking Enforcement Contract

For the purposes of the report the Councils Parking Contract Provision is delivered by APCOA - APCOA's name originates from the former US parent company and is an abbreviation for Airport Parking Corporation of America.

6.1 The Health and Safety Officer receives monthly site inspections from the Service Development Manager and Parking Contract Manager on the overall performance of the Parking Enforcement contract (with APCOA) and it can be reported that there have been no accidents in regard to car parks or Multi Story Car Parks (MSCP's) during this quarter.

7.0 Parks and Open Spaces Management Contract

7.1 There have been no incidents or accidents reported for this period and no incidents involving the Councils Grounds Maintenance Contractor, Glendale.

8.0 Lone Worker Contract Update

- 8.1 The Health and Safety Officer would like to advise the Committee that the new lone working service provision implementation is continuing.

The Revenue Inspection and Enforcement Team have received new devices and training on its use and Service Managers have received training on using the Lone Worker Management Portal which can be used to monitor device functionality, location, and operational status.

The roll out and training has been completed for Housing and Health.

The Facilities Management, Property Services and Asset and Estates Management Team are being rolled out in November

9.0 Contract and Development Support for Leisure Development Projects / Capital Programmes

- 9.1 The Health and Safety Officer continues to liaise with the Leisure and Parks Development Officer (Leisure) on the progress of improvement programmes and projects.
- 9.2 The Health and Safety Officer has met with the Front of House Manager to review the Drill Hall venue for Hertford Theatres Christmas show and continues to provide advice and support on safety arrangements.
- 9.3 Significant progress is being made as the demolition phase continues at Hertford Theatre. of the redevelopment continues. on the Work has commenced on the next phase of Hertford Theatres Growth and Legacy Project. The Health and Safety Officer has received a suite of documents in relation to the design and build and will be liaising with the Project Manager and the Theatre Team as the project evolves. GPF

Lewis are now releasing a newsletter advising neighbouring businesses of progress, site operation times, delivery of materials and site contact details.

- 9.4 The Health and Safety Officer can advise the committee that there have been no on-site accidents or incidents.

10.0 Modern Workspace

10.1 The Health and Safety Officer, Head of Strategic Finance and Property and the UNISON Branch Secretary have undertaken an audit of office seating. In addition to this the chairs in the Council chamber have been replaced after a number were found to be defective and beyond repair, the metal frames were sent to be recycled and the remaining elements disposed of. The chairs have been replaced with seating that the Council already had which avoided the expense of purchasing new chairs.

10.2 As part of the review 307 office operator chairs were inspected of which 71 were identified as no longer fit for purpose, the Committee are advised that some of the chairs are over 30 years old the average life expectancy of a standard operator chair is between 7 and 8 years.

The following factors were considered when identifying chairs for replacement.

- Wear and tear
- Functionality of component parts such as wheels, arms, back rest, adjustment mechanisms
- Defect or damage

The head of Strategic Finance and Property has identified a procurement framework from which we can acquire sample

chairs to trial to ensure that we obtain chairs that are fit for purpose.

10.3 The Health and Safety Officer has been working with the Corporate Property Services Manager on updating the furniture and layout of the meeting rooms at Wallfields to create greater flexibility. Room layout guides and capacities will be developed and calculated so people will be able to make informed choices for events and meetings.

10.4 The Health and Safety Officer has been working with the modern workspace transformation team on the changes being implemented in Wallfields to create new working space and meeting rooms.

The Rivers Suite has now been completed offering meeting spaces with TV screens and Wi-Fi access.

Additional safety guides and information will be displayed for users.

11.0 Learning and Development – Partnership training and future events

11.1 The Health and Safety Officer is exploring options for a personal safety awareness course.

11.2 With the new lone working contract now in place a series of training sessions are taking place during the roll out of the new devices.

11.3 The next group of First Aiders will be undertaking their requalification training on the 15th and 16th November 2022.

12.0 Options

N/A

13.0 Risks

14.1 have been identified appropriate assessment has been made with relevant controls or mitigation put in place.

14.0 Implications/Consultations

Community Safety

As covered by the report the measures or controls put in place will impact positively on community safety e.g., re parks and open spaces or reception re-opening to the public.

Data Protection

No

Equalities

No patterns or links in the data that accidents are related to any protected characteristics. In terms of developments reasonable adjustments are made to support disabilities and ensure disabled access.

Environmental Sustainability

No

Financial

No

Health and Safety

Yes – as described in the report

Human Resources

Yes – Health and Safety is part of the HR & OD Service

Human Rights

No

Legal

Yes - Health and Safety practice, reporting and monitoring is in place to comply with legal requirements and the report has been reviewed by LT which includes the Head of Legal and Democratic Services.

Specific Wards

No

16.0 Background papers, appendices and other relevant material

N/A

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