

East Herts Council Report

Human Resources Committee

Date of Meeting: 21 September 2022

Report by: Head of HR and Organisational Development

Report title: Health and Safety Quarterly Review (Q1) – April 2022 to June 2022

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (LT/Human Resources Committee):

- (a) To consider the Health and Safety Quarterly Review (Q1) – April 2022 to June 2022 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 1 (April 2022 to June 2022) and includes a summary of;

Non-Reportable and Reportable Accidents

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

Accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
(RIDDOR 2013)

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

following major 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 has commenced with the Revenues and Benefits Team.

Housing and Health are scheduled for September 2022.

Modern Workplace Review

Inspection of office seating
New meeting rooms

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 30 August 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

For the purposes of the report:

I.P refers to Injured Person

Non-Reportable Accidents do not need to be reported under RIDDOR 2013 and may include minor cuts etc.

- 4.1 There were no reportable accidents under the Reporting of Incidents Diseases and Dangerous Occurrence Regulations (RIDDOR) for the period April 2022 to June 2022.
- 4.2 There were no non reportable work-related accidents for the period 1 April 2022 to 30 June 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 35 minor non reportable accidents reported across the 5 swimming pools and gyms between April 2022 and June 2022 in respect to users and 3 minor accidents concerning SLM employees. None of the reported accidents were the result of any procedural or equipment related failure and a sample of the type of accident recorded is included below:
 - IP Felt faint during gym workout – root cause over exertion
 - IP Scraped toe on steps of the spectator area – Area checked for defects and damage, none found.

- IP slipped in changing room – Young persons high spirited messing about.
- IP Bumped head on external play equipment – Root cause, balance skill execution
- IP felt lightheaded using gym equipment – Root cause IP had not eaten for 2 days.
- IP hit pool tank wall – Skill execution error.
- IP Slipped on steps as exiting the pool – Skill execution error, no fault or defect.
- IP Stung by wasp in outside play area - first aid provided.

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

The Health and Safety Officer would like to inform the Committee that the figures for Grange Paddocks remain consistent due to the high footfall and the slight increase is a result of higher use during the school summer holiday period.

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

Swimming Pool & Gym	April	May	June	TOTAL
Hartham	0	0	1	1
Fanshawe	0	2	2	4
Leventhorpe	0	0	3	3
Grange Paddocks	7	8	9	24
Ward Freman	0	0	0	0
Employees (SLM)	3	0	0	3
Contractors	0	0	0	0
TOTAL	10	10	15	35

Q4 Table for Comparison

Swimming Pool & Gym	January	February	March	TOTAL
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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

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

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

Q4 Table for Comparison

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

Q1 Non-Reportable Accidents – Apr, May, Jun 2022

EHC Employees	April	May	June	TOTAL
	0	0	0	0
TOTAL	0	0	1	1

Q4 Table for Comparison

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

An analysis of the number and type of accidents have not shown any abnormal trends or patterns over the course of the first quarter for 2022.

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 Milestones complete and latest updates:

Willmott Dixon are expected to attend site to complete the foul pump chamber works, due to the extra work needed the leisure centre will close early so work can commence at 1pm, this will be an 8pm finish

The Project Manager and Willmott Dixon held an aftercare meeting on Friday 5th August and reports that the only remaining defects (currently) are plaster cracks.

The haul road is due to be turned into a grass-crete emergency access road in the coming weeks (to be completed by the 3G contractor)

Milestones to come:

Next and final aftercare meeting is Friday 23rd September
Glendale to begin restoration of Senior grass pitch 5 mid-September

4.5 3G pitch

Progress Update

4.5.1 All archaeological work has concluded on site.

4.5.2 Milestones complete and latest updates:

Astroturf carpet can't go down until the shock pads arrive, last update was that they are stuck in customs.

Floodlights are programmed to arrive in due course, but no updates have come from the supplier, there is a strong suspicion that they will arrive post PC, potential for a partial completion at the end of the month

Milestones to be completed:

Anticipated 3G pitch construction completion is still 2nd September 2022

4.6 Hartham Leisure Centre (HLC)

Milestones complete & latest updates:

Groundwork and digging to build the foundations is ongoing

Pockets of asbestos has been found while digging for the foundations, this has caused minor delays but nothing substantial.

Concrete pouring for the foundations has also had to cease as the temperatures are too hot, forecasts indicate that they can resume from 16th August.

Despite the foundations issues the steel frame can still go up from the 15th August as they can begin building on top of the finished areas

Milestones to be completed

Foundations could be finished in their entirety by the end of August

Steel frames to be erected by 2nd September

Glulam beams to be in place by 16th September

Underfloor drainage and ducting to be in place by 23rd September.

