

QUARTERLY HEALTH AND SAFETY REPORT (Q2 2023/24)

1. RECOMMENDATIONS

- 1.1 HR Committee is asked to note the contents of this report and the accidents and incidents recorded in quarter 2. **Appendix 2.**
- 1.2 HR Committee are asked to note the reviewed Corporate Manual Handling Policy following consultation with employees. **Appendix 1.**

2. INTRODUCTION

- 2.1 This report highlights the significant work undertaken in the Corporate Health and Safety team and throughout the Council from 1st July 2023 – 30th September 2023 (Q2).
- 2.2 Feedback from the Safety Panels and Corporate Working Groups are included under section 5. The quarterly accident/incident report is included under section 7, this includes key findings and details of all significant incidents.

3. HEALTH & SAFETY MATTERS

3.1 Keyhaven Health and Safety Inspection

Following a meeting with James Carpenter (Strategic Director – Place, Operations & Sustainability), James Loring (Corporate Health and Safety Manager) and David Hurd (Environment Enforcement & Amenities Manager), it was agreed that the Corporate Health and Safety Team would undertake an inspection of the Keyhaven site within the scope of the Health and Safety at Work etc Act 1974. The inspection report will provide an overview of the risks faced by the Council, its employees and members of the public using the site. Site visits were undertaken on 18/10/2023 and 20/10/2023. The Keyhaven H&S Inspection report will be provided to relevant senior management in December 2023.

3.2 Corporate Lone Working Procedures Review

A user application test (UAT) was undertaken on the Appello Lone Working App, this system will replace the previously used system for medium risk users (PNC7). Testers were from a number of different services, this includes Housing Maintenance, Housing Estates Management, Open Spaces, Streetscene and the Corporate H&S team. Feedback was very positive; a number of small issues and user interface changes were identified. This feedback has been provided to Appello to make changes to the system. Once the changes have been made the system will be available to go live. While we wait for Appello to make the relevant changes the H&S team will be working with services to build the management structure in the background. Following implementation, the Lone Working Project group will begin to review the arrangements for high-risk users.

3.3 Risk Assessment & Method Statement Self-Assessment Tool

In order to review the Councils compliance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The Corporate Health and Safety Team have created a risk assessment and method statement self-assessment tool, this tool is based on MS forms and will ask supervisors to answer and number of questions

about their service and the work they undertake. Additionally, they will be asked to provide evidence of the risk assessments and method statements. The risk assessment & method statement self-assessment tool is scheduled to be assigned to managers and supervisors in January 2024.

3.4 Depot Traffic Management Plans

A review of all depot traffic management plans was identified as one of the significant findings in the Waste Services Audit 2022/2023. The Corporate Health and Safety Team have now undertaken a site inspection at all depots. A detailed report which will include specific recommendations relating the management of vehicles and pedestrian walkways will be provided to Simon Cooper (Transport and Depot Manager), Chris Dathan (Facilities Buildings Operations Manager) and Sam Wills (Civic Buildings & Facilities Manager).

3.5 Noise Exposure Reports

Noise exposure reports have been completed at Claymedow Depot (CDM) and Marsh Lane Depot (MLD) for the Transport and Workshop teams. The following recommendations have been made to managers:

- Operatives using air fed tools must wear hearing protection offering protection with an SNR of 36 at all times whilst using tools.
- Any operative elsewhere in the workshop (this does not include offices or other rooms, just workshop floor) must wear hearing protection with an SNR of 22 and 30.
- Operatives using grinding tools must wear hearing protection offering protection with an SNR of 20 or less.

3.6 Corporate Manual Handling Policy Review

The Corporate Manual Handling Policy has been reviewed and issued for consultation to all Safety Panels. The policy identifies the requirement for services to undertake a suitable and sufficient manual handling risk assessment when their employees undertake manual handling operations which could result in an injury. Please see **Appendix 1**.

3.7 Respiratory Protective Equipment

A report was taken to EMT on 26th September 2023 which included a review of the RPE policy. EMT requested further consultation was undertaken with employees and agreed with the recommendation set out in the report for all employees to be provided suitable and sufficient face fit testing, where it has been identified, they are required to wear tight-fitting RPE as part of their role. Further consultation was undertaken with Housing Maintenance employees on Nov 3rd. Operational reps have been asked to communicate and discuss with their colleagues in relation to undertaking face fit testing. Concerns around face fit testing and the requirement to be clean shaven are to be raised to their supervisor. Consultation will be undertaken within Operational Services via team meetings and toolbox talks. The report taken to EMT also identified the need to undertake a further review and the working agreements within Transport, Workshops and Engineering Works. This will be undertaken in Q3 2023/2024.

