

NOTICE OF MEETING

Meeting: HR COMMITTEE

Date and Time: THURSDAY, 13 JUNE 2024, AT 10.00 AM

Place: COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

Enquiries to: Email: andy.rogers@nfdc.gov.uk
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PUBLIC INFORMATION:

This agenda can be viewed online (<https://democracy.newforest.gov.uk>). It can also be made available on audio tape, in Braille and large print.

Members of the public are welcome to attend this meeting. The seating capacity of our Council Chamber public gallery is limited under fire regulations to 22.

Members of the public can watch this meeting live, or the subsequent recording, on the [Council's website](#). Live-streaming and recording of meetings is not a statutory requirement and whilst every endeavour will be made to broadcast our meetings, this cannot be guaranteed. Recordings remain available to view for a minimum of 12 months.

PUBLIC PARTICIPATION:

Members of the public may speak in accordance with the Council's [public participation scheme](#):

- (a) on items within the HR Committee's terms of reference which are not on the public agenda; and/or
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to attend the meeting, or speak in accordance with the Council's public participation scheme, should contact the name and number shown above no later than **12.00 noon on Monday, 10 June 2024.**

Kate Ryan
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
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AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meetings held on 21 March 2024 and 13 May 2024 as correct records.

2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

3. PUBLIC PARTICIPATION

To receive any public participation in accordance with the Council's public participation scheme.

4. HR UPDATE (Pages 3 - 6)

To receive an update on HR matters since the last HR Committee in addition to the reactive caseload which includes job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.

5. QUARTERLY HEALTH AND SAFETY UPDATE (Pages 7 - 84)

To receive the Quarterly Health and Safety Report, summarising work undertaken by the Corporate Health and Safety Team from 1 January to 31 March 2024, accidents and incidents reporting, together with updated policies and safety panels' action plans.

6. ANNUAL REVIEW OF MARKET SUPPLEMENT PAYMENTS (Pages 85 - 88)

To receive an update on the current position with market supplements across the Council, and the details of the introduction of a corporate annual review process.

7. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

To:

Councillors

Jill Cleary (Chairman)
Steve Davies (Vice-Chairman)
Mark Clark
Keith Craze
Kate Crisell

Councillors

Sean Cullen
Jeremy Heron
Colm McCarthy
Joe Reilly

HR COMMITTEE – 13th JUNE 2024

HR UPDATE REPORT

1. RECOMMENDATION

1.1 That the Committee note the contents of this report.

2. BACKGROUND

2.1 This report gives an update on HR matters since the last HR Committee. These matters are in addition to the reactive caseload which includes job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.

2.2 We also continue to provide Payroll and HR Advisory services to the National Park Authority. From 1st April this has been expanded to include Health and Safety advice.

3. LEARNING MANAGEMENT SYSTEM

3.1 Our new Learning Management System (LMS) was launched at the end of March to all employees and councillors.

3.2 In-person demos were held at various locations and times throughout April. Videos and guidance notes have also been developed.

3.3 All employees are required to complete a range of new and compliant eLearning modules. Other learning requirements can be added to specific roles. Personal progress can easily be viewed on the platform, and managers can easily view progress reports for their direct and indirect teams. Administrators can be allocated 'super user' status so that they can carry out additional functions for their service areas.

3.4 We have been working on the ability for agency workers to complete relevant eLearning to the role they will undertake with us – and this was launched at the end of May. This means that agency workers will be compliant and aware of corporate and health and safety priorities in the same way as our staff.

3.5 HR manage the site overall, and are working on new generic modules that employees may find of use. Currently we are working with Roxie King on a bespoke climate change module. Future developments will include developing induction programmes into the platform, and looking at how the platform could manage our performance reviews and opportunities to improve this process.

4. RECRUITMENT UPDATE

4.1 In addition to our standard recruitment campaigns, in the past quarter we recruited to two Assistant Director roles (Finance and Housing). Previously we have used Solace or other agencies to lead our campaigns at this level, but based on our learning over previous recent senior recruitment campaigns, we decided to use our enhanced skills and our tailored candidate pack to run the campaigns in-house. Both campaigns were successful, and we welcomed Paul Thomas (Housing) in May, and Paul Whittles (Finance) will join us in July.

- 4.2 We have attended 5 recruitment events between January and May 2024 – job centres, schools and Brockenhurst College. We also attended ‘Get Inspired’, a Southampton and New Forest careers showcase event attended by over 600 11- to 16-year-olds, and 37 businesses took part. We had a fun and interactive prominent stand, with the ‘Sam and Ella’ environmental health shop set up. Our Environmental Health Degree apprentices attended with us and helped to showcase our careers. Students flocked to our stand, and all our promotional materials were snapped up!
- 4.3 We updated our application form in April, moving from a full, clunky form, to a CV, and we have been overwhelmed with applications! Whilst it is great news that we are getting more applications including more suitable applicants, unfortunately this has also led to a number of unsuitable applications being received where applicants do not fit the role criteria.
- 4.4 Based on the feedback we have received we have now updated this process at the end of May. We are continuing to allow candidates to provide a CV and other documents to showcase their skills, with two additional features:
- 4.4.1 We have now added a mandatory ‘Supporting information’ box to the application process, where applicants must submit between 100 – 500 words about their suitability for the role.
- 4.4.2 We can add filtering questions for anything that is mandatory to the vacancy, for example ‘do you have proof of right to work in the UK’, or ‘do you have an LGV licence?’ We have introduced a form where recruiting managers can detail all mandatory filtering questions relevant to the role. We give examples of generic ideas, but we can also accommodate any additional questions. It’s important to note that if applicants click ‘no’ to any mandatory questions then they will automatically be excluded from progressing with their application, so the questions must only cover mandatory elements.
- 4.5 A further development coming soon – we are building a different form for operational roles, this will mean uploading a CV isn’t compulsory, and the form will ask some further simple questions to ensure sufficient information is received. Hopefully these updates allow us to attract suitable candidates and should deter any applicants that are not genuinely suitable for the roles advertised.

5. GRADUATE CAREER OPPORTUNITIES

- 5.1 We have previously detailed our commitment to both the ‘National’ and ‘Pathways to Planning’ Graduate Programmes. We have put a lot of energy into making our opportunities as engaging as possible. We have attended a recruitment event in London, created a video detailing our projects, and created a tailored candidate pack. We are pleased to be interviewing 4 graduates for the ‘National’ programme and should have appointed by the end of June. We are awaiting details of candidates for the ‘Planning’ role, and again interviews will take place in June.
- 5.2 We look forward to welcoming our new Graduates in Autumn, where they will undergo a tailored in-depth induction programme before embarking on their specific projects. There will be a separate line manager and a coach assigned to each, not linked to the projects.

6. LOCAL GOVERNMENT APPRENTICE OF THE YEAR COMPETITION

- 6.1 Lauren Farrell, our Customer Service Apprentice, took part in the above online competition in May. The event is an excellent opportunity to work in virtual teams learn, network and showcase skills and expertise. Looking back at the event, Lauren said “It was really interesting! It was great to speak with other people doing similar apprenticeships. I thoroughly enjoyed it”.

7. LEADERSHIP DEVELOPMENT PROGRAMME

- 7.1 The Leadership Development Programme has now been completed, following five days
- 7.2 Three out of the four Masterclass sessions for this have now been delivered.
- 7.3 In terms of next steps, two cohorts will now start in September on the Management Development programme with a further cohort starting in April. Each cohort will consist of 20 staff. This is aimed at those staff that report directly to a member of the Leadership Team and in the first instance this is focused on employees on bands 8 and 9.
- 7.4 Two focus sessions have been set up in June with the trainer in order that she can take on board comments to co-produce the programme with those likely to attend.

8. TIME OFF WORK FOR PARENTS

- 8.1 Recent statutory changes mean that:
- New parents who take at least 6 weeks shared parental, maternity and adoption leave have protection in a redundancy situation to be offered suitable alternative employment (where it's available) for 18 months from the birth or placement of their child
 - Colleagues taking paternity leave are able to take up to two weeks paternity leave (one week at full pay, the second at statutory pay) within the first year of their child's birth or placement. These weeks can be taken in two separate one week blocks.
- 8.2 We took the opportunity to refresh our policies aiming for them to be as simple as possible whilst setting clear policy guidelines.

9. SUPPORT LEAVE

- 9.1 The Carers Leave Act 2023 enables employees who have caring responsibilities for dependants with a long-term care need a right to one week's unpaid leave per year. The purpose of the leave is caring for or arranging care for a dependant.
- 9.2 The introduction of carers leave was an opportunity for us to reflect on how we support all colleagues. On this basis Support Leave was agreed which combines time off for dependants and carers leave, allowing all colleagues up to one working week's paid leave in a 12-month period to support both these types of leave. This approach will widen who this is available to and we believe support our full workforce.
- 9.3 The policy explains the types of situations that are covered and those that are not, a clear framework for how to apply, the support that's available in responding to often

difficult situations and guidance to managers on how to support colleagues sensitively whilst their team member responds to these personal situations.

10. FLEXIBLE WORKING

- 10.1 From April 2024 all employees from their first day can request changes to when, where or how they work. They can make two of these requests in a 12 month period. If they submit a request, we'll talk to them about the proposal and respond within 2 months. The HR team updated the Flexible working policy to reflect this.

11. EQUALITY, DIVERSITY AND INCLUSION GROUP

11. We continue to meet quarterly. Conversations have recently focused on agreeing a terms of reference for the group, improving the Council induction process from an EDI perspective and supporting with content for our new equality and diversity eLearning modules.

11. LGBT+ EMPLOYEE NETWORK

- 11.1 The EDI group has been established for nearly 12 months, as part of those ongoing conversations it was clear there was appetite for employee groups to connect and network.
- 11.2 During June, the LGBT+ Network has been launched. The aims of the network are to connect colleagues, support peers, share knowledge and experience and contribute to improving services.
- 11.3 The HR team have attended all operational toolbox talks during June to introduce the network in consultation with the Councils culture. This has included all operational teams across Housing Maintenance, Waste and Recycling, Streetscene and Open Spaces. Drop ins have happened at Appletree Court, Marsh Lane Depot and Claymeadow depot with the support of existing network members as well as promotion through our intranet and physical posters.

For further information contact:

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Background Papers:

None

HR COMMITTEE – 13th JUNE 2024

QUARTERLY HEALTH AND SAFETY REPORT (Q4 2023/24)

1. RECOMMENDATIONS

- 1.1 HR Cttee are asked to approve the reviewed Corporate Warning Marker Register Policy.
- 1.2 HR Cttee are asked to approve the reviewed PPE Policy.
- 1.3 HR Cttee are asked to acknowledge the updated action plans for all service safety panels.
- 1.4 HR Cttee is asked to consider the contents of the annual accident/incident report and key findings detailed under section 6. Annual accident/incident report 23 – 24.

2. INTRODUCTION

- 2.1 This report highlights the significant work undertaken in the Corporate Health and Safety team and throughout the Council from 1st January 2024 – 31st March 2024 (Q4).
- 2.2 Feedback from the Safety Panels and Corporate Working Groups and Steering Groups are included under section 4 and 5. The quarterly accident/incident report is included under section 6; this includes key findings and details of all significant incidents.

3. SIGNIFICANT H&S WORK

3.1 Lone Working Update

The Appello Lone working system is now live and being used by a number of Housing teams. We have had very positive feedback from employees and CCTV control rooms staff. The Corporate Health and Safety Manager and CCTV Control Room Supervisor are continuing to provide training to identified services. All Housing Maintenance Trade operatives will be undertaking training throughout May 2024. The Corporate Health and Safety Manager is currently working with Operational Services and Environmental Health to set up training for all identified lone workers in their service area.

The Lone Working Project Group has been reviewing potential lone working solutions for higher risk workers. The Group are now working on undertaking an internal test of 2 lone working solutions, this includes [Orbis Protect](#) and [Eco Online Staysafe](#). 12 NFDC testers have been identified from across the organisation, the 12 testers will be broken up into 2 groups, group 1 will test Orbis week 1 and Eco Online week 2, group 2 will do the opposite. We will be testing 2 different pieces of hardware as part of the test. We will be testing the Orbis Protect RedAlert ID badges and a watch device with the Eco Online system. Feedback will be presented to the Lone Working Project Group and EMT following the test. The formal testing of both platforms is scheduled for June 2024.

The Corporate Lone Working Policy has also been reviewed to include the relevant arrangements of the Appello Lone Working app. Some minor changes have been identified. The policy will be reviewed again following the implementation of a higher risk lone working solution.

3.2 Warning Marker Register SharePoint & Policy Review

The Corporate Health and Safety Team are currently in the process of moving the current Warning Marker Register System onto SharePoint. Moving the system to a dedicated SharePoint site will allow all employees with a NFDC mobile device to access the register. The team are currently undertaking a User Acceptance Test to ensure a smooth transition. The test will be undertaken on 20th May – 31st May 2024.

The Corporate Warning Marker Register Policy has also been reviewed. This is attached as Appendix 1. Following a number of reports of properties which could present a hazard due to significant drug use, additional information has been added to the policy. The policy now allows properties to be added onto the WMR if a significant hazard is present. Approval is sought for formal implementation of this policy across the organisation.

3.3 Risk Assessment Self-Assessment Tool

As part of the H&S team work programme for 2023/2024, the H&S team have undertaken a desktop audit of the council compliance in relation to risk assessment. The Self audit was sent to all supervisors within the Council, the self-audit tool had a 96.8% completion rate. The main findings from the self-audit were:

- The most popular hazard employees are exposed to include lone working, use of DSE/homeworking, driving for work and working with members of the public.
- Only 46% of supervisors confirmed they had a list of all risk assessment required for the work their staff undertake.
- 74% of supervisors confirmed they have recorded risk assessments.
- 14% of teams do not communicate their risk assessments to their employees.
- Only 22% of teams store and share their risk assessments via SharePoint.
- 21% of supervisors were unsure who is responsible for reviewing risk assessments.
- 54% of teams who are required to use chemicals do not have up to date COSHH assessments.
- The most commonly provided PPE was safety boots, safety shoes, hi-vis, safety helmets and gloves. 21% of these supervisors were unsure if PPE met the required safety standards.

In summary, additional risk assessment training should be provided to all supervisors and managers who are responsible for undertaking and reviewing risk assessments. It has also been identified that teams communicate and store risk assessments in many different ways, this includes via paper, saved in local drives or hard copies within the office. As part of the Corporate Health and Safety Teams Intranet pages, the team have created a section of the site called “[Directorate H&S Hub](#)” this area is available to all staff via laptop or mobile device and should be used by all teams to store relevant risk assessments and H&S documentation. Personal information should not be stored on these folders, any personal information or person centric risk assessment should be stored on the employee’s personal file. Many teams who currently do not have any risk assessments in place work from ATC doing normal day to day office work. Therefore, it would be reasonable to have a shared office working

risk assessment, the control measures on this assessment must be followed by all staff members working within council offices. The H&S team are currently working on a generic risk assessment for all council offices, a draft copy has been communicated to all members of the Office Safety Panel for consultation.

The H&S team will now review each submission and contact the relevant supervisor where further action is required. The H&S team will continue to support all teams.

3.4 Depot Traffic Management Plans

Following a review of the content by the Corporate Health and Safety Manager some minor changes are required within the report prior to sending to relevant senior managers and supervisors. The target date for communication of the final report is 31st May 2024.

3.5 Health and Safety Management Audits (Transport & Workshops)

Due to staff absence there has been a delay in completing the Transport & Workshop audit. It is hoped that we will complete the final part of the audit (CMD section) by mid-May 2024. A final audit report will be sent to relevant managers and supervisors.

3.6 Winter Maintenance Plan

To ensure appropriate arrangements are in place before winter 2024, a meeting was held with key stakeholders across the organisation to discuss improvements with the current gritting processes. It was identified that gritting operations are undertaken by 2 employees out of Clay Meadow Depot and that these works do not form part of their current job description, it was also identified that a large number of housing properties are not included on the current list of locations which are required to be gritted during periods of poor weather. The group will be meeting monthly to discuss improvements with the current arrangements.

