

# **East Herts Council Report**

**Human Resources Committee**

**Date of Meeting: 15 February 2023**

**Report by: Head of HR and Organisational Development**

**Report title: Health and Safety Quarterly Review (Q3) – October 2022 to December 2023**

**Ward(s) affected: N/A**

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## **Summary**

### **RECOMMENDATIONS FOR (LT/Human Resources Committee):**

- (a) To consider the Health and Safety Quarterly Review (Q3) – October 2022 to December 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 3 (October 2022 to December 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)**.

#### **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.**

Hertford Theatre – Growth and Legacy Project  
Hartham Swimming Pool and Gym Refurbishment

## **Premises and Sites.**

There have been no safety related issues in regard to premises and sites for the third quarter.

## **Parks, Open Spaces and Play Areas.**

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

## **Workplace Accidents**

There was one non reportable (non-RIDDOR) accident at work which was not the result of any failure in this quarter (see 4.2).

## **Leisure Accidents**

There were 26 minor non reportable accidents reported across the 5 swimming pools and gyms between October 2022 and December 2022 in respect to users and 2 minor accidents concerning SLM employees. None of the reported accidents were the result of any procedural or equipment related failure. This number is in line with normal trends, see 4.3 for details.

## **Lone Working Contract.**

Further roll out of new devices taking place, new devices to be issued to Operations Team which will

include user and portal administrator training.

The Facilities Management, Property Services and Estates and Asset Management Teams are in the process of reviewing their requirements.

The final roll out will be with Planning in due course in line with Service development (in the meantime they continue to use the old devices).

### **Modern Workplace Review.**

Inspection of standard operator seats completed, and old or defective chairs marked for disposal.

Health and Safety Officer has signed up to ESPO (Eastern Shires Purchasing Organisation) purchasing framework to ensure value for money and working with the Head of Strategic Finance has selected a suitable supplier and acquired sample chairs to test.

New meeting rooms now have fire safety guidance in place. Health and Safety Officer undertaking a Safety and Equalities Impact Assessment.

## **2.0 Background**

- 2.1 The Health and Safety Officer reports to the HR Committee each quarter through this report. The report will be submitted to Safety Committee after it has been considered by the Leadership Team.

## **3.0 Safety Committee**

- 3.1 Safety Committee met on Tuesday 08 November 2022. The minutes of this meeting are received at this HR 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 October 2022 to December 2022.
- 4.2 There was 1 non reportable work-related minor accident for the period October 2022 to December 2022; the incident was not a result of any procedural, mechanical, or structural failure or defect (human error).
- 4.3 Swimming Pools and Open Spaces. There were 26 minor non reportable accidents reported across the 5 swimming pools and gyms between October 2022 and December 2022 in respect to users and 2 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 Sustained minor contact injury in pool no fault or defect – skill execution error.
  - IP Sustained a minor laceration – No root cause determined.

- IP slipped exiting the swimming pool – human error
- IP sustained minor cut – No specific cause or injury.
- IP burned lip whilst eating - IP misjudged heat of food item
- IP was hit by a ball during a planned activity under supervision, no injury – occurrences expected for the type of activity.
- IP felt dizzy after using equipment – IP had overexerted themselves.

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.

### **Q3 Non-Reportable Accidents – Oct, Nov, Dec 2022**

<b>Swimming Pool &amp; Gym</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>
Hartham	0	2	1	<b>3</b>
Fanshawe	1	1	0	<b>2</b>
Leventhorpe	0	0	1	<b>1</b>
Grange Paddocks	3	5	5	<b>13</b>
Ward Freman	2	1	2	<b>5</b>
Employees (SLM)	1	1	0	<b>2</b>
Contractors	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>7</b>	<b>10</b>	<b>9</b>	<b>26</b>

### **Quarter 2 Table for comparison**

### **Q2 Non-Reportable Accidents – Jul, Aug, Sept 2022**

<b>Swimming Pool &amp; Gym</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>TOTAL</b>
Hartham	4	2	3	<b>9</b>
Fanshawe	1	1	0	<b>2</b>
Leventhorpe	0	1	0	<b>1</b>
Grange Paddocks	9	3	3	<b>15</b>
Ward Freman	1	0	0	<b>1</b>
Employees (SLM)	0	0	0	<b>0</b>
Contractors	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>15</b>	<b>7</b>	<b>6</b>	<b>28</b>

### **Q3 Non-Reportable Accidents - Oct, Nov, Dec 2022**

<b>EHC Employees</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>
	1	0	0	<b>1</b>
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

### **Quarter 2 Table for comparison**

### **Q2 Non-Reportable Accidents - Jul, Aug, Sept 2022**

<b>EHC Employees</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>TOTAL</b>
	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

### **Q3 Non-Reportable Accidents - Oct, Nov, Dec 2022**

<b>Parks, Open Spaces, Members of the Public</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>TOTAL</b>
Play Area	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Quarter 2 Table for comparison**

### **Q2 Non-Reportable Accidents - Jul, Aug, Sept 2022**

<b>Parks, Open Spaces,</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>TOTAL</b>
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<b>Members of the Public</b>				
Play Area	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

An analysis of the number and type of accidents have not shown any abnormal trends or patterns over the course of the third quarter for 2022 and no unusual or abnormal number of accidents when compared to Q2.

The Contract Manager for Sport and Leisure Management (SLM) has arranged for the Health and Safety Officer to be able to access relevant health and safety information pertinent to the Councils five pools and gyms.

