

H&S action plan for 2018/19

4.1 Health and Safety Guidance, assistance and changes to H&S legislation

Summary of control actions achieved during 2018/19:

- ✓ Employee Protection Register (EPR) guidance awareness was raised during H&S tours, H&S training sessions and a specific briefing session on the EPR.
- ✓ The HSEPO continued to attend the Nottinghamshire Water Safety Partnership, this required officer resource to assess and suggest additional water safety H&S arrangements.
- ✓ Directors were informed of non-compliance by the HSEPO.
- ✓ The depot improvement working group made progress in addressing key H&S risk, the general themes of the working group address site security, safety standards and site rules. An action plan now logs progress.
- ✓ 8 sets of H&S policies and guidance were reviewed including:
 - a. Permit to work (PTW); certain high risk activities are now more strictly controlled due to the risks involved with that activity, such as working on electrical installations or gas systems. The guidance was reviewed in March 2018; this also addressed new guidance on local exhaust ventilation for areas such as welding fume, and was a useful refresher course for several previously trained 'nominated persons'¹
 - b. Work related stress management was reviewed in July 2018; due to a recognised need across the Council.
 - c. Client officer and Construction management was reviewed in August 2018; due to the level of construction work including demolition and clearance works being undertaken during the year; this also included key learning from incidents such as near misses and hazards identified with some contractors.
 - d. The Control of Substances Hazardous to Health (COSHH) was reviewed in September 2018, this incorporated new industry good practice, dermatitis awareness and addressing gaps identified in previous H&S audits.
 - e. Display Screen Equipment (DSE) guidance covers computer equipment and workstations was reviewed in January 19; the assessment template was updated and an agile working assessment template created to address the gap in mobile and home working arrangements.
 - f. Manual handling guidance was reviewed January 2019.
 - g. Corporate Induction form was amended.
 - h. Accident and Incident guidance underwent a significant review to incorporate new changes in practices.
- ✓ A review of the H&S policy was undertaken when the former Chief Executive Left post and the Deputy became the interim head of paid service.
- ✓ SLT were briefed on topics such as electrical portable appliance testing and departmental risk assessment progress reports.
- ✓ The H&S tours included a common campaign communication raising the awareness of the Extensions and cables guidance (a current appendices of the Fire, Emergency and Electrical Policy Guidance).

¹ Nominated persons – are Council officers authorised to open and close a permit to work, before works are allowed to start and on completion of jobs.

- ✓ Electrical safety and wiring regulations were updated in 2018; this resulted in several guidance and templates requiring update to reflect the changes in standards.
- ✓ Since April 2015 to March 2019 the risk management reserve has now supported over £100,000 in H&S risk mitigation across the Council.
- ✓ Further 'bin-it' days over the last year continued to have several H&S improvements; such as the improving standards of housekeeping and a reduced fire load across the Civic Campus.

4.2 H&S Training delivery

Summary of control actions planned and completed during 2018/19:

- SLT received briefing sessions on AssessNET and via CHAS group chair the Deputy Chief Executive.
- ✓ There was 8 AssessNET training and familiarisation sessions delivered.
- ✓ The HSEPO continued to promote H&S consciousness within all levels of the organisation and assisting with the development of safe working practices.
- ✓ Progress was made and a working group established to work on procurement options for eLearning.
- ✓ Management requests, audits, inspections and other areas shaped H&S training delivery; not all training could be planned ahead, some flexibility was made to address requests.
- ✓ A revised policy for delivery of internal and external facilitated H&S training was agreed by the CHAS group and Chair.
- ✓ A training plan was completed for 2018/19.

4.3 H&S Audits, Inspections and site visits

Summary of control actions planned and implemented during 2018/19:

- ✓ A large number of service areas had H&S tours completed with their corporate director.
- ✓ The CHAS briefing notes for each quarter noted the H&S site inspections and unannounced visits that were completed.
- ✓ A review of the H&S Audit process was completed.
- ✓ 6 H&S audits were completed.

4.4 Accidents, Incidents, Investigations and learning

Summary of control actions planned and implemented during 2018/19:

- ✓ All RIDDOR and other incidents that required an investigation were completed by management when necessary with the support of the HSEPO.
- ✓ The HSEPO provided positive reinforcement of good practice and improvements were made to the quality of the accident and incident reports.
- ✓ Quarterly AssessNET statistics are included in the CHAS group briefing notes.
- ✓ The HSEPO provided feedback and communicated incidents and investigation findings to management, corporately via the CHAS group briefing notes.

4.5 Occupational Health and Promotions

Summary of control actions planned and completed during 2018/19:

- ✓ Four Occupational health clinics and other appointments were completed.
- ✓ GDPR adjustments were completed on the Orchard Health Occupational Health contract.
- ✓ A health and safety laboratory noise workshop was attended by the HSEPO and an Environmental Health Officer. This enabled the development of a Noise at Work compliant risk assessment template and for surveys to be undertaken in a competent manner.
- ✓ Asbestos fly-tipped query was addressed, officers have access to asbestos essentials guidance documents which outlines safe handling, transportation and disposal arrangements for asbestos containing material.
- ✓ The corporate H&S induction form was amended to include the issuing of occupational health surveillance forms on commencing of roles when applicable.
- ✓ Occupational health guidelines and procedures were added to the AssessNET portal.
- ✓ A supplier and budget has been identified ready for management to undertake future vibration measurement activities.
- ✓ Qualitative face fit testing training was completed during Quarter 3. Three testing kits were arranged on behalf of management.
- ✓ HSEPO officer gave advice and additional DSE specialist support was arranged. This was to address legacy issues with the workstation design.
- ✓ An area of note, is the continued good practice of PASC local management in continuing to trial new low vibrational technology. For example in October 2018, several hand held battery powered equipment were trialled (see image 1). At this time the quality of batteries remain an expensive alternative to the current fossil fuel versions.

Image 1. Shows two hedge trimmers and strimmer that were trialled (Battery powered)



- ✓ Delivered two occupational health promotions.
Health promotion summary:
December health fair summary: 24 Bone Density Checks; 21 Prostate appointments; Practitioner feedback for bone density and prostate was that all staff assessed had no concerns identified. 48 Boditrax –appointments (Analysis of the body composition including weight, fat mass, bone mass, muscle mass, body water & metabolic weight and advice on areas that may need targeting) doubling the original 24 bookable appointments available. 50 Shiatsu massages provided; 31 NHS Health checks over two days (5th and 6th Dec) they included a BMI measurement, Blood pressure, glucose (diabetes) & cholesterol checks. The second health promotion on 22nd January 19, completed an additional 38 Bone density checks and 16 NHS health checks.