

Executive 18/02/2021

Health and Safety Half-Yearly Report

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WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS?

All Council activities have the potential to impact on Copeland Residents therefore, it is important that all activities are managed so they are carried out in a safe manner.

WHY HAS THIS REPORT COME TO THE EXECUTIVE?

To keep the Executive informed on our approach, actions and issues with regards to Health and Safety of Employees and the public across our estate.

RECOMMENDATIONS:

The Executive notes the Bi-Annual report on Health and Safety and the associated actions arising from it.

1. INTRODUCTION

1.1 As an employer, Copeland Borough Council (CBC) is required to comply with the Health and Safety at Work Act 1974 and regulations made under that Act. The Council must have arrangements in place to protect employees and those affected by any work undertaking provided by the Council.

1.2 The Health and Safety Bi-Annual Report provides information on the arrangements for managing, planning, measuring performance and auditing and reviewing the arrangements for identified risks within the Authority.

2. DISCUSSION

The Health and Safety Bi-Annual Q2 Report covers the period to 31 December 2020:

1. Review of Policies
2. Training and Information
3. Measuring, reviewing and auditing performance
4. Communication and Consultation
5. COVID-19 Update

2.1.1 Review of Policies

Within this period the Council has reviewed their:

- Health and Safety Strategy which has been updated to incorporate the area of health and wellbeing;
- The Health and Safety Corporate Policy Manual has also been updated and is available on the health and safety intranet;
- The COVID-19 Workplace Policy and Guide has been updated in accordance with changes in advice from central government and the NHS.

2.1.2 Training and Information

Face to face training has been interrupted under COVID but the planned IOSH working safely, 3 day qualified first aid courses, paediatric and manual handling courses were able to be delivered under Covid guidance.

We will continue to roll out compulsory manual handling training for operational departments (parks, waste and enforcement) when current restrictions are lifted.

Training	Delivered by	Date
3 Delegates IOSH Working Safely	GEN2	12 TH October 2020
5 Delegates 3 Day First Aid at Work	SHN Training	12-14 th October 2020
2 Delegates Emergency Paediatric First Aid	SHN Training	15 th December 2020
10 Delegates Manual Handling	SHN Training	17 th December 2020

2.1.3 Measuring, reviewing and auditing performance

The Internal Audit recommendations have been addressed with one outstanding action of amending relevant job profiles to include the statement of ensuring risk assessment, evaluation and compliance under the health and safety management system. These are being reviewed under the Councils Performance Management Process - Aim Higher. In addition, development of the department inductions process are being developed within selected departments as per the audit recommendations. The intent is that this becomes corporate practice as per ISO 45001 recommended standards.

Corporate Safety and Investigation work is an-going process of management of Health and Safety; there was **1** investigation (detailed below logged as near miss 134) and **3** inspections carried out in accordance with HSE guidelines. One at Distington Walled Garden (Lodge and outbuildings) on behalf of Properties and Estates as part of their asset management, the second inspection was conducted at Moresby Archives (ground floor) on the request of the Governance and Data Protection Officer and finally the third was conducted at Beck Green as a follow up

inspection on behalf of Properties and Estates. All reports were delivered back to the responsible departments with remedial actions.

GLL during this quarter were able to provide detailed COVID workplace risk assessments, method statements and cleaning procedures for the public swimming pool and gym facilities. UK Lockdowns mean all three GLL sites are currently closed to the public.

Near Miss Reporting

Near Miss: 11 near misses were reported from October 2020 to December 2020 date. This is a decrease from Q1 of 42.10% out of those near misses **7** of the recommended actions have been actioned with learning taking place in the form of tool box talks, additional staff communications and equipment being replaced. Please note one near miss generated an investigation below. The **5** near misses below remain open and still pending for improvement actions to be taken.