3.7 First Aid Needs Assessment

Following a first aid incident at ATC and the Site Officers stepping down as first aiders, the first aid needs assessment has been reviewed by the Corporate Health and Safety Team. NFDC have a legal requirement to provide at least 1 first aider with a first aid at work (FAAW) certificate where more than 25 employees are present in the office. Previously this provision was taken by the site officers. ATC currently has 7 trained first aiders with another 5 employees who have come forward and confirmed they are happy to volunteer. They are currently waiting to go on a FFAW training course. Due to hybrid working arrangements we cannot guarantee we will have a first aid presence at ATC Monday to Friday. The Health and Safety Team have engaged with the Information Officers about becoming first aiders as they are always in the building, unfortunately 0 Information Officers came forward. NFDC have no legal requirement to provide first aid provision to non-members of staff, however due to the type of organisation we are, we have a moral duty to provide first aid support to our customers and members of public who visit our site.

The HSE strongly recommend that employers provide at least additional FFAW trained employees if we have more than 25 employees in the building and are host any organised event which involves members of the public. Recently a reported 100+ members of the public attended ATC for a planning meeting in the Council Chamber, in this scenario additional first aid presence should be provided.

It is recommended that Democratic Services have a trained first aider within their team, although we are unlikely to have a significant number of members of the public attend ATC for a meeting, it should be considered as foreseeable, and therefore

appropriate measures should be implemented. In the short term, Democratic Service should notify the H&S team if any public meeting is likely to have a significant number of members of the public, as a general rule this could be more than 25 members of the public attend, the H&S team will ensure an appropriate first aid presence is available for the meeting.

3.8 Pesticides and Herbicides Store Inspections

Following HSE visits to a number of local authorities in Hampshire. The H&S team undertook an inspection at CMD at both the pest control store and the grounds maintenance store. A findings report has been sent to the relevant manager. Recommendations included:

- One unidentified herbicide was identified, this has now been actioned and a suitable and sufficient COSHH assessment has been completed and uploaded to Eco Online Chemical Manager.
- Inappropriate label of shelving and chemicals. All shelving and products should be labelled using the Eco Online Chemical Manager QR codes and labels.
- Inappropriate storage of PPE within the stores. Relevant PPE should be provided within each store within an accessible signed location.
- Pest control store didn't contain a label for the bund capacity. This action has been passed to the relevant supervisor to investigate further.
- Paper records and exposure monitoring. Grounds maintenance have recently introduced duplicate exposure recording books. A copy is kept by NFDC, and the operatives keep another copy. These are currently recorded on paper. All exposure monitoring is to be recorded through the Eco Online system; H&S are chasing Eco Online on implementation of this system. Grounds Maintenance supervisors are to do an audit of the current books and ensure they are being completed appropriately.
- An annual recorded inspection of the stores and bunds to be undertaken.

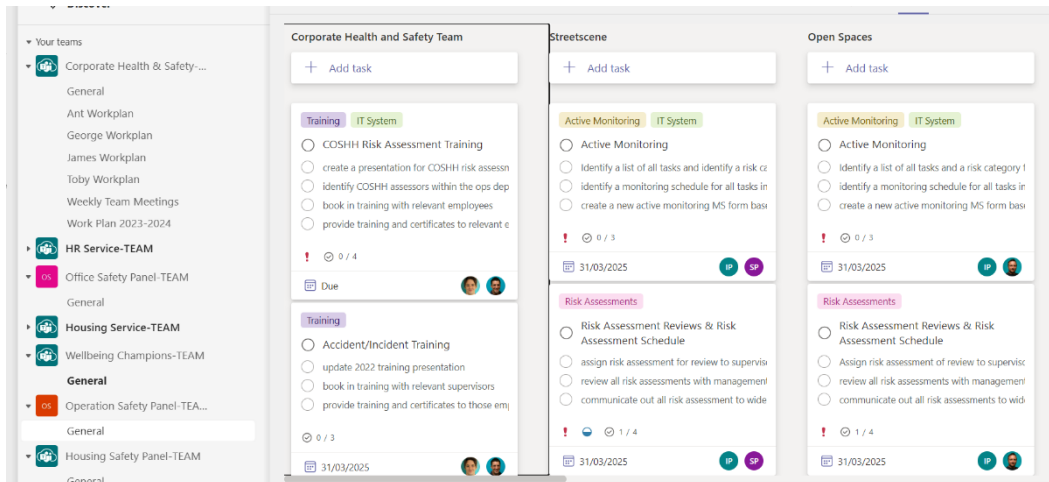
It is unlikely that any enforcement action would be taken during a HSE inspection on either store however enforcement action could be taken on other areas of CMD due to inappropriate storage of equipment and materials. Teams at the depot have historically struggled with space. A large amount of equipment and tools are stored within the grounds maintenance shed, due to space issues equipment is also stored outside and therefore is exposed to the elements which has a significant effect on the life expectancy and cost of repairs. Although these issues will be resolved due to the construction of a new depot, additional action should be considered prior to completion of the works.

3.9 Corporate PPE Policy

Following the approval of the Corporate RPE Policy, the Corporate PPE Policy has been updated to include a summary of the specific procedures and requirements of the Corporate RPE Policy. This update has been through all safety panels (Housing panel has not been held at the time of writing this report). Each panel has been provided with a policy impact assessment and a full copy of the reviewed policy. See appendix 2 to 2D. HR Ctte are asked to approve this policy for formal implementation across the organisation.

4. SAFETY PANELS

The Corporate Health and Safety Team have created new Teams channels for each of the Safety Panels. These Teams channels will act as the centre place for the sharing of documentation and recording of actions and Safety Rep issues or concerns. All action tables are now held on these Teams channels. EMT can be provided access to each of the Safety Panel Teams channels upon request.



4.1 Operational Safety Panel

The Operational Safety Panel was undertaken on 23/04/2024. A new term of reference was agreed to reduce the size of the panel, new actions were agreed and added to the action table, all teams have been allocated the following actions for this financial year:

- Active Monitoring – review the current active monitoring inspection process, moving from employee based to task based. Create a new inspection form based in MS forms for each task identified.
- Risk Assessment Reviews & Risk Assessment Schedule – review all risk assessments and create a new risk assessment schedule/tracker, identifying all risk assessments within the service area.

The Corporate Health and Safety team have been tasked with the following actions:

- COSHH Risk Assessment Training – provide COSHH assessor training including training on the Eco Online system as per the Corporate COSHH policy.
- Accident/Incident Training – provide accident/incident investigation training to all supervisors across operational services.

WMR Policy

All panel members were happy with the changes proposed in the reviewed WMR policy.

LMS

Members advised that single sign on was not working for mobile devices and shared training laptops. This has been raised to HR for action.

IOSH CDM Awareness Course

Supervisors are struggling to find time to complete the IOSH CDM Awareness course and it tends to fall to the bottom of the priority list. An extension can be required purchased appropriate.

Workplace Stress and Anxiety

Workloads, stress, and anxiety was raised at the previous Safety Panel. The Assistant Director – Place Operations, the HR Service Manager, and two members of the Health and Safety team met before the Safety Panel to discuss potential action. It was agreed that most of the anxiety and stress was being caused by a number of new IT systems being implemented across the Council and within the service, this includes Bartect, Itrent, Eco Online Chemical Manager, Appello Lone working, LMS and general changes and updates to Office 365.

It was agreed that a further audit needs to be undertaken to fully understand employees concerns and the level of training being provided for each new software being implemented. In addition, a survey will be undertaken with the workforce.

All members agreed this would be a step forward.

4.2 Housing Safety Panel

Booked for 08/05/2024.

4.3 Office Safety Panel

The Office Safety Panel was undertaken on 24/04/2024. New actions were agreed and added to the action table, this includes:

- Security Procedures (Council Offices) – review the draft security procedures for all council offices.
- Evac Mats – Implement the new evac mats in all council offices and provide training to all fire wardens.

The Health and Safety Team and the office safety reps undertook workplace inspections at all 3 Council offices during quarter 4. The Health and Safety Team have added all actions required from these inspections to the panel Teams channel. All actions have now been allocated to a responsible person.

Generic Office & Interview Room Risk Assessments

The Corporate Health and Safety Team have put together draft generic risk assessments for the use of corporate offices and general office work, and for the use of the interview rooms at ATC, LTH and NMTH. These assessments have been communicated to all members of the Office Safety Panel for review. Once agreed they will communicate to all employees and made available on the H&S SharePoint pages.

Adjustable Chairs in Meeting Rooms (ATC)

A concern has been raised by an employee in relation to the chairs currently in place in all meeting rooms at ATC. A request has been made to add suitable office style chairs within each meeting room. Currently the employee will try and take their office

chair with them to an office however this is not practical. The employee is suffering with back pain during long meetings. The Civic Buildings & Facilities Manager has confirmed that we are currently looking at all ATC offices and meeting rooms, the furniture and requirements will be included within this review. H&S advised that it would be reasonable to place office chairs in certain rooms where longer meetings are held or those where it is unreasonable for the employee to take their office chair with them. The employees DSE assessment should be reviewed as a poor workplace set up may also be antagonising the issue.

Concerns in the Post Room

Colleagues in the post room have raised a number of concerns with the lighting, fan unit and general electrics in their area. This will be reviewed by Facilities and a member of the Corporate Health and Safety Team.

5. WORKING GROUPS & STEERING GROUPS

5.1 CDM Working Group

Booked for 09/05/2024 [CDM Working Group \(sharepoint.com\)](#)

5.2 Asbestos Working Group

Booked for 03/05/2024 [HealthandSafetyTeamSite - Asbestos Working Group – KPI Report Q3.pdf - All Documents \(sharepoint.com\)](#)

5.3 Housing Operational Working Group

Booked for 07/05/2024 [Housing Operational Working Group \(sharepoint.com\)](#)

6. ANNUAL ACCIDENT/INCIDENT REPORT 23-24

6.1 Appendix 3 contains a high-level accident/incident reporting statistics for the financial year (23-24). The Health and Safety team are currently working on improvements to the accident/incident reporting databases, this will provide more detailed accident/incident reporting statistics for the next financial year.

6.2 There has been an increase in the total number of reports received, number of non-reportable accident/incidents and the number of RIDDOR reportable incidents sent to the HSE this financial year. We have also seen an overall decrease in the total number of near misses reported this financial year. An idealistic trend would be to see a reduction in the total number of reports, non-reportable accidents and RIDDOR reportable incidents, the number of near misses reported should be higher than the total number of non-reportable and RIDDOR reportable incidents during a given time period.

6.3 The total number of days lost due to a work-related accident/incident was 449 this financial year, this is an increase of 120 days. 79% of the days lost were reported within operational services. 3 possible fractures were also reported within Operational Services in 23/24, these incidents resulted in a total of 143 days lost.

6.4 This financial year we have seen a 166% increase in the number of verbal abuse incidents reported, this is partly due to a general increase in reporting awareness however, this is also a general trend in many public sector facing organisations.

6.5 We have also seen nearly double the amount of slip, trip and fall incidents reported over this period, this can partly be associated with the extremely poor weather we have experienced this winter. However further investigation is required within operational services to review this trend in more detail.

- 6.6 We have also seen a slight reduction of manual handling incidents; this is following the review of a number of task specific manual handling risk assessments and additional training provided to operational staff. The Council should continue to see a decrease in the number of manual handling incidents reported due to the introduction of wheeled bins in waste.
- 6.7 There has also been a large reduction in contact with sharp incidents. This is due to increase training and awareness provided to staff and additional work with members of the public to raise awareness of not placing sharps within their general waste.
- 6.8 **RIDDOR 1 – Waste, 7 or more days, 22/01/2024.**
During a glass collection an operative was loading a 1100 litre bin on the lift and the bin would not go up. Operative brought the bin back down several times but it still would not function. Operative proceeded to shove the bin with his side, he then felt pain in his shoulder. Supervisors provided toolbox talks to employees reminding them to ask for help or contact the supervisor in this situation. The manual handling risk assessment for 1100ltr bins was recently reviewed. Incident resulted in 19 days lost.
- 6.9 **RIDDOR 2 – Waste, 7 or more days, 07/02/2024**
At approximately 7am a refuse operative was in the process of collecting waste sacks from properties in Marryat Road. In carrying out this task the operative was walking across a residential car park when a reversing car contacted him knocking him to the floor. There were no witnesses to the incident and no CCTV available. The car drove off as if nothing had happened and so the operative felt that they were likely unaware of what had happened. The refuse operative was wearing full class 3 high visibility clothing as provided by the waste service at the time of the incident. On the day of the incident the supervisor was contacted about the incident. They later visited the injured operative who confirmed that they were okay to continue the round. The operative called in sick the following day, following his self-certification period they attended the GP who signed them off from work with “rib trauma”, a second GP note stated, “possible fracture”. Although this incident was reported as a 7 or more-day RIDDOR, a fracture is also RIDDOR reportable as a specified Injury. The H&S team consulted with the HSE to confirm if a “possible fracture” as identified on the GP note should be reported under RIDDOR as there is no evidence to confirm the fracture. The HSE did come back and confirmed this would still need to be reported under RIDDOR 2013. A review of the round risk assessment was undertaken a no further action identified. This injury resulted in 27 days lost.
- 6.10 **RIDDOR 3 – Housing Maintenance, 7 or more days, 06/02/2024**
While carrying a radiator (600x600 single) into a property from their van the IP felt a large sharp tweak in their upper right side of the back. The injury resulted in the employee taking 14 days off and therefore was reported to the HSE under RIDDOR. Additional manual handling training has been provided and additional toolbox talks provided to Gas team. Manual handling and generic risk assessment for the task has been reviewed, no further action identified.
- 6.11 **Significant Incident 1 – Streetscene, 23/01/2024**
Streetscene operative was emptying a dog waste bin. The bin was damaged and loose on its post. In attempting to remove the sack from the bin the lid of the bin closed shut and trapped the operative’s right hand and index finger causing bleeding and damaged to the nail. This injury did not meet the criteria of RIDDOR 20213. First aid was administered by operative on site and was then taken to Lymington minor injuries unit. Appropriate PPE was being worn at the time of the incident. The damaged bin has now been removed and replaced. Damaged bins of this type must be reported for replacement as soon as possible. This incident resulted in 6 days lost.

7. HEALTH AND SAFETY TRAINING

7.1. With the introduction of the new Learning Management System (LMS), the following courses have been assessed as mandatory for all employees to complete:

- Display Screen Equipment (DSE) (only for employees who met the criteria of a DSE user)
- Fire Safety
- Office Safety
- Driving Safely (for employees who drive on council business)
- Manual handling L1
- Drug and Alcohol Awareness

All employees have been given until September 2024 to complete all required courses. All H&S courses have a refresher period of 2 years. Additional role specific courses will be implemented in the near future, this includes personal safety, lone working, CDM Awareness and Asbestos Awareness.

8. FINANCIAL IMPLICATIONS

8.1 There may be some financial implications if there is a need to procure additional training using an outside body.

9. CRIME & DISORDER IMPLICATIONS

9.1 None.

10. ENVIROMENTAL IMPLICATIONS

10.1 No new requirements or issues identified.

11. EQUALITY & DIVERSITY IMPLICATIONS

11.1 None identified.

12. DATA PROTECTION IMPLICATIONS

12.1 Not identified.

13. EMT COMMENTS

13.1 It was agreed that the Warning Marker Register would be an item at a future Leadership Team meeting to ensure that all senior managers are aware of their responsibilities.

13.2 It was agreed that the Winter Maintenance Plan working group would be chaired by either an Assistant Director or the Strategic Director. EMT agreed that further work was required to identify all sites that needed to be included in the plan.

13.3 EMT noted the significant increase in the accident statistics. It was noted that further work was required to ensure that supervisors are out and about checking on the crews to ensure safe working practices are being followed.

13.4 It was agreed that there would be further work to look for trends in the data and that safety panel matters should form a work plan to be considered in the future.

- 13.5 It was agreed that with regard to First Aiders at ATC there would be a further recruitment drive to see if other staff would take up the offer of First Aid Training. The preference would be to look for volunteers. EMT would like a further discussion and update on this in due course.
- 13.6 EMT supported the additional labelling as identified in 3.8. It was also agreed that a proportionate response in relation to the storage of equipment at Claymeadow Depot would be taken bearing in mind the future relocation to Hardley Depot.

14. APPENDICES

- 1 – Corporate Warning Marker Policy
- 2 – Corporate PPE Policy
- 2A – Corporate PPE Policy Eye Protection
- 2B – Corporate PPE Policy Standards
- 2C – Corporate PPE Issuing Form
- 2D – Corporate PPE Policy Impact Assessment
- 3 – Annual Accident/Incident Report 23-24

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Background Papers:

“None”.



Warning Marker Register Policy

Corporate Health and Safety Team
2024

Draft

Version	Author	Date
2	Corporate Health and Safety Team	April 2024

Document History

Name of policy	Warning Marker Register Policy
Purpose of policy	Sets out clear roles and responsibilities and procedures in relation to the use and management of the Councils Warning Marker Register (WMR) system.
Policy applies to	Council employees who attend visits/have the potential to attend visits with members of the public or may come into contact with animals.
Frequency of review	5 yearly or if there has been a significant change to legislation, guidance or process.
Latest update	April 2024
Update overview	<p><u>September 2022</u> Updated policy format, new incident/accident form links added, minor word changes and update to all appendices.</p> <p><u>April 2024</u> Update to format, addition of reporting properties and hazardous environments onto the WMR. addition of appendix 7 (letter template), revised wording on reporting dangerous dog incidents and guidance on WMR timeframes.</p>

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1. Policy

1.1. Introduction

New Forest District Council ('the Council') has a duty to protect the Health, Safety and Welfare of its employees. Where an individual displays behaviour which leads the Council to believe that they may pose a risk to employees that encounter them, the Council must take action to reduce the risk to its employees as far as is reasonably practicable.

The Council, therefore, keeps a central Warning Marker Register (WMR) which records information relating to individuals who pose, or could potentially pose, a risk to employees who encounter them.

The Councils use of the WMR must be in accordance with the requirements of the UK General Data Protection Regulation, the Data Protection Act 2018 and the Human Rights Act 1998.

1.2. Scope

This policy must be read and understood by all employees identified by Senior Managers who regularly have cause to attend residential or business addresses or who may encounter dangerous animals. This policy will be reviewed at least every 5 years as part of an on-going monitoring programme or as necessary when processes, organisational or regulatory changes are made.

2. Legislative and Regulatory Context

2.1. The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties employers have towards their employees and members of the public. New Forest District Council acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake as low as is reasonably practicable.

2.2. The Data Protection Act 2018

The Data Protection Act 2018 governs how personal information is used. The Data Protection Act 2018 sits alongside and supplements the UK General Data Protection Regulation (together referred to as ‘the Data Protection Legislation’). New Forest District Council complies with the Data protection Legislation in all its personal data processing activities, including the administration of the Councils WMR. Individuals are informed about the Council’s use of their personal data in relation to the WMR through [the New Forest District Council Privacy Notice](#).

3. Definitions

Term	Definition
WMR	The Council's central database which holds records and information relating to individuals who pose, or could potentially pose, a risk to employees who come into contact with them.
Incident	An unplanned event that doesn't result in injury.
Accident	An event that results in injury or ill health.
Verbal & Physically Abusive Behaviour	An act which causes physical or psychological harm to an employee or third parties wellbeing.
SharePoint	The Council's online record management system, specifically, in relation to this policy, the Corporate H&S SharePoint internal site.
Third Party	A private individual or organisation undertaking works on behalf of New Forest District Council or who may be affected by the works New Forest District Council undertake.

4. Roles and Responsibilities

4.1. Senior Managers Must:

- Ensure all information received from Third Parties on individuals that may pose a risk is communicated to the relevant persons in a timely manner.
- Assess if an individual poses a risk to staff to determine if they should be added to the WMR.
- Complete and sign the WMR request form, when necessary
- Ensure the appropriate correspondence letters are sent to individuals who have been added to/removed from the WMR.
- Ensure appropriate timescales are set for case reviews in accordance with the guidelines set out in this policy.
- Review each case within the allotted timescale.
- Ensure all employees are competent to complete their role through the provision of information, training and instruction.
- Ensure all employees at risk have been identified and provided with access to the WMR.
- Seek assistance from the Assistant Director - Governance when they feel an individual should not be notified in writing of their inclusion on the WMR.

4.2. Line Managers/Supervisors Must:

- Ensure all incidents and accidents of verbally and physically abusive behaviour are reported in conjunction with the Corporate Accident/Incident and Investigation policy.
- Ensure all information provided in reporting paperwork is relevant and factual at the time of the incident or accident.
- Ensure all information from third parties on individuals who may pose a risk is reported to the relevant persons in a timely manner.
- Assist Senior Managers with reviewing cases when required.

4.3. Employees Must:

- Follow the safe systems of work provided to them.
- Check the WMR prior to attending any visit.
- Report all incidents and accidents of verbally and physically abusive behaviour in conjunction with the Corporate Accident/Incident and Investigation Policy.
- Complete the WMR request form and submit to the relevant Senior Manager when necessary.
- Report any incorrect or updated case information to a member of the Corporate Health and Safety Team and the Warning Marker Register Administrators.

4.4. CCTV (Out of Hours) Must:

- Check the WMR for the out of hours operations teams upon request.
- Ensure the appropriate information is communicated to all staff during out of hours operations when requested.

4.5. Corporate Health and Safety Team Must:

- Provide competent health, safety and welfare advice and guidance to all Council Services.
- Regularly review this policy every 5 years or if there has been a significant change to legislation, guidance, or process.

4.6. Warning Marker Administrators Must:

- Administrate the WMR permissions list.
- Administrate all case records on the WMR as directed by Senior Managers in conjunction with advice sought from the Corporate Health and Safety team and Legal Services.
- Remind and prompt Senior Managers of case reviews.

4.7. ICT Services Must:

- Provide technical assistance to all employees who require access to the WMR.
- Provide technical changes and maintenance to the WMR where appropriate.

4.8. Assistant Director - Governance Must:

- Assist Senior Managers in the decision-making process where appropriate.

5. Procedures

5.1. Stage 1 – Reporting Incidents/Accidents

All Incidents and/or Accidents involving verbally, and physically abusive behaviour must be reported to the employee's line manager/supervisors and a member of the Corporate Health and Safety Team. Incidents/Accidents could take place in person, over the phone or via email or in writing. The Council considers that the following behaviours may give rise to concern:

- Aggression
- Verbal threats or threatening behaviour
- Violence
- Physical attacks
- Aggressive animals including dog bites
- Verbal abuse/abusive language (including racist and homophobic abuse) any other action that causes anxiety, fear or concern where the recipient reasonably believes that they or one of their colleagues could be subject to behaviour which causes harm.

Employees must report all incident/accidents using the incident/accident reporting forms on SharePoint: **Accidents, Incidents, Near Misses (sharepoint.com)**.

Information on individuals who pose or may pose a risk to Council employees may also be received via Third Parties, such as the Police Service. If such information is received from Third Party organisations, this should be treated in the same way as if the information was received from a Council employee.

Reporting an Individual onto the Warning Marker Register

Following reporting an incident or accident involving verbal and physical abusive behaviour, if it is deemed appropriate, the employee should make a request to add the individual onto the WMR. Reports can only be made by those employees who have access to the WMR. To add an individual to the WMR, an employee must enter their log in details and click the “report new incident” button on the front page.

If an employee who does not have access to the WMR wants to request an individual is added to the system, they must contact a member of the Corporate Health and Safety Team for further advice and guidance.

[\(Warning Marker Register site\)](#)



The screenshot shows the ForestNet logo at the top left, with the text "The Intranet of New Forest District Council" below it. The main heading is "Warning Markers Register". Below this is a login form with two input fields: "Username:*" and "Password:*". At the bottom of the form are five buttons: "Login", "Reset", "Cancel", "Request access", and "Report new incident".

Reporting a Dangerous Property or Environment

In some circumstances it may be reasonable to add a specific property to the WMR due to a significant hazard or due to an individual not having a specific address. In these circumstances employees must contact a member of the Corporate Health and Safety Team for further advice and guidance. A property or environment can only be added to the WMR following written confirmation from the relevant Senior Manager, Assistant Director - Governance and Information Governance & Complaints Manager.

5.2. Stage 2 – Adding a WMR Case

Once an incident report has been received, the relevant Senior Manager must review and assess if the individual involved should be added to the WMR. When assessing if an individual should be placed on the WMR, Senior Managers should take the following into account:

- Severity of incident(s)
- Frequency of the incidents reported involving an individual
- Likelihood of employees/contractors encountering individual or animal

Senior Managers can seek guidance from a member of the Corporate Health and Safety Team, but the overall decision will lie with the Senior Manager.

When deciding on the timeframe an individual should be added to the WMR, the following guidance should be followed:

- Category 1 – verbal abuse or aggression: 1-2 years
- Category 2 - threatening behaviour: 2-3 years
- Category 3 – physical violence: 3-5 years
- Category 4 – Aggressive animal & serious threats or violent acts: 5 years

Once a decision has been made to place an individual on the WMR, the relevant Senior Manager must complete their section of the WMR report form. The link to this section is included on the automated email from the WMR when the request was made by the employee. When completing their section, Senior Managers must ensure the following information is included:

- Full name of the individual
- Age of the individual
- Individual's current address
- Reason for addition to the WMR
- Control measures put in place when visiting individuals or location, e.g., only visiting in pairs, or no lone female visitors etc.
- Responsible Service Manager
- Review period

Once the case has been uploaded to the WMR by the WMR administrator, all users who have permission to view the WMR will be notified by email that a change has been made to the register. Employees are expected to log onto the WMR and review that change.

Normally, an entry will only be made on the WMR where the individual involved is over 18 years of age. If the individual is under the age of 18, but the Senior Manager considers the incident was so serious that they should be added to the WMR, a decision whether to place the individual on the WMR should be taken jointly by the Senior Manager and Legal Services Service Manager.

5.3. Stage 3 – Informing the Individual

Prior to an individual being added to the WMR, the Senior Manager will need to send the individual a letter informing them of the following (as a minimum):

- That they have been placed on the WMR
- The reasons why they have been placed on the WMR
- If the information has been received from a third-party agency, the name of the agency (if the Third Party is a private Individual their name should not normally be disclosed, please seek advice from the Assistant Director – Governance)
- The length of time for which their details will remain on the WMR
- That the details which appear on the WMR may be seen by employees who may encounter them during their employment, or third parties who, to the knowledge of the Council, may encounter them.
- That they have the right to explain their behaviour and to make representations regarding their inclusion on the register, where upon a final decision will be made as to whether to include them on the register.
- The letter will also include a link to the privacy notice explaining how the individual's personal data will be processed.

Letter templates are available in appendix 2,3,4,5, 6 & 7. All letters must be signed by the relevant Senior Manager. The individual in question will be given 21 days to respond to the letter.

If the individual does respond within the 21-day timeframe, an additional review of the case should be undertaken by the relevant Senior Manager, in consultation with the Legal Services Service Manager and a member of the Corporate Health and Safety Team. The individual's case will remain on the WMR until a decision has been reached. Once the Senior Manager has come to a decision, they must then again notify the individual in writing, see appendix 4 and 5.

In exceptional cases, it will not be appropriate to inform the individual that they are to be placed on the WMR, for example because the notification would be likely to lead to further aggression, threats or violence, or because of the mental state of the individual concerned, or because the information has been received from a third party organisation which has notified the Council that there are legitimate reasons that the individual should not be notified. In these cases, stage 3 may be missed, and the individual may be added to the WMR without informing them. If a Senior Manager considers that they are dealing with a case where it may not be appropriate to notify the individual involved, they must have signed permission from the Legal Services Service Manager (who should consult the Information Governance and Complaints Manager and Data Protection Officer) prior to making the decision.

5.4. Stage 4 – Case Review

All entries on the WMR must be kept under regular review and should be removed within the timescales applied to them if appropriate. Timescales given to each case should be based on the risk the individual poses to the Council and its employees, factors such as severity of the incident reported, the numbers of incidents reported involving the individual and the control measures in place should be included in the decision-making process.

The decision on whether an individual will remain on the WMR will be made by the Senior Manager who originally placed the individual on the Register, in consultation with a member of the Corporate Health and Safety Team and the Service Manager for Legal Services, if appropriate.

The outcome of the review, and the reasons for any decision reached, will be recorded in writing and the records will be held on SharePoint.

- Whether further incidents of violence & abuse have occurred involving the individual
- The severity of the original incident
- If there will be an increased risk to staff if the individual is removed from the WMR
- If the Council has been made aware of any further incident of violence & abuse from 3rd party organisations

Once an individual has been removed from the WMR a letter must be sent by the Senior Manager informing them they have been removed. See appendix 3.

Once the individual has been removed from the WMR, the records relating to the incidents, the reasons for placing them on the WMR, any representations made, any reviews, and the decision to remove their details from the WMR will be held securely by the Council for a period of 3 years (from the date their details are removed from the WMR.)

5.5. Accessing the Warning Marker Register

The WMR is a secure database, only accessible with a username and password. The permissions list for the WMR is maintained by the WMR administrators. Access is provided to all employees who may be at risk or have cause to attend residential or business addresses in the course of their employment.

Access to the WMR should be provided as part of the employee's induction. It is the responsibility of the relevant supervisor to ensure all employees under their control have access to the WMR. Access permissions can be provided with the completion of the "request access" form via the WMR site.

Once completed an automated email will be sent to the relevant Senior Manager, the WMR Administrator will create a username and password for the employee and provide the username and password to the relevant employee email. A record of the request for permission must be recorded on SharePoint. Employees must not share their password with anyone else, under any circumstances. To do so may result in disciplinary action being taken against the employee. This information will only be disclosed to other employees where there is a legitimate reason for another employee to be provided with that further information. Usually, the legitimate reason will be that an employee is likely to come into contact with that individual.

5.6. Updating and Maintaining the WMR

Changes and alterations to information on the WMR will be made by the WMR Administrator. If any employee becomes aware that any information under an individual case is incorrect or out of date, the correct/most relevant information must be reported to the WMR Administrator via email (WarningMarkerRegisterAdmin@NFDC.gov.uk).

Regular reviews of the WMR permissions list will be conducted by the WMR Administrator in conjunction with the relevant Senior Managers and HR Admin team. All technical changes to the WMR databases, forms and e-forms will be made by ICT Services.

Any changes to a case on the WMR, such as updating the address must be saved and recorded on SharePoint.

5.7. Third Parties

Where an employee of the Council knows that a Third Party (including contractors of the Council) through their dealings with the Council is likely to encounter someone who appears on the WMR, the Senior Manager should consider if the information on the WMR should be passed to the relevant Third Parties. This information will only be passed to a Third Party where:

- Failure to share information may place staff at the other agency/organisation at risk of harm; or
- The Council is required by the law to pass such information to the other agency/organisation if any of the above circumstances apply, the service should disclose to the third-party manager only such information they consider absolutely necessary for the manager to protect the health, safety and welfare of their employees.

Information on individuals who pose or may pose a risk to Council employees may also be received via Third Parties, such as the Police Service. If such information is received from Third Party organisations, this should be treated in the same way as if the information was received from a Council employee.

5.8. Dangerous Animals

If an aggressive animal poses a significant risk to an employee, they should be considered to be added to the WMR. Senior Managers should follow the procedures in the same way as if it was a person. If an aggressive animal has been assessed as posing a significant risk and has been added to the WMR, the owner of the animal should be notified in writing. Senior Managers must ensure a detailed description of the animal/s has been added to the WMR. Senior Managers/Supervisors must notify the dog wardens if any dangerous dog has been added to the WMR. If an incident occurs which results in a bite which breaks the skin, this must be reported to the police either online or via 101, a crime reference number should be obtained.

5.9. Training

Senior Managers must ensure all staff are competent to undertake their role through the means of information and training. Therefore, Senior Managers must ensure each employee who has permission to access the WMR has been sufficiently trained on the system and its procedures. This training should form a part of the employees' induction, refresher training should be undertaken when appropriate or when identified through risk assessment or accident investigation.

