

# **East Herts Council Report**

## **Human Resources Committee**

**Date of Meeting: 12 February 2020**

**Report by: Head of HR and Organisational Development**

**Report title: Health and Safety Quarterly Review – October to December 2019**

**Ward(s) affected: N/A**

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## **Summary**

### **RECOMMENDATIONS FOR (Human Resources Committee):**

**(a) That the report be noted**

## **1.0 Proposal**

- 1.1 This report sets out the collation of Health and Safety (H&S) Management Statistics for Quarter 3 (October – December 2019) and an update on the projects and policy work being carried out.

## **2.0 Background**

- 2.1 This report outlines the current work being undertaken by the Health and Safety Officer for the quarter October to December; including quarterly statistics. This report will be sent to the Executive and to the Leadership Team for information along with minutes of the Safety Committee.

### **3.0 Safety Committee**

3.1 Safety Committee reviewed and agreed the following:

- Health and safety policy responsibilities and organisation section
  - Health and safety Policy Core Policy – Statement of Intent
- Both will be submitted to full council in March for approval.

3.2 The operational policy for Driving was also agreed and is ready to be published on the intranet.

### **4.0 Contract Management and Compliance**

4.1 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 reported to Safety Committee, Leadership Team and Human Resources Committee. The following updates should be noted:

#### Buntingford Service Centre

4.2 On the 1st January the new grounds maintenance contractor moved onto the site. The Head of Operations asked the Health and Safety Officer and the Insurance and Risk Business Advisor to carry out a range of site observation to ensure vehicle and pedestrian movement and site procedures were fit for purpose due to the changes in waste management processes. The findings and recommendations were

reported to the Head of Operations. As a result of these observations it has been agreed to appoint a Depot Health and Safety Supervisor to ensure that the depot operates in accordance with H&S regulations, agreed procedures and site safety rules are adhered to.

#### Parking Enforcement Contract

- 4.3 There are no health and safety concerns to report this quarter.

#### Sport and Leisure Management Contract

- 4.4 The Health and Safety Officer and Leisure and Parks Development Officer (Leisure) have arranged health and safety compliance monitoring visits for 2020 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. Pool water testing has been undertaken in line with requirements. Health and Safety monitoring has been undertaken to verify that compliance is in place and this is ongoing. There are no areas of concern or intervention action required to report this quarter.

#### Parks and Open Spaces Management Contract

- 4.5 The Health and Safety Officer has been invited to attend the client/contractor meeting with Glendale the new grounds maintenance contractor to discuss contract compliance and monitoring and explain what will be reviewed. Glendale welcomed the inclusion of the Health and Safety Officer as they are eager to embrace a proactive working relationship with the Council. The contract commenced on the 1 January 2020.
- 4.6 Glendale have provided the Health and Safety Officer

access to their in-house health and safety compliance platform which will allow the Officer to view data on incidents, near misses and accidents and for these to be reported to the safety committee.

#### Lone Worker Devices – Guardian 24

- 4.7 The Health and Safety Officer is meeting with Officers from Stevenage Council on 29 February to discuss options for a possible joint procurement exercise for the provision of the Lone Worker service. The current device is the Guardian 24 product and this is being further supported by an e-learning tool to support effective use and ensure safe working practice.

### **5.0 Contract and Development Support**

- 5.1 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.
- 5.2 The work will involve 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.

### **6.0 Learning and Development – Partnership training and future events.**

- 6.1 During the period 1 October and 31 December, 10

Health & Safety specific events were held; 61 members of staff participated. Shared training was undertaken with Dacorum BC on Electrical Safety Awareness. The Health and Safety Officer and Human Resources Officer continue to explore shared training opportunities with neighbouring authorities.

