

East Herts Council Report

Human Resources Committee

Date of Meeting: 25 May 2022

Report by: Head of Human Resources and Organisational Development

Report title: Health and Safety Quarterly Review (Q4) – January 2022 to March 2022 incorporating the Annual Review

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (LT/Human Resources Committee):

To consider the Health and Safety Quarterly Review (Q4) – January 2022 to March 2022 and Annual Report 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 4 (January 2022 to March 2022) Incorporating the Annual Report 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 are now being undertaken with the Property Team and Unison.

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 be submitted to Safety Committee and has been considered by the Leadership Team and Executive Members, who review the report before it is submitted to the HR Committee

3.0 Safety Committee

- 3.1 Safety Committee met on Tuesday 03 May 2022. This DRAFT report will be 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 January 2022 to March 2022.
- 4.2 One non reportable work related accident was recorded for the period 1 January 2022 to 31 March 2022; 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 23 minor non reportable accidents reported across the 5 swimming pools and gyms between January 2022 and March 2022 in respect to users and 4 accidents concerning 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:

- IP slipped when entering changing rooms from poolside
- IP strained neck putting on swim cap
- IP hit head on open locker door when bending down to put shoes on
- IP got into difficulty during swim lesson, assisted by poolside life-guard. IP panicked but did not sustain any injury or require further medical assistance
- IP jumped into pool suffering impact injury to foot, no serious damage or further medical assistance required. Skill execution error.
- Unsupervised minor IP ran into entrance and tripped entering the facility, no injury or further assistance required.
- IP dropped weight plate on foot when returning weight to rack, no serious injury sustained. Skill execution error
- Member of Staff suffered minor puncture wound from projecting staple when disposing of cardboard box.

Skill execution errors arise as a result of individual action and not as a result of any equipment or procedural failure.

Q4 Non Reportable Accidents – Jan, Feb, March 2022

Swimming Pool & Gym	January	February	March	TOTAL
Hartham	1	0	0	1
Grange Paddocks	2	2	8	12
Leventhorpe	0	1	0	1
Ward Freman	1	1	0	2
Fanshawe	2	2	3	7
Employees (SLM)	3	0	1	4
Contractors	0	0	0	0
TOTAL	9	6	12	27

Parks, Open Spaces, Members of the Public	January	February	March	TOTAL
Play Area	0	0	0	0
TOTAL	0	0	0	0

EHC Employees	January	February	March	TOTAL
	0	0	0	0
TOTAL	0	0	1	1

COMBINED TOTAL	11	5	3	28
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Q3 Table for Comparison

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
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An analysis of the accident numbers and types have not shown any abnormal trends or patterns over the course of the year. The increase in figures reflect the increase in usage as a result of the easing of Covid restrictions.

The Health and Safety Officer has discussed benchmarking options with the Contract Manager for SLM with a view to being able to benchmark the 5 East Herts Swimming Pools and Gym with comparable facilities managed by SLM.

The Contract Manager does not have direct access to provide a month by month review of the accident per 10K visit for other sites not under his management control. The Contract Manager can provide something which will look at quarterly benchmarking using information in the wider Everyone Active group, South East and East Herts.

The Contract Manager will ask for comparable sites to be built in to a comparison so we have like for like site's for the dual use with gym (Fanshawe and Leventhorpe , dual use pool only (Ward Freman), Large pool and gym site with no sport hall (Grange Paddocks) and a Medium site pool/ gym and no sport hall (Hartham). The Contract Manager is discussing this option with the Everyone Active Regional H&S Quality manager.

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:

Milestone	Anticipated completion
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	<u>date</u>
Completion of the foul chamber pump works	May 2022

4.5 **3G pitch**

Progress Update

- 4.5.1 Archaeological work has continued on site with the recent discovery of a religious shrine.
- 4.5.2 Over 700 people attended guided tours at Grange Paddocks on Saturday 23 April for a rare opportunity to see artefacts that date back to Roman times, uncovered as part of the archaeological excavations undertaken for the footprint of the new 3G football pitch. Around a further 300 people dropped by to view the findings on display.
- 4.5.3 Once the archaeological work is complete, the 3G pitch can be installed and is set to open in August and made ready for the football season in September.

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
1	End of August 2021 – mid September 2022	Demolition and building of the new extension

2	End of August 2022 - December 2022	Converting the old gym into upstairs changing room and spin studio
3		

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 have confirmed that the old brick sewer pip is redundant and blocked at both ends. This can be removed and progress made on the remainder of the ground work.

4.7 **Summary**

4.7.1 The Project Manager has reported that pool tank lining has been successfully applied and the pool filled. Two small leaks were detected in some of the existing pipe work and the lead contractor is rectifying this. Despite earlier issues and delays the project is on course to be completed by Summer 2020 thanks to the hard work and perseverance of the team.

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 Approval has been given for the Property Team to install speed control humps and digital speed deterrent signs in the depot yard to enhance vehicle and pedestrian safety . The Health and Safety Officer, Property Services Manager and Surveyor met with Urbaser to discuss the issues of the surface lining and Urbaser agreed that the enhancements would be more beneficial.

The Health and Safety Officer can report that there has been a significant improvement to the site housekeeping and a number of repairs are scheduled to be carried out including;

- Replacing the heating n the vehicle workshop
- Yard safety enhancements
- Refurbishment of external WC's
- New barrier installed at the front car park
- Installation of a new defibrillator with user training

- 5.2.2 The Health and Safety Officer can report that the Buntingford User Group Meeting took place on Wednesday 16th March. There have been no on-site incidents or accidents to report.

