

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 20 NOVEMBER 2019

REPORT BY THE HEAD OF HUMAN RESOURCES AND
ORGANISATIONAL DEVELOPMENT

HEALTH AND SAFETY QUARTERLY REVIEW - JULY TO SEPTEMBER 2019

WARD(S) AFFECTED: None

Purpose/Summary of Report

The collation of the Health and Safety (H&S) Management Statistics for Quarter 2 (July – September 2019) and an update on the H&S projects and policy work being carried out.

<u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</u>	
That:	
(A)	That the report be noted

Background

This report outlines the current work being undertaken by the Health and Safety Officer for the quarter July to September; including quarterly statistics. Previously some of these items were covered in the two HR reports (Update Report and Quarterly Stats Report) but with agreement from the HR Committee they are now set in this separate H&S Quarterly Review. This report will also be sent to the Executive and to the Leadership Team for information along with minutes of the Safety Committee.

Report

1. Safety Committee

- 1.1 Safety Committee reviewed and agreed the terms of reference subject to minor amendments, which the H&S Officer has revised.
- 1.2 The Safety Committee members recognised that there were weaknesses in the linkages between the Committee, Leadership Team and Human Resources Committee and have already made improvements to address this.

2. Contract Management and Compliance

- 2.1 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.
- 2.2 The Health and Safety (H&S Officer can confirm that contract compliance is being undertaken and the officer works with the contract managers to improve the information reporting process to ensure pertinent information is being reported to Safety Committee, Leadership Team and Human Resources Committee.
- 2.3 Buntingford Service Centre - The Health and Safety Officer works closely with the Head of Operations on matters regarding Buntingford Service Centre. The Service Centre is currently the operational base for the Shared Waste Service, Grounds Maintenance and Parking Enforcement Contractors.

Urbaser, the waste services contractor is proposing a number of changes in relation to residual waste in preparation for Westmill Landfill closing. The Health and Safety Officer is part of the team ensuring that any changes to the use of the depot are implemented safely and effectively.
- 2.4 Parking Enforcement Contract - The Health and Safety Officer

undertakes annual site visits with the Contract Manager responsible for managing and monitoring the contract. The visits undertaken are to seek assurance that supervision is robust and services are being delivered safely. There are no health and safety concerns to report for this quarter.

2.5 Sport and Leisure Management Contract - The Health and Safety Officer carries out site inspections at the five swimming pools operated by Sport and Leisure Management. The visits enable the Health and Safety Officer to monitor the compliance and relationship of the contract. The Leisure and Parks Development Officer (Leisure) is responsible for overseeing the contract on an operational basis and the Health and Safety Officer reviews the monitoring taking place. Pool water testing has been undertaken in line with requirements. Health and Safety monitoring undertaken has confirmed that compliance is in place and there are no areas of concern or actions for this period.

2.6 Parks and Open Spaces Management Contracts - Get Park Active, July 31st and 01st August 2019, the Leisure and Parks Development Officer (Parks and Open Spaces) organised and delivered two Get Park Active events at Southern Country Park and Pishiobury Park.

Prior to the events taking place, the Health and Safety Officer and the Leisure and Parks Development Officer (Parks and Open Spaces), carried out pre-site risk assessments and developed and prepared a detailed site plan showing the location of the different stands being run by some of our partners for example John O'Conner (Grounds Maintenance contractor who also assisted in parking management, transporting and setting up gazebos), Hertfordshire Police, Countryside Management Services, Hertfordshire Fire and Rescue and Friends of Pishiobury Park.

The Health and Safety Officer attended the events on both days to support the colleagues on site. The events were completed safely in line with expectations.

Southern Country Park, Play Area Development - The Leisure and Parks Development Officer (Parks and Open Spaces) invited the Health and Safety Officer to inspect works being carried out at Southern Country Park to enhance the appearance and play provision on offer. The Health and Safety Officer was impressed with the work and the development and there were no risks to report and suitable safeguards had been established as required.

2.7 Lone Worker Devices – Guardian 24

The Health and Safety Officer manages the lone worker service contract which expires 30 April 2020. The Health and Safety Officer is currently working with the Procurement Team discussing the options for re-tendering for the provision. The Officer is also collating feedback from the users to ensure the new provision continues to meet needs of the users and provides the level of assurance required.