6. Useful Contacts & Links

Guidance	Link
HSE Webpage Guidance	Violence and aggression at work - Overview - HSE
HSE Webpage Guidance	Advice for workers on violence in the workplace (hse.gov.uk)
HSE Webpage Guidance	Violence and aggression at work - Examples of ways to prevent violence (hse.gov.uk)

Contact Name	Contact Details
Corporate Health and Safety Team	Healthandsafety@NFDC.gov.uk
ICT Service Desk	Service.desk@NFDC.gov.uk
WMR Administrator	WarningMarkerRegisterAdmin@NFDC.gov.uk
Data Protection Team	Data.protection@NFDC.gov.uk

7. Appendices

Appendix 1 – Warning Marker Register Process Flowchart

Appendix 2 – Letter Template Notification of Addition to the WMR

Appendix 3 – Letter Template Notification of Removal from WMR

Appendix 4 – Letter Template Notification of Removal from WMR Following Representation

Appendix 5 – Letter Template Notification of Addition to the WMR Following Representation

Appendix 6 – Letter Template Notification of Addition to the WMR Following Review



Corporate Personal Protective Equipment (PPE) Policy

Corporate Health and Safety Team

2024

Version	Author	Date
4.0	H&S Team	April 2024

Document History

Name of Policy	H&SP09 – Corporate Personal Protective Equipment (PPE) Policy
Purpose of Policy	To provide a clear policy on the requirements of personal protective equipment, its use, standards, and application within the workforce
Policy Applies to	All New Forest District Council employees and contractors
Update Frequency	Bi-annual
Latest Update	April 2024
Update Overview	<p><u>December 2013</u> MANS 35.</p> <p><u>March 2022</u> Document updated to new format, update to guidance and information in line with the latest HSE guidance.</p> <p><u>April 2024</u> Update to template, updates to definitions, updates to RPE policy application, review of all appendices including a new PPE standard overview guidance and eye protection prescription flowchart.</p>

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1. Policy

1.1. Introduction

New Forest District Council (NFDC) has a duty to ensure compliance with Personal Protective Equipment at Work Regulations 2022, The Health and Safety at Work etc. Act 1974 and other associated legislation. The NFDC also has a duty to ensure so far as is reasonably practicable, the health, safety and welfare of its staff, and any contractors or volunteers working directly on their behalf, this also includes non-construction related contractors. This policy sets out clear roles and responsibilities to ensure suitable PPE is provided for all tasks where PPE is required to be worn.

1.2. Scope

This policy applies to:

- All managers who are responsible for the management of safe working, procurement, and planned activities.
- All employees of New Forest District Council.
- All contractors and service providers working on behalf of the Council.
- All volunteers who are working on direct behalf of NFDC.

2. Legislative and Regulatory Context

2.1. The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others. NFDC acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled too as low as is reasonably practicable.

2.2. The Personal Protective Equipment at Work Regulations 1992, updated 2002 and 2022

The PPE regulation has been updated as situations and circumstances change, however, its core principles have not. This is the primary piece of legislation directly covering the use and provision of PPE in most of its forms. The legislation sets out general duties for the employer and employee (including temporary, agency, contractors, limb a and limb b workers). NFDC acknowledges and accepts its responsibilities under **The Personal Protective Equipment at Work Regulations** and will ensure to follow the core guidance to use PPE as a last resort to control any risks to its employees, contractors and volunteers that other controls are unable to mitigate. The PPE provided will be of a suitable standard and quality to ensure the protection of those using it and that training will be provided in its use, storage and maintenance.

2.3. Other Regulations that Apply within the Corporate PPE Policy

The Regulations are:

- **The Control of Lead at Work Regulations 2002.**
- **The Ionising Radiations Regulations 2017.**
- **The Control of Asbestos Regulations 2012.**
- **The Control of Substances Hazardous to Health Regulations 2002 (as amended).**
- **The Control of Noise at Work Regulations 2005.**

3. Definitions

Term	Definition
PPE	Abbreviation of Personal Protective Equipment. Meaning all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person’s health and safety, and any additional accessory designed to meet that objective.
Suitable and sufficient	Suitable for the level and complexities of the project/work
Competent	Someone who has sufficient training, experience, knowledge, skill, qualifications for the task
RPE	Abbreviation of Respiratory Protective Equipment
Tight-fitting RPE	RPE which provides a tight-fitting seal to the user’s face
FFP3	The highest standard of filtering mask protecting against fine particles however does not protect against gases and in particular oxides of nitrogen . ^[8]
Limb a	Describes those with a contract of employment. This group are employees under the Health and Safety at Work etc Act 1974.
Limb b	Describes workers who generally have a more casual employment relationship and work under a contract for service. For the purpose of this policy this includes all agency staff and volunteers.

Term	Definition
CE	<p>The CE mark is required for all new products which are subject to one or more of the European product safety Directives. It is a visible sign that the manufacturer of the product is declaring conformity with all of the Directives relating to that product.</p>
UKCA	<p>UK Conformity Assessed marking is a certification mark that indicates conformity with the applicable requirements for products sold within Great Britain. UKCA marking became part of UK law on exit day, 31 January 2020, with the coming into force of The Product Safety and Metrology etc. Regulations 2019.</p>

4. Roles and Responsibilities

4.1. New Forest District Council (NFDC)

There is a duty under the legislation to provide suitable and sufficient PPE to employees who are exposed to hazards as part of their role that through risk assessment has highlighted the need for it. This is to be done through the provision of suitable financing, guidance, and policy.

4.2. Service Managers Must:

- Provide line managers/supervisors with adequate budget in order for the service under their control to meet its PPE requirements as outlined within relevant risk assessments.
- Ensure all employees under their control are provided with suitable and sufficient training in the safe use, storage, maintenance, and replacement of PPE.
- Provide line managers/supervisors with adequate resources to undertake regular workplace inspections to ensure PPE is being used in line with relevant safe systems of work and the manufacturer's instructions.
- Ensure the minimum standards of PPE identified within this policy and guidance documents is adhered to.

4.3. Line Manager/Supervisor Must:

- Undertake a suitable and sufficient risk assessment of all tasks undertaken by employees under their control.
- Outline specific the specific PPE requirements within all relevant risk assessment undertaken within their team.
- Provide all relevant employees as outlined within this policy with PPE as identified within the relevant risk assessments.
- Provide all employees with suitable and sufficient training in the safe use, storage, maintenance, disposal, and replacement of any PPE provided.
- Hold a record of PPE issuing which must be signed by the relevant employee.
- Undertake regular workplace spot checks to ensure PPE is being used in line with relevant safe systems of work and the manufacturer's instructions.
- Identify and communicate a suitable defect reporting system within their service area.

4.4. Employees Must:

- Follow all control measures identified within relevant risk assessments and safe systems of work, including wearing and using the PPE identified.
- Attend relevant training as required.
- Maintain all PPE provided to them in line with any training provided and the manufacturer's instructions.
- Undertake regular visual inspection of all PPE provided for the task, employee must not use any damaged or unfit PPE.
- Following their teams PPE defect procedures where required.

4.5. The Corporate Health and Safety Team Must:

- Provide competent advice and guidance in the safe use, storage, maintenance, and disposal of any PPE.
- Provide competent advice and guidance to all line managers/supervisors where required.
- Review this policy and any associated guidance documents bi-annual or if there has been a significant change in legislation or guidance.

5. Procedures

As a minimum the following procedures must be followed by all employees of the Council.

5.1. Risk Assessment

The initial phase is to carry out a risk assessment, this must be carried out by a competent person. Once the risks have been reviewed and controls implemented, if the controls require the use of PPE, then this must be accurately stated and to what standard. Specifically referencing the BS EN standard to be complied with. PPE must be suitable and sufficient for the task.

PPE is the final consideration when undertaking a risk assessment, line managers and supervisors must follow the principles identified within the hierarchy of control, these are:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. PPE

Line managers and supervisors should contact a member of the Corporate Health and Safety team for further advice and guidance when undertaking a risk assessment. All risk assessments must be recorded and review bi-annually unless there has been a significant change or as a result of an accident investigation.

5.2. Issuing PPE

Under the Personal Protective Equipment at Work (Amendment) Regulation 2022, the types of duties and responsibilities on employers and employees remain unchanged however they have extended to limb (b) workers. Therefore, PPE must be issued and maintained in the same way as for limb (a) workers.

Following undertaking a risk assessment, the identified PPE is to be issued, consideration for the below factors as part of its selection process is to be completed:

- Be appropriate for the risk or risks involved, comply with the EN standards, suitable for use in the conditions in which it will be used and suitably comfortable for the period which it is to be worn.
- Consider the ergonomic requirements and health of the person or persons who may wear it, and of the characteristics of the workstation of each such person.
- Fitting the wearer correctly, if necessary, after adjustments within the range for which it is designed.
- Be hygienic and otherwise free of risk to health in its use.
- Be provided to staff individually for sole usage.
- Be effective so as to prevent or adequately control the risk or risks involved without increasing the overall risk, so far, as is practicable.

Employees must be provided with suitable and sufficient training for the correct use (including fitting), safe storage, cleaning/washing process, maintenance, pre-use inspections, replacement parts, defect procedures. Records of training and issue must be held on the employee's person file. To ensure a record of issue is signed and recorded, line managers and supervisors must use appendix 1 to capture this information. This form must be signed following training and issuing.

5.3. Spot Checks

Following the issuing of PPE line managers/supervisors must conduct regular workplace spot checks on items such as safety boots, half masks, etc to check their condition and ensure all PPE is being used in line with the control measures set out within risk assessments and safe systems of work.

Regular spot checks of PPE and its condition should also be undertaken by management.

6. Requirements of PPE

There are many variations on PPE depending on their requirements and how and where they are being used. A short description of the requirements for general subsets are laid out below, but this is not comprehensive as not all circumstances can be covered simply within one document. The needs as determined by risk assessment must be adequately covered to ensure the PPE is compliant with the associated EN standards as well as the risk assessment requirements.

Additional information on each PPE standard can be found within Appendix 3.

6.1. Hi-Vis

There are various requirements for hi-visibility clothing that depend mostly on their location of use. For example, Class 3 is the highest level of visibility and is generally required for busier areas such as highways where the importance of visibility is key. This then reduces in Class 2 and Class 1 which have a lower reflection and visibility standard.

To ensure that the visibility is maintained items must be kept clean and in good condition and once their washing limit is reached replacement must be considered should their luminosity be diminished. As identified under section 5.3. line managers/supervisors must undertake regular workplace spot inspection, additionally all employees must identify if their hi vis clothing has reached its wash limit.

Within NFDC full Class 3 hi visibility clothing is required for all work that takes place on any roadsides without the presence of a static barrier for protection. While the guidance varies on the speed of the road a decision has been made to maximise the safety of NFDC employees by maintaining the full Class 3 coverage. For other areas the general minimum standard will be Class 2 with Hi-Vis Vest and Full Trousers. **High visibility clothing - Vehicles at work HSE guidance.**

6.2. Respiratory Protective Equipment (RPE)

There are various levels of RPE protection that provide differing factors of protection. All RPE issued must be both adequate and suitable for the environment it is being used in.

Employees who are issued with tight-fitting RPE must also be face fit tested, therefore must be clean shaven to ensure an adequate seal. Employees who identify a medical, religious, culture or personal reason they cannot be clean shaven must follow the procedures outlined within the Corporate RPE Policy.

Due to the varying protection factor needs, no specific guidance can be given. However, FFP3 will cover most particulate exposure, and situation dependant gas or vapour filters.

Most respirators are unpowered, but NFDC also uses powered air fed masks for welding activities as required by the changes in legislation regarding welding fume.

The requirements for RPE for subcontractors require them to follow HSE guidance of the appropriate level of protection. For example, Asbestos work carried out by contractors must be done in line with HSE guidance on Asbestos.

When working with dust/fume/gas, there is the potential need for occupational health monitoring, please discuss this with your line manager. **Respiratory protective equipment (RPE) HSE guidance**

6.3. Safety Boots and Shoes

There are various levels of protective footwear, these include steel toe caps, puncture resistant base plates, waterproofing, oil/chemical slip resistance, ankle protection, thermal and conduction resistance.

Due to the varied nature of the activities carried out by the NFDC, operational staff must be provided with safety boots or shoes issued must meet EN ISO 20345 S3 SRC as a minimum.

For all other services, the S3 standard will cover most circumstances, however this must be reviewed by risk assessment and an appropriate option selected.

Safety boots in most circumstances are required to be lace up to provide adequate ankle support. There are situations where there may be a need for wellingtons or rigger boot styles. These must be controlled and managed in their use as they do not provide sufficient ankle support for use in regular tasks.

6.4. Safety Trousers

There are various protection types for trousers. Varying from puncture and cut resistance to knee pads and chainsaw protection. The use of safety trousers is something required in multiple areas of NFDC operations. From the common activity of waste collection side to the rarer tree trimming/felling operations. Dependent upon the task the correct protective measures must be implemented.

There are items such as chainsaw trousers that protect against a very specific risk and do so effectively and are designed to reduce the severity of an injury should it occur. The PPE issued must be suitable and effective for the hazards.

6.5. Safety Jackets

There are multiple types of jackets, coats, body warmers and similar items that can be issued to protect staff from various environmental and task related hazards.

For most part the factors resolve around temperature, rain, and hi-visibility. However, there are protective options within safety jackets to protect arms from abrasion or puncture wounds. The items issued should be suitable for the task.

6.6. Safety Gloves

The provision of safety gloves is a common control, but this is not limited to purely to cut and puncture resistance. Chemical, thermal, and electrostatic resistances are also a factor. When handling chemicals or for hygiene purposes as an additional preventative layer the use of nitrile gloves can be considered.

These must be suitable for the task. For example, a permeable glove that has cut resistance cannot be used to protect against chemical exposure as the porous nature will afford no protection.

6.7. Hard Hats

The use of hard hats is an important protective measure against falling objects and impacts. There are various styles, levels of protection and accessories.

The provision of hard hats requires the logging and replacement of the provided items in line with the manufacturer's guidance. This is usually due to the expected degradation of material due to UV exposure and the natural embrittlement over time that occurs.

As with all PPE hard hats are to be issued as the last line of protection once all other controls are in place, however, they will be issued as standard as a safety precaution in set situations such as construction and maintenance projects where items may fall due to the nature of the work occurring. Should any areas require a hard hat at all times suitable signage will be displayed.

When looking at PPE and the provision of associated accessories that the hard hat can be fitted with it is important that they are suitable and sufficient for the task. For example, a visor and ear defenders fitted to the hard hat for tree/grounds work where there is a risk of noise and debris.

6.8. Eye Protection

The use of safety glasses/eye protection is something that must not be missed when dealing with hazards as the loss of sight is a significant injury. It is also a reportable injury under RIDDOR.

There are three main types of eyes and face protection. These are:

- Safety Spectacles, which generally have the appearance of spectacles but with an element of protection built into the lenses and may include side shields. These can also be designed to fit over prescription spectacles. Operational service must be provided with eye protection with an impact resistance rating of B. See appendix 2 for further information.
- Goggles, which are usually flexible and secured with an elastic headband allowing a comfortable fit and seal so that the complete rim is in contact with the face. Some are ventilated and as such unsuitable for protection against gasses or fine dusts.
- Face Shields, which usually have one large lens with a frame and adjustable harness. Most can be worn with or without prescription spectacles. These protect the face but do not fully enclose the eyes.

Provision of any PPE for eyes is needed to be both adequate and suitable for the task. Maintenance and cleaning to be included in the provision to ensure that it is fully understood and so there is no loss of visibility when in use.

6.9. Hearing Protection

There are specific regulations that apply to the provision of PPE for the protection of hearing. This is under “The Control of Noise at Work Regulations 2005” and associated guidance. The use of ear plugs and earmuffs are the standard controls used; however, the custom fitting of hearing protection can also be provided for persons who are experiencing exposure to high decibels for extended periods of time.

Any items issued must be to a suitable standard to provide sufficient protection in line with the noise risk assessment. Occupational noise monitoring will assist in ensuring that persons carrying out tasks that expose them to noise are aware of the risks and to ensure the standard of protection.

When working with noise, there is the potential need for occupational health monitoring. Please discuss this with the Corporate Health and Safety Team.

6.10. Harnesses

The use of personal fall protection systems invariably involve some kind of harness. This can be split between two types, fall restraint and fall arrest. Depending on the type of varying harness styles can be used. Any harness worn needs to be suitable and comfortable for the expected duration of use both suspended and otherwise.

Harnesses fall under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) as well as PPE regulations. They must be selected to be adequate for their use and potential future uses where able to be foreseen. Regular inspection prior to use and statutory 6 monthly inspections by a qualified and competent individual is required.

