

# **East Herts Council Report**

## **Human Resources Committee**

**Date of Meeting:** 5 August 2020

**Report by:** Head of Human Resources and Organisational Development

**Report title:** Health and Safety Quarterly Review – January 2020 to March 2020

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

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### **Summary**

#### **RECOMMENDATION 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 and service updates for Quarter 4 (January 2020 to March 2020).

#### **2.0 Background**

2.1 The Health and Safety Officer reports to the HR committee each quarter. This report will also be sent to the Executive and the Leadership Team for information along with minutes of the Safety Committee.

#### **3.0 Safety Committee**

3.1 In January 2020 the 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 were submitted to full Council on the 03 March for consideration and were approved and adopted.

The Statement of Intent has been signed by the Chief Executive, Leader of the Council and Head of Human Resources and Organisation Development for publication. The Statement and Organisation and Responsibilities document has been published on the Councils intranet.

3.2 The operational policy for Driving was also agreed and this has been published on the intranet.

3.3 The following operational arrangements have been submitted to the next Safety Committee for consideration;

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

Although Safety Committee scheduled for 20 April 2020 has been cancelled due to the current Coronavirus situation, Safety Committee members will review the documents and provide feedback using IT solutions.

## **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 and relevant action is being taken (when required) to Safety Committee, Leadership Team and Human Resources Committee. The following updates should be noted:

### **Buntingford Service Centre**

- 4.2 A program of works has been taking place at the depot, all of which now allow the site to accept and transfer residual waste as part of our ongoing waste operations. From Monday 30<sup>th</sup> March 2020 the depot commenced its receiving of residual waste from our East Herts collection rounds; this means that there will be additional movements both in and out of the yard area.
- 4.3 Following recommendations from the Health and Safety Officer and the Insurance and Risk Business Advisor, the Head of Operations approved the appointment of a site supervisor to help facilitate this increase in vehicle/personnel movements a temporary appointment has been made while the recruitment process takes place. The role is primarily to ensure that all site users are safe and that the ongoing operations in the yard adhere to our health and safety regulations and Environment Agency requirements.
- 4.4 Formal introductions will take place at such a time when it is safer to do so alongside re-introducing regular H&S meetings with key personnel.

### **Parking Enforcement Contract**

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

## **Sport and Leisure Management Contract**

- 4.6 The Health and Safety Officer and Leisure and Parks Development Officer (Leisure) recommenced formal site visits on 25 February 2020 starting at Ward Freman Swimming Pool and Gymnasium. The Health and Safety Officer is pleased to report that 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 and Sports and Leisure Management have excellent management arrangements in place.
- 4.7 Further site visits have been postponed until the current Coronavirus situation concludes and the Sport and Leisure Management, in response to advice from the Pool Water Testing Advisory Group (PWTAG), have made the decision to shut down all leisure centre functions.

Until further notice the pool's heating plumbing and electrical services (HPE's) have been switched off, which will allow the pools to reduce and settle naturally without any heat being pumped into the water but boilers and heating for the domestic water will remain on.

SLM will monitor each site daily to check the buildings and perform the statutory duties which include flushing domestic water daily, legionella checks, weekly chlorination of pools and pH and chlorine checks; with pool plant and the air handling units being switched on weekly to deal with any condensation issues and stop ceasing.

SLM will continue to manage Legionella risks during the Coronavirus situation in partnership with their consultant Kingfisher.

## **Parks and Open Spaces Management Contract**

- 5.0 Meetings postponed until further notice.
- 5.1 The Health and Safety Officer will maintain contact with the Operations Team responsible for overseeing the grounds maintenance contract to request information on continuing grounds maintenance work.
- 5.2 The Leisure and Parks Development Officer (Open Spaces) has provided the following summary of current services being operated by Glendale and Groundworks.
- 5.3 Glendale services are continuing to deliver the contract as normal. They are currently concentrating on litter picking and dog/Litter bin emptying as well as grass cutting. Glendale has been proactive in their attitude towards delivering an as near normal service as possible within the current guidelines to keep staff safe.
- 5.4 Two projects are currently on hold as a result of the Coronavirus situation, Hartham Play area has halted just after the contract was awarded to DH Honour.

Parsonage Lane is 90% complete but has stopped due to being unable to obtain materials for the foreseeable future.

However Trinity Road play area, Bishops Stortford is continuing to be designed by Groundwork but will be facing a delayed start date.

The Operations team are continuing with site inspections and carrying out service delivery audits as usual.

## **Lone Worker Devices – Guardian 24**

- 6.0 The Health and Safety Officer chaired a meeting with

colleagues from Stevenage Council on 29 February to discuss options for a possible joint procurement exercise for the provision of the Lone Worker service provider.