3. **Contract and Development Support**

The Health and Safety Officer has been invited to participate in the following planned leisure projects:

- Hartham swimming pool and gym - upgrade and refurbishment
- Grange Paddocks swimming pool and gym - new build
- Ward Freman Swimming Pool and gym- upgrade and refurbishment
- Hertford Theatre – Redevelopment and expansion.

The Health and Safety Officer will be reviewing plans, identifying potential weakness and/or risks, ensuring contract documentation contains the required Health and Safety elements e.g. risk assessments, method statements, safe

systems of work etc.

4. H&S Learning and Development

4.1 During the period 1 July and 30 September 2019, 1 H&S specific learning and development event was held and there were 9 participants.

4.2 The Health and Safety Officer continues to develop relationships with the neighbouring authorities, researching and scoping shared training opportunities. Recent events considered include First Aid at Work (full and refresher courses) and Ladder Safety and Working at Height. East Herts Officers have also attended training sessions offered by Broxbourne Borough Council.

Event/Course	No of participants	Type/number of sessions held
First Aid at Work (Qualifier) 3 day	9	1
TOTAL	9	1

Planned Events from November 2019:

Event/Course	No of participants	Type/number of sessions held
Ladder Use and Work at Height	20	2
Electrical Safety Awareness	12	1
Asbestos and Legionella Awareness		1
First Aid at Work (Qualifier) 3 day		1
First Aid at Work (Refresher) 2 day	3	1
TOTAL	9	1

4.3 The E-Learning health and safety courses are being updated as part of the annual mandatory training programme. The introduction to Health and Safety module is being repurposed as an annual refresher session with revised content. As reported in the HR Update the H&S module will be rolled out to members in due course.

A module on Lone Working and Fire Safety Awareness will be introduced in November 2019.

5. Policy Development: the outline of future policies going to committee

5.1 A review of the Health and Safety policy has been undertaken to reflect organisational changes and to ensure parity with Human Resources organisational policies.

The review compared policies to ensure accuracy and clarity and where possible harmonising policies.

5.2 As can be seen in the table below a large number of the H&S arrangements have been revised. A number required little or no change. The following policies required a more extensive update; the H&S Officer undertook this seeking feedback from a number of Heads of Service. The revised arrangements were then reviewed and agreed by Safety Committee in September 2019

- Employee Protection and Cautionary Persons Register
- Portable Appliances
- Personal Protective Equipment

5.3 The following table contains the full list of health and safety policy arrangements including the review/develop detail, subject to any changes to current legislation.

Policy arrangements	Date of last review	Date of next review
Accidents, Incidents, Near Misses and First Aid provision	Sept.2018	Sept.2021
Asbestos Management and Control	Sept.2018	Sept.2021
COSHH Control of Substances Hazardous to Health	Sept.2018	Sept.2021
DSE & Workstations & Employees Entitlement to Eyesight Tests	Sept.2018	Sept.2021
Fire Safety Management	Sept.2018	Sept.2021

Lone Working	Sept.2018	Sept.2021
Infection Control	Mar.2019	Mar.2022
Unusual, Adverse and Severe weather	Mar.2019	Mar.2022
Portable Appliance Testing	Apr.2019	Apr.2022
Young People at Work	Currently under review	Apr.2022
PPE Personal Protective Equipment	Apr.2019	Apr.2022
Safety Committee Terms of Reference	Aug.2019	Aug.2022
Bomb Threats and Premises Evacuation	Sept.2019	Sept.2022
Driving	Currently under review	
Employee Protection and Cautionary Persons Register Arrangement	Sept.2019	Sept.2022
Legionella Management and Control	Sept.2019	Sept.2022
Manual Handling	Currently under review	Sept.2022
Procurement Purchasing and Tenders	Sept.2019	Sept.2022
Risk Assessment and Safe Systems of Work	New	Sept.2022
Work at Height	Sept.2019	Sept.2022
Workplace Environment	New	Sept.2022
Core overarching H&S Policy (<u>Full Council Approval required</u>)		
Health and Safety Core Policy		
Health and Safety Policy - Signed Statement of Intent	Sept.2019	Sept.2022
Health and Safety Policy - Organisation and Responsibilities	Sept.2019	Sept.2022

6. Policy Governance

Health and Safety Core Policy:

The overarching core policy is issued to the Leadership Team through e-mail for comment; it is then formally submitted to the Leadership Team for approval for submission to Safety Committee on 13 January 2020 after which it will be presented to full council in March 2020.