Any persons issued with a harness must have completed working at height and harness use training. No manager should order one of these if they have not completed suitable training/awareness on this subject. If unsure, it is important to liaise with the Corporate Health and Safety Team to get clarity and guidance.

6.11. Overalls

There are situations within NFDC where overalls may be issued to staff as part of their PPE. These are to be selected based on the hazards that their use will be exposed to. Such as being impermeable for use in wet, oily or similar environments, thermally insulated for cold weather exposure protection or fireproof for use within welding.

The cleanliness of these often impacts their functionality so ensuring staff keep them clean is an important step. In the case of grease or similar contaminants that could impact the health of others if soiled items were taken or worn home the provision of changing rooms and promotion of getting changed prior to going home is to be implemented along with awareness of contamination and the importance of washing PPE to avoid contamination of other clothing or housing.

6.12. Sourcing of PPE

When sourcing PPE this should only be done through suppliers who are able reputable and are able to supply the correct standard is PPE along with any needed documentation to reflect the standard and efficacy of the supplied items. These must bear the UKCA and/or CE mark.

6.13. Storage of PPE After Purchase

When sourcing PPE a suitable supply should be held within NFDC to cover the current needs with a leeway for certain longer timeframe items. Storage must be done in line with the manufacturer's instructions away from extremes of damp, humidity, heat, cold and direct sunlight. Safe storage will ensure the PPE is in the best condition when issued for use.

7. EN Standards

7.1. What are EN Standards for PPE

There are clear standards set out within legislation to state the specifications for certain items of PPE. These when met enable manufacturers to state that the items meet a minimum set of requirements to pass.

7.2. Where to Find the Standards

There are searchable standards depending on the item of PPE. By researching the set need required for that item it will often highlight the needed standard enabling easy location of suitable PPE. In additions the following updated document was released in 2021 - **Notice of Publication 0046/21: Designated Standards - PPE** (publishing.service.gov.uk)

7.3. What are EN Standards Following Changes due to Brexit?

The most recent updated standards are at the time of issuing this policy - **Notice of Publication 0046/21: Designated Standards - PPE** (publishing.service.gov.uk) This provides clear guidelines on what differing standards apply.

8. Useful Guidance

8.1. Useful HSE Links

INDG174 Personal protective equipment (PPE) at work (hse.gov.uk)

Personal protective equipment (PPE) at work regulations from 6 April 2022 (hse.gov.uk)

Personal Protective Equipment at Work (Second edition). Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations L25 (hse.gov.uk)

Hazardous substances at work: A brief guide to COSHH INDG136(rev5) (hse.gov.uk)

Control of substances hazardous to health (COSHH). The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 (hse.gov.uk)

Lead and you - working safely with lead - indg305 (hse.gov.uk)

Control of lead at work (Third edition) - Control of Lead at Work Regulations 2002 Approved Code of Practice and guidance (hse.gov.uk)

Noise at work: A brief guide to controlling the risks INDG362 (hse.gov.uk)

Respiratory protective equipment at work: A practical guide HSG53 (hse.gov.uk)

Selecting Protective Gloves for work with chemicals INDG330 (hse.gov.uk)

Safe work in confined spaces: Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and guidance (hse.gov.uk)

Managing and working with asbestos (hse.gov.uk)

L121 Work with Ionising Radiation (hse.gov.uk)

EH40/2005 Workplace exposure limits (hse.gov.uk)

Chainsaw personal protective equipment (PPE) HSE guidance

High visibility clothing - Vehicles at work HSE guidance.

8.2. Useful Non HSE Links

Notice of Publication 0046/21: Designated Standards - PPE
(publishing.service.gov.uk)

PPE: Complete guide to Personal Protective Equipment
(shponline.co.uk)

Safety Gloves Guide (icmsafety.com)

Personal protective equipment (PPE) product certification | BSI
(bsigroup.com)

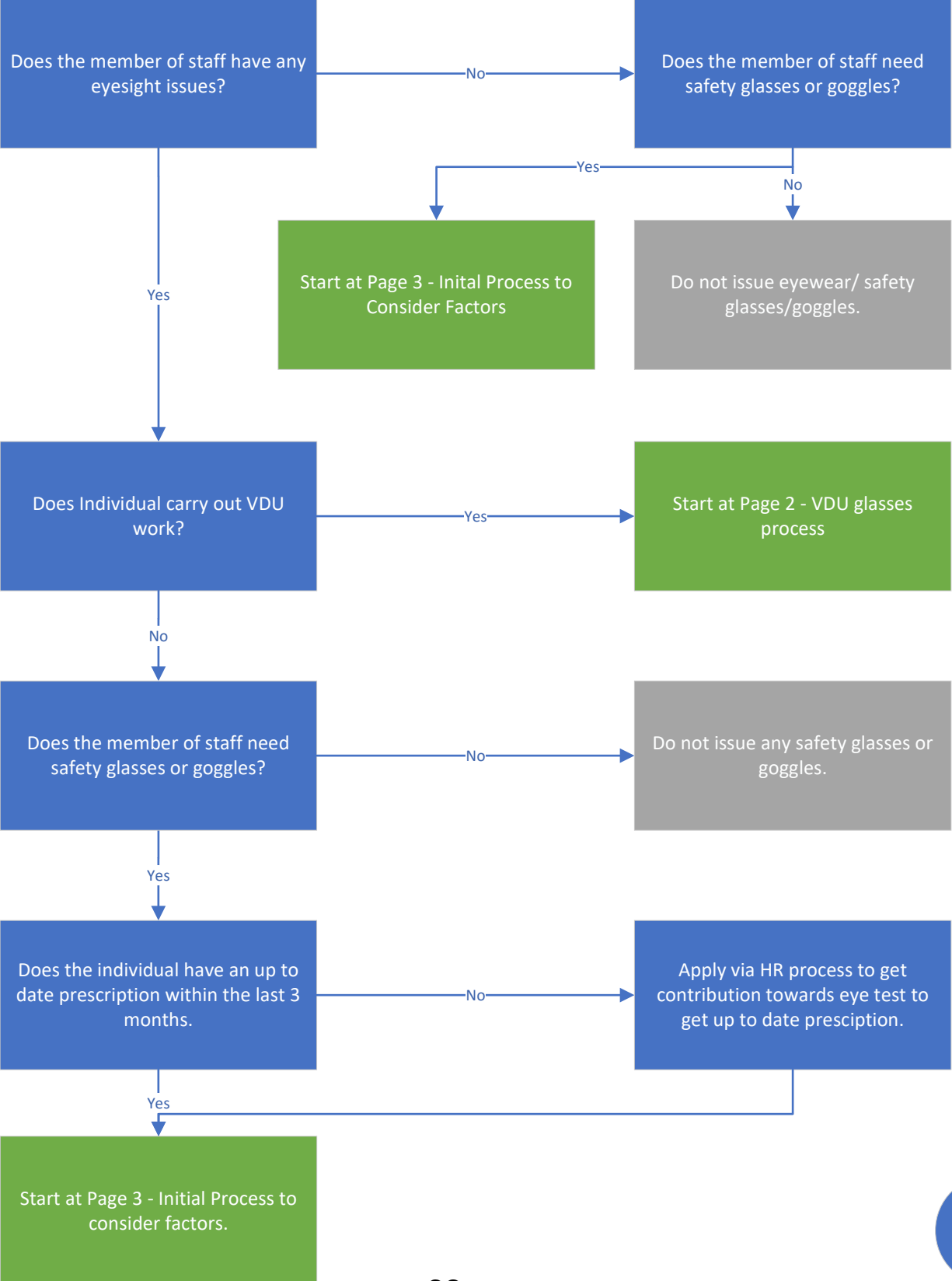
9. Appendices

Appendix 1 – PPE Issuing Form

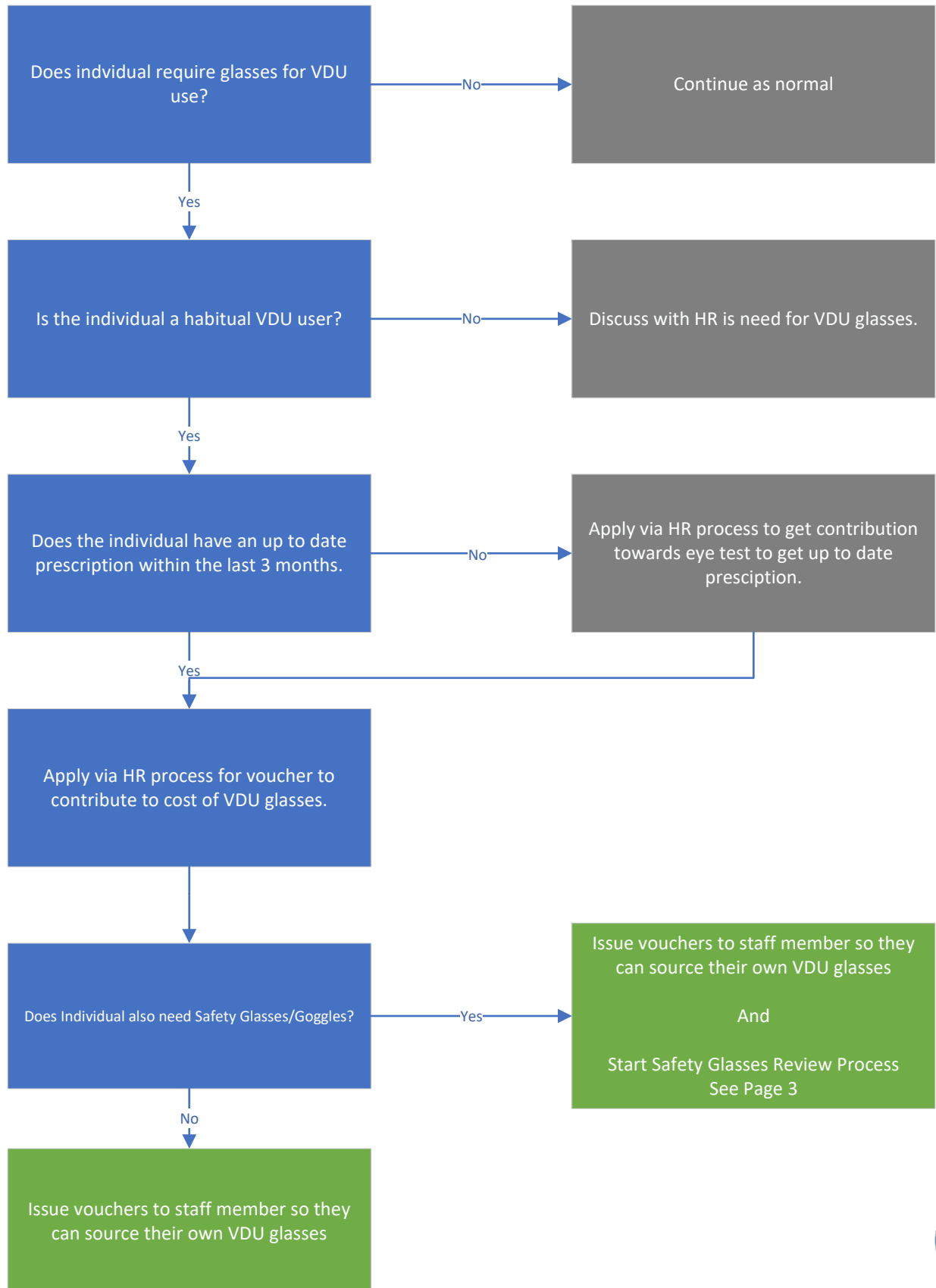
Appendix 2 – Eye Protection Prescription Flowchart

