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|------------------------------|---|---------------------|--------|
| Council/<br>Committee:       | Safety Committee  | Agenda Item<br>No.: |        |
| Date:                        |   | Category            | Open   |
| Subject:                     | Street Services   | Status              | Update |
| Report by:                   | Street Services Manager   |                     |        |
| Other Officers<br>involved:  | Head of Community & Street<br>Services<br>Health & Safety Officer<br>GM & Cleansing Manager |                     |        |
| Director                     | Director of Neighbourhoods  |                     |        |
| Relevant<br>Portfolio Holder | Portfolio Member for<br>Environment   |                     |        |

## **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The Health & Safety and welfare of employees has a direct impact on their effectiveness in delivering services.

## **TARGETS**

The subject matter does not directly contribute to any targets specified in the Corporate Plan but could indirectly help to achieve efficiency savings by reducing time off work.

## **VALUE FOR MONEY**

Improvements in Health & Safety and general working conditions should reduce instances of industrial injury and compensation claims.

## THE REPORT

At Safety committee in April 2010, the Street Services Manager submitted a report detailing how Street Services were or would deal with issues raised at an employee dismissal appeal hearing. The issues raised were;

1. Documented on the job health and safety training given to front line employees (in this case grounds maintenance)
2. Communication on health and safety matters including the Health and Safety Policy
3. Risk assessments (in particular in relation to COSHH)
4. Ensuring adherence by employees to safe systems of work.

Safety Committee accepted the report and the recommendation that an action plan be developed and implemented within Street Services, with progress being reported to subsequent Safety Committees.

## ISSUES FOR CONSIDERATION

|   | <b>Grounds Maintenance and Cleansing</b>  | <b>Who</b>   | <b>When</b> | <b>Progress</b>  |
|---|---|--|-------------|--|
| 1 | Management (at all levels) to undertake regular monitoring both at the Depot and "on site" during service delivery to assist employees in maintaining safe systems of work and compliance with specification standards and procedures | Director of Neighborhoods.(DoN)<br>Head of Community & Street Services.(HoCSS)<br>Street Services Manager.(SSM)<br>GM & Cleansing Manager.(GMCM) | June 2010   | <b>June 2010</b><br>Commenced and will be a continuous exercise. |
| 2 | Supervisors to undertake routine daily monitoring both at the Depot and "on site" during service delivery to assist employees in maintaining safe systems of work and   | GM & Cleansing Coordinators.(GMCC)<br>Waste Services Officers.(WSO)  | April 2010  | <b>April 2010</b><br>Commenced and is now a continuous exercise. |

|   |  