

East Herts Council Report

Human Resources Committee

Date of Meeting: 15 September 2021

Report by: Head of Human Resources and Organisational Development

Report title: Health and Safety Quarterly Review (Q1) – April 2021 to June 2021

Ward(s) affected: N/A

RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE:

- (a) **To consider the Health and Safety Quarterly Review (Q1) – April 2021 to June 2021 and provide comments to the Head of Human Resources and Organisational Development and the Health and Safety Officer.**

1.0 Executive Overview

- 1.1 This report sets out the Health and Safety (H&S) Management Statistics and service updates for Quarter 1 (April 2021 to June 2021) and includes a summary of;

Non-Reportable and Reportable Accidents

Accidents involving employees and members of the public on council premises.

Accidents at the councils swimming pools and gymnasiums. Historically the benchmarking against accidents per 10,000 visits provides a degree of rationality, with the monthly accidents around half terms typically seeing a higher rate of

accident per 10K visits. The report narrative provides further background information on the nature and cause of these accidents. **The level of accidents in this quarter is as expected but lower than normal due to closures of Leisure and restrictions.**

Contract compliance and monitoring

Shared Waste Services
Grounds Maintenance
Leisure
Car Parking and Parking Enforcement

The Health and Safety Officer can report that there have been no safety incidents or site accidents in respect to the contracts.

Capital Projects

The Health and Safety Officer can report that progress is continuing with the large capital projects in progress.

There have been no recorded on-site accidents or Incidents recorded for this period.

Premises and Sites

Inspections are being resumed with the co-operation of Unison, Property and Facilities Management.

The Health and Safety Officer participated in a review of pedestrian and vehicle movement at Buntingford Depot. The Head of Operations is reviewing the final report from the Councils insurance claims handler Gallagher Bassett.

Parks, Open Spaces and Play Areas.

One minor accident was reported for Wild Play Hartham,

this has been investigated by the Operations Team, RoSPA and the accident was not as a result of any failure of the newly installed play equipment.

Lone Working Contract

East Herts and Stevenage joint stakeholders are evaluating the tender returns. The expected contract launch date is September 06th 2021.

Covid-19 / Blended Working

The Health and Safety Officer continues to support and assist Leadership Team with the Blended working programme. Wallfields has continued to managed as COVID secure with all protocols still in place to minimise transmission (e.g. one way flow, desk booking, entry/exit recording), supported by twice weekly Lateral Flow Testing.

2.0 Background

2.1 The Health and Safety Officer reports to the HR committee each quarter. This report also been submitted to safety committee as part of the quarterly meeting and then considered by the Leadership Team, who reviewed the report before it is submitted to the HR Committee (this report will also be shared with the Executive for information to continue to raise the profile of Health and Safety). Leadership team asked for an Executive Summary to be added which has been done above, the HR committee are encouraged to provide feedback on this so it can be developed further for future reports.

3.0 Safety Committee

3.1 Safety Committee met via zoom on Tuesday 27th July 2021. This report was shared with the Committee.

3.2 Contract managers and contract project managers are invited to attend to provide feedback on the main and capital projects.

4.0 Work and Non 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 April 2021 to June 2021.

4.2 There were no non reportable work related accidents recorded for the period 1 April 2021 to 30 June 2021; this trend is due to staff working from home or away from the office.

4.3 Swimming Pools and Open Spaces. There were 14 minor non reportable accidents reported across the 5 swimming pool and gyms. 13 in respect to users and 1 SLM employee. None as a result of any procedural or equipment related failure. These include:

- Minor bruising to toe after kicking wall.
- Minor friction graze.
- Splinter.
- Muscular strain due to skill execution in gym.
- A slip on poolside.
- A cut toes as result striking the pool wall whilst swimming – As has been checked by DM and no issues found.
- IP knocked their ankle whilst getting off a stationary bike – this is down as skill execution error when getting off the bike.
- IP felt sick after leaving pool – IP had over exerted themselves whilst swimming.
- IP bumped head executing a tumble turn in the pool.
- IP The child was splashing around mother and hanging of her, mother panicked as child was pulling her down, Lifeguard provided assistance to mother and Daughter to get them both out of the water – SLM have discussed this

with the team to be proactive, where summer holiday programme is in place to ensure appropriate reactive responses are carried out to avoid similar situations with weak swimmers. IP mother and daughter both fine.

