

East Herts Council Report

Human Resources Committee

Date of Meeting: 15 February 2022

Report by: Head of HR and Organisational Development

Report title: Health and Safety Quarterly Review (Q3) – October 2021 to December 2021

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR Human Resources Committee

- (a) To consider the Health and Safety Quarterly Review (Q3) – October 2021 to December 2021 and provide comments to the Head of HR & OD 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 3 (October 2021 to December 2021) and includes a summary of;

Non-Reportable and Reportable Accidents

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

There have been no serious reportable accidents this quarter.

Contract compliance and monitoring

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 there have been no recorded on-site accidents or incidents recorded for this period.

Premises and Sites

Office premises inspections have been diarised.

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

Roll out of new devices to commence January/February 2022.

Covid-19 / Blended Working

The Health and Safety Officer, HR Colleagues, and Head of HR and OD are continuing to review and update information in line with Government guidance.

2.0 Background

- 2.1 The Health and Safety Officer reports to the HR Committee each quarter. This report will also be submitted to Safety Committee as part of the quarterly meeting on 22nd February 2022 and has been considered by the Leadership Team, who review 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).

3.0 Safety Committee

- 3.1 Safety Committee met via zoom on Tuesday 25 January 2022. 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 October 2021 to December 2021.
- 4.2 There were no non reportable work related accident recorded for the period 1 October 2021 to 31 December 2021; 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 October and December 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:
 - A swimmer sustained an impact injury on the chin when performing a competitive start. SLM have discussed this with the swimming club and have asked them to review teaching practices to ensure swimmers are capable of performing the manoeuvre. Root cause - skill execution.

- Injured Person (IP) bumped their head performing a tumble turn during a fitness session. Skill execution error.
- IP (child) suffered a minor contact injury while engaged in horseplay. Root cause - no parental supervision.

Q3 Non Reportable Accidents – Oct, Nov, December 2021

Swimming Pool & Gym	October	November	December	TOTAL
Hartham	2	0	0	2
Grange Paddocks	4	3	2	9
Leventhorpe	2	0	0	2
Ward Freman	1	0	0	1
Fanshawe	2	2	1	5
Employees (SLM)	0	0	0	0
Contractors	0	0	0	0
TOTAL	11	5	3	19

Parks, Open Spaces, Members of the Public	October	November	December	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

EHC Employees	October	November	December	TOTAL
	0	0	0	0
TOTAL	0	0	0	0

COMBINED TOTAL	11	5	3	19
-----------------------	-----------	----------	----------	-----------

Q2

Table for Comparison

Non Reportable Accidents – July, August, September 2021

Swimming Pool & Gym	July	August	September	TOTAL
Hartham	1	1	1	2
Grange Paddocks	4	1	3	6
Leventhorpe	0	0	0	0
Ward Freman	0	0	0	0
Fanshawe	1	5	2	3
Employees (SLM)	0	0	0	1
Contractors	0	0	0	0
TOTAL	6	7	6	13

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

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

COMBINED TOTAL	7	7	6	20
-----------------------	----------	----------	----------	-----------

4.4 Grange Paddocks

4.4.1 Demolition of the old building has now been completed. Rubble and debris is being crushed on site and used to infill the old pool tank. Scrap metal is being extracted and sold and non-recyclable waste is being removed from the site.

4.4.2 Work on the new service yard will commence February 2022 on completion of the demolition work.

4.4.3 Aftercare and post completion meetings have taken place with the Project Manager, SLM and Wilmott Dixon and final snagging has taken place.

Milestones:

<u>Milestone</u>	<u>Anticipated completion date</u>
Completion of the foul chamber pump works	

4.5 **3G pitch**

Progress Update

4.5.1 The planning application has been validated

4.5.2 Changes have been made to the choice of material to be used for the surface of the pitch from a rubber crumb to an organic mixture, options being considered range from cork, coconut husk, olive seed, European seed mix or an American bark mix.

The following milestones are planned for the next quarter:

<u>Milestone</u>	<u>Anticipated completion date</u>
Targeting planning determination	02 February 2022
Further archaeological digging is anticipated	February, post planning determination

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>
Phase 2: Ground floor fitness changing room refurbishment completed and returned to SLM for use.
Phase 3: Started - Hoarding has been erected in readiness for the demolition of the old front and creation of the new extension.
Thames Water will carry out sewer diversion imminently which will bring forward Phase 3.

4.7 **Summary**

4.7.1 The Project Manager has reported that the lead contractor has received a report explaining the cause and reason for the failure of the pool liner, the product used failed to give the chemical adhesion and an extensive review was completed to find out why this occurred and how the contractors involved can restart this piece of work and have it complete in the Spring of 2022.

