

AGENDA ITEM:

Report for:	Cabinet
Date of meeting:	24th April 2018
Part:	1
If Part II, reason:	

Title of report:	Health and Safety Policies
Contact:	Janice Marshall- Portfolio Holder for Environment and Sustainability Author/Responsible Officer Emma Walker- Group Manager, Environmental and Community Protection David Austin- Assistant Director Neighbourhood Delivery
Purpose of report:	To provide members with information on how Officers propose to manage Health and Safety risks across the Council.
Recommendations	That Cabinet approve the following policies and management plan documents: Appendix 1: Working at Height Policy Appendix 2: The Noise at Work Policy Appendix 3: Whole Body Vibration Appendix 4, 4a and 5: The Electricity at Work Policy and Portable Appliance Testing Policy Appendix 6: Bonfire Policy Appendix 7 & 8: Corporate Asbestos Management Plan and Housing Asbestos Management Plans Appendix 9: Legionella Management System Appendix 10: Lone Working Policy Appendix 11: Hazardous Substances Policy
Corporate	A clean, safe and enjoyable environment; Improving safety of employees, elected members, those that

Objectives:	work with the Council and for members of the public that are effected by the Council's work activity. Delivering an efficient and modern council; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u> The budgetary implications of this work have been approved in the 2018/2019 budget.
'Value For Money Implications'	<u>Value for Money</u> Not Applicable.
Risk Implications	Consistent and robust Health and Safety Policy for the Council as a whole is the best way to minimise Health and Safety risk for the Council
Community Impact Assessment	Not Applicable
Health And Safety Implications	Consistent and Robust Health and Safety Policy for the Council as a whole is the best way to minimise Health and Safety risk for the Council
Monitoring Officer/S.151 Officer Comments	Monitoring Officer: The policies will help to ensure that the Council is meeting its statutory obligations. Training for relevant staff and ongoing compliance monitoring will be essential to ensure that the policies are properly implemented. Deputy S.151 Officer The financial costs of implementing the Health and safety policies has been specifically factored into the 2018/19 budgets, with the inclusion of a £50,000 growth budget.
Consultees:	Corporate Health and Safety Committee Corporate Management Team
Background papers:	
Glossary of acronyms and any other abbreviations used in this report:	

Background

1. Following an audit on the Councils Health and Safety arrangements carried out by Hertfordshire County Council the recommendation to deliver more robust Health and Safety measures was to move the service to Regulatory Services where there was a greater number of Health and Safety qualified staff.
2. A Lead Health and Safety Officer was appointed and various audits were carried out to look the structure of Health and Safety reporting and the arrangements in the service areas for meeting statutory requirements to protect the health safety and welfare of employees and those effected by the Councils work activity.
3. In April 2017 the Corporate Health and Safety Team launched a challenging work plan to assess various risks across the Council and to implement where necessary positive strategies to provide support to managers in assessing risks in their areas and consistency across the council when managing the same risk.
4. The Corporate Health and Safety Team found pockets of excellent practice but a lack of consistency in managing the same risks. Therefore initially 11 areas were focused on to share best practice, ensure the council departments have a consistent approach to the same risk and to identify responsibility for key risks.
5. The work streams cover the areas listed in Table 1.0, they are all headed by an Assistant Director to ensure there is demonstrable senior management buy in, supported by 1 or 2 members of the leadership team, a member of Corporate Health and Safety staff as well as other staff as necessary.

Table 1.0

Risk No	Risk Detail	Responsible Staff
1	Legionella	Elliott Brooks Fiona Williamson
2	Noise at Work and Whole Body Vibration	David Austin Ben Trueman
3	Vehicle Repair Shop	David Austin Craig Thorpe
4	Cemeteries	David Skinner (Nigel Howcutt) Nick Brown (Richard Rice)
5	Contractor Safety	David Skinner (Nigel Howcutt) Ben Hosier
6	White Bridge	James Doe Andrew Horner
7	Adventure Playgrounds	David Austin Julie Still (Joe Guiton)
8	Duty Holders	James Doe Richard Baker (Fiona Jump)
9	Asbestos	Elliott Brooks Fiona Williamson Jim Doyle
10	Occupational Health	Robert Smyth