DATE	DEPARTMENT	NEAR MISS	IMPROVING PERFORMANCE
03/11/2020	Was Parks & Open Spaces, now Bereavement Services	136 Foul smelling vapors and gas while on new Grave. Operative was left feeling unwell and reported to Contracts Manager	It is within the procedures for Grave Digging that foul smelling odors should be reported immediately. OHSA responded to Department Manager and advised personal gas monitors to be supplied to the Gravedigger and Assistant. Bereavement Services Manager has agreed Operatives should be provided with personal monitors. The near miss will remain

			pending until orders have been confirmed.
20/11/2020	The Beacon Museum	138 Staff member unable to use final exit door because thumb-turn locks were out of reach and user has physical disabilities.	<p>This is considered a risk due staff and visitors unfamiliar with the area may become trapped during an evacuation or fire.</p> <p>Purchase orders have been issued for the installation of a key pad and push button set-up.</p> <p>OHSA advised that the final exit door should be linked with the fire system to allow this to become unlocked during an evacuation.</p> <p>Alterations and arrangements that involve the final exit or fire doors across the estate must be consulted on by both Properties & Estates and Occupational Health and Safety Advisor before final decisions are made. This is to prevent breaches in the Regulatory Reform (Fire Safety) Order 2005 before they become an issue after an incident or near miss has occurred.</p>
21/11/2020	The Beacon Museum Haig Pit Stores	139 Exposure to unknown substances	While opening a box that had varied contents stored loosely and recorded as vague entries a

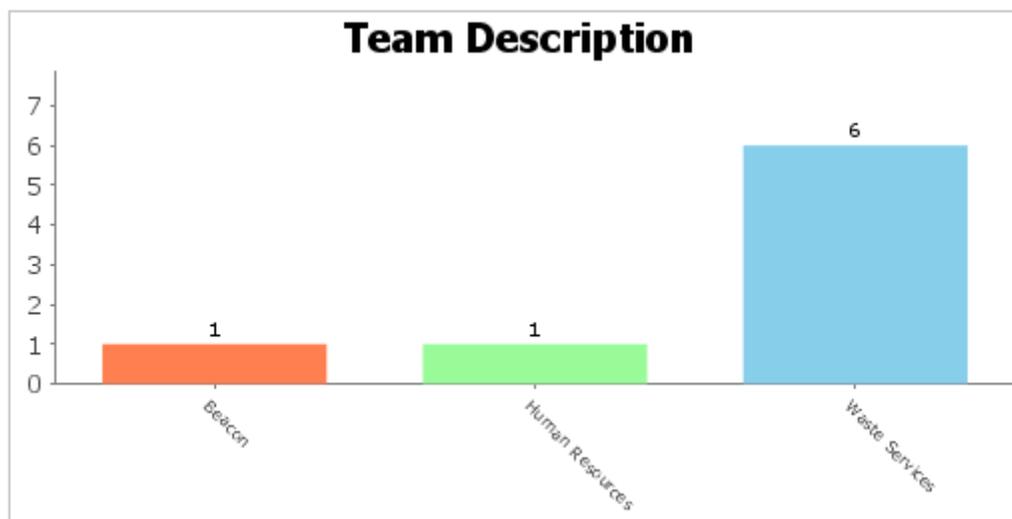
		<p>during archiving activities by Museum Curator and two visitor hosts this was also given an incident number of INC10908 on Pentana to record the improvement process.</p>	<p>small wooden box was opened that had within it a white powdered substance that had come from a broken test tube marked with the label poison.</p> <p>Visitor Hosts and the Curator both resealed the box and left the stores and reported it accordingly.</p> <p>Curator Policy, risk assessments and Safe systems of work are to be put into place along with site induction and training. Until this has been actioned, the stores at Haig remain under prohibition of entry to anyone aside from maintenance and contractor works whom currently are risk assessed.</p>
08/12/2020	Waste	<p>145 Verbal abuse</p>	<p>Operative was threatened with physical violence at the next scheduled collection by a resident who had excessive waste but who had not arranged this to be collected.</p> <p>OHSA has contacted waste department manager and CC waste team leaders. Suggested external communications on zero</p>

