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Meeting	Corporate Health and Safety Joint Negotiation and Consultation Committee
Date	15 March 2012
Subject	Environment, Planning & Regeneration Annual Health, Safety and Welfare Report for the year ending 30 September 2011
Report of	Interim Director of Environment, Planning & Regeneration
Summary	This report presents the Health, Safety and Welfare arrangements within Environment, Planning & Regeneration for the period ending 30 September 2011
Officer Contributors	Pam Wharfe, Interim Director of Environment, Planning & Regeneration Lynn Bishop, Assistant Director of Environment, Planning & Regeneration
Status (public or exempt)	Not Applicable
Wards affected	Not Applicable
Enclosures	Appendix: Environment, Planning & Regeneration Annual Report
For decision by	Corporate Health and Safety Joint Negotiation and Consultation Committee
Function of	Not Applicable
Reason for urgency / exemption from call-in (if appropriate)	Not Applicable

Contact for further information: Jane Theobald, Cleansing and Refuse Manager, x5133;
Paula O'Dumody, Business Performance & Development Manager, x4368.

1. RECOMMENDATIONS

- 1.1 That the content of this report and attached appendix be noted.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 All Initiatives contained within this report contribute to the Environment, Planning and Regeneration Directorate Business Plan whose objectives are to drive the delivery of the Council's Strategic aims. This report seeks not only to ensure the provision of robust health and safety management systems and compliance with statutory duties but drive business improvement which will in turn contribute to the corporate priority of 'better services with less money'
- 3.2 The Corporate Priority, 'Sharing opportunities, sharing responsibilities', includes the strategic objective to 'improve health and wellbeing'. This report aims to help meet these goals by setting standards to demonstrate how the Council intends to comply with its duties under The Health and Safety at Work etc. Act 1974, whose aim is to ensure not only the protection of all who may be affected by the Councils activities but also the participation of all stakeholders in that aim.

4. RISK MANAGEMENT ISSUES

- 4.1 There are grounds for possible legal challenge if health and safety policy is not adhered to, possibly resulting in civil action, financial loss and disruption to the services Environment, Planning & Regeneration provide.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 The Council has a statutory duty to eliminate unlawful discrimination and harassment, promote equality of opportunity and to promote good relations between people. These are embedded in the Service's health, safety and welfare policies and are actively recognised during the implementation of related strategies. The Service will monitor the differential impact of its policies and take measures to redress any differences.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance and Value for Money, Staffing, IT, Property, Sustainability)

- 6.1 Any costs arising from implementing and adhering to health and safety policies will be contained within existing resources.

7. LEGAL ISSUES

- 7.1 The Health and Safety at Work Act 1974 imposes statutory duties upon the Council, as employer, in terms of health and safety of its workers. These duties are mandatory.

8. CONSTITUTIONAL POWERS

- 8.1 Constitution – Council Procedure Rules - Section 3 – Panels and Consultative Bodies. The Council has established consultative bodies for the purpose of consultation with the trade unions.
- 8.2 The Council has established consultative bodies for the purpose of consultation with the trade unions and has determined their constitutions and Terms of Reference.

9. BACKGROUND INFORMATION

- 9.1 The Environment, Planning & Regeneration Annual Report outlines the arrangements made for securing health, safety and welfare at work for the services and those affected by service operations for the period ending 30 September 2011.

10. LIST OF BACKGROUND PAPERS

- 10.1 None

Legal: PP
CFO: MC/JH

DIRECTORATE ANNUAL HEALTH AND SAFETY REPORT

A DIRECTORATE INFORMATION

Directorate: Environment, Planning and Regeneration

Report for Year ending (date): 30 September 2011

Outline of the key activities the Directorate performs:

Parking, Highways, Greenspaces, Waste and Sustainability, Refuse, Street Cleansing, Community Safety, Drugs and Alcohol, Trading Standards & Licensing, CCTV, Leisure, Housing Needs & Resources, Environmental Health, Hendon Cemetery and Crematorium, Planning, Building Control and Regeneration, Policy and Strategy.