- 6.1 With support from the Procurement Team a joint procurement approach was agreed using an approved framework agreement. The process will be used to secure a single provider but there will be two separate operating contracts due to GDPR and management limitations.
- 6.2 The Procurement team has requested that East Herts Councils Health and Safety Officer acts as the lead project manager due to the Councils already established service and procedures. The officer is happy to fulfil this role.

## **7.0 Contract and Development Support**

- 7.1 The Health and Safety Officer would like to update the committee on the following planned leisure projects:

The Health and Safety Officer will continue to liaise with the Leisure and Parks Development Officer (Leisure) on the progress of the improvement programmes.

- Hartham swimming pool and gym - upgrade and refurbishment

The Councils Planning Committee deferred the application pending a review of the designs.

- Grange Paddocks swimming pool and gym - new build

The Leisure and Parks Development Officer (Leisure) has confirmed that construction started at Grange Paddocks on Monday 23<sup>rd</sup> March 2020. Work is currently being undertaken in car park A to upgrade the incoming electrical supply and erect the fencing around the construction site.

The Health and Safety Officer is being kept up to date on the construction programme and is advising and supporting where necessary. Once the current foot bridge is removed and the temporary bridge installed, the incoming electrical and gas supplies will be upgraded and then the decision to continue construction will be taken with the contractors taking into consideration the current status of the coronavirus.

- Ward Freman Swimming Pool and gym- upgrade and refurbishment –

The Health and Safety Officer supports the proposed timetable for undertaking the upgrade and refurbishment which is currently due to commence on the 6 April 2020 and run until August 2020.

The Property Services Manager is discussing the works programme with SLM i.e. to ascertain if the refurbishments can proceed. SLM are consulting with the contractor to see if a suspension is appropriate.

- Hertford Theatre – Redevelopment and expansion

Theatre closure date is planned for January 2021 for a period of 12-18 months.

It is unknown at this time if the coronavirus situation will delay this project.

## **9.0 Learning and Development – Partnership training and future events**

- 9.1 During the period 1 January 2020 and 31 March 2020 two events were held. The First Aid at Work qualifier and a shared training event with Hertfordshire County Council; Working with Volunteers.

The Health and Safety Officer and Human Resources Officer continue to explore shared training opportunities with neighbouring authorities. All training has been postponed until further notice but work will continue on developing additional e-learning modules for Skillsbuild the Council's e-learning platform.

Event/Course	No of participants	Type/ number of sessions held
First Aid at Work 3 Day qualifier	3	1
Working with Volunteers	14	1
<b>TOTAL</b>	<b>17</b>	<b>2</b>

Future events include:

- Asbestos and Legionella Awareness
- First Aid at Work (Refresher) 2 day
- Defibrillator Awareness (Charringtons House)
- Evacuation Chair User

## **10.0 Policy Development**

10.1 The Health and Safety Officer has reviewed all the arrangements in the Health and Safety Policy. A 3 year Policy Review Plan has been devised, developing a programme to support the continuation of this on-going policy review. The plan ensures the arrangements are revised in a timely manner, although there is flexibility in the programme to allow for any changes that may arise from legislative, regulatory, organisational or operational changes.

10.2 The Policy Statement of Intent and Policy arrangement for Organisational Roles and Responsibilities will be reviewed in

order to ensure they reflect the current organisational priorities and where regulatory or legislative changes occur.

10.3 The scope of the Health and Safety policy is included in the plan; the scope involves determining and documenting a list of specific goals, deliverables, features, functions, tasks and deadlines. In other words, it is what needs to be achieved and the work that must be done to maintain the content of the policy.

## **11.0 Defibrillator Update**

A defibrillator was installed in the reception area at Charringtons House, Bishops Stortford in January 2020.

The Health and Safety Officer had arranged cardiac and defibrillator awareness training to take place in April 2020 at Charringtons House; this is currently on hold and will be rescheduled as soon as possible. It should be noted that 'Use of Defibrillators' has been provided to First Aiders as part of their training and the machine will instruct and guide a user on how to use the device through visual and vocal instructions.

## **12.0 Work-related accidents**

12.1 There were 32 accidents recorded during the period 1 January 2020 to 29 February 2020 from the 5 swimming pools, The Committee are advised that statistics for March 2020 are currently unavailable due to disruption caused by Covid-19

There were 2 non-reportable minor incidents to members of the public.

Although the March figures are not available from the swimming pools the total compared to Quarter 3 is consistent if calculating the total by dividing the by the number of months.

There were 48 accidents recorded during the period 1 October and 31 December 2019

All accidents have been reviewed and where appropriate follow up action taken, we can confirm there has been no unusual increase, abnormal patterns or traits identified.

12.3 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.

12.4 The Health and Safety Officer is analysing responses from the benchmarking survey distributed by the East of England Local Government Association, the results of the survey will be included with the annual safety report in May.

### **13.0 Options**

N/A

### **14.0 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.

### **15.0 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

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

N/A

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