			<p>tolerance stance from the Council and abuse towards our waste teams will result in a retraction of services as has happened in the past.</p> <p>All employees should not be subject to verbal or physical abuse while conducting Council Business. Copeland Borough Council are a zero tolerance organisation.</p>
29/10/2020	Parks & Open Spaces	<p>INVESTIGATION</p> <p>Near miss 134 - Reports of fumes smelled inside vehicle cab of the New Holland Blue Tractor PX17 AWF (suspected malfunction of DPF, emission system or regen system)</p>	<p>Occupational Health and Safety advisor raised concerns to Parks Contracts Supervisor and Parks Manager in regards to the near miss and Occupational Health and Safety Advisor requested to have vehicle diagnostic and checked in regard to its DPF and potential in cab monitoring during work activities.</p> <p>Vehicle was taken out of general use and Go Plant was requested to have full diagnostics performed by Lloyds.</p> <p>Findings were delivered to Parks & Open Spaces and a report completed by Occupational Health and Safety, manufacturer found no defaults but fumes are</p>

			still being reported in-cab.
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Health and Safety Monitoring Half Yearly Report Accident Report October 2020 - December 2020

Generated on: 09 February 2021



Ref	Date occurred	Description of injury Description	RIDDOR reportable? Description	Department Description	Team Description
INC10804	14-Oct-2020	Lifting and handling injuries	NO	Waste Management & Enforcement	Waste Services
INC10805	28-Oct-2020	Struck by moving object	NO	Waste Management & Enforcement	Waste Services
INC10810	01-Nov-2020	Slip, trip, fall same level	YES	Waste Management & Enforcement	Waste Services
INC10811	03-Nov-2020	Slip, trip, fall same level	NO	Waste Management &	Waste Services

Ref	Date occurred	Description of injury Description	RIDDOR reportable? Description	Department Description	Team Description
				Enforcement	
INC10908	21-Nov-2020	Exposure to harmful substance	NO	Beacon Museum	Beacon
INC10958	07-Dec-2020	Slip, trip, fall same level	NO	Human Resources	Human Resources
INC10970	11-Nov-2020	Another kind of accident	NO	Waste Management & Enforcement	Waste Services
INC10972	08-Dec-2020	Another kind of accident	NO	Waste Management & Enforcement	Waste Services

Accident Reporting

There were 8 accidents recorded on Pentana for Q2 one of those was logged as a RIDDOR report which is detailed below.

- INC10810 – Slip trip on same level within the waste department resulting in over 7 days absent from work which results in a RIDDOR reportable event. Sick note received.

RIDDOR report for INC10585 involved a slip trip on the same level on leaf litter during wet raining conditions. The accident was considered unavoidable and actions were reiteration of Operatives being more aware of their environment conditions while conducting work activities.

Of the other accidents reported above the learning that is taken from the accidents was that Officers and Operatives are being made aware to approach tasks in a timely manner and to be mindful of their environments when conducting such tasks so as to avoid slips and trips. Operatives have been given training and tool box talks on the dangers of sharps and are provided with correct personal protective, cut resistant gloves as to avoid such instances and external public communications reiterate that items such as broken glass and other sharps are not to be disposed of in their general waste collection.

Training and refresher training on the correct lifting and manual handling practices is offered to those who tackle cumbersome or heavy loads so to ensure lifting and handling injuries continue to decrease.

With all RIDDORS and accidents at work that result in working time lost, Occupational Health and Safety works closely with Human Resources Officers and Occupational Health professionals to ensure that employees

are correctly phased back into work to limit reassurance of injuries and to prevent further sickness and absences.

COVID – 19 REPORTED ILLNESS

Since first initial UK lock down there has been a UK wide tier system and two more additional lockdowns, Q2 has seen the third lockdown is expected to last until March 2021. Exposures, positive and negative cases are recorded and monitored in Human Resources (HR) as per the corporately agreed reporting procedure.

In this period there were **2** positive cases recorded, **0** of which have been transmitted through workplace societal exposure. There have been **15** tests organised through HR **none** of which yielded a positive result. It must be noted that the HSE do not consider working with the general public – as opposed to work with people known to be infected – is not usually significant to trigger RIDDOR reporting and the subsequent two other requirements for COVID RIDDOR would be those working directly with the virus i.e. lab and pathology research workers and an accidental release has occurred and then the death of a worker as a result of occupational exposure to coronavirus again lab workers, Medical workers or social care workers.

