

SOUTH STAFFORDSHIRE COUNCIL

STANDARDS AND RESOURCES COMMITTEE - 9TH MARCH 2022

CORPORATE HEALTH AND SAFETY UPDATE

**REPORT OF TEAM MANAGER ENVIRONMENTAL HEALTH PROTECTION AND
LICENSING**

PART A – SUMMARY REPORT

1. SUMMARY OF PROPOSALS

- 1.1 To note the work being undertaken on Corporate Health and Safety during the past year, and to agree future work priorities and delivery proposals.

2. RECOMMENDATIONS

- 2.1 That the Committee discuss and note the progress made on meeting our obligations with regard to Corporate Health and Safety during the last year, and to support future work priorities and delivery.

3. SUMMARY IMPACT ASSESSMENT

POLICY/COMMUNITY IMPACT	Do these proposals contribute to specific Council Plan objectives?	
	YES	Prosperous Communities
	Has an Equality Impact Assessment (EqIA) been completed?	
	NO	Not required as no changes being proposed.
SCRUTINY POWERS APPLICABLE	NO	Report to Standards and Resources Committee
KEY DECISION	NO	
TARGET COMPLETION/ DELIVERY DATE	FURTHER 12 MONTHS	
FINANCIAL IMPACT	YES	Fulfilling the Council's obligations under the Health and Safety at Work etc. Act 1974 is met from existing budgets. Reducing financial burden and risk of insurance claims.

LEGAL ISSUES	YES	The Council has common law and statutory duty relating to the health and safety of its employees, contractors and members of the public under the Health and Safety at Work etc Act 1974 and its related regulations and approved codes of practice.
OTHER IMPACTS, RISKS & OPPORTUNITIES	YES	<p>Risk of non-compliance with Health and safety legislation detailed in corporate risk register.</p> <p>Opportunity to have positive impact on employees health and wellbeing</p>
IMPACT ON SPECIFIC WARDS	NONE	

PART B – ADDITIONAL INFORMATION

4. INFORMATION

4.1 Background Information

Health and safety is about preventing people from being harmed by work or becoming ill through work. As an authority we have both a legal and moral duty towards our own employees, contractors and members of the public.

Currently Corporate Health and Safety is co-ordinated by the Team Manager Environmental Health Protection and Licensing, with support from within the team.

We have an established Health and Safety Steering Group which meets on a six weekly basis. This is chaired by the Team Manager, Environmental Health Protection and Licensing, and is attended by various representatives, including from Community Services, Enterprise, Elected Members, and representatives of ELT / CLT. This group works very well in bringing any issues or concerns forward, and is also an excellent forum for discussing risks, emerging issues, and performance managing the Health and Safety Improvement Plan. Attendance at this group from the various representatives has been good, and is considered to be critical. The group has continued to meet virtually over the last year, and are now hoping to meet in person again.

A Health and Safety area is maintained on the Core where all documents, policies and risk assessments are available, including minutes of the steering group meetings. Risk assessments are reviewed on an annual basis.

4.2 **Focus of the last year**

First aid provision

We have a team of trained first aiders / fire marshals operating in a joint role, with a rota in place for Codsall Community Hub to provide cover every day. The team have been trained in evac chair use. This is to enable them to safely and comfortably transport any persons who are unable to use the stairs in the event of an evacuation, particularly in the event of a fire when the lifts would not be accessible. The new build now provides for safe refuges on landing areas with call points to summon assistance in this instance.

Leisure duty officers, and Baggeridge rangers are also first aid trained. Street scene staff have also received emergency first aid training, and an additional session is being provided for the tree gang imminently.

First aid supplies are also checked and replenished as required.

Fire marshal training

Fire evacuation refresher training has been delivered for lead fire marshals. Again, a rota is in place to cover weekdays in the Community Hub.

Lockdown policy

A working group have devised a lockdown procedure to be implemented in case of an incident in the community hub and is intended to include council staff and tenants. The procedure is based on the dynamic lockdown principles which can be adapted according to the situation, built around guidance and advice issued by the Protect UK (formerly the National Counter Terrorism Security Office). It is in the process of final approval at which point it will be implemented through appropriate briefings/training.

A security barrier has been installed in the reception area to secure areas of the Hub that are not open to the public on all days, for example on Saturday and Sunday.

The Health and Safety Team have supported Customer Services in implementing risk assessments, particularly for the welcome desk function, and also in supporting contentious public meetings.

Trees

A survey of all trees we are responsible for across the district is ongoing, and safety work on the highest risk trees is prioritised.

Construction projects

Across our estates several construction projects are on going which are managed by the Enterprise Team. An external verification and monitoring company has recently given the site a Wombourne a very complimentary audit report.

Audiometry and Hand Arm Vibration Assessments

These assessments are carried out for a limited number of our staff who are exposed to noise or hand arm vibration through work. These are usually from using power tools. The appropriate assessments have been undertaken, and any adjustments have been implemented, and exposure is closely monitored. We are also reviewing equipment on purchase and generally replacing petrol machinery with battery operated to reduce noise and vibration at source.

Events

The team provided significant support for the events hosted by South Staffordshire last summer, including the Queens Baton Relay, the Community Hub Opening, and the time trails. This included attending County and regional safety Advisory Groups, and also preparing event management plans and risk assessments.

Training for Elected Members

In partnership with Human Resources and LGA a session was delivered for elected members on personal safety, including online safety.

Risk assessments, Policies and Adjustments

We continue to undertake and review risk assessments as required. Maternity risk assessments are also completed and reviewed at appropriate timings.

The team have this year supported with a number of adjustment assessments for staff with disabilities and implemented reasonable adjustments, for example sight and hearing difficulties. Occupational health risk assessments have also been undertaken, for example in the case of asthma.

Policies continue to be reviewed.

4.2 Accident update

There have not been any significant reportable accidents, however there was an incident in December during the particularly cold spell where a member of the public went on to ice at one of our open waters. The member of public was safety rescued, and we were compliant, however unfortunately the dog who ran on to the ice and entered the water sadly passed away. This incident, along with drownings at other sites outside of South Staffordshire has led us to review our provision of lifesaving equipment, and the possibility of these being secured until required.

4.3 Resourcing

Due to the structure of the Environmental Health Protection & Licensing team changing, we are currently recruiting to a permanent part time role for a Health and Safety officers. Until the post is recruited to we are reallocating staffing resource time to cover the function.

4.4 Going forward

The team will continue to support construction projects, including the Wombourne development, and leisure centre refurbishments.

Policies will also be reviewed including the overarching Health and Safety Policy.

5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

None identified.

6. PREVIOUS MINUTES

An update on the management of corporate health and safety is provided annually.

7. BACKGROUND PAPERS

None

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