

East Herts Council Report

Human Resources Committee

Date of Meeting: 16 February 2021

Report by: Head of Human Resources and Organisational Development

Report title: Health and Safety Quarterly Review (Q3) – October 2020 to December 2020

Ward(s) affected: N/A

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 3 (October 2020 to December 2020).

2.0 Background

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

3.0 Safety Committee

3.1 Safety Committee met via zoom on Monday 18th January 2021.

3.2 Invitations have been sent to the contract managers and contract project managers to attend to provide feedback on the main and capital projects.

4.0 Work Related Accident Reports

4.1 There were no reportable accidents under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations (RIDDOR) for the period October 2020 – December 2020.

4.2 There have been no non reportable work related accidents recorded during the period 1 October 2020 to 31 December 2020, compared to the same period in 2019 in part this reduction will have been affected by more staff working from home or away from the office.

2019 Accident Totals – For Comparison

Site	October	November	December	TOTAL
Hartham	5	6	3	14
Fanshawe	4	1	6	11
Leventhorpe	0	1	0	1
Grange Paddocks	11	6	3	20
Ward Freman	1	0	2	3
Employees	0	0	0	0
Contractors	0	0	0	0
TOTAL	21	14	14	49

4.3 Following the second lockdown the swimming pools and gyms were closed for November before opening for two week duration in December 2020 and now due to the need for a further lockdown all facilities are now closed.

4.4 The Health and Safety Officer met with the Leisure & Parks Development Officer and the Contract Manager (SLM) via zoom on Wednesday 6th January 2021 to discuss the current situation.

- 4.5 SLM are continuing with all statutory checks in respect to water sampling and testing, temperature checks, pool chlorination and sanitising in addition to maintaining pool plant.
- 4.6 All swimming pools and gyms will remain closed until lockdown restrictions are eased.

Non Reportable Accidents – October, November, December 2020

(as reported there were no non-reportable employee accidents in Q3)

Swimming Pool & Gym	October	November	December	TOTAL
Hartham	4	1	0	5
Grange Paddocks	5	0	2	7
Leventhorpe	1	0	0	1
Ward Freman	0	0	0	0
Fanshawe	1	0	0	1
Employees?	0	0	0	0
Contractors	0	0	0	0
TOTAL	11	1	2	14

- 4.7 There were no accidents from Leisure 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.
- 4.8 There was no further action or intervention required in respect to the 14 reported accidents as they were individual isolated incidents (e.g. minor cuts, nosebleeds, non-reportable head contact, swallowing water and a slip) there is no common identifiable trend or pattern identified.

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

The following updates should be noted:

5.3 Buntingford Service Centre

- 5.3.1 Site re-lining was undertaken and completed in December 2020, refreshing pedestrian walkways, traffic movement direction signs and parking zones.
- 5.3.2 The Health and safety Officer, working with onsite contractors and the Property team at East Herts is producing documents for a Premises Information Box (PIB), this is a weather and tamper proof box that is fitted to the exterior of a building and contains safety information pertinent for the use by the Fire Service, it contains the details of the building layout, site layout, location of hazardous chemicals and materials, position of nearest fire hydrant and mains water and electricity and gas supplies. Once compiled the documents will be checked by all the contractors and then passed to local fire and rescue for consultation. Working with the property team this will be used as a template for additional Premises Information Boxes to be installed at Wallfields, Charringtons House, Hertford Theatre, Hillcrest and Rectory Hall Hostels.

5.3.3 The Health and Safety Officer can report that all contractors on site have robust Covid secure operating procedures in place. Urbaser are the designated lead and contact for co-ordinating Covid secure measures at Buntingford and appropriate covid safe signage is being displayed.

6.0 Parking Enforcement Contract

6.1 There are no health and safety concerns to report this quarter. Parking Enforcement is also outsourced, the Health and Safety Officer can confirm that effective COVID secure practices are in place and being managed by the Contract Manager.

7.0 Sport and Leisure Management Contract – Covid-19

7.1 The five swimming pools closed in November during second lock down and re-opened for approximately two weeks in December but have now closed in light of the third national lockdown. SLM are continuing to maintain the five sites and have been approached by EHC to ask if they can allocate space to be used as a vaccination or covid testing centre, SLM have indicated their willingness to provide services in the East Herts community. Furthermore SLM are offering virtual online health and fitness tutorials and training aimed at young people who may not be as active during lockdown.

7.2 Health and Safety monitoring by the contract manager (supported by the H&S Officer) will continue to be undertaken to verify that compliance continues.

7.3 There are no areas of H&S concern or intervention action required to report this quarter.

8.0 Parks and Open Spaces Management Contract – Covid-19

8.1 All parks, open spaces and play areas remain open and available to the community and monitoring and inspection continues to be undertaken by East Herts Operations team, supported by grounds maintenance contractor Glendale.

8.2 Hartham Play Area

8.2.1 After a lengthy delay to the project due to the pandemic work started on site on the 5th October.

8.2.2 Within the first week the contractor demolished the old toilet block and unexpectedly discovered asbestos in the foundations of the toilet block. Prior to the project commencing an asbestos survey was commissioned of the building but the underlying asbestos would not have been found as it is not a substance typically used in foundations. This was removed safely by the contractor.

8.2.3 Since the demolition and removal of the old play equipment the contractor has formed the new sandpit, installed most of the new play equipment and fencing and completed some of the new landscaping.

8.2.4 The upcoming works due are installing the remaining play equipment, filling in the sandpit, laying the new path and completing the landscaping.

8.2.5 The area which was the old toilet block will be turned into a wildflower area which will aid in the biodiversity of Hartham and give some extra colour to the entrance to the play area and Common.

8.2.6 The Leisure & Parks Development Officer and contracted landscape architect have been visiting the site weekly to meet the contractors and discuss progress as well as any health &

safety elements. The only issue of note to date has been a spate of vandalism to the heras fencing around the site which seems to have stopped since the beginning of December but they will continue to monitor.

8.2.7 The last update from the contractor is that they have fallen behind by around 2 weeks due to the heavy rainfall just before Christmas making ground conditions difficult for this stage of the project, the present estimation on completion is the end of February 2021 but no fixed date has yet been agreed.

8.2.8 Regarding covid, the project has the same exemptions as any other construction project and so can continue if the contractor feels it is safe to do so. The Leisure and Parks Development Officer has regular discussions with the contractor about covid and believe they have procedures in place to work safely but will review this in each weekly meeting.

8.2.9 The health and safety Officer undertook a visit to the site on Monday 11th January 2021 to review progress and observe working practices. There has been significant progress in the development with some pieces of the new play equipment installed. The area is well organised, tidy and secure with good health and safety observance being undertaken by contractors.

9.0 Rectory Hall, Stanstead Abbots

9.1 Rectory Hall, Stanstead Abbots, formerly Thele House used to be one of three homeless hostels owned by the Council, it was sold to a developer who made substantial alterations to the original building to rent out as self-contained apartments.

9.2 The growing financial pressure on the Council in terms of homeless accommodation in terms of bed and breakfast charges meant the Council needed to find a solution to this issue and subsequently purchased the now renamed Rectory Hall in December 2020.

- 9.3 The site is comprised of Rectory Hall, large standalone garage, the Annexe and Cedar Cottage
- 9.4 The Health and Safety Officer, Corporate Property Services Manager, Property Services Team accompanied by the Homeless Services Manager and Service Manager, Housing carried out a site visit on the 18th November 2020 to assess the premises.
- 9.5 Following the site visit the Property Team arranged for an up to date Fire Risk Assessment, Asbestos Survey, Legionella testing and site condition survey to be undertaken. As a result of these assessments the following works have been commissioned;
- Replace condemned existing boilers
 - Replace water storage tanks
 - Replace all fire extinguishers, fire safety signs and fire doors
 - Replace fire system control panel
 - Replace lighting with energy efficient LED's
 - Have all trees within the site to be surveyed and added to the tree inspection regime
 - Removal of all flammable materials and non-retardant items
 - Refit and upgrade heating throughout
 - Refit and upgrade sanitary facilities
- 9.6 Contractors arrived on site on Monday 04th January to erect heras fencing between rectory Hall and the Garage, Annexe and Cedar Cottage to begin stripping out the buildings.
- 9.7 The final development will be composed of the following;
- 11 Apartments in Rectory Hall
 - 4 Rooms in the Annexe
 - 2 Rooms in Cedar Cottage
 - The Garage will be converted into an office and meeting room for the onsite Hostel Officer.

9.8 The anticipated completion date for works on Rectory Hall is the end of January / February subject to the current situation with the Office, Annexe and Cedar Cottage to follow.

10.0 Lone Worker Devices – Guardian 24 Update

10.1 The Health and Safety Officer would like to advise the Committee that Stevenage Borough Council is not in a position at this time to participate in a joint procurement exercise with East Herts as they do not have the infrastructure or service use that East Herts already has in place. The Health and Safety Officer will therefore continue a single procurement exercise for provision of a lone worker service. The Health and safety Officer has drafted a contract specification in consultation with service users and the Corporate Procurement Manager and will be looking to commence the procurement process over the following months with the aim of securing a continuation with the current provider or with a new provider by March 2021.

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

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

- Hartham swimming pool and gym – The Health and Safety Officer participated in a zoom meeting to review tender documents for the pool development.
- The Health and Safety Officer participated in the review and scoring of the SQ scoring stage of the contract on the 06 November 2020.
- The contract is expected to be awarded in February with work due to commence on the redevelopment of Hartham on the 29th March 2021.
- The Health and Safety Officer will be attending an update

site meeting and tour of the Grange Paddocks development on January 27th with the Project Manager.

- The Health and Safety Officer has engaged with the Project Managers responsible for the Northgate End and Old River Lane Developments to ensure health and safety compliance, good practice and monitoring are part of the scope of the development including covid secure risk assessments, these have been obtained for review and the Health and Safety Officer will also be seeking to arrange observation site visits as the projects evolve.

12.0 Learning and Development – Partnership training and future events

12.1 The Health and Safety Officer reviewed and updated the e-learning health and safety content for Skillsbuild the Council's e-learning platform. Revised versions were launched in December 2020.

12.2 The following training sessions have been organised and will be delivered virtually;

14 January 2021 – Asbestos Awareness

26 January 2021 – Project Risk Management

02nd February 2021 – Legionella Risk Management

12.3 When lockdown restrictions are eased the Health and Safety Officer will work closely with the OD and HR Co-ordinator who leads on the Council's development programme to review future training provision and how this can be delivered in an effective and meaningful way, Future H&S refresher/new starter events to be rescheduled include:

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

14.0 Options

N/A

15.0 Risks

15.1 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.

16.0 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

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 and OD Service

Human Rights

No

Legal

No

Specific Wards

No

17.0 Background papers, appendices and other relevant material

N/A

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