2.1.4 Communication and Consultation

In line with the Councils aim of being Modern Progressive organisation we have achieved:

1. The Health Safety Committee continues to meet on a monthly basis and a verbal H&S report is delivered at the monthly STTUG meeting of issues arising;
2. Health Advocates and Mental Health First Aiders meet on a monthly basis and are working towards achieving the TUC Health at Work Award;

3. Health and safety has a fully integrated SharePoint intranet site which offers information on health and safety, tool box talks, interactive Q&A and centralizes all health and safety related policies, procedures and guides. It also offers a central point for all risk assessments for all staff to access;
4. Health and Safety has been integrated within the corporate helpdesk and employees can:
 - Report accidents
 - Report near miss
 - Organize desk assessments if anything has changed with their workstation set-up
5. Further helpdesk requests are in development to allow individuals to upload inspection reports and various other health and safety service needs.
6. Fire Warden and First aiders are all listed on the health and safety intranet and are updated in regards to any COVID-19 issues that may affect their role delivery, they are also provided with access to all site fire information to allow for greater flexibility for individuals.

2.1.5 COVID -19 Update

Health and Safety has continued to be a point of contact along with HR for matters relating to COVID. Working closely with Properties and Estates, Waste, Parks & Open Spaces and Environmental Health.

Health and Safety updated regularly the Return to Work Policy working in partnership with Managers producing supportive materials such as; COVID visitor questionnaires, guides for visiting officers and updated COVID related risk assessments as UK legislation and information was released.

Improved temperature checking devices were installed at main staff entrances that require no handling to minimise touch points and training was provided to Team Leaders and Managers to cascade down to

Operational staff. Training videos and information was also made available on the new health and safety intranet.

3. CONCLUSIONS

- This period has identified areas for process improvement within departments such as The Beacon Museum, Parks and Open Spaces and updating of legacy systems for Grave digging.
- A digital solution for online reporting has been a success and should only serve to improve how information is received and recorded to prevent further incidents.
- We continue to comply with the Health and Safety at Work Act 1974 and the many associated Regulations.
- Areas development and process improvement as identified in the health and safety internal audit continues to be implemented with the main aim to achieve ISO 45001 and the TUC Bronze award status.
- The role of the Health and Safety Committee and our Health and Safety Champions i.e., Heath Advocates, First Aiders, Mental First Aiders and Fire Wardens continue to assist in delivering an effective health, safety and welfare management system and are an invaluable asset.
- We continue to update and improve risk assessment and their annual review across all departments and add additional risks to the central risk register.
- We continue to provide advice on COVID-19 and still maintain a central point of information instruction and training.

4. STATUTORY OFFICER COMMENTS

- 4.1 Legal and The Monitoring Officer's comments are: No legal issues arise from within, or the noting of, this report.
- 4.3 The Section 151 Officer's comments are: There are no resource implications arising from this recommendation.

- 4.4 EIA Comments are: Health and Safety fully supports EIA principles. One of the main aims of Health and Safety is to provide a safe working environment for all staff, and to ensure that others are not put at risk by our activities. The Health and Safety Advisor role plays an essential role in identifying workplace and other adaptations that may be needed to support people to start, remain or return to work.

5. RESOURCE REQUIREMENTS

- 5.1 The Council has a full time Occupational Health and Safety Officer within the Human Resources Team that works across all the Council's sites and operations. Staff who are Health and Safety Committee members are released by their services to ensure active engagement across the organization. Training is also a key resource to ensure all staff are competent to carry out tasks within their roles in relation to Health and Safety.

- 5.2 Occupational health is also a key resource within Health and Safety and works in partnership with Human Resources for Occupational Diseases, accidents at work and ensuring competent back to work medical advice for employees. Adaptations for staff identified during their desk assessments is also a budgetary requirement as this includes office furniture and aids to assist in protecting workers from the health risks of working with display equipment and is a legal requirement under the Health and Safety at work act.

6. HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?

- 6.1 The Council manages operational risks through individual service delivery and management. There is a corporate health and safety risk register that is overseen and updated by OHSA. Actions and projects to mitigate risks will follow the Council's performance and project frameworks.

7. WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?

- 7.1 Continued programme of updating all risk assessments within departments.
- 7.2 Audit process improvement samples from pilot departments
- 7.3 When CBC achieves the ISO 45001 the measurable scope will be:
 - Streamlined reporting facilities
 - Consistent inductions
 - Near miss and Accident reports on a digital helpdesk
 - Health and Safety Intranet

List of Appendices

Not Applicable

List of Background Documents: