



REPORT of DIRECTOR OF SERVICE DELIVERY

**to
PERFORMANCE, GOVERNANCE AND AUDIT
26 NOVEMBER 2020**

HEALTH AND SAFTY UPDATE FOR QUARTER 2

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on health and safety statistics and activity during quarter 2 (1 July 2020 to 30 September 2020).

2. RECOMMENDATIONS

- (i) To note the accident and incident statistics; and,
- (ii) to note the health and safety activity for quarter 2.

3. SUMMARY OF KEY ISSUES

- 3.1 There were 3 accidents during the quarter: 2 involving staff within the Parks team, consisting of a cut when handling waste and a sprain; 1 involving a member of the public. An 18-month old child fell down a hole where soil erosion had occurred around Marine Lake in Promenade Park. As the child sustained a fracture, this accident was reported to the Health and Safety Executive (HSE). Measures were taken to prevent further accidents.
- 3.2 There were 4 incidents of unacceptable behaviour: 1 in Housing; 1 in Waste and 2 reported by other agencies.
- An HSE inspector contacted the Council and requested a meeting to discuss what he had reviewed around the management of hand arm vibration (HAVS) within the Parks team, the concerns he had, and the action required at this stage. This meeting was held in early October. As a result, a number of actions were agreed including:-
 - Equipment test & employee training being undertaken during November
 - HAVS individual employee assessments to be updated and these have been undertaken and completed accordingly.

3.3 Health and Safety Action Plan for 2020-21

- **Action:** to review all the corporate health and safety procedures falling due during 2020-21, ensuring they are relevant to the structure following transition and to update the health and safety policy.
Update: this work has not yet begun as resources are being targeted at reactive work and dealing with the on-going pandemic.
- **Action:** to update and amend risk assessments for service delivery, in particular, to give priority to the Parks Team due to the high level of risk and outdated procedures, if necessary, contracting external assistance to complete the task.
Update: work has not yet begun on the risk assessments (RA) for the routine hazards and risks and current procedures. However, the Council continues to adhere to current documentation. | Adaptation of current RA's to ensure COVID compliance has been undertaken for the office and off-site activities to ensure the public, partners and staff are able to use council facilities safely and in accordance with Government guidance and legislation. External support is being sought to accelerate the RA review over this winter, ready for the 2021 season.
- **Action:** to deliver health and safety training where required, in particular, first aid training.
- **Update:** first aid training was organised for Community Engagement Advisors, Caretakers and the Parks team during October 2020.

4. CONCLUSION

- 4.1 There has been very little proactive work on the health and safety action plan during quarter 2, due to COVID restrictions however, measures are in place for some of this activity to begin in quarter 3, e.g. first aid training and the management of the risks from hand and arm vibration within the Parks team and risk assessment training for all staff. Bi monthly socially distant H&S meetings are held now with the team to maintain management contact. As a result, improvements are emerging in relationships and meeting staff needs (i.e. improved wet weather clothing). A full update will be provided at the end of Q3.
- 4.2 Officers have undertaken Covid Secure risk assessments for their service areas which have been amended following updated legislation and guidance.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Managing health and safety well helps protect the workforce and wider community who may be affected by the Council's activities ensuring that communities stay safe and healthy.

6. IMPLICATIONS

- (i) **Impact on Customers** – Good health and safety management reduces the number of accidents and injuries to both customers and employees alike.

Reduced staff absence resulting from work related injuries or ill health ensures a better service is provided to customers.

- (ii) **Impact on Equalities** – None
- (iii) **Impact on Risk** – Poor management of health and safety can lead to accidents, injuries, occupational ill health or dangerous occurrences. This may result in avoidable sickness absence and these incidents may be investigated by the Health and Safety Executive (HSE). This could result in prosecution with fines or custodial sentences and an award of costs if found guilty by the courts. In addition, the HSE has adopted a “Fee for Fault” policy in which it recharges the cost of investigations if liability is identified. Civil claims by individuals could lead to significant pay outs which in turn could lead to increased insurance premiums. It can also lead to poor publicity, reputational damage and impacts on staff morale.
- (iv) **Impact on Resources (financial)** – No additional resources required, however, by managing health and safety, there should be less impact on financial resources as identified in (iii) above.
- (v) **Impact of Resources (human)** – No additional resources are required, however, by preventing accidents and ill health, there should be less impact on human resources.
- (vi) **Impact on the Environment** – Good health and safety management of the workplace, for example, management of asbestos and legionella, helps provide a safer and healthier environment in which to live and work.
- (vii) **Impact on Strengthening Communities** - None

Background Papers: accident and incident reports (data protected)

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