		Matt Rawdon
11	Lone Working	Robert Smyth Natasha Beresford Chris Taylor
12	Chemical Safety	Mark Brookes Emma Walker
13	Event Safety	Mark Brookes Elliott Brooks

6. The risks areas were identified following an audit carried out by Rosherville Safety Solutions and information held by Corporate Health and Safety.
7. The groups focused on risk reduction, consistency, more efficient working between departments, and clearer responsibilities for Health and Safety functions and pragmatic solutions to compliance issues.
8. The work streams have been extremely successful and resulted in improvements in the occupational health contract, the use of lone working technology, improvements to safe systems of work, improvements in standard documentation and the drafting of 12 documents for approval by Cabinet.
9. The Health and Safety Policy Statement is a legally required document that must be signed annually by the CEO. It is attached in Appendix 12 to this document for information on responsibility for Health and Safety matters.
10. The policy documents are attached in the form of appendices.

Appendix 1: Working at Height Policy

This focuses on using the hierarchy of control to assess risk to working at height. It assists managers in making assessments and decisions over what equipment should be used when working at height. It advises managers on how to comply with the Working at Height Regulations 2005. The policy requires review in October 2019.

Appendix 2: The Noise at Work Policy

Aims to guide service managers through the regulations and provide support in how to comply. This re-iterated the requirement for health surveillance for all staff exposed to 80dB as part of their work activity. A generic noise risk assessment document is provided for service managers to complete. This policy will require review in October 2019.

Appendix 3: Whole Body Vibration

Assists services whose employees are at risk from whole body vibration to manage the risk and comply with relevant sections of the Control of Vibration Regulations 2005. There is an example risk assessment, advice on health monitoring and signposts to guidance and support. The policy will require review in Oct 2019.

Appendix 4, 4a and 5: The Electricity at Work Policy and Portable Appliance Testing Policy

Outlines the legal obligations by the organisation and how managers should ensure these are complied with internally and through Contractors and Sub-Contractors. The policy is required to ensure a consistent approach across

the organisation to the same risk. There is supporting information in the supplement to the policy. The Policy requires review in October 2019.

Appendix 6: Bonfire Policy

Prohibits the use of bonfires to dispose of commercial waste by DBC staff, their Contractors and Sub Contractors. This policy excludes bonfires for events (for example Bonfire Night) The Policy is due for review in October 2019.

Appendix 7 & 8: Corporate Asbestos Management Plan and Housing Asbestos Management Plans

These been drafted to outline the Councils way to manage Asbestos in both Commercial and Housing Stock. The plans set up roles and responsibilities for individuals and groups to set up to ensure that any non-compliance with the management plans are identified at the earliest opportunity. It also ensures a consistent approach to Asbestos management between the two tenures (and departments). The Asbestos Management Plans are due to be reviewed annually.

Appendix 9: Legionella Management System

Drafted as part of the Legionella Work Stream. The Management System covers both commercial assets and Housing Properties. The Management System is based on the Approved Code of Practice L8, Legionnaires' disease - The control of legionella bacteria in water systems. This introduces a monitoring system that will be supported with performance data to ensure the system is embedded. The Management System is due for review in October 2019.

Appendix 10: Lone Working Policy

Introduced to ensure a uniform approach to Lone Working across the Council. The policy introduces uniform control measures, standardised training and the use of electronic lone working devices. The Policy is due for review in May 2018 due to the contract with Reliance Lone Working devices coming to an end. The re-tender exercise is due over the summer and the policy will be reviewed once the options for lone working technology have been reviewed.

Appendix 11: Hazardous Substances Policy

This has been introduced to ensure that the same chemicals are assessed for risk in the same way across the council. There was a cross departmental audit that highlighted some issues with consistency of the control of hazardous substances. The new policy provides a model risk assessment form and a register on the document centre is being formulated to ensure that a catalogue of chemicals used have the correct assessment that other departments can use if they use the same chemical.