

QUARTERLY HEALTH AND SAFETY REPORT (Q1 2022/23)

1. RECOMMENDATIONS

- 1.1 HR Ctte is asked to note the contents of this quarterly report and be aware of the accidents and incidents recorded in Q1, and the merged action plan from the Service safety panels.
- 1.2 HR Ctte are to note the Occupational Road Risk (Grey Fleet) Policy, which has been circulated at all three Safety Panels for consultation.

2. INTRODUCTION

- 2.1 This report highlights the significant health, safety, and welfare work across the Council from April to June 2023. Feedback from two of the three Safety Panels is covered in section 4, and the accident, incident and near miss statistics are detailed in section 6 with further information in the appendix. Feedback from the Housing Safety Panel has not been included in this report as they met on Wednesday 26th July.
- 2.2 Q1 accident/incident stats show a reduction in the total overall reports (-35). However, this is due to near miss report figures not including vandalism and property damage. A total of 44 reports were received in Q1, 28 resulted in injury and 2 were reported to the Health and Safety Executive (HSE) under RIDDOR 2013. See section 6 for further details.

3. HEALTH & SAFETY MATTERS

3.1 Lone Working and Conflict Management Working Group:

There has continued to be a focus on future lone working control measures with the PNC7 lone worker call alert system due to be discontinued shortly and a replacement system required for staff. Working Group meetings have been taking place in Q1 to review the alternative processes which will be required. A User Acceptance Test document has been approved by the Group. Testing for the Appello Lone Worker System will take place between 14/08/2023 – 28/08/2023. Corporate Conflict Management online workshop training took place in June with more due to take place in September, feedback from this training (with a new provider) was positive. Additional guidance to be made available for managers with risk checklist and draft policy circulated to the Lone Working Group.

3.2 Occupational Road Risk (Grey Fleet) Policy

Routine review of the old policy was required and there are no significant changes being made, although an increase on the monthly checks (by Payroll Team) is now being undertaken following a previous discussion on the topic at EMT. The Policy document has been widely circulated and discussed at Safety Panels and is attached at **Appendix 3**.

3.3 Health and Safety Audits:

No health and safety audits took place in Q1. The next audit due to start will be for the Environmental and Regulation Service, identified as a medium risk area which has not had a health and safety corporate review in several years.

3.4 Other Health and Safety Policies:

Other Policies currently in draft and likely to be circulated for consultation at the next round of Safety Panels include:

- Lone Working Policy
- Manual Handling Policy
- Risk Management Policy

3.5 Keyhaven Health and Safety Arrangements

Following the “Review of Water Safety on NFDC Coastline” present to EMT in August 2022, it was agreed that a health and safety review of arrangements and tasks onsite would be undertaken. Keyhaven has over 400 moorings which is managed by the NFDC River Wardens working out of the local office. There are many other physical assets onsite some of which are used/accessed by members of the public. In order to raise standards, it is proposed to have a Keyhaven River Marine Safety Management System (MSMS), which would meet the Port Marine Safety Code – nationally recommended but not a mandatory standard. Work to be planned over the year. Where necessary additional health and safety controls will be introduced following the review of onsite arrangements.

3.6 Respiratory Protective Equipment

Report recently taken to EMT to highlight the actions required to ensure compliance across the Council for those who need to wear face masks as part of their work duties. The Council has a legal duty to control substances hazardous to health in the workplace and this includes the need to control employee’s exposure to substances which can enter their airways. Where risk assessments have identified the need of tight-fitting RPE employees must complete a suitable face-fit test by a competent person as part of a regular regime. Face fit testing must be repeated when there is any change of equipment, or facial characteristics of the wearer which could affect the fit. Employees undertaking the identified works must be clean shaven.

3.7 Depot Traffic Management Plans

Identified in the recent Waste Service audit there is a need to have a review of the written traffic management plans for each of the three Council depot sites. This was a priority item highlighted in the recent audit action plan. Review of the arrangements currently in place to be undertaken during Q2. Need to ensure the written plans are suitable and sufficient and the local workforce and other stakeholders (landlord & Partners) are consulted on the plans and the duties they have.

3.8 Review of Display Screen Equipment/Workstation Assessment

With the increase of hybrid working through the Worksmart scheme there is a need to review the processes for ensuring that DSE assessments are appropriate. The DSE e-learning and the assessment e-form have been delivered through the seminar system which is due to be replaced by the new Learning Management System (Learning Pool), which will have much greater functionality and will allow accurate management reporting. The focus is to be on enhancing the current guidance and accessibility to

health and safety intranet pages using QR codes on all office workstations. New e-learning and e-form to be delivered to staff which will allow management reports for service managers to use for robust compliance monitoring.