- IP Child slipped off float whilst in swimming lessons – lifeguard assisted IP to side of pool safety. IP required no treatment.
- IP child slipped off Noodle whilst swimming in lessons – lifeguard assisted IP to side of pool safety. IP required no treatment.
- Both accident 3 -4 have been discussed with Swim Teachers and Lifeguard team, both skills execution error, however SLM are being prudent raising this with the swim teachers to maintain and reinforce poolside safety awareness.

Note Accident 2, 3 and 4 at Grange have been recorded as accidents but should be recorded as an incident.

1 non reportable accident involving a minor (IP under the age of 18) at Hartham Wild Play. Cause investigated by Operations and RoSPA all equipment pre-inspected by RoSPA and RPII prior to opening and all equipment checked and compliant with industry safety standards. RA (Operations) has submitted a full response to IP’s parents. H&S Officer satisfied that due diligence has been undertaken and the accident fully investigated.

Non Reportable Accidents – April, May, June 2021

(as reported there were no non-reportable employee accidents in Q4)

Swimming Pool & Gym	April	May	June	TOTAL
Hartham	0	1	1	2
Grange Paddocks	1	3	3	6
Leventhorpe	0	0	0	0
Ward Freman	0	0	0	0

Fanshawe	0	2	1	3
Employees (SLM)	0	1	0	1
Contractors	0	0	0	0
TOTAL	1	7	5	13

Parks, Open Spaces, Members of the Public	April	May	June	TOTAL
Play Area	0	0	1	1
TOTAL	0	0	1	1

COMBINED TOTAL	1	7	6	14
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4.4 The Health and Safety Officer met with the Leisure & Parks Development Officer, Building Surveyor (Property) and the Contract Manager (SLM) on Thursday 24th June 2021 to discuss the operation of the leisure contract as the pools have re-opened in response to the Government's roadmap for easing out of lockdown.

SLM's Contract Manager provided an overview of the current position for each of the centres.

All swimming pools have now re-opened with two facilities currently undergoing significant changes and improvements.

Ward Freman – It was reported that the filter media will need to be replaced, water microbiological tests are still coming back with satisfactory results but if the results start to show any increases in colony counts then this could be an indicator that the media is no longer working. SLM will continue to work with the Leisure team to monitor this.

Leventhorpe Pool – A fascia board had fallen at the rear of the pool hall and the Council's Property Team arranged for a contractor to attend the site and make repairs. SLM Contract

Manager reported that Leventhorpe School had engaged contractors to undertake building works and had moved their site boundaries in such a way that 2 out of the 3 fire exits were effectively blocked. The Leisure and Parks Development Officer contacted Leventhorpe School who confirmed that work was due to be completed by July 7th. The Leisure and Parks Development Officer also visited the site and confirmed in the short term the works are not causing a problem and will not affect the safe operation of the facility.

SLM reported no operational or safety issues in respect to Fanshawe swimming pool.

Grange Paddock swimming pool and gym is progressing well with an anticipated delivery date of the new facility by September / October.

SLM reported that there were no operational issues with the existing facility.

Hartham swimming pool remains closed as work commences on the redevelopment of the centre but the gyms have re-opened.

- 4.5 SLM continue to maintain all statutory checks in respect to water sampling and legionella testing, temperature checks, pool chlorination and sanitising in addition to maintaining pool plant throughout the covid pandemic.

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 Area Inspections Team continue to carry out district inspections and have noted an increase in fly-tipping across the district.

The following updates should be noted:

5.3 Buntingford Service Centre

- 5.3.1 Site re-lining has been planned for August to replace the lining that degraded.

- 5.3.2 The documents have now been installed in the Premises Information Box (PIB) and all contractors have been issued with an E-Copy of the documents held in the PIB.

- 5.3.3 The Health and Safety Officer can report that following the Buntingford User Group Meeting:

Urbaser raised concerns regarding visitors to the site, as lead contractor Urbaser are required to oversee site safety in liaison with other contractors on site. In order to manage the site effectively all visitors to Buntingford Service Centre where entering the yard or visiting the offices must sign in at Urbaser's office in order to ensure they are briefed on site safety.

- 5.3.4 The Councils Insurance and Risk Business Advisor arranged for Carl Dunkley from Gallagher Bassett, the council's claims handlers, to undertake a review at the depot on the 17th June with the Health and Safety Officer and Property Manager. Carl also met and interviewed Officers and staff from each contractor. A report has been produced with recommendations and is currently being reviewed by the Head of Operations.

6.0 Parking Enforcement Contract

- 6.1 There are no health and safety concerns to report this quarter.
- 6.2 The Health and Safety Officer receives monthly site inspections from the Service Development Manager and Parking Contract Manager on the overall performance of the contract and it can be reported that there have been no health and safety related issues or concerns requiring investigation.