4.7.2 The project manager overseeing the work has 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, however this continues to be an issue and the contractor has been asked to inspect the surface material to ascertain the possible cause.
- 5.2.2 The Health and Safety Officer can report that the Buntingford User Group Meeting took place on Wednesday 19th January. There have been no on-site incidents or accidents to report.
- 5.2.3 Urbaser have reported that the number of damaged and surplus wheelie bins has increased and with the anticipated return of unwanted brown bins due to be returned there is insufficient space at Buntingford

Depot to accommodate them. The Health and Safety Officer and service colleagues have reviewed the site and have also identified this as a high fire risk. The Health and Safety Officer will continue to support the contractor and contract management team who are looking at solutions to the problem.

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 Parking Enforcement contract (with APCOA) and it can be reported that the homelessness issue previously reported has been resolved:

The Parking Services Team have advised the Health and Safety Officer that the homeless lady accepted an offer of accommodation at a hotel and has vacated the multi-storey car park.

- 6.2 The Parking Service Contract Manager advised that despite the loss of 6 enforcement officers due to Covid-19 and three on long term sick leave APCOA have been maintaining close to normal service delivery and enhanced inspections on higher risk parking areas.
- 6.3 One enforcement officer fell ill and was taken to hospital APCOA have maintained contact with the officer and confirm that this was not a result of an accident or incident.
- 6.4 The Parking Services Manager reports that there have been no accidents in regard to car parks or Multi Story Car Parks (MSCP's) during this quarter.

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.
- 7.2 The Health and Safety Officer attended the new play area at Trinity Way, Bishops Stortford which has undergone a significant redevelopment with enhanced planting, landscaping and new play equipment. A tree planting activity was held inviting local residents to participate in the planting of small trees.

8.0 Lone Worker Contract Update

- 8.1 The Health and Safety Officer would like to advise the Committee that the new lone working service provision implementation has now commenced. This will be a phased programme and comprises the following:
- Recall old Microguard devices currently in use.
 - Review of user profiles to ensure accuracy and up to date information
 - On-line user training and training for team administrators.

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

- 9.1 The Health and Safety Officer continues to liaise with the Leisure and Parks Development Officer (Leisure) on the progress of the improvement programmes.
- 9.2 The Health and Safety Officer supported the Theatre Team on the delivery of Christmas events at Southern Maltings, Kibes Lane, Ware.

- 9.3 Covid secure measures were put into place to ensure safety for staff and patrons.
- 9.4 The Health and Safety Officer upgraded the first aid kits to current standards.
- 9.5 The Health and Safety Officer supported the Front of House Manager developing new safety procedures and will continue to work with the team on future projects.
- 9.6 Asbestos removal at Hertford Theatre has now been completed by Decontaminate UK. The Theatre site has been secured and being checked while waiting for the next stage of the project to commence.
- 9.7 The Health and Safety Officer can advise the committee that there have been no on-site accidents or covid related incidents.

10.0 Blended Working Programme/COVID Protocols

10.1 Wallfields has continued to operate as a COVID secure workplace in line with the Governments guidelines (modified for Plan B and then put back from Monday 24/1 to pre plan B). The following measures remain in place:

- Toilet space management, reinstated the cone system for WC's to limit back to one person (during plan B), toilet sections now back to 2 people at time maximum
- Maintaining maximum use levels for kitchens
- Significantly increased ventilation with windows being marked to be left open.
- Increased emphasis on the importance of maintaining good hygiene, sanitisation and cleaning.

- Desk booking to control numbers (during Plan B this went back to requiring Head of Service permission to work in the office)
- Continued twice weekly Lateral Flow Testing.

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

10.3 CO2 monitors will be installed in high use areas which have an alert sounder to remind people to maintain ventilation.

10.4 The Health and Safety Officer has been working with the Corporate Property Services Manager on updating the furniture and layout of the meeting rooms at Wallfields to create greater flexibility. Room layout guides and capacities will be developed and calculated so people will be able to make informed choices for events and meetings.

11.0 Learning and Development – Partnership training and future events

11.1 The Health and Safety Officer is exploring options for a personal safety awareness course.

11.2 With the new lone working contract now in place a series of training sessions are to be planned and implemented as part of the roll out.

- 11.3 The 'Fire Safety Awareness' module has been launched and is now live on the Councils E-Learning platform 'Skillsbuild'. The course focuses 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.

12.0 Options

N/A

13.0 Risks

- 13.1 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.

14.0 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 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

15.0 Background papers, appendices and other relevant material

N/A

Contact Officer Simon O’Hear – Head of HR and OD

Contact Tel No – x2141

simon.o'hear@eastherts.gov.uk

Report Author Peter Dickinson – Health and Safety Officer

Peter.dickinson@eastherts.gov.uk