Appendix 3 – PPE Standards Overview

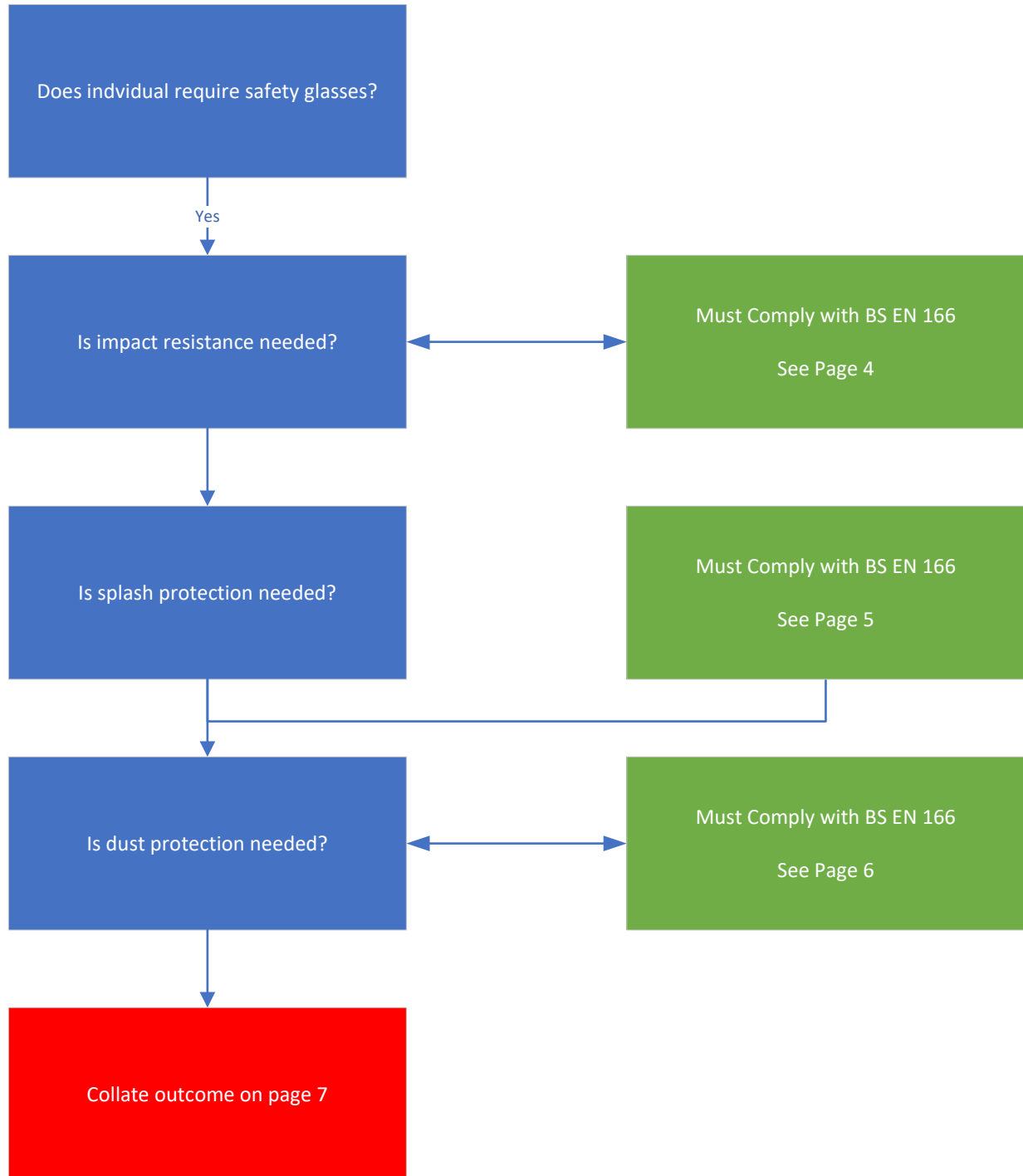
Eyewear/Safety Glasses/Goggles Process



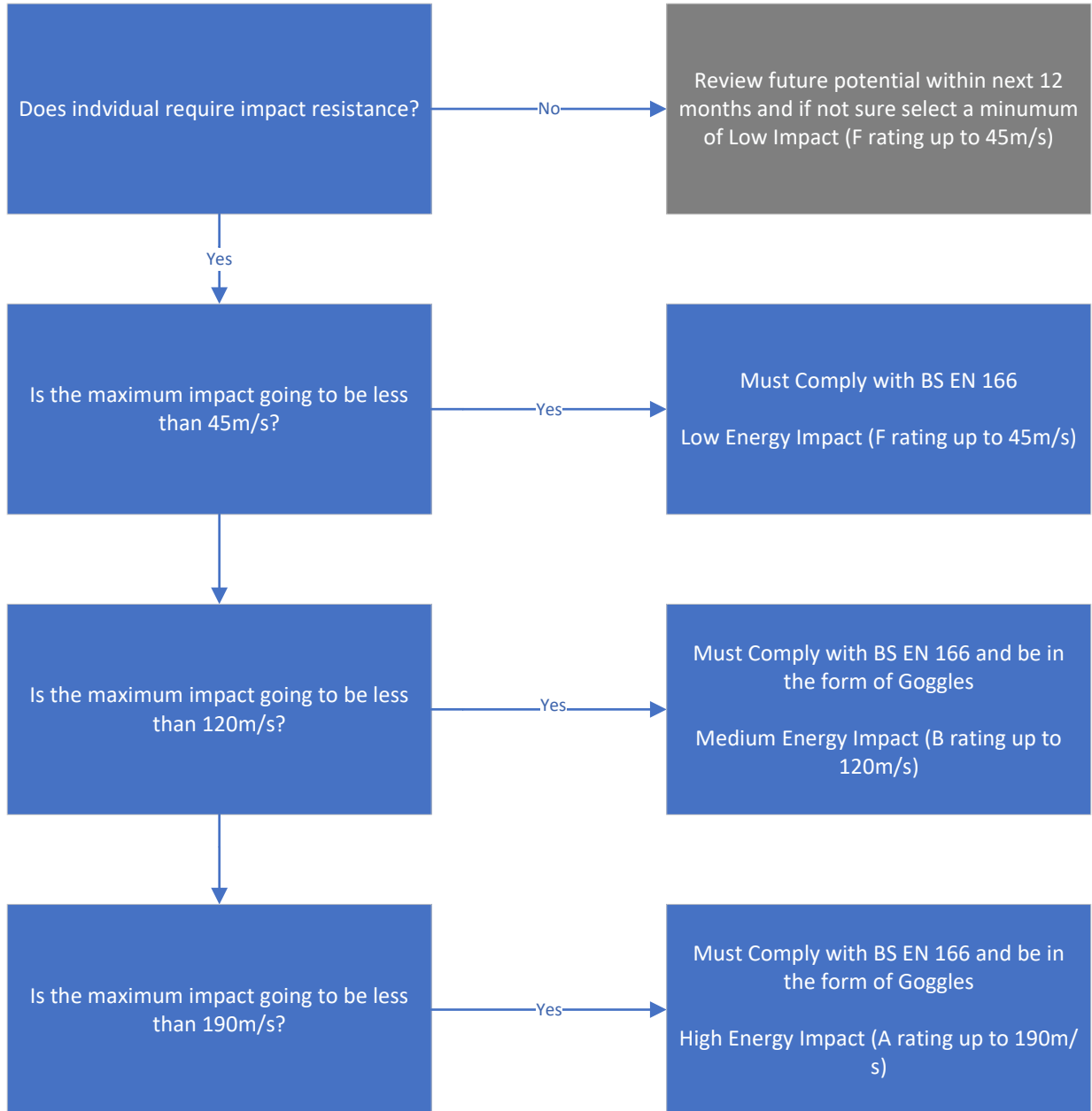
Prescription VDU Glasses



Safety Glasses/Goggles

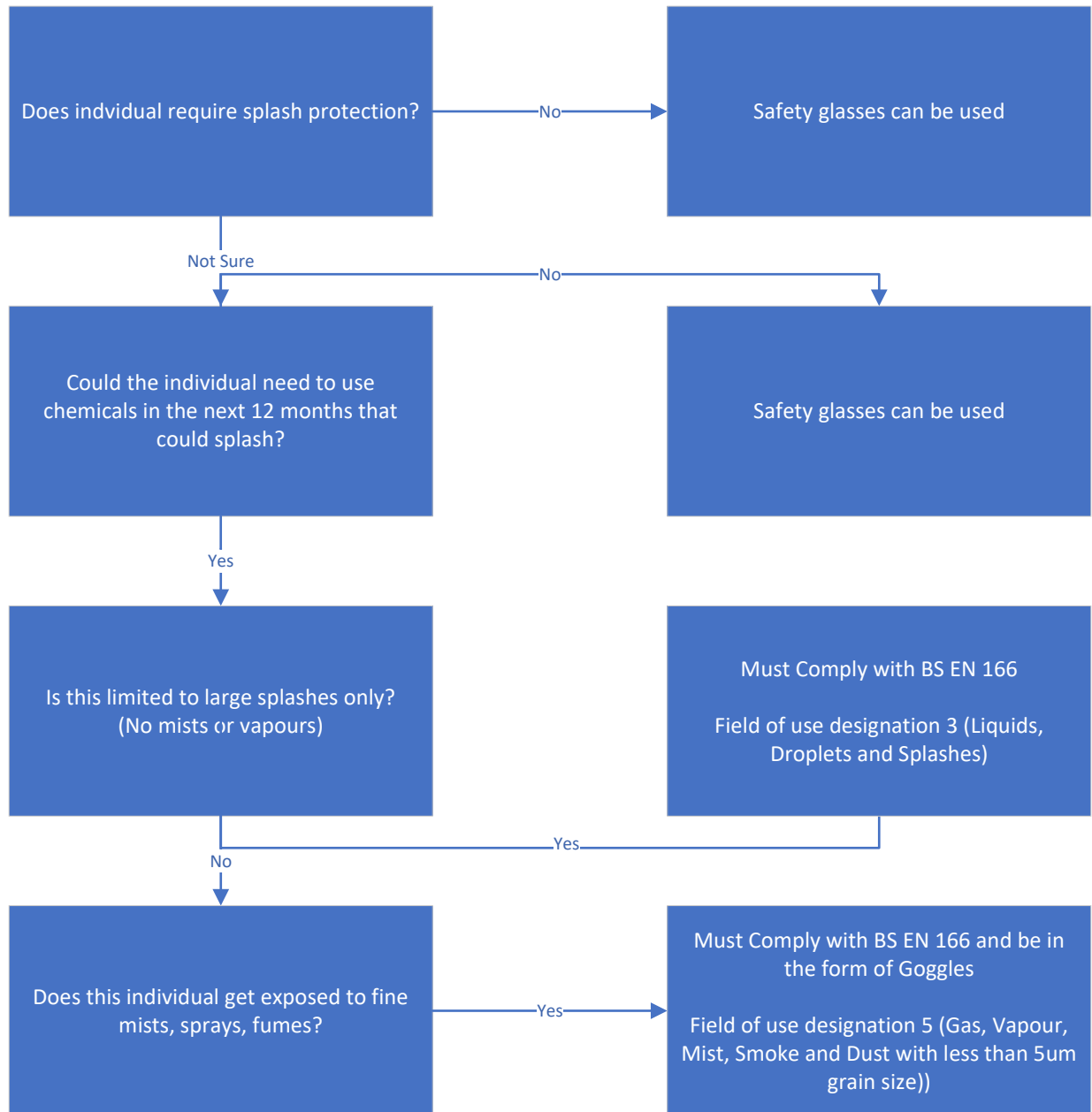


Impact Resistance



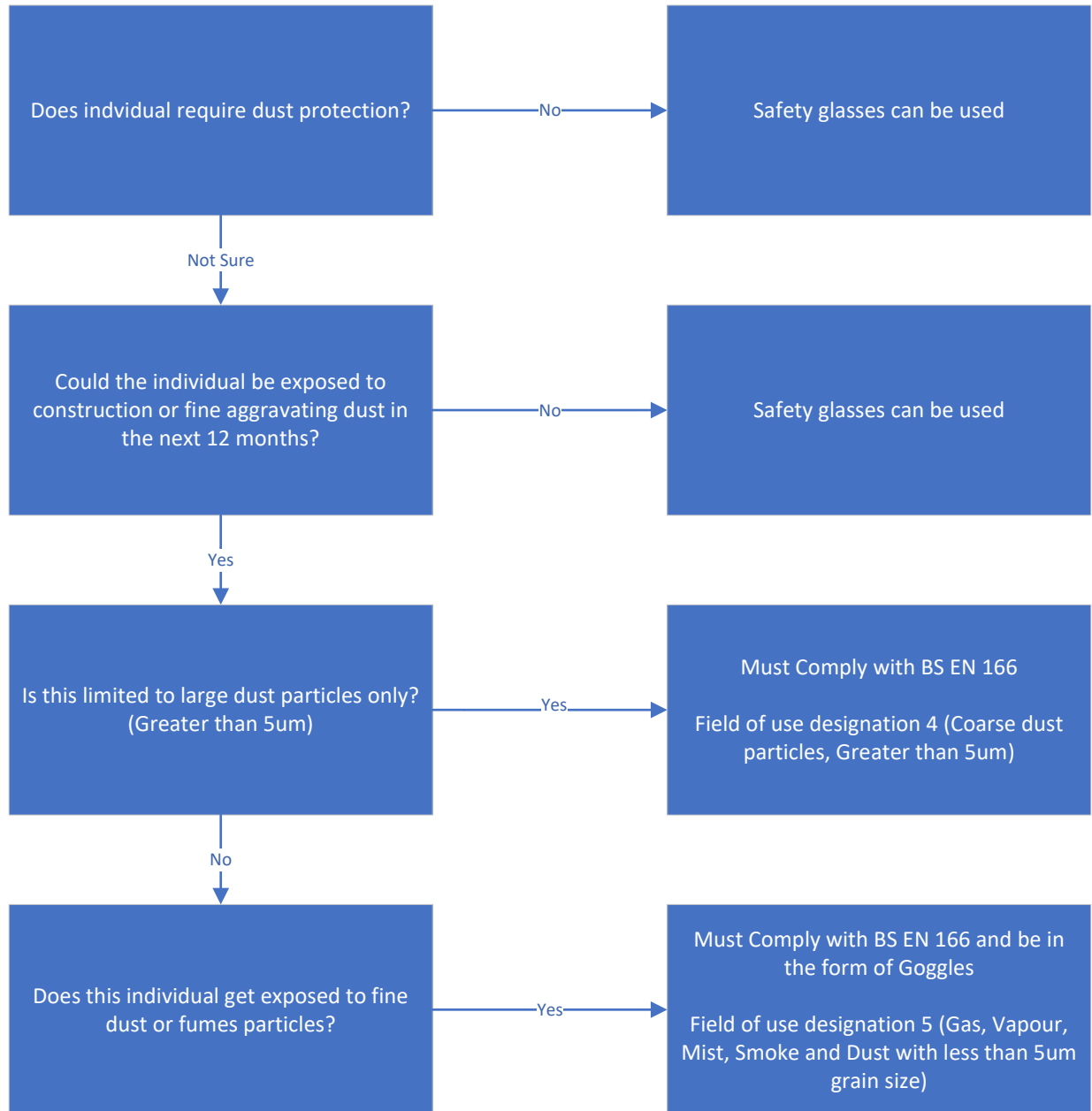
Typical impact energy examples -
Low Energy - Using a hammer and the nail shatter sending small lightweight shards.
Medium Energy - Using Power tools such as nail guns, angle grinders, etc
High Energy - Using high power equipment with high rotational or impact force that can lead to impact exceeding 190m/s or equipvalant force with debris of greater mass.

Splash Protection



Typical splash risk examples -
 Liquids, Droplets and Splashes - Pouring out liquids from containers, mixing chemicals with a paddle, dousing areas with chemicals, using hand pumps.
 Fine mists, Sprays, Fumes - Using aerosol, pressure sprayers, volatile chemicals (releasing fumes), solvent based chemicals, strong cleaning or reactive chemicals that react to carry out purpose (i.e. heavy duty unblockers)

Dust Protection

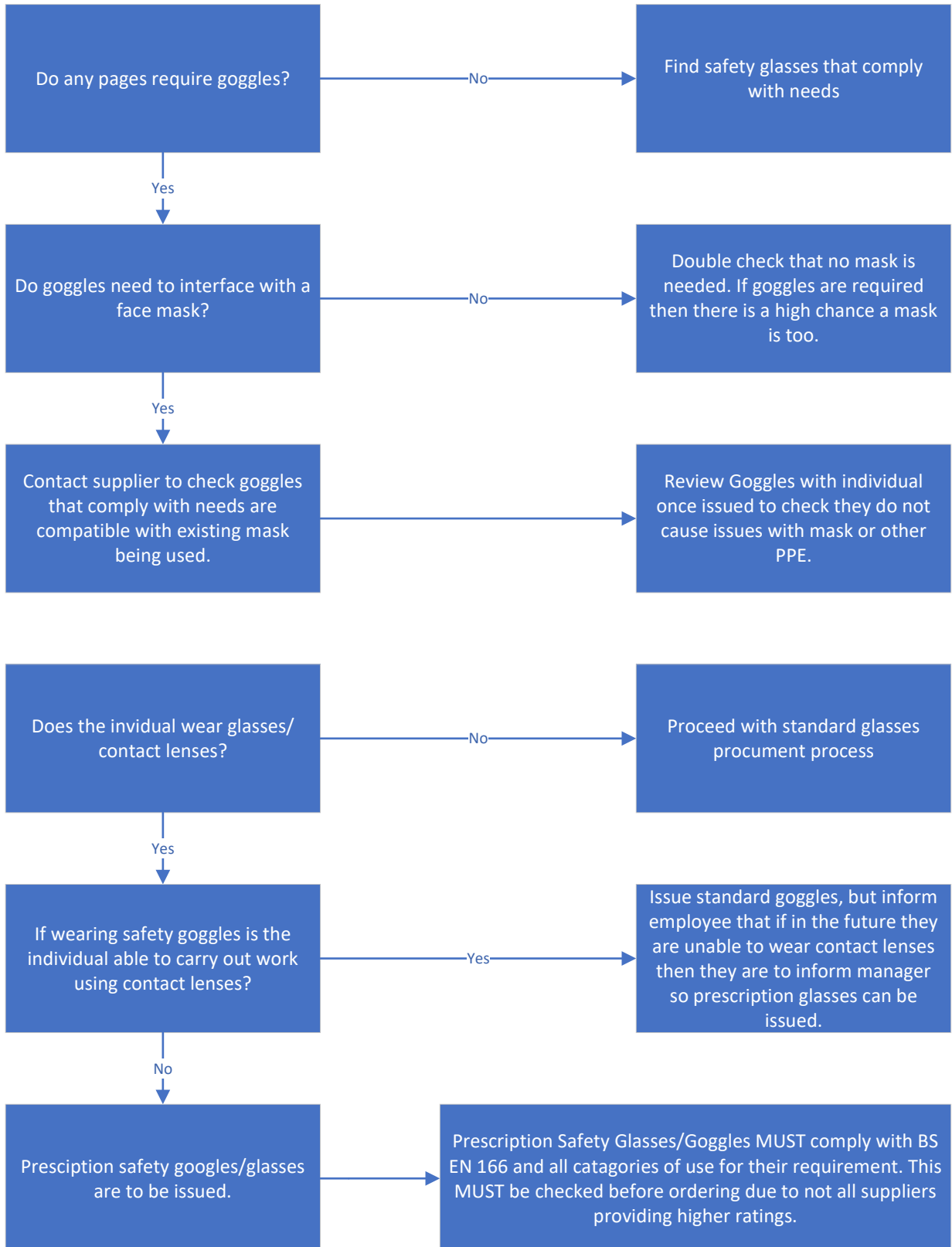


Typical dust risk examples -

Large Dust Particles - Using a manual saw on wood, low speed drilling into soft materials such as wood, soft bricks, plasterboard.

Fine Dust Particles - Using most power tools that operate at a high speed, such as power drill at high speed into a hard material such as stone, concrete, metal, Using an abrasive wheel to cut concrete, stone, tile, wood, gypsum, metal, plastic items, use of lead solder and similar products.

Collate Outcome



Additional Considerations

All Safety Glasses / Goggles should have fog prevention to avoid the lenses fogging and staff removing them to see clearly through them.

All Safety Glasses / Goggles should have consideration for bright light conditions. For example should a roofer need to wear safety glasses do they need to be tinted with UV protection for sunny bright weather?

All Safety Glasses / Goggles should have consideration for interfacing with any other PPE, this could be hard hats, dust masks (disposable or half masks)

Would a face shield be able to carry out the same task and be more convenient? If so consider this and the impact of its use or any associated PPE.

What is the future tasks/role of the individual, do we need to future proof the safety glasses for their role?

Regular Eye Tests are Advised to ensure prescription is kept up to date. These can be contributed towards via Vouchers from HR for VDU and Safety Glasses/Goggles.