5.2.3 Urbaser have reported that they are planning to introduce an onsite scheme to use spare parts from damaged bins to replace missing components and extending the life of current bins, significant progress has been made to reduce the number of surplus bins on site.

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 Capital Projects

The Health and Safety Officer has been supporting the Head of Operations ahead of the planned opening of Northgate End Multi Storey Car Park. The Health and Safety Officer and the Property Team will be installing a Premises Information Box at the site along the same lines as those installed at Buntingford, Hillcrest and Rectory Hall Hostels and Wallfields.

The Health and Safety Officer has supported the recommendations for the closure of the top deck of Northgate End due to lighting restrictions in the Planning Consent.

7.0 Parking Enforcement Contract

7.1 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 there have been no accidents in regard to car parks or Multi Story Car Parks (MSCP's) during this quarter.

8.0 Parks and Open Spaces Management Contract

- 8.1 There have been no incidents or accidents reported for this period and no incidents involving the Councils Grounds Maintenance Contractor, Glendale.
- 8.2 The Health and Safety Officer can advise the Committee that two events are planned for the Love Parks Week, one event will be held at Southern Country Park on Tuesday the 26th July and Pishiobury Park on Wednesday 27th July. The Health and Safety Officer will be working with the Operations Team on risk assessment and event safety.

9.0 Lone Worker Contract Update

- 9.1 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:
- New devices are currently being set up and linked to user profiles;
 - Recall old Microguard devices currently in use.
 - New devices to be sent, linked and ready for use
 - On-line user training and training for team administrators.

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 will be supporting the Theatre Team for the delivery of Christmas events at Ware's Drill Hall in December 2022.

- 10.3 Work is due to commence on the next phase of Hertford Theatres Growth and Legacy Project.
- 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 Blended Working Programme/COVID Protocols

- 11.1 The Health and Safety Officer and the Head of Human Resources and Organisational Development have significantly re-worked the Protocols now that the majority of Covi-19 restrictions have been lifted. The new 'Office Housekeeping and Safety Protocols' are aimed at reinforcing and maintaining the good hygiene practices implemented for Covid control and to encourage decluttering of the workspace. Unison have actively participated and supported the revised protocols. Please see Appendix A for the new Protocols.
- 11.2 The Health and Safety Officer, Head of HR and Leadership Team are monitoring guidance and messaging from Government in order to respond proactively to any substantive changes.
- 11.3 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.
- 11.4 The Health and Safety Officer has been working with the modern workspace transformation team on the changes being implemented in Wallfields to create new working

space and meeting rooms.

12.0 Learning and Development – Partnership training and future events

- 12.1 The Health and Safety Officer is exploring options for a personal safety awareness course.
- 12.2 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.
- 12.3 The Health and Safety Officer will be considering options for First Aid refresher skills training in line with the blended working programme to ensure that consistent first aid cover is maintained,

13.0 Annual Review Summary

The Health and Safety Officer has provided a summary of the significant progress made in Health and Safety for the year and the projects and developments the Health and Safety Officer has worked with colleagues on.

13.1 Parks, Open Spaces and Play Areas.

The installation and opening of the Wild Play area at Hartham Common.

Supporting the Operations Team who were assisting the swimming club with access issues.

The Health and Safety Officer attended the new play area at Trinity Way, Bishops Stortford which had undergone a significant redevelopment with enhanced planting,

landscaping and new play equipment.

13.2 Lone Worker Contract

The Health and Safety Officer took on the management of the Lone Working contract, undertook an audit of hardware and data and prepared a new contract specification document and took the lead in a joint service provider procurement exercise with Stevenage Borough Council including the provision of training.

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

The Health and Safety Officer has supported and advised project Managers on the following capital projects and development projects;

- The delivery of Christmas events at Southern Maltings, Kibes Lane, Ware.
- The development of the new Grange Paddocks facility and upgrade of Hartham Swimming Pool.
- Safety enhancements at Buntingford Depot

13.4 Coronavirus-19 (Covid-19)

Covid-19 caused significant problems and issues as the pandemic spread, impacting on East Herts Councils service delivery. Throughout the pandemic the Health and Safety Officer has supported all services across the Council and has played a key role in ensuring the safety and health of all colleagues. The Health and Safety Officer supported the teams by;

- Supporting the Head of HR and OD on the development of Covid workplace safety protocols, displaying signage and guidance.

- Setting up Covid secure interview rooms and meeting rooms
- Establishing controls to allow for the phased return to work of colleagues in a safe and secure manner.
- Working with teams to deliver services to internal and external customers such as re-opening of parks and open spaces and the offices.

Whilst Covid has changed the way many of us now work the Health and Safety Officer advises that vigilance and building on the positive outcomes be maintained to ensure that East Herts remains a positive, vibrant and dynamic organisation.

The Health and Safety Officer will look to pull together an annual set of statistics and seek benchmarks again to share with the committee at the next meeting. Unfortunately it continues to be hard to get benchmark data but as discussed contractor info will also be requested to benchmark against.

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 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

17.0 Background papers, appendices and other relevant material

Appendix A – Office Housekeeping and Safety Protocols, Updated April 2022

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