Number of Employees (full time equivalent):

Full time: 747

Part time: 156

Casual (no fixed hours): 83

B THE REPORT

1. Update of previous year

a) Targets identified on previous Annual Report consolidated for Planning, Housing & Regeneration and Environment & Operations and what action(s) have been taken to meet these.

- 1) Ensure all actions from H&S audits are implemented
 - a. All staff identified as being at risk of workplace stress have attended a managing stress course. The use of flexible working has increased to minimise the causes of workplace stress.
 - b. A Personal Emergency Evacuation Plan has been completed for vulnerable within EPR at NLBP.
 - c. Since the update of the intranet staff were told how to access the H&S pages through the newsletter.
 - d. Relevant staff have received training on general risk assessment awareness the training programme identifies when refresher training is required.
- 2) Monitor and review risk assessments for Building Control, Housing and Strategy
 - a. A review has been carried out on risk assessments received. Any missing or inadequate assessments have been highlighted to the relevant managers and are being followed up.
- 3) Arrange for Environment to carry out risk assessments in line with the rest of the Directorate and record them electronically – arrange training and support if required
 - a. Risk assessments are stored both electronically and in hard copy. They are reviewed annually and on an as and when needed basis when they require updating.
- 4) Carry out new workstation assessments for any areas involved in further moves
 - a. All staff who have moved in the last year have completed a workstation assessment. A contractor has been called in to carry out in depth assessments for staff experiencing problems with their workstations.
- 5) Ensure that staff health and safety training and development needs are reviewed and appropriate resources are available to enable identified training to take place.
 - a. A basic training plan has been written for services in the Planning, Housing and Regeneration, this needs to be extended to include the

- services in Environment and Operations, these services are by their nature higher risk so we will continue to work on this over the coming year.
- b. Resources are stretched in the current climate but will be made available where there is a requirement identified for appropriate training.
- 6) Write a new Health and EPR Safety Policy/Strategy to consolidate both the PHR Policy and E & O Strategy documents identifying the impact on the Service of the One Barnet programme and the budget cuts.
 - a. It is no longer a requirement to write a local Health & Safety Strategy. EPR will write a H&S action plan based on the targets identified in this report and add any issues that arise during the year.
 - 7) Update the Lone Working Policy to include Environment & Operations
 - a. The Lone Working Policy is still being worked on and will be complete by January 2012.
 - 8) Review the dissemination of Health and Safety information to staff to ensure they are kept informed and are able to influence training and decisions and have the opportunity to raise any concerns they have to management
 - a. All management have been briefed to ensure they include H&S issues in their team meetings and have been instructed to feedback to the SLO anything raised by staff.
 - b. H&S updates to legislation and policies are included in newsletters with links to the relevant changes on the intranet. Reminders to staff about accident reporting and other H&S issues are also included in newsletters.
 - c. Newsletters and policies are available in hard copy for those staff who don't have access to a computer.
 - 9) Write and implement an inspection regime for monitoring H&S policies, risk assessments and H&S action plans of partners, i.e. Barnet Homes.
 - a. There are excellent examples of monitoring of H&S for partners in the Directorate. The SLO will work with the managers of the existing teams that monitor well to learn best practise and roll out across the other services that aren't monitoring in a structured way.
 - 10) Ensure that a proactive Health and Safety culture exists throughout the Service
 - a. See point 19.
 - 11) Ensure that all staff are fully aware of their health and safety responsibilities and are competent, motivated and empowered to work safely at all times
 - a. See point 19.
 - 12) Use of annual Appraisal process and staff Training Plans to ensure consistency across the Service
 - a. Annual and mid year appraisals are being used in some areas across the Directorate. Communications will continue to go out to all managers to ensure this practise is embedded in all appraisals.
 - 13) Ensure that any new Corporate Policy and procedure relating to health and safety is made available to all staff across the Service
 - a. This is being done through the use of the newsletter, intranet, toolbox talks for staff in Mill Hill Depot and staff briefings for other staff across the Directorate.
 - 14) By utilising the existing relationship between the SLO and the SHaW Team Lead Officer to ensure that information is disseminated to all staff to ensure consistency