When having VDU glasses consider if DSE only glasses or Varifocals are best for work. If just computer work then VDU only may be best, if doing lots of copy typing then varifocals may be more beneficial. Advice from optician is most likely best

If you start to get headaches while wearing prescription lenses please ensure they are clean and clear with no damage to the visual part of the glasses/goggles. If this continues look to get an updated prescription

The HR contribution for VDU glasses can also be used toward contact lenses which are used for the same purpose.

For staff issued with Safety Eyewear it is important the replacement process is communicated clearly should they become damaged and need replacement.

All staff should be aware of best methods to clean all eye wear to ensure they function as well as possible, this includes prescription and non prescription eye wear.

Do staff have a way to store their eye protection without it become scratched or damaged?

PPE STANDARDS

This guidance document provides an overview of the Personal Protective Equipment (PPE) standards most communally used within the Council. All employees must follow the procedures set out in the Corporate PPE Policy, if employees have any further questions on PPE standards or you are looking to introduce PPE which is not included within this document, please contact a member of the Corporate Health and Safety Team.

Gloves

Standard – EN 388 (mechanical risks)

- Gloves are rated against resistance to abrasion, cut, tear and puncture.
- Abrasion, tear, and puncture rated 1-4 (4 being highest).
- Cut rated 1-5 or A-F (5 or F being highest).



1. ABRASION RESISTANCE
2. CUT RESISTANCE, COUP TEST
3. TEARING STRENGTH
4. PUNCTURE RESISTANCE
5. CUT RESISTANCE, TDM TEST ISO 13997
6. IMPACT PROTECTION

Household waste gloves provide minimum cut protection level 4 and puncture protection level 3.

Garden waste gloves provide minimum puncture protection level 3 but preferred level is 4.

Other glove considerations:

- Waterproof
- Cold weather protection (EN 511)
- Dexterity
- Grip
- Impact protection
- Breathability

Footwear

Standard – EN ISO 20345

- Slip resistance – SRC (Also SRA and SRB but SRC highest)
- Protective Function – S3 (SB, S1 and S2 are lower protection)

Operational services provide boots and trainer boots with ankle protection as standard.

Housing Maintenance offer their operatives safety trainers, still S3 but with no ankle protection.

Some services will need fully waterproof safety footwear, others will not.

Other footwear considerations:

- Insoles (some wearers may require different insoles if they have a condition affected by walking or footwear)
- Comfort
- Lacing system
- Safety wellington boots

Symbols and markings on footwear – What they tell you	
All safety footwear needs to comply with EN ISO 20345	
SB	Safety Basic 200 joule Protection
S1	200 joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region.
S2	200 joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region. Water penetration and water absorption resistance.
S3	200 joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region. Water penetration and water absorption resistance. Plus penetration resistance. Cleated outsole.
S4	200 joule Toecap Protection. All rubber or all polymeric footwear with anti-static properties. Energy absorption of seat region
S5	200 joule Toecap Protection. All rubber or all polymeric footwear with anti-static properties. Energy absorption of seat region. Plus penetration resistance. Cleated outsole.
SBP	200 Joule toe cap protection penetration resistant mid sole
S1P	200 Joule Toecap protection, closed seat region(fully enclosed heel) antistatic properties energy seat region penetration resistant midsole

Slip resistant Testing and standards in accordance with EN13287	
SRA	Tested on ceramic flooring coefficient of friction not less than 0.28(Heel slip) 0.32 (flat slip)
SRB	Tested on steel flooring Coefficient of friction not less than 0.13 (Heel Slip) 0.18 (Flat slip)
SRC	Tested and conforms to both above standards

Wet/Foul Weather Clothing

Standard – EN 473

X – Water penetration resistance (1 is minimum, 3 is maximum)

Y – Breathability (1 is minimum, 3 is maximum)

Big moan from operational services operatives is either that waterproof clothing provided does not keep them dry or that it causes them to sweat, and they end up wet either way.

Hearing Protection

Standard – EN 352

Requirements vary depending on task and required protection at the ear.

Waste operatives are provided with electronic ear protection that allows for speech to be heard so that they are able to hear a verbal warning and also traffic noise, but they automatically protect when any noise is detected above 82dB such as when glass is tipped into the back of the truck

There has been some issues recently in being able to get hold of this type of hearing protection

[Ear Defenders: A buyer's guide to hearing protection - SHP - Health and Safety News, Legislation, PPE, CPD and Resources \(shponline.co.uk\)](#)

Eye Protection

Standard – EN 166

Requirements vary dependant on task and risk assessment.

Need to ensure that safety glasses, goggles and face shields offer the right level of impact protection.

Standard tested against	Optical class	Impact Resistance	Protection Liquids	Protection Large Dust Particles	Protection Molten Metals and Hot Liquids	Anti-Scratch	Anti -Mist
EN166	1 – Best Class	B -Medium Impact (120m/s) F – Low impact (45m/s)	3	4	9	K	N

Consideration needs to be given to prescription safety glasses, many providers do not offer prescription safety glasses with a high level of impact protection, we have found that only UVEX offer this level at present.

Head Protection

Standard – EN 397

High Visibility Clothing

Standard – EN ISO 20471

- Class 1 - Lowest level of visibility
- Class 2 - Intermediate level of visibility
- Class 3 - Highest level of visibility

	Class 3 The highest level of conspicuity	Class 2 Intermediate protection	Class 1 Low level protection
Minimum fluorescent material	0.80 m ²	0.50 m ²	0.14 m ²
Minimum retro-reflective material	0.20 m ²	0.13 m ²	0.10 m ²

Class 3 can be achieved by combining class 1 and 2 garments or by wearing a single class 3 garment.

All operational services staff working on high-speed roads (over 50mph) MUST wear class 3 high vis at all times.

Min class 1 high vis is required to be worn at all times when moving around the operational depots.

Protective Clothing

Standard – EN 13688 General Standards

- Sizing needs to use typical body dimensions, so that clothing fits and accommodates movement.
- Clothing design needs to be ergonomic, so that it fits well, is comfortable and not too heavy
- Washing and care instructions need to indicate whether a garment is for single use only, or after how many washes it should be discarded after, based on testing.
- So that clothing doesn't adversely affect the health of wearers, restricted or banned substances mustn't be present in hazardous quantities.

Employee PPE Issuing Form

Person to whom PPE issued:		Job Description:	
Service:		Issued by:	
Type of PPE issued (make/model/size etc.):	Serial Number (Where applicable)	Areas/processes for which PPE is provided:	
<p>I certify that I have been issued with the equipment listed above, that I will maintain items in a good and useable condition in line with manufacturers and provided instructions in the following:</p> <ol style="list-style-type: none"> 1. Safe use of PPE 2. Areas and processes for which PPE is required 3. Storage and maintenance procedures 4. Replacement and defect reporting procedures 			
Signature:		Date:	

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Health and Safety Policy Impact Assessment

Corporate Person Protective Equipment Policy

Impact Assessment	
Scope of Policy	Policy outlines the arrangements for the identification, implementation and management of personal protective equipment within the organisation.
Statutory Obligations	<p>To provide employees with suitable and sufficient personal protective equipment (PPE) as identified within a risk assessment for the task.</p> <p>Provide employees with suitable information, training, and instruction in relation to the safe use, maintenance, disposal of PPE.</p>
Non-Statutory Obligations (ACOP)	No major changes identified.
Changes and Clarifications to previous policy/guidance	Minor formatting changes, update to definitions, updates to RPE application, review of all appendices including a new PPE standards overview guidance for proscriptio eye protection.
Impact on workforce	<ul style="list-style-type: none"> - Supervisors/managers must conduct regular on-site spot checks. This includes spot checks on the condition and correct use on site. - Employees must be face fit tested and clean shaven when wearing tight-fitting RPE. - PPE issuing form must be completed for all PPE issued by NFDC.
Training Requirements	No specific corporate training requirements identified, all services must provide their employees with suitable information, instruction and information on the safe use, maintenance, disposal of PPE.
Impact on Budgets	<ul style="list-style-type: none"> - Additional cost on procuring new PPE as identified as part of a risk assessment. - Potential additional cost of face fit testing for employees who are required to wear tight-fitting RPE. - Resource for managers to undertake onsite spot checks.

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Annual Accident/Incident Report 2023/2024

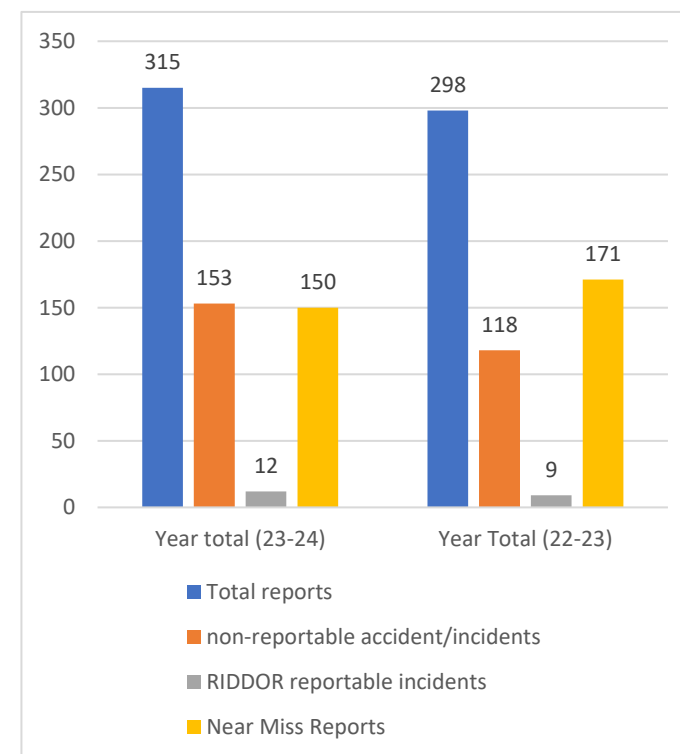
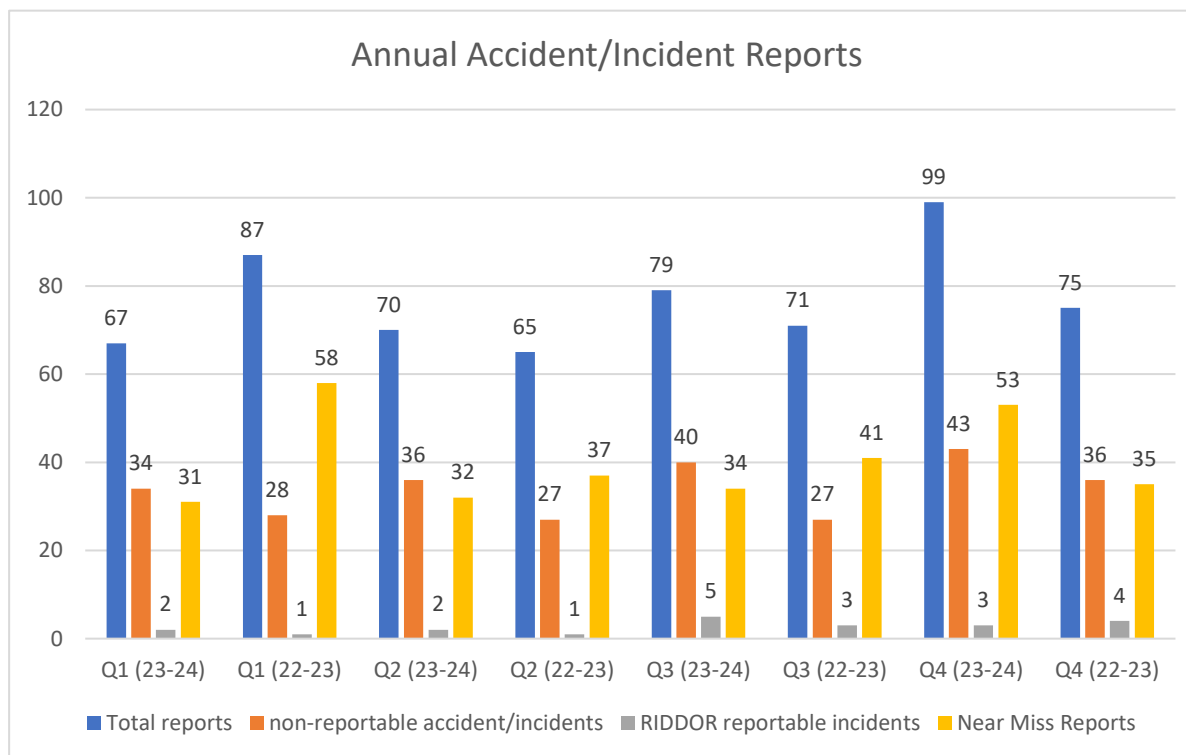
Stats taken on 29/04/2024.

1.0. All Incident/Accidents Reported

() = previous financial year statistics

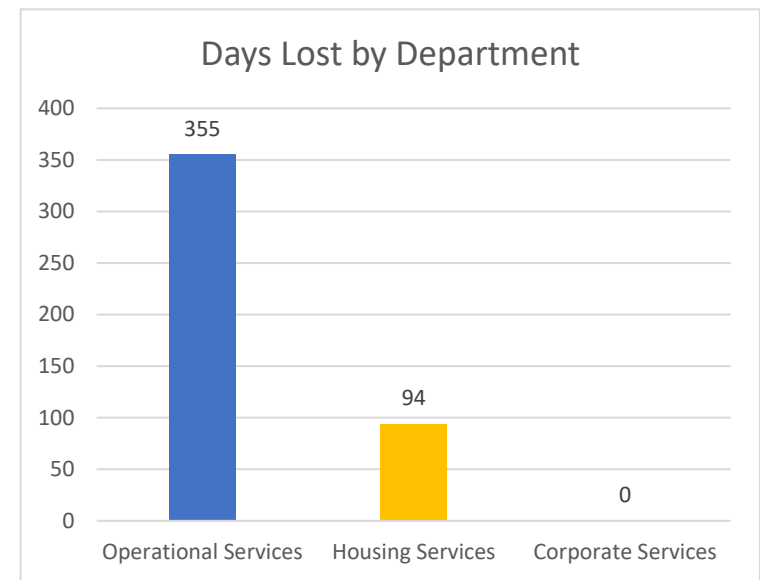
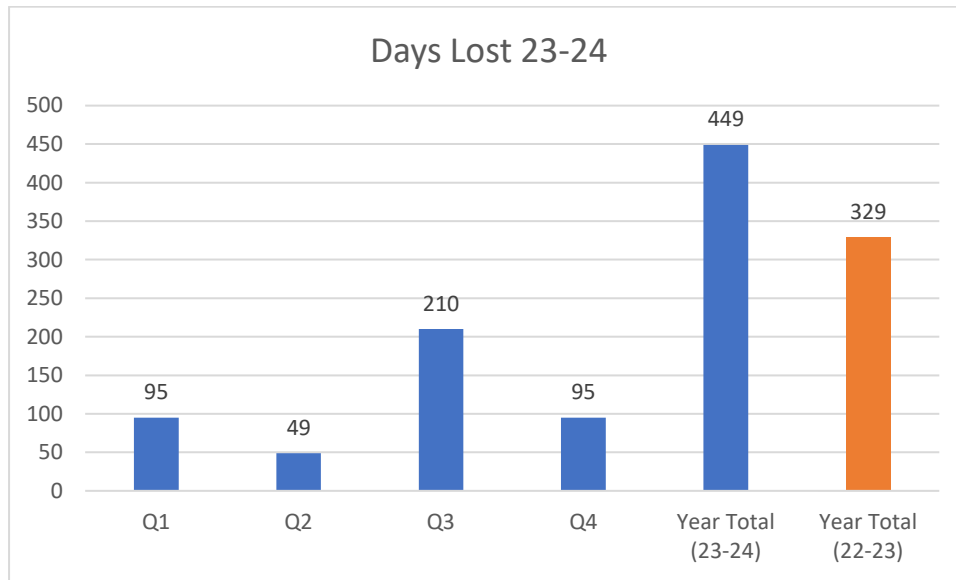
	Q1	Q2	Q3	Q4	Year Total
Total Reports Received	67 (87)	70 (65)	79 (71)	99 (75)	315 (298)
Non-Reportable Accident/Incidents	34 (28)	36 (27)	40 (27)	43 (36)	153 (118)
RIDDOR Reportable Incidents	2 (1)	2 (1)	5 (3)	3 (4)	12 (9)
Near Miss Reports	31 (58)	32 (37)	34 (41)	53 (35)	150 (171)

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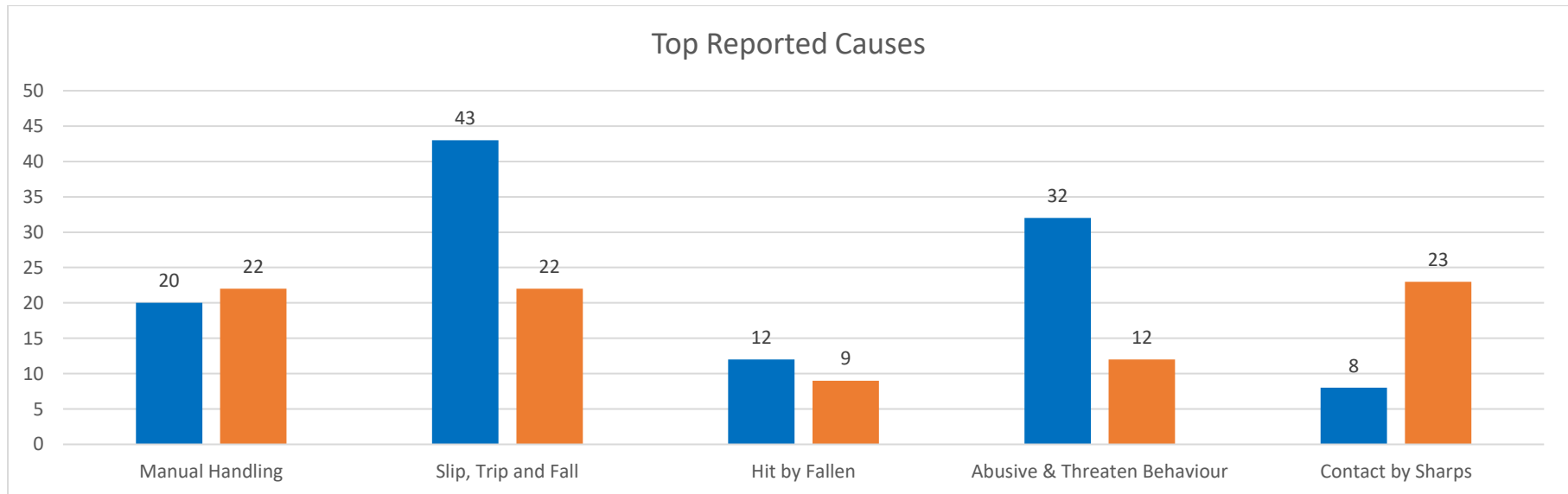
2.0. Lost Days

	Q1	Q2	Q3	Q4	Year Total
Days Lost	95	49	210	95	449



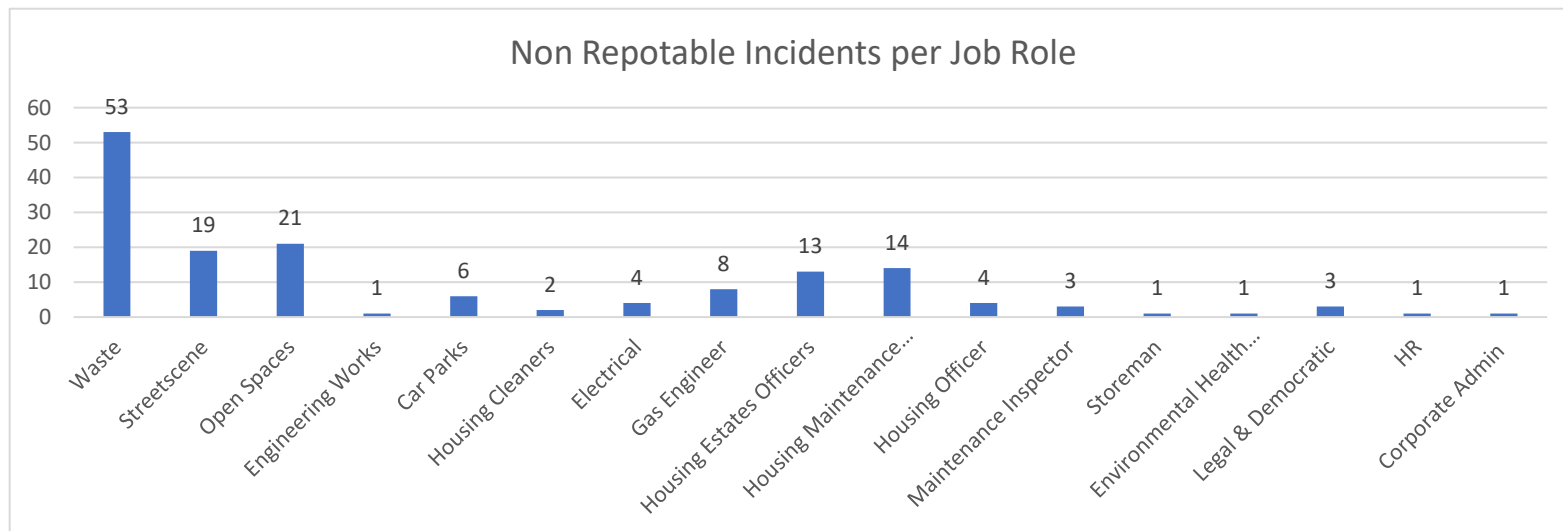
3.0. All Cause Types Reported

	Year Total 23-24	Year Total 22-23
Manual Handling	20	22
Slip, Trip and Falls	43	22
Hit by Fallen Object	12	9
Abusive & Threaten Behaviour	32	12
Contact with Sharps	8	23



4.0. Incidents Reported by Job Role

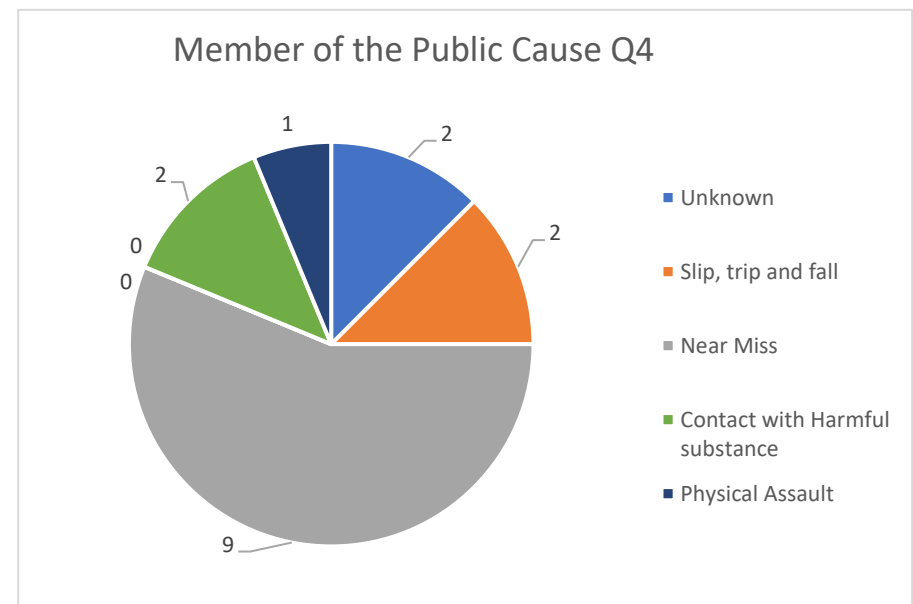
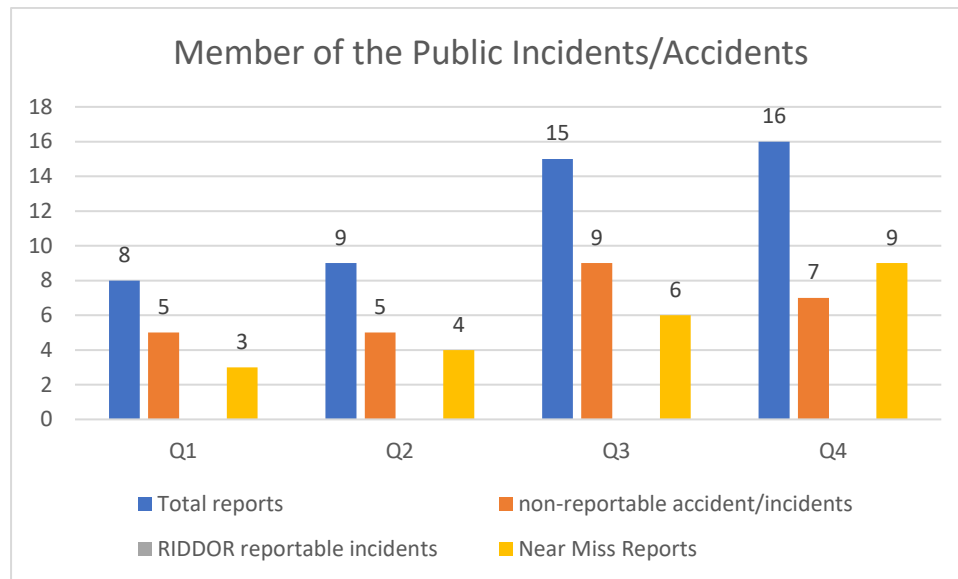
	Total Incident Reports
Waste Operative	53
Streetscene	19
Open Spaces	21
Engineering Works	1
Car Parks	6
Housing Cleaners	2
Electrical	4
Gas Engineer	8
Housing Estates Management	13
Housing Maintenance Operative	14
Housing Officer	4
Maintenance Inspector	3
Storeman	1
Environmental Health Officer	1
Legal & Democratic	3
HR	1
Corporate Admin	1



5.0. Member of the Public Reports

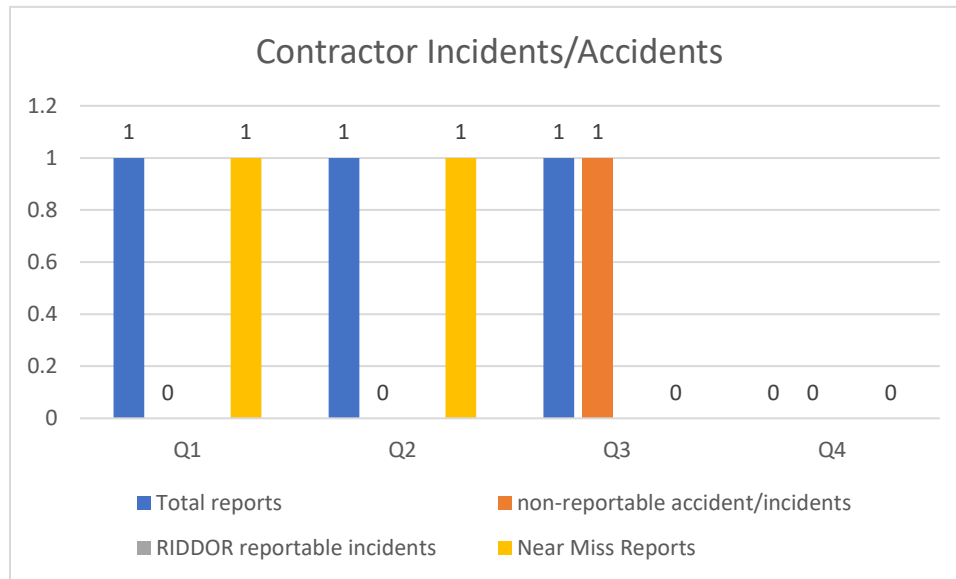
	Q1	Q2	Q3	Q4
Total Reports	8	9	15	16
Non-reportable Accidents	5	5	9	7
RIDDOR Reports	0	0	0	0
Near Miss Reports	3	4	6	9

83



6.0. Contractor Incidents

	Q1	Q2	Q3	Q4
Total Reports	1	1	1	0
Non-reportable Accidents	0	0	1	0
RIDDOR Reports	0	0	0	0
Near Miss Reports	1	1	0	0



HR COMMITTEE - 13th JUNE 2024

ANNUAL REVIEW OF MARKET SUPPLEMENT PAYMENTS

1. RECOMMENDATIONS

- 1.1 That HR Ctte note the current position of market supplements across the Council, and the introduction of a corporate annual review process.

2. INTRODUCTION

- 2.1 All pay decisions must be fair and transparent and be regularly reviewed.
- 2.2 With that in mind a corporate annual review of market supplements is being introduced to ensure consistency and fairness.

3. BACKGROUND

- 3.1 The current Market Supplement Policy already states that an annual review should be conducted. The responsibility for this has rested with the manager however there is little evidence to support that this happens in a consistent manner across the council.

4. CURRENT POSITION

- 4.1 As at 1st March this year 73 employees were in receipt of a market supplement payment.
- 4.2 45 of these are covered under the Market Supplement for Drivers which has been agreed by the portfolio holder.
- 4.3 9 of these have been newly implemented within the last 6 months. It is envisaged that where Market Supplements have been introduced within the last 6 months, they will not be subject to the annual review until the following year.
- 4.4 The remaining 19 have been subject to the review process set out in point 5.
- 4.5 In April 2021 there were 6 band 9 employees who were regraded and had their car allowance removed and either a market supplement/honorarium or both added to their pay instead. Three were given market supplements.
- 4.6 These were reviewed in December 2023, after the pay award was implemented. Therefore these have not been included in the review. However the letters sent to them confirming the pay award etc, states that the MS will be subject to an annual review and will therefore be included in the review in February 2025.

5. ANNUAL REVIEW PROCESS

- 5.1 The annual review process will start in February each year. Those on Market Supplements will be identified and their manager will be asked to review the payment and confirm whether it needs to continue as it is, whether it could be adjusted (%)

allowances are based on 2.5, 5, 7.5 or 10%) this could increase or decrease, or whether it could cease.

- 5.2 In instances where the direct manager is not a Service Manager or above then once received the recommendation will go to the Service Manager for approval.
- 5.3 As a final check all the recommendations will go to the relevant Strategic Director to ensure they are aware and also supportive.
- 5.4 This year the process has been mostly manual but we have discussed with ICT the scope for this being more interactive in the future using Power BI to generate the forms and inform the workflow.

6. CONCLUSION

- 6.1 Of the 19 market supplements reviewed this year, there have been no changes made to the existing arrangements.
- 6.2 All of them have been supported by the relevant Service Manager/Assistant Director and the Strategic Director.
- 6.3 The current make up of those receiving a market supplement is as follows:

Service Area	Band	Gender	Age Range	Number
Corporate Resources, S151 and Transformation	4	Female	31-50	1
	5	Female	31-50	1
	5	Male	>50	1
	7	Male	>50	1
	9	Male	>50	2
Housing, Communities and Governance	4	Male	31-50	1
	4	Male	>50	1
	5	Female	>50	1
	7	Female	31-50	1
	7	Female	>50	2
	7	Male	31-50	5
	7	Male	>50	4
Place, Operations & Sustainability	3	Male	>50	1
	4	Male	31-50	18
	4	Male	>50	27
	8	Female	31-50	1
	8	Male	31/50	2
	8	Male	>50	2

7. FINANCIAL IMPLICATIONS

- 7.1 The current costs of the 73 Market Supplements paid across the council is £197,228.10 per annum, including oncosts.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 None.

9. ENVIRONMENTAL IMPLICATIONS

- 9.1 None.

10. EQUALITY AND DIVERSITY IMPLICATIONS

- 10.1 Please see data at 6.3.

11. DATA PROTECTION IMPLICATIONS

- 11.1 None.

12. EMT COMMENTS

- 12.1 EMT welcomed the introduction of an annual corporate review to ensure Market Supplements are reviewed consistently on a regular basis.
- 12.2 EMT asked that a review of the current Market Supplement Policy be undertaken to ensure it remains fit for purpose in the current recruitment conditions.

13. ESLP COMMENTS

- 13.1 It was noted that there were only 7 female employees in receipt of a market supplement payment out of 28. (Excluding drivers)
- 13.2 It was explained that the majority of market supplements were approved to be used at the point of recruitment, meaning there was no knowledge at the time who the successful applicant would be, or their gender.

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