Statement of Intent:

The statement of Intent is currently being reviewed by the Chief Executive, Head of Human Resources and Organisational Development and the Leader of the Council. The Statement of Intent (often a single page) sets out the headlines of how safety will be managed and demonstrates the organisation's commitment to health and safety. The revised version will then be sent to Safety Committee for approval.

Organisation and Responsibilities section:

The Organisation and Responsibilities section details where responsibilities are allocated and how employees fit into the overall safety management system. This section outlines the roles of officers with specific health and safety management responsibilities or who make key health and safety decisions. This section has been circulated to Leadership Team and Service Managers for sense check and comments.

7. Work-related accidents

- 7.1 Work related accidents are recorded by accident type. Accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Act have defined classifications set by the Health and Safety executive.

Accidents are recorded using a classification system and ID, personal details are not received for accident data from the 5 swimming pools due to general data protection regulations.

The use of a classification system allows for the identification of patterns and traits which may require further action.

The figures for members of the public do not include patrons of the swimming pools but does cover Hertford Theatre and visitors to Wallfields and Charringtons House.

Benchmarking options are being considered and neighbouring

authorities have been asked what method they are using to record these statistics. It should also be noted that some authorities have retained services that East Herts have transferred under managed contracts which may skew the results.

7.2 Accidents during the period 1 July and 30 September 2019 (EMP = employee MOTP = A member of the public)

Accident Description	EMP	MOTP	EMP	MOTP	EMP	MOTP
	July		August		September	
Slips	0	0	1	0	0	0
Trips	0	0	0	0	1	0
Contact injuries to (arms, legs, lower body, face, fingers and toes resulting in bruising (contusion) cuts and sprains	0	1	0	0	0	0
Nausea, vomiting, fainting. Unconsciousness not relating to a head injury	0	0	0	0	0	1
Road traffic accidents / vehicular related injuries	0	0	0	0	1	0
Totals	0	1	1	0	2	1

There were no reportable accidents involving employees or members of the public. Reportable accidents are those where the council has a statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrence Regulation's 2013 (RIDDOR) to inform the Health and Safety Executive (HSE).

7.3 Previous data captured:

EMP	MOTP	EMP	MOTP	EMP	MOTP	TOTAL
January 2019		February 2019		March 2019		4
1	1	2	0	0	1	

EMP	MOTP	EMP	MOTP	EMP	MOTP	TOTAL
APRIL 2019		MAY 2019		JUNE 2019		1
0	0	0	1	0	0	

There have been no unusual increases in accident totals from

January 2019 to September 2019 and no abnormal pattern or traits identified.

There have been no accidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations as of September 2019.

8. Other work

8.1 The Health and Safety Officer is supporting the Property Services, asset and estates Management and Facilities Management Teams with a number of ongoing projects:

- Hertford Theatre barrier improvements
- Hertford Theatre development
- Ware Library car park
- Accommodation review
- Dementia Friendly Building review

8.2 Ongoing individual reviews of Display Screen Equipment and Workstation Assessments for new starters or where required due to changes in circumstances.

8.3 Co-ordinated the annual review of corporate and service based risk assessments, supporting service managers as required and ensuring that all reviews are completed and logged. At the time of writing this report all areas have reviewed and updated their risk assessments as appropriate with the exception of a number of reviews in Operations and Planning. The Heads of both of these services are aware and supporting their completion and have assured the H&S Officer that evidence will be provided and can be logged as completed by the end of December 2019.

8.4 Delivered a health and safety presentation to members of the

Executive, Chief Executive and Deputy Chief Executive

- 8.5 Facilitating the review of the current Lone Worker service provision contract and future procurement options.
- 8.6 Participating in the process for the future of the Councils leisure provision and the proposals for the redevelopment of
- Hartham swimming pool and gym
 - Grange Paddocks swimming pool and gym
 - Ward Freeman swimming pool and gym

9.0 Implications/Consultations

Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers: None

Contact Officer: Simon O'Hear - Head of HR and OD Ext. 2141
Simon.O'Hear@eastherts.gov.uk

Report Author: Peter Dickinson- H&S Officer Ext. 1636
peter.dickinson@eastherts.gov.uk