

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 07th 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.