

East Herts Council Report

Human Resources Committee

Date of Meeting: 24 November 2021

Report by: Head of Human Resources and Organisational Development

Report title: Health and Safety Quarterly Review (Q2) – July 2021 to September 2021

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (Human Resources Committee):

(A) To consider the Health and Safety Quarterly Review (Q2) – July 2021 to September 2021 and provide comments to the Head of Human Resources and Organisation 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 2 (July 2021 to September 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 the closure of Hartham Leisure Centres Swimming Pool and Covid control restrictions.

Contract compliance and monitoring

Shared Waste Services

Grounds Maintenance

Leisure

Car Parking and Parking Enforcement

Capital Projects

The Health and Safety Officer can report that there have been no safety incidents or site accidents in respect to the contracts or the capital projects (Hertford Theatre and Northgate End MSCP).

Capital Projects

The Health and Safety Officer can report that progress is continuing with Hertford Theatre and Northgate End (MSCP) capital projects.

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.

Parks, Open Spaces and Play Areas.

There have been no reported incidents or accidents in respect to the parks, open spaces and play areas.

Lone Working Contract

A final moderation took place on the 21st October after which the award notification letter was sent to the successful supplier (PeopleSafe).

Covid-19 / Blended Working

The Health and Safety Officer, HR Colleagues, and Head of HR and OD have reviewed the current Covid protocols in line with the governments' guidelines. The Health and Safety Officer met Leadership Team on the 8th October to discuss the current controls and the options to consider on easing or withdrawing some of the measures. The protocols have been revised and were issued on Monday 25th October.

2.0 Background

2.1 The Health and Safety Officer reports to the HR Committee each quarter. This report has 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 2 November 2021. This DRAFT report was shared with the Committee.

3.2 Contract Managers and Contract Project Managers are invited to attend Safety Committee 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 July 2021 to September 2021.
- 4.2 There was one non-reportable work related accident recorded for the period 1 July 2021 to 30 September 2021; this was due to human error and not as a result of a workplace or equipment failure. The continuing low trend is due to staff working from home or away from the office.
- 4.3 Swimming Pools and Open Spaces. There were 19 minor non-reportable accidents reported across the 5 swimming pools and gyms between July and September in respect to users and no accidents concerning any SLM employees. None of the reported accidents were the result of any procedural or equipment related failure and a sample of the nature of the type of accident recorded is included below:
- Accident where during school time child was out of their depth, panic set in and needed assistance to side of the pool.
 - Injured Person (IP) cut foot whilst performing tumble turn, tiles checked for edges and nothing found.
 - IP (child) swam into another child's elbow. Feedback given to swim teachers to ensure where possible space is given to newly acquired skills to avoid contact injuries.
 - IP (child) hit head as they were walking out of the changing room door. Doors were checked to ensure drawer and closer mechanisms were correct in operation, they were fine.
 - IP whilst adjusting the bike seat post level, caught finger where pin is located. Skill Execution error.

- IP over exerted themselves in Walking football activity.

Q2 Non Reportable Accidents – July, August, September 2021

Swimming Pool & Gym	July	August	September	TOTAL
Hartham	1	1	1	3
Grange Paddocks	4	1	3	8
Leventhorpe	0	0	0	0
Ward Freman	0	0	0	0
Fanshawe	1	5	2	8
Employees (SLM)	0	0	0	0
Contractors	0	0	0	0
TOTAL	6	7	6	19

Parks, Open Spaces, Members of the Public	July	August	September	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

EHC Employees	July	August	September	TOTAL
	1	0	0	1
TOTAL	1	0	0	1

COMBINED TOTAL	7	7	6	20
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Q1 Table for Comparison

Non-Reportable Accidents – April, May, June 2021

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

EHC Employees	April	May	June	TOTAL
	0	0	0	0
TOTAL	0	0	0	0

COMBINED TOTAL	1	7	6	14
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4.4 Grange Paddocks

4.4.1 Practical completion of the new Grange Paddocks centre was met on the 5th October. SLM have now fitted out the new building with their equipment. Public opening was scheduled for the 23rd October from 9:30am with normal running commencing from 24th October.