3.8 Corporate Smoking Policy

This is a joint H&S and HR policy. This policy has gone for consultation at the Safety Panels. Feedback has been provided by Operational Services and Housing Services. The feedback provided is currently being considered and a revised version of the policy will be circulated at the Q4 Safety Panels (January 2024).

4. SAFETY PANELS & WORKING GROUPS

4.1 Operational Safety Panel

Waste Manual Handling Risk Assessments – waste have now undertaken manual handling risk assessments for all operations they undertake.

Asbestos Awareness Training – streetscene have booked asbestos awareness for all staff. Training will be undertaken by Allium.

Safety Panel Action Table – relevant managers and supervisors need to keep up to date with the action table which is now based on MS Lists. Dates need to be agreed for a number of actions.

Compliance Checks – a review is required to look at the best way forward and to come away from a fixed question set. Recommendation to more onto a task specific check, meeting to be booked by H&S with relevant senior supervisors.

Officer Workload – concerns raised around the amount of office-based work operational supervisors need to undertake. A new Streetscene Supervisor has been appointed in September 2023. This topic will be discussed in more detail at the next Operational Safety Panel.

4.2 Housing Safety Panel

Housing Employee Handbook – the H&S team have put together a H&S handbook for all new staff in Housing.

Manual Handling Risk Assessments – action complete

IOSH CDM Awareness Training – action complete

COVID-19 Updates – the H&S team have updated the guidance on respiratory illness (including COVID-19) on SharePoint and ForestNet. LFTs will not be purchased corporately going forward however the H&S team have included several links to purchase LFTs. Service Managers at the Housing Safety Panel reported that this guidance could result in inconsistencies across services.

Tetra Ladder System – leaning and roof ladder kits have been provided to 2 roofers in Housing Maintenance, both have now attended training for the use of these kits. The H&S team have provided a full list of equipment required for the rest of Housing Maintenance; this list is currently being reviewed by Ritchie Thomson.

4.3 Office Safety Panel

Evac Mats – Evac mats have been purchased to replace the current evac-chairs. Train the trainer training has been arranged and provided to a number of employees.

4.4 CDM Working Group

Work authorisation form – IT are currently working on moving the current work authorisation form onto an e-form, this will be available for the whole Council to use. No timeframe on completion given by IT.

4.5 Asbestos Working Group

Peter Whetman (Corporate Asbestos Manager) has now produced draft Corporate Control of Asbestos Standard Operating Procedures (SOPs) for the members of the working group to review. A draft version of the SOPs has been communicated to all members, a deadline of 27/11/2023 has been given for feedback.

Asbestos Awareness training has now been provided to all operatives in Streetscene, feedback from staff has been very positive. Additional asbestos awareness training should be provided to relevant employees within the Private Sector Housing team and Facilities teams.

A KPI report has been produced, all KPIs are on track to be completed by the end of the financial year. Please see the link below.

4.6 Housing Operational Working Group

In order to help the service meet its legal requirements as outlined within the Health and Safety Consultation with Employees) Regulations 1996, Housing Maintenance have decided to put in place a formal working group to discuss matters relating to PPE, RPE, Tools and equipment used at work. The Housing Operational Working Group will act as a place for formal consultation on these matters under review within the Housing Department.

The first meeting was held on 3rd November. The Health and Safety team have created a dedicated SharePoint page for the working group, all agendas, minutes, and reports will be held on this page.

5. ACCIDENT/INCIDENT REPORT Q2

5.1 Please see Appendix 2 for the full quarter 2 accident/incident report. Below I have included the key findings from the report and the significant incidents reported in quarter 2.

Table 1 – All reported accidents/incidents.