Phase 3 due to complete by 15th May 2023

Conversion of the current gym into additional gym changing rooms and a spin studio to start by 19th May 2023

4.7 Summary

4.7.1 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 The Health and Safety Officer can report that the Councils Property Team commissioned the installation of speed humps and digital speed control signs in the depot yard, and it was observed during a site visit that vehicles were reducing speed.

5.2.2 The Health and Safety Officer can report that quarterly Depot User Meetings have been diarised for the remainder of 2022 and for 2023.

5.2.3 There has been a significant improvement to the site housekeeping and a number of repairs have been completed including.

- Yard safety enhancements
- Refurbishment of external WC's

- New barrier installed at the front car park

5.2.4 The Health and Safety Officer is supporting the Project Officer on the provision of a specialist waste consultant to facilitate the procurement of a waste collection and street cleansing contract. In particular facilitating soft market testing and providing technical support through the tendering process. This is the initial groundwork for the preparation of the re-tendering of the Shared Waste Service Contract. The Health and Safety Officer will continue to support the Project Officer throughout the process.

6.0 Capital Projects

6.1 The Health and Safety Officer assisted the Project Officer and the Insurance and Risk Business Advisor in undertaking a physical inspection of the residential apartments and the commercial unit of the Northgate End development accompanied by the development contractor, at the time of the inspection no health and safety concerns were identified. Leadership Team have been advised that numerous snagging and design issues have been identified since opening which are being addressed between the Property and Parking Teams and the contractor, Real.

7.0 Parking Enforcement Contract

For the purposes of the report the Councils Parking Contract Provision is delivered by APCOA - APCOA's name originates from the former US parent company and is an abbreviation for Airport Parking Corporation of America

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 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 were held for Love Parks Week, one event was held at Southern Country Park on Tuesday the 26th July and the second event took place at Pishiobury Park on Wednesday 27th July. The Health and Safety Officer is pleased to report that both events were well attended, approximately 300 people attended Southern Country Park and approximately 250 at Pishiobury Park. The events showcase the Councils Green Flag award winning open spaces and provides an opportunity for the Council to proactively engage with the community. The Councils Ground Maintenance Contractor Glendale not only provided support in setting up but managed parking control for the events and brought along the large tractor to display. In addition, the Council had stands promoting health and wellbeing and running activities for attendees. The two Friends of Groups were running nature activities and
- 8.3 Main concern of late has been fire risks across all open spaces so the Operations Team have been working with the local fire brigade (Rowan Perrin has a main contact telephone number with the fire safety team) to put in place Fire Breaks across district in areas of conservation and/or long grass. Southern Country Park and Pishiobury Park, and various other smaller open spaces where long grass is left for biodiversity, to minimise potential fires. This is mapped and the fire brigade have copies, so they know where to direct fire

to if at all possible. These fire breaks were put in where housing was in line with trees and the prevailing wind.

With long term forecasts predicting similar weather patterns going forward the Operations Team have been liaising with Hertfordshire County Councils Countryside Management Services Team on new plans to manage open spaces during periods of excessive heat and are building in contingencies in the Opens Spaces Management Plans.

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 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 has commenced on the next phase of Hertford Theatres Growth and Legacy Project. The Health and

Safety Officer has received a suite of documents in relation to the design and build and will be liaising with the Project Manager and the Theatre Team as the project evolves.

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

11.0 Modern Workspace

- 11.1 The Health and Safety Officer, Head of Strategic Finance and Property and the UNISON Branch Secretary have undertaken an audit of office seating. In addition to this the chairs in the Council chamber have been replaced after a number were found to be defective and beyond repair, the metal frames were sent to be recycled and the remaining elements disposed of. The chairs have been replaced with seating that the Council already had which avoided the expense of purchasing new chairs.
- 11.2 As part of the review 307 office operator chairs were inspected of which 71 were identified as no longer fit for purpose, the Committee are advised that some of the chairs are over 30 years old the average life expectancy of a standard operator chair is between 7 and 8 years.

The following factors were considered when identifying chairs for replacement.

- Wear and tear
- Functionality of component parts such as wheels, arms, back rest, adjustment mechanisms
- Defect or damage

The head of Strategic Finance and Property has identified a procurement framework from which we can

acquire sample chairs to trial to ensure that we obtain chairs that are fit for purpose.

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.

Work on the Rivers Suite of meeting room has been completed and additional fire safety measures are being installed including an additional alarm sounder and a flashing beacon to alert users with hearing impairment or loss to know when the fire alarm is sounding.

Additional safety guides and information will be displayed for users.

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 has commenced the First Aid refresher training and has reviewed the consistency of First Aid cover, resilience has increased with all three of the Caretakers now First Aid trained, this will cover any evening meetings.

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

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

16.0 Background papers, appendices and other relevant material

N/A

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