4.4.2 The old leisure centre closed on Wednesday 20th October 2021 which meant that there was no leisure operation for 2 days; this was required in order for Willmott Dixon to complete the

final piece of work to the foul water chamber so that toilets and showers could be operational for the 23rd October.

- 4.4.3 Post opening of the new leisure centre the demolition of the old building and creating the new service road and yard for the new building will commence.
- 4.4.5 Alliance Leisure have been engaged through the UK Leisure Framework to carry out the demolition, service yard work and the 3G pitch construction.

The following milestones are planned for the next quarter:

<u>Milestone</u>	<u>Anticipated completion date</u>
New play area install	September 2021
Snagging and defects correction	Starts 27 th August and due to complete 17 th September 2021
Kitchen fit out	From 6 September 2021
WDC Compound removal	From 6 September 2021
EV charging pod installation	From 6 September 2021
Gym equipment fit out	6 till 20 September 2021
Leisure operator to start training staff on how to operate the new building	From 28 September 2021
WDC target date for practical completion	5 th October 2021
WDC contract completion	22 nd October 2021
New building opens to the public	23 rd October 2021
Demolition of the old leisure centre	November 2021 TBC
Creating the new service yard and access road for the new leisure centre	November 2021 TBC

4.5 **3G pitch**

Progress Update

- 4.5.1 Removal of the spoil from the excavation of the new Grange Paddocks commenced on the 26th July 2021 and was due to complete mid-September. However the contractor made impressive progress and completed 3 weeks ahead of schedule.
- 4.5.2 A week long archaeological dig was conducted between 2 August and 6 August with 5 trenches being dug around the area that the 3G pitch will occupy.
- 4.5.3 Trench 1, located next to the existing play area – 4 bodies were found and the team on site wondered whether this area was used as a small cemetery.
- 4.5.4 Trenches 2 & 4 – lots of broken pottery and discarded coins were found.
- 4.5.5 Trenches 3 & 5 – nothing of significance was found in these trenches
- 4.5.6 The most recent conversation with our archaeology consultant indicates that further digging will be required and a decision will be made by HCC as to the extent of the further works
- 4.5.7 The public engagement survey for the 3G pitch proposal went live on 6 August 2021 and concluded on 26 August 2021.
- 4.5.8 The survey had 141 responses with 70% of responses being a mix of supportive and strongly in favour of the proposal. There was a number of comments around damage to the environment and the use of plastics which has been picked up by the Bishop's Stortford Independent and we are developing

responses against the possible negative angles that could be taken against the 3G pitch.

4.5.9 The planning application was submitted on Friday 10 September 2021 and will be considered in January.

The following milestones are planned for the next quarter:

<u>Milestone</u>	<u>Anticipated completion date</u>
Further archaeological dig	From 29 November 2021 TBC
Planning decision	January 2021

4.6 **Hartham Leisure Centre (HLC)**

Progress Update

Phase	Programmed delivery	Work Activity
1	Mid May – end of September 2021	Pool Hall and pool changing village refurbishment
2	Late August to late October 2021	Refurbishment of the downstairs dry changing rooms
3	End of August 2021 – mid September 2022	Demolition and building of the new extension
4	End of August 2022 – December 2022	Converting the old gym into upstairs changing room and spin studio

The following milestones are planned for the next quarter

<u>Milestone</u>	<u>Anticipated completion date</u>
Downstairs dry changing room to be refurbished by Cadman	Started 30 th August and due to complete 25 th October 2021 Out of date – closer to the start of December for completion
Revised pool hall completion	1 st November 2021 Out of date – awaiting a new date
Front of the building to be isolated and prepared for demolition	Soon after Thames Water have completed their actions
Demolition starts	Mid October/early November 2021 TBC
Work starts for the building of the new extension	December 2021 TBC.

4.7 **Summary**

4.7.1 Given the size and scope of these two developments, work has been carried out to an exemplary standard with attention to health and safety both on site and the surrounding area taking a high priority. The project managers overseeing the work have maintained a high standard of inspections and the Health and Safety Officer has observed exceptional levels of health and safety practice demonstrated throughout.

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.

