

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 held virtually via Skype during July 2020. A table of the high-risk actions to monitor is provided to EMT.

2. ISSUES RAISED AT THE LATEST SAFETY PANELS

- 2.1 The table summarises 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. CONCLUSION

- 3.1 The health and safety team have been, and continue to, work with Service's in order to respond to the current health pandemic and ensure COVID secure workplaces. COVID-19 risk assessments and guidance documents have been completed across Leisure, Operations and Housing Services and these continue to be updated in accordance with governmental guidance updates and in consultation with employees.
- 3.2 Some critical services such as household waste collection, CCTV control room operations, environmental health and housing tenancy and homeless management continued to operate throughout the pandemic, whilst new services were established such as the food hub at Applemore to support the vulnerable shielding. The health and safety team were instrumental in the setting up and assisting of these services and ensured they were suitably assessed with clear procedures in place. The majority of other services have since returned as lockdown has eased and the team have focused their efforts on supporting these to reopen safely such as public conveniences, car parks, leisure centres and information offices. A recovery plan is now underway to ensure the safe re-opening of the main offices at ATC for a greater number of employees in accordance with COVID-19 government guidance.
- 3.3 An action from the recent Health and Safety audit which was to remind all services of the importance of accident/incident reporting has been addressed. This featured as an agenda item at all panels and all employee representatives and Managers were reminded of the importance of reporting and detailing full and factual information to ensure the Council fulfills its legal reporting obligations. Services have also been encouraged to use the online employee report form which contains mandatory fields to ensure all necessary information is gathered.

- 3.4 The Transport Service achieved a health and safety audit score of 53% in January 2020 and progress had been made with the 42 actions identified in the plan. The highest priorities related to induction, training, development of risk assessments, systems of work and monitoring. The action plan and completion timescales will need to be reviewed since lockdown and 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 October safety panels.
- 3.5 A health and safety audit is scheduled to take place end of August 2020 for the CCTV and Community Safety Service in response to departmental changes. This audit will identify any health and safety concerns and be presented to safety panel in October. Actions required will be assigned to officers with timescales for completion. Progress will be monitored by Management and through the panel.
- 3.6 Since approval of the fire strategy by Cabinet, arrangements and implementation plans have been developed across the housing landlord services, leisure centres and main council office to ensure clarity on roles and responsibilities. Final arrangements and site-specific emergency evacuation procedures for depots and shared buildings of which we are the landlord (Lymington Town Hall), remain at the implementation stage.
- 3.7 Work has begun on local arrangements for control of contractors and asbestos management within Housing. 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.
- 3.8 Procedures on action to be taken in response to both non-emergency and emergency incidents in interview rooms were developed. These were finalised, agreed and implemented. Work had begun, taking the same approach, for the security of front desks. This piece of work remains and needs to be led by Facilities, in close consultation with Housing and with advice and support from the health and safety team.
- 3.9 In response to temporary homeworking and new guidance developed by the HSE, information has been circulated to assist those working from home and smaller items of equipment such as keyboards made available for collection from ATC where required. The completion of DSE assessments is not required during a temporary homeworking situation, however Managers should continue to identify any risks and controls which may need to be implemented for their employees.
- 3.10 Operational services trialled a split of their panels due to the size of the service areas, to ensure a balanced representation and consistent approach across services. Each panel was well attended by employee representatives from various work areas, ran effectively and will continue to operate in this manner.
- 3.11 All high-risk services have been tasked with reviewing their service specific safety plans for this financial year ensuring key challenges are detailed and realistic targets set. These plans were placed on hold during lockdown and have now been reinstated as a priority and will inform the health and safety teams work programmes and service plan priorities.
- 3.12 Developments had been made with uploading training needs onto the Itrent HR Hub System. Open spaces were trialling the system and have uploaded all essential employee training needs. The system is now due to be rolled out to Waste, Streetscene and Transport. This will then enable valuable information to be drawn from employees essential training needs matrices.

4. EMPLOYEE SIDE COMMENTS

4.1 None received.

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. Those requiring special attention have been highlighted in red in an actions table and provided to EMT.

For further information contact:

Debbie Bruton
Corporate Health and Safety Manager
Service - Environment and Regulation
023 8028 5331
debbie.bruton@nfdc.gov.uk

Background Papers:

None