<b>Event/Course</b>	<b>No of participants</b>	<b>Type/ number of sessions held</b>
Ladder Use and Working at Height	20	2
Electrical Safety Awareness	10	1
Fire Marshal Refresher	27	6
First Aid at Work (Refresher)	4	1
<b>TOTAL</b>	<b>61</b>	<b>10</b>

Events currently being organised include:

- Asbestos and Legionella Awareness
- First Aid at Work (Qualifier) 3 day
- Defibrillator Awareness (Charringtons House)
- Evacuation Chair User

## 6.2 E-Learning Development

The following E-learning modules are now live on the Skillsbuild platform:

- Health and Safety Refresher
- Lone Working

A module on Fire Safety Awareness will be introduced in 2020.

The HR Officer responsible for Learning and Development and the Health and Safety Officer will be working with Democratic Service who are responsible for Member development to roll

out appropriate e-learning courses to members which include the annual Health and Safety Refresher and agreed with the Executive.

## 7.0 Policy Development - future policies for committee

7.1 The review of the Health and Safety policy is nearing completion and reflects the organisational changes and dovetails into the Human Resources policies.

7.2 Policies have been reviewed to ensure accuracy, give clarity and where possible harmonisation has taken place to ensure one point of reference.

7.3 The following arrangements were reviewed and agreed by Safety Committee in January 2020

- Core Policy Statement of Intent\*
- Core Policy Organisation and Responsibilities\*
- Operational Policy Driving

\* As covered above both of these require full council approval before the revised versions are published, both Leadership Team (and the Leader who jointly signs the Statement of Intent) and the Safety Committee which includes Unison have approved these ready for Council to consider.

7.4 The table contains the list of health and safety policy arrangements that are currently under review/development. Policies will be reviewed at any time when there are changes to current legislation.

<b>Policy arrangement</b>
Lone Working
Infection Control
Unusual, Adverse and Severe weather
Young People at Work

Bomb Threats and Premises Evacuation
Manual Handling
Risk Assessment and Safe Systems of Work
Workplace Environment

7.5 The following operational policy arrangements will be reviewed with proposed changes submitted to Safety Committee on the 20th April 2020

- Risk Assessment and Safe Systems of Work
- Unusual, Adverse and Severe Weather
- Infection Control

## **8.0 Project 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 development
- Ware Library car park
- Accommodation review

8.2 Individual reviews of Display Screen Equipment and Workstation Assessments for new starters, occupational health referrals or where required due to changes in circumstances, continues on an ongoing basis.

8.3 The Council Risk assessments are now complete with the exception of planning; these are delayed due to the recent planning enquiries and judicial review.

8.4 Defibrillator

A defibrillator has been installed in the reception area at Charringtons House, Bishops Stortford.

The Health and Safety Officer is liaising with the Community Heartbeat Trust to deliver the awareness training sessions, provisionally arranged for February 2020 at Charringtons House (although it should be noted that use of Defibrillator has been provided to First Aiders as part of their training and the machine will instruct and guide a user on how to use through the voice system).

## **9.0 Work-related accidents**

- 9.1 There were 48 accidents recorded during the period 1 October and 31 December 2019; all accidents have been reviewed and appropriate follow up action taken, we can confirm there has been no unusual increase, abnormal patterns or traits identified.
- 9.2 There were no accidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations (RIDDOR) or any accidents or incidents that required investigation or intervention during this reporting period.
- 9.3 1 accident reported in October did not identify the type of accident; further clarity has been sought to confirm it as minor, the full detail and recording of it will be checked at the facility during the first site inspection visit round commencing in February 2020.
- 9.4 The Health and Safety Officer is discussing benchmarking options with neighbouring authorities and will utilise the survey resources of the East of England Local Government Assembly to enquire how other authorities report their data this will then be used to provide comparison with the annual safety report which will be provided in May.



## **10.0 Options**

N/A

## **11.0 Risks**

As stated in the report where health and safety risks have been identified appropriate assessment has been made with relevant controls or mitigation put in place.

## **12.0 Implications/Consultations**

### **Community Safety**

No

### **Data Protection**

No

### **Equalities**

No

### **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**

No

**Specific Wards**

No

**13.0 Background papers, appendices and other relevant material**

N/A

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