The following updates should be noted:

5.2 Buntingford Service Centre

- 5.2.1 Site re-lining has taken place after the previous lining undertaken in August degraded. The Property Team will continue to monitor as the commissioning service for this work.
- 5.2.2 The Health and Safety Officer can report that the date of the next Buntingford User Group Meeting will be 3 November 2021. There have been no on-site incidents or accidents to report.
- 5.2.3 The Councils Property Team have installed additional high visibility fire exit safety signs in the tipping hall.

6.0 Parking Enforcement Contract

- 6.1 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 is currently one issue that is being investigated.
- 6.2 The Parking Services Team are currently liaising with Housing colleagues and other agencies in respect to a rough sleeper that has taken up residence at Gascoyne Way MSCP, Hertford. So far the individual has refused to engage with the Council Homeless / Rough Sleeper Officer or other agencies. The Councils contractors are maintaining vigilance as they are occupying the stairwell and causing obstructions to the lift and associated hygiene matters.

The Parking Service Contract Manager is exploring all options to resolve the matter

- 6.3 The Health and Safety Officer attended a tour of the new Northgate End MSCP on 27th October.

7.0 Parks and Open Spaces Management Contract

- 7.1 There have been no incidents or accidents reported for this period and no incidents involving the Councils Grounds Maintenance Contractor, Glendale.

8.0 Rectory Hall, Stanstead Abbots

- 8.1 The Health and Safety Officer has scheduled quarterly site visits to Rectory Hall, Stanstead Abbots, and has planned a series of safety briefings for the staff covering risk assessments, fire safety, accident / incident and near miss reporting.

9.0 Lone Worker Contract Update

- 9.1 The Health and Safety Officer would like to advise the Committee that the final moderation has now taken place and a decision has been made to appoint a supplier (PeopleSafe) for the delivery and provision of the lone worker contract.
- 9.2 Due to delays in receiving clarification information from the suppliers the contract award had been delayed but is now complete, service has been maintained throughout.

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 is working with the Theatre Team who are planning Christmas activities at South Maltings, Kibes Lane, Ware. The Front of House Manager and Health and Safety Officer have identified potential health and safety weaknesses in procedures and will be carrying out risk assessments and developing procedures to ensure these events can be held safely.
- 10.3 Decontaminate UK are making progress on the controlled removal of asbestos with approximately 90% removed.
- 10.4 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 Wallfields has continued to operate as a COVID secure workplace. Following discussions with Leadership Team and UNISON the following changes have been agreed in line with the Government Guidance which focuses on Hygiene, Cleaning and Ventilation now that social distancing restrictions have been lifted:

- Removing the one way system, but staff still need to avoid close cross over.
- Removing the one way in / out system but continuing to use ID card to swipe and record numbers.
- Allowing an increase in the number of people able to use WC's (increased from single use to two)
- Allowing an increase in the number of people able to use the kitchen and kitchen hub.
- Significantly increased ventilation with windows being marked to be left open.
- Increased emphasis on the importance of maintain

- good hygiene, sanitisation and cleaning.
- Desk booking, to control numbers
- Continued twice weekly Lateral Flow Testing.

11.2 The Health and Safety Officer, Head of HR and Leadership Team are monitoring guidance and messaging from Government.

12.0 Learning and Development – Partnership training and future events

12.1 The most recent block of face to face First Aid at Work 3 day qualification training took place in October 2021. The 5 candidates all passed their practical and written exams and now join the team of First Aiders.

12.2 A one day Emergency First Aid Course for the Housing Options Homelessness team took place in October 2021 with all participants completing the course. The course looked at dealing with minor injuries, infantile convulsions, everyday minor cuts and bruises.

12.3 The Health and Safety Officer has developed a 'Fire Safety Awareness' module for the Councils E-Learning platform 'Skillsbuild' The interactive course will focus on basic fire safety, fire evacuation, use and types of fire extinguisher. A hyperlink will take users to a fire safety video on the intranet that looks at human behaviour during a possible fire scenario. Previously fire safety was covered at a more basic level as part of the H&S module, the revised specific module will better support fire safety and awareness.

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 patterns or links in the data that accidents are related to any protected characteristics. In terms of developments reasonable adjustments are made to support disabilities and ensure disabled access.

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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