- a. All Health & Safety information is disseminated to staff using various methods, including the Newsletter (electronic and printed for the Depot), email, staff briefings and team meetings
- 15) SLO to be supported by resources made available to enable a thorough review to take place
 - a. The SLO has been allocated 2 officers to support her in the role.
- 16) Ensure that the Service supports the work of the SHaW Team as appropriate
 - a. The SLO/or representatives will continue to meet with the corporate SHaW Team representative to discuss any initiatives, policy updates and any other issues.
- 17) Where the Service is requested to comment on any newly produced documentation provided by the SHaW Team this is properly considered and constructive comments are provided and that the service actively promotes the policy and procedures produced by the SHaW Team as they are adopted
 - a. Feedback is given when required. Any new policies are promoted through the newsletter, with links to the intranet. Hard copies are available to staff without internet access.
- 18) To review the reporting of accidents and incidents to ensure that consistency exists across the Service
 - a. A reminder on the reporting process has been issued this year.
- 19) To ensure that all accidents and incidents are captured and reported to enable trends to be identified and appropriate actions to be taken as deemed necessary
 - a. Managers encourage all staff to report accidents however minor so that any necessary action can be taken.
- 20) To keep accident and incident levels as low as possible
 - a. We continue to work on reducing the number of accidents and incidents through regular training, refresher training, putting action plans in place where accidents are happening regularly to identify and rectify issues wherever possible.
- 21) To proactively promote the health and safety culture across all staff and implement appropriate monitoring and performance management activities to assist in limiting occurrences and where necessary taking appropriate actions to resolve issues rising to ensure that trends are not established
 - a. Health & Safety is kept high on the agenda for all staff by being mentioned regularly in team briefs, targets being set in appraisals, regular mentions in the newsletter.

b) State how any Corporate and Directorate policies and initiatives have been implemented during the relevant report year.

- i) Quarterly H&S senior management team meetings are held and outcomes are disseminated to all teams during their team meetings
- ii) A Corporate H&S representative has attended where necessary to brief on any new initiatives and legislation.
- iii) The management team refresh their risk assessments annually or whenever there are changes to working practices or conditions. This is monitored and managers are chased where risk assessments are not received by the SLO each December.
- iv) Risk assessments are available on the shared drive for all staff and printed out for staff in the Depot.

- v) Further Managing Stress training has been provided to assist the Managers to provide support to their teams during these times of significant change.
 - vi) It was recognised there was some issues with Alcohol in the Refuse and Street Cleansing teams. For this reason 50 Managers, supervisors and team leaders attended a course on how to respond to and prevent problematic alcohol use in the workplace.
- c) *Outline the significant risks faced by your employees and others and the strategies and systems put in place to control them.*
- i) Risk of abuse, verbal and physical; Training detailed below
 - ii) Risk of injury operating machinery; Training detailed below.
- d) *Detail of any local health and safety documentation introduced or revised during the previous 12 months (e.g. Policy document, new Local Codes of Practice, forms etc.)*
- i) Lone working policy is being revised currently
 - ii) "How to" guide has been circulated via the newsletter with links to various H&S policies and procedures
- e) *Details of any advice given or enforcement action taken by the Health and Safety Executive, Fire Authority or Environmental Agency which related to Directorate Operations in the last 12 months.*
- i) None

2. Monitoring Information:

(a) Accidents/Incidents: (If none state ZERO RETURN)

- (i) Total number of accidents during the year: 44
- (ii) Accident rate (total accidents divided by number of employees): 0.05
- (iii) Any Reportable Fatalities, Major Injuries or Diseases (RIDDOR); No
- (iv) Any Reportable over 3 day off work injuries (RIDDOR); 22
- (v) Total number of physical assaults; 8
- (vi) Total Number of verbal assaults: 6
- (vii) Total Number of non-employee accidents: 0
- (viii) Number of RIDDOR accidents to non-employees: 0

(b) Accident Trends/Significant Incidents*None***(c) RIDDOR Classified Dangerous Occurrences***None.***(d) Work Related Ill health***176 Days***(e) Training***Detail of H&S training undertaken including course details and numbers attending***(f)**

Name of Course	Number attending	Course Provider
Managing Health & Safety	13 Managers and team leaders	LBB
Managing Stress Training	21 Managers and team leaders	LBB
Manual handling	70 refuse loaders	Skills Training
Emergency Treatment	70 refuse loaders	Skills Training
Fire Extinguisher	70 refuse loaders	Skills Training
Vehicle Reversing	70 refuse loaders	Skills Training
Street Safe Sam	70 refuse loaders	Skills Training
Emergency Treatment	78 refuse & street cleansing drivers	Skills Training
Manual Handling	78 refuse & street cleansing drivers	Skills Training
Vehicle Reversing	78 refuse & street cleansing drivers	Skills Training
Fire Extinguisher	78 refuse & street cleansing drivers	Skills Training
Emergency Treatment	118 street cleansing operatives	Skills Training
Personal Safety and Conflict Management	12 Parking Attendants	MAYBO external training provider

Health & Safety, Manual Handling, Sharps	82 Green Spaces staff	Skills Training
Personal Safety & Conflict Management	24 Green Spaces staff	MAYBO external training provider
First Aid at Work	12 Green Spaces staff	Skills Training
Emergency Treatment	24 Green Spaces staff	Skills Training
Traffic Management	10 Green Spaces staff	Skills Training
Hayter Training	24 Green Spaces staff	Hayter
Pedestrian Machinery Operation	50 Green Spaces Staff	Skills Training
Two Stroke Stihl	80 Green Spaces staff	Stihl
Stihl Two Stroke training to cover strimmers and hedge cutters	40 Green Spaces staff	Stihl
Hand & Back Pack Blowers	40 Green Spaces staff	Stihl
Pesticide training	4 Green Spaces staff	Skills Training
Abrasive Wheel Training	2 Green Spaces staff	Skills Training
Ladders, Steps and Tower Training	8 Green Spaces staff	Skills Training
Fine Turf Machinery Operation and Maintenance	10 Green Spaces Staff	Skills Training
Tractor Training	6 Green Spaces Staff	Skills Training
Chainsaw NPTC CS30 & 31	2 Green Spaces Staff	Skills Training
Shredder & Chipper Training	30 Green Spaces Staff	Greenplant

Inspection and Reviews

- i) Management inspections are completed fortnightly for high risk

- teams. Results are recorded and available for inspection.
- ii) Weekly inspections and fire alarm tests are carried out in hostels by Housing Management Officer responsible. The weekly inspection sheets are signed off by the team leader and held on the shared drive.

3. Targets for the next 12 months

Action	Person responsible
Continue to identify training requirements across the Directorate. To be fed in to by managers carrying out performance appraisals. Training plan should identify when refresher training is required	All managers
Implement a regular slot in the newsletter to keep H&S at the forefront of everyone's mind in work and to encourage feedback	Joshua Stanton
Implement a stress action group to embed the new stress policy across the Directorate	Jonathan Tunde-Wright
Ensure compliance with statutory tests and inspections for outlying workplaces.	Jane Theobald / Paula O'Dumody
Role out best practice model for monitoring H&S of contractors/partners to all relevant services	Jane Theobald / Paula O'Dumody
Continue to work across the service areas to consolidate H&S knowledge and share good practice	Jane Theobald / Paula O'Dumody