The Contract Manager will ask for comparable sites to be built into 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 and this will be shared if it can be established however it is proving difficult to gather.

#### **4.4 Hartham Leisure Centre (HLC) Development**

The wet weather of the past few months and icy weather in December created H&S concerns for working at height and the need to ensure the roof insulation remains dry during installation.

Cadman were aiming to complete the roof by December, however the week of snow and ice meant that this could not be achieved.

Cadman estimate that due to the weather there is a 3-week delay in schedule but as work progresses through January the Project Manager will get a clearer idea of whether this is an accurate forecast and whether Cadman can claw any lost time back within the revised programme.

The Project Manager advises that by the end of January the sides of the building will start to be constructed, unlike the roof the weather will not impact on this work.

#### **4.4.1 Summary**

No injuries to report to date, Cadman have kept a tight ship and with the high-risk work of the roof install going on they have increased their site supervision to ensure work is carried out safely.

### **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 there have been no on-site accidents or incidents at Buntingford Depot

5.2.2 The Councils Assets and Estates Manager advised the user group that a meeting took place with the landlord to discuss options for utilising the land opposite building 01 for additional storage space for bins. The group were advised discussions were taking place with Affinity Water in regard to extra capacity for parking. The aim of these measures is to relieve the pressure on available space within the depot yard and storage areas.

5.2.3 The Health and Safety Officer continues to support the Project Officer and Shared Waste Services Management Team with the contract procurement process.

## **6.0 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**

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 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 involving the Councils Grounds Maintenance Contractor, Glendale.
- 7.2 There have been no incidents or accidents reported for this period involving the Councils shared waste services contractor Urbaser.

## **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 is continuing.

New devices roll out is nearing completion and devices have been issued to the Area Inspection Team, Operations. The Facilities Management, Property Services and Asset and Estates Management Team are reviewing their requirements.

The final team to receive devices will be Planning officers. The Committee will be aware that a major recruitment campaign is taking place and the Health and Safety Officer will liaise with Service Managers on requirements. There is no break in continuity of coverage as Planning Officers remain covered by existing devices which will remain in place until the new devices are issued.

## **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 improvement programmes and projects.
- 9.2 The Health and Safety Officer is pleased to inform the Committee that Hertford Theatres Christmas production ran successfully at Ware Drill Hall. The Health and Safety Officer worked closely with the Front of House Manager, Hertford Theatre to implement safety measures to ensure the safety of staff and patrons at the venue. Inspections were carried to ensure fire safety; first aid and health and welfare arrangements were robust and fit for purpose. No incidents or accidents were reported during the shows run.
- 9.3 Significant progress is being made as the demolition phase continues at Hertford Theatre. 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. GPF Lewis are now releasing a newsletter advising neighbouring businesses of progress, site operation times, delivery of materials and site contact details.
  - 9.3.1 The Health and Safety Officer can advise the committee that there have been no on-site accidents or incidents.

## **10.0 Modern Workspace**

- 10.1 The Health and Safety Officer, Head of Strategic Finance and Property and the UNISON Branch Secretary conducted an audit of office seating (Chairs).
- 10.2 Following the review the Health and Safety Officer joined the Eastern Shires Procurement Organisation (ESPO) in order to access the procurement frameworks

to ensure value for money and quality. Working with the Head of Strategic Finance a suitable supplier from the framework was chosen and sample chairs have been obtained and are being trialled by colleagues. Once feedback has been received a decision on the choices can be finalised and replacement chairs ordered.

The following factors were considered when identifying chairs for replacement.

- Chair specification
- Build and
- Functionality of component parts such as wheels, arms, back rest, adjustment mechanisms for lumbar support.
- Defect and damage
- Wear and tear

The selection of chairs has been based on the specific requirements for office seating and the improvements to chair specification now presents us with an opportunity to replace the old obsolete models with a higher standard of chair which will better support multiple use of chairs/hot desking.

10.3 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.

Following the completion of the work the Health and Safety Officer has been asked to conduct a Safety and

Equalities Impact Assessment for the Corporate Property Services Manager.

- 10.4 The Health and Safety Officer has been working with the Head of Communications, Strategy and Policy and the Customer Services Manager on reviewing suitable alternative Bishops Stortford based accommodation options for the Customer Services Team currently based at Charringtons House.

Two options were evaluated combining a safety assessment and an equalities impact assessment to determine the viability of both sites.

Based on the criteria defined by the equalities impact assessment the Health and Safety Officer drafted a report for the Head of Communications, Strategy and Policy for consideration.

## **11.0 Learning and Development – Partnership training and future events**

The Health and Safety Officer is exploring options for the following safety training and has made relevant updates to the E-Learning modules which will be rolled out in due course.

- 11.1 Personal safety awareness course.
- 11.2 Defibrillator use for Buntingford Depot.
- 11.3 Fire Safety E-Learning Module updated to reflect the introduction of blended working, will be rolled out as part annual mandatory training in due course.

- 11.4 Health and Safety E-Learning module reviewed as fit for purpose, will also be rolled out as part annual mandatory training in due course.
- 11.5 Updated and revised Health and Safety Awareness Handbook and presentation for elected members to support Member induction following May Elections.

## **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.

A Safety and Equalities Impact Assessment has been undertaken in regard to the work carried out on the first floor, old Wallfields and the options for relocating Customer Services from Charringtons House.

## **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

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