

QUARTERLY HEALTH AND SAFETY REPORT

1. INTRODUCTION

1.1 This report provides an update on the key health and safety issues in the last quarter and summarises any significant issues raised at each of the safety panels. A table of the high-risk actions to monitor is provided to EMT.

2. ISSUES RAISED AT THE LATEST SAFETY PANELS

2.1 EMT receive a summary which identifies significant health and safety issues raised at the leisure, office, housing and operational service safety panels and sets out actions required by the services.

2.2 Responsible lead officers are identified for each issue and the status of each will be kept up to date to show progress. Completed actions will be removed from the table on a quarterly basis whilst ongoing actions will remain for monitoring and new items added.

2.3 The majority of the points raised should be resolved within the relevant service, but a few may require Executive Heads to agree and sign off.

3. SUMMARY OF KEYS ISSUES RAISED

3.1 Leisure services appointed a contractor for the installation of the agreed pH correction chemical for pool water treatment. The health and safety team are working with the Centre's maintenance team in order to resolve a post installation issue identified with the dosing of the acid.

3.2 The Transport service recently achieved a health and safety audit score of 53% and progress is being made with the 42 actions identified in the action plan. The highest priorities related to induction, training, development of risk assessments, systems of work and monitoring. The action plan and completion timescales will be monitored by their linked health and safety advisor and at safety panel. A full update on progress with all operational service safety audits will be reported at the April safety panels.

3.3 Since approval of the fire strategy by Cabinet, arrangements and implementation plans have been developed across the housing landlord services and leisure centres to ensure clarity on roles and responsibilities. Final arrangements and site-specific emergency evacuation procedures for Council offices, depots and shared buildings of which we are the landlord (Lymington Town Hall), remain at the implementation stage.

3.4 Implementation of visual estate management inspections for housing stock are a priority. A Housing Block Assessment project team has been set up and one of its functions will be to review the risks in all housing blocks to determine the frequency of inspections. All compliance checks under housing maintenance are being carried out in accordance with the standards in the compliance policies.

3.5 Work has begun on local arrangements for control of contractors and asbestos management within Housing Options. A key priority is to develop a corporate strategy and associated arrangements for the control of contractors and asbestos management in accordance with the approach to fire safety compliance.

- 3.6 Procedures on action to be taken in response to both non-emergency and emergency incidents in interview rooms have been developed. These have been finalised, agreed and implemented. Work has begun, taking the same approach, for the security of front desks. This will need to be led by Facilities, in close consultation with Housing and with advice and support from the health and safety team.
- 3.7 In response to Smarter Working and new guidance developed by the Chartered Institute of Ergonomics and Human Factors (endorsed by HSE), the Display Screen Equipment Policy has been revised and updated to include remote working and is out for consultation. All remote workers will need to complete the remote working assessment to identify any risks and controls which may need to be implemented.
- 3.8 In response to organisational change across Housing services, a safety panel attendance review and an employee safety representative election is underway, in preparation for the new financial year. Operational services are trialling a split of their panels due to the size of the service areas, to ensure a balanced representation and consistent approach across services.
- 3.9 All high-risk services have now been tasked with reviewing their service specific safety plans for the new financial year ensuring key challenges are detailed and realistic targets set. These plans will inform the health and safety teams work programmes and service plan priorities.
- 3.10 Developments are being made with uploading training needs onto the Itrent HR Hub System. Open spaces are trialling the system and have uploaded all essential employee training needs. Once fully tested and successful, the system will be rolled out to Waste, Streetscene and Transport. This will then enable valuable information to be drawn from their essential training needs matrices.

4. EMT COMMENTS

EMT emphasised the importance of the HR hub in informing Service Managers in Operations of staff training needs and when refresher training is required. The Executive Head for Operations confirmed he would be reviewing any outstanding actions in the transport audit.

5. RECOMMENDATION

- 5.1 HR Committee is asked to consider the contents of this quarterly update and be aware of ongoing actions that may require monitoring or intervention by EMT.

For further information contact:

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Background Papers:

None