4. TASK AND FINISH GROUPS: CDM, & ASBESTOS MANAGEMENT

- 4.1 The **Construction Design Management group** had their quarterly meeting on 26th June, where the Estates & Valuations Standard Operating Procedures (SOPs) were approved. Training on these SOPs will be provided by the H&S team, with services undertaking toolbox talks to relevant staff. Further discussion to be arranged with Open Spaces and Streetscene about the CDM duties they have as a client for a number of upcoming projects.
- 4.2 An actions table is in place for the group which has been updated and circulated. Training feedback from IOSH CDM Awareness course reported that 87% of staff have completed the course and assessment.
- 4.3 The electronic Work Authorisation Form, to be accessed via SharePoint, is outstanding with ICT but expected to be completed soon. The MS Form for the Contractor Incident Notification Protocol, to be used to capture relevant contractor incidents, is now available.
- 4.4 The **Asbestos Management group** last met on 3rd May, and a set of KPI's was presented to the group which included a target of 25% of the domestic (Housing) stock to have had an asbestos management survey completed by the end of year 2023/24. Next meeting on 27th July 2023.

5. SAFETY PANEL FEEDBACK

- 5.1 Detailed below are the significant issues discussed at the Q1 Safety Panels. All Action Tables were reviewed prior to the meetings for the year ahead and the target dates for some of the projects/actions were reviewed. The details are available for the merged Action Table for the three Safety Panels in **Appendix 2**.
- 5.2 **Operations Safety Panel:**

Smoking at work review – new policy relating to Smoking at Work circulated for comments. Currently with HR to review. Brief summary: smoking in the shelters provided when in depots, but no smoking in vehicles and staff must be keep discreet if smoking when wearing corporate uniform.

Supervisor Compliance Updates - due to a few anomalies, the wording on a few compliance questions requires amending, due to the misleading wording the marks were being noted as non-compliant despite being compliant. Transport: No information compliance provided from SC. A sub-group to meet and discuss creating a bank of questions, and idea of making some questions relevant to seasonal issues.

PPE/Workwear - Grounds Maintenance request - can operatives wear shorts during hot weather when carrying out certain tasks? AW advised that in regard to wearing shorts, an option could be for supervisors to carry out a RA, although this could create a situation where different tasks are undertaken on the same day when one of which has agreement for shorts, and another doesn't - level of monitoring will be critical. Suggested that a better alternative was sourcing more suitable PPE, such as different material uniform which is lighter and specifically designed for working in warm weather.

Grounds Maintenance New Vans: not shelved out in rear of crew cab meaning tools are just piled in which could lead to operative injury, tool damage or damage to the cab – need to review the potential solutions and costs into retrofitting shelving the rear of vans, to store tools and equipment safely.

Asbestos Awareness training for Streetscene & Grounds Maintenance - contact made with training provider for additional training date(s). Training rolled out to most staff in Street scene except cleaners and to Pest Control officers.

5.3 Office Based Panel:

Only two incidents were recorded during the quarter covering Office Based staff: One of these was an NPA visitor to LTH who collapsed and received first-aid treatment from NFDC staff. The other incident required first-aid treatment to a minor injury in the print room.

SW gave an update on replacing the evac chairs with evac mats which are easier to use and more suited for the office buildings. Train the trainer course would be delivered at ATC.

All the annual safety rep workplace inspections had been completed for 2022/23.

A number of Employee Safety Rep issues raised: adjustable chairs for meeting rooms; floor plans to assist in locating meeting rooms; concern about the south wing windows being left fully open during the day; security concerns in receptions. Some issues will require further liaison with H&S Team or Facilities.

Item raised about making anonymously near miss reports; not possible to do this as second part of process is for managers to give locally feedback on the incident/ concern.

The three yearly testing of category 2 electrical items is due to be undertaken shortly by an outside contractor.

5.4 Housing Panel:

Meeting held on 26th July 2023.

6. ACCIDENTS, INCIDENTS AND NEAR MISSES (INCLUDING RIDDOR)

6.1 The accidents, Incidents and near misses reported in quarter 3 are detailed in Table 1 below, the numbers in brackets are the 2021/22 quarterly figures.

Table 1. All reported Accidents, Incidents and Near Misses

<u>Table 1.</u>	Q1	Q2	Q3	Q4	Total
Total Reports	44 (79)	(47)	(38)	(57)	(221)
Non-reportable Accidents	28 (24)	(21)	(22)	(29)	(96)
RIDDOR	2 (2)	(1)	(3)	(4)	(10)
Near Miss	14 (53*)	(25)	(13)	(24)	(115)

6.2 The graphical report in **Appendix 1** details the accidents, incidents, near misses over Q1 in more detail. There was a total of 44 accidents/ incidents/ near misses reported across the Council, down from the Q4 figure of 57. Incidents recorded as a near miss which related to *property vandalism, property arson or evidence of drug use* at the

public conveniences are recorded separately from accidents, and totalled 15 in Q1.
 *Near miss figures from Q1 in 2022/23 included property vandalism and arson.

- 6.3 There were two incidents which required reported under RIDDOR to the Health and Safety Executive, both for incidents which resulted in over 7 days absence from work. The RIDDORs and other significant incidents are detailed in the paragraphs below:

RIDDOR 1 (reported in 2/4/2023): Street Scene operative who slipped on the threshold of door frame to the void space behind the WCs of the public convenience. Operative landed awkwardly on right knee and left hand, which resulted in them needing to attend A & E. Individual x-rayed but no fracture identified, time spent away from work over 7 days. Upon inspection of the area where incident took place no defects found, area clean and dry.

RIDDOR 2 (reported on 27/5/2023): Street Scene operative who was litter picking in Brockenhurst High Street and in the course of his duties walked through a static bike rack that is situated to the side of the road. Individual tripped on slightly raised section of bike rack hurting his wrist in the fall. The operative was wearing provided safety footwear and also a peaked cap due to the bright sunshine at the time. The operative felt that the sun could have contributed to him tripping as he did not see the raised metal framework. Following further investigation of the incident it was found that the operative did not need to walk through the bike rack in the course of his duties, there is a designated walkway alongside. A review of the task specific risk assessment for litter picking will be undertaken. A ticket was raised to Hampshire County Council regarding the damage to the bike rack.

- 6.4 There were 19 vehicle incidents during the quarter 1 (see Table 2), down on Q4, and these will be reviewed as part of the routine quarterly vehicle accident review meeting. Significant issues are reviewed by Insurance Officer, Transport Manager and Health and Safety Advisor.

Table 2. Vehicle Incidents Q3 2022/23

	2020/21	2021/22	2022/23	Q1 2023/24
Waste	52	71	61	
Housing Maintenance	13	17	15	
Street Scene	13	13	8	
Engineering Works	0	1	2	
Open Spaces	6	10	7	
Transport	1	0	0	
Parking Enforcement*	-	1	5	
Other	2	1	0	
TOTAL	87	114	98	19

7. HEALTH AND SAFETY TRAINING

- 7.1 The Health and Safety Team provide 4 mandatory e-learning courses for all staff through the Seminar software system: Office Safety; Fire Safety; Manual Handling; and Display Screen Equipment. Additionally, there is Driving on Council Business, and COSHH training for relevant staff. Staff are required to undertake refresher training for the four mandatory courses every two years.

7.2 The new Learning Management System (Learning Pool), which will replace the Seminar system, has a member of the H&S Team as part of the working group. Implementation of the system could be in place by October when the H&S modules can be reviewed.

7.3 Health and Safety Training Housing Service Over Q1

- New starter training for Housing Maintenance Operatives on Asbestos Awareness and Practical Manual handling
- Ladders and Working at height training for 12 members of staff.
- Mobile Elevated Work Platform training for two Operatives
- Safe isolation of Electricians: attended by the Gas Team.

8. FINANCIAL IMPLICATIONS

8.1 None. No significant changes to the current practices being considered.

9. CRIME & DISORDER IMPLICATIONS

9.1 There are none.

10. ENVIRONMENTAL IMPLICATIONS

10.1 There are none.

11. EQUALITY & DIVERSITY IMPLICATIONS

11.1 No new requirements or issues identified.

12. DATA PROTECTION IMPLICATIONS

12.1 No new requirements or issues identified.

13. EMT COMMENTS

13.1 Occupational Road Risk (Grey Fleet) Policy – request was made to remove the email template included within the policy. Following this change and consultation with the Housing Safety Panel, the policy should be implemented.

13.2 Keyhaven – James Loring and James Carpenter to meet to discuss the risks associated with keyhaven in more detail. Following the meeting, the Corporate Health and Safety Team will identify a specific schedule of works to be taken forward with key stakeholders.

14. EMPLOYEE SIDE COMMENTS

14.1 None Received.

For further information contact:

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Background Papers:

None

Appendices

1. New Forest District Council Accident and Near Miss Report Quarter 1
2. Merged Safety Panel Actions
3. Occupational Road Risk (Grey Fleet) Policy