7.0 Parks and Open Spaces Management Contract – Covid-19

7.1 Hartham Play Area

- 7.2.1 Hartham Wild Play is now open and in full use

7.3 Trinity Close Play Area

- 7.3.1 The surface that had been vandalised has now been repaired.

8.0 Rectory Hall, Stanstead Abbots

- 8.1 Rectory Hall, Stanstead Abbots, formerly Thele House has now opened and providing much needed accommodation to homeless and vulnerable persons.
- 8.2 The Premises Information Box for Rectory Hall has now been populated and passed by Hertfordshire Fire and Rescue.
- 8.3 The Health and Safety Officer has discussed the Premises Information Boxes with Neil Dolman, Herts Fire and Rescue Service who has expressed thanks to East Herts for its forward thinking.

9.0 Lone Worker Contract Update

- 9.1 The Health and Safety Officer would like to advise the

Committee that the tender has now been opened on the Procurement for Housing Framework. There are four suppliers and we have received expressions of interest from three suppliers. Stakeholders have been invited to participate in the scoring and evaluation of the tenders. The contract start date will be 6 September 2021.

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

- 10.1 The Health and Safety Officer continues to liaise with the Leisure and Parks Development Officer (Leisure) on the progress of the improvement programmes.
- 10.2 The Health and Safety Officer provided support to the Hertford Theatre Team during the decant to the ground floor in the old building at Wallfields as work commences on the redevelopment of the Theatre. The Health and Safety Officer will continue to liaise with the team as they develop plans for the provision of public events.
- 10.3 The Councils Improvement and Insight Manager has advised that Decontaminate UK are on site and are undertaking controlled asbestos removal. The Corporate Property Services Manager is monitoring for EHC.
- 10.4 Decontaminate UK have sent through their risk assessments, method statements and action plan.
- 10.5 The Insight and Improvement manager further advised that selection of the contractor for the build work will take place in September 2021
- 10.6 The Health and Safety Officer will be included in the next phase when the contractor for the main works has been appointed.

10.7 The Health and Safety Officer can advise the committee that there have been no on-site accidents or covid related incidents.

11.0 Agile/Blended Working Programme/COVID Protocols

11.1 The Health and Safety Officer is continuing to work with Leadership Team and Heads of Service on the Agile Working Trial that commenced on the 19th April.

11.2 Covid secure measures remain in place and staff may book a desk using the Skedda booking system.

11.3 In order to maintain covid security desks are bookable using Skedda a system used by Launchpad to book a desk. Authorised users log onto Skedda and can select a desk from the floor plans and allocated desks displayed, this controls bookings and provides data on use. Staff fully based in the office still have a desk/workstation allocated, all other workstations designated need to be booked per day with before and after use cleaning protocols in place. Lateral Flow Testing (LFT) is being done by staff working away from home on a twice weekly basis, a positive test must be notified and isolation followed.

11.4 Workstations have supplies of hand sanitiser and hard surface wipes to allow users to clean desks before and after use.

11.5 Users that require workstation modifications, adapted furniture, equipment and chairs will not participate in the first trial. The trial will be used to determine the viability of the programme and how users with specific needs are accommodated.

11.6 The Health and Safety Officer supported the Head of Communications, Strategy and Policy to re-open receptions at Wallfields and Charringtons House. Wallfields is open between

10.00am and 4.00pm on Tuesdays and between 10.00am and 4.00pm at Charringtons House.

11.7 The Health and Safety Officer can advise the Committee that the Corporate Property Services Manager the Risk Assessment had been updated to reflect current guidelines and this was sent to the Head of Finance to brief Leadership Team.

11.8 Under current guidelines, H&S Officer has advised that the guidelines still emphasise opening windows and face coverings for larger gatherings if these are to proceed.

12.0 Learning and Development – Partnership training and future events

12.1 The next block of First Aid at Work 3 day qualification training will take place in October 2021.

12.2 A one day Emergency First Aid Course for the Housing Options Homeless team has been booked for October 2021.

13.0 Options

N/A

14.0 Risks

14.1 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.

15.0 Implications/Consultations

N/A

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 & OD Service

Human Rights

No

Legal

Yes - Health and Safety practice, reporting and monitoring is in place to comply with legal requirements and the report has been reviewed by LT which includes the Head of Legal and Democratic Services.

Specific Wards

No

19.0 Background papers, appendices and other relevant material

N/A

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