(Table1)	Q1	Q2	Q3	Q4
Total Reports Received	66 (79)	68 (47)	(38)	(57)
Non-reportable accidents	32 (24)	36 (21)	(22)	(29)
RIDDOR Reportable	2 (2)	2 (1)	(3)	(4)
Near Miss Reports	32 (53)	30 (25)	(13)	(24)

5.2 A total of 144 days lost this financial year due to accident-related time lost.

- 5.3 There were two incidents which required reporting under RIDDOR 2013 to the Health and Safety Executive (HSE), both incidents resulted in over a 7-day absence from work.
- 5.4 **RIDDOR 1** (reported to HSE on 17/10/2023) – waste operative was undertaking kerbside glass collection. In the process of collecting a kerbside glass box from outside of a property, the operative lifted the glass which then got caught on bushes causing the box to move and strike his knee. The operative completed the full shift following the incident. the operative called in sick the next day, upon reaching the 7-day threshold for self-certification the operative visited his GP and was signed off from work for a further 3 weeks with a knee injury (possible fracture). Following the incident toolbox talks have been provided to all staff to reinforce good manual handling technique. Relevant risk assessments and safe working procedures have been reviewed by Waste Supervisors. No further action to be taken.
- 5.5 **RIDDOR 2** (reported to HSE on 10/08/2023) – while visiting the waste transfer station, to deposit waste items collected as part of house clearance duties. The injured person (IP) was observing the load discharging from the small, caged bed while it was tipped when an item became stuck. Following initial lowering and attempting to dislodge the item, the item did not fall free. The IP did not lower the bed back to level again and attempted to dislodge the item. This led to the door (which was hooked in the open position) falling free and swinging around to impact the individual on both the head and arm. First aid was provided by Veolia operatives and IP was taken to A&E. The injury to the IP's arm required 9 stitches. The head injury was only minor according to the A&E assessment. A full accident investigation has been undertaken by the Corporate Health and Safety team; the following immediate actions have been identified:

- Review of the methods to retain vehicle doors.
- Install this method in all relevant vehicles within waste team.
- Inform all areas of NFDC who use this vehicle of issue so they can inform staff and prevent similar accident occurring.
- Inform all areas of NFDC who use this vehicle of solution that has been implemented to prevent doors swinging closed should the latching fail.
- Review of risk assessments.
- Provide toolbox talk to operators and drivers who interact with these vehicles.
- Review implementing a clear stand-off process from the body while tipping is occurring. This is recommended to be 3 metres.
- Discuss defect and repairs process with Workshops to find out why issue is not rectified, or additional measures implemented to secure doors.

The full accident investigation report can be made available upon request.

- 5.6 **Significant Incident 1** – waste operative walked out at the front of the refuse vehicle without looking to see if anything was coming before crossing the road just as a van sped past. The van made minor contact with the operative however did not result in a major injury. A full accident investigation has been undertaken by the Corporate Health and Safety team; the following immediate actions were identified:

- Retraining of individual (agency worker)
- Toolbox talks to be provided to waste crews to remind correct processes.

The full accident investigation report can be made available upon request.

5.7 Please see the vehicle accident stats below as provided by James Clarke.

Team	Q1	Q2
Waste	15 (23)	12 (13)
Housing Maintenance	1 (3)	1 (3)
Streetscene	4 (4)	2 (1)
Grounds Maintenance	0 (3)	4 (2)
Engineering Works	1 (0)	0 (0)
Transport	1 (0)	0 (0)
Parking Enforcement	1 (0)	0 (0)
Other	0 (0)	0 (0)

6. HEALTH AND SAFETY TRAINING

6.1 4 Conflict management & Lone Worker training sessions were provided in September.

7. FINANCIAL IMPLICATIONS

7.1 No implications identified as part of this report.

8. CRIME & DISORDER IMPLICATIONS

8.1 None.

9. ENVIROMENTAL IMPLICATIONS

9.1 No new requirements or issues identified.

10. EQUALITY & DIVERSITY IMPLICATIONS

10.1 No implications.

11. DATA PROTECTION IMPLICATIONS

11.1 Not identified.

12. EMT COMMENTS

12.1 Significant Incident 1 – EMT noted that the route cause of the incident was the pressures placed upon employees due to task and finish, EMT confirmed this will be considered when reviewing the process as part of the waste strategy review.

12.2 Accident Investigations – All members of EMT agreed that any full accident investigation report undertaken by the Corporate Health and Safety team should be sent to the relevant Strategic Director, Assistant Director, and Service Manager.

13. EMPLOYEE SIDE COMMENTS

13.1 None received.

14. APPENDICES

- 1 – HR Committee Draft Corporate Manual Handling Policy
- 2 – Corporate Accident Incident Quarter 2 Report 2023 - 2024

For further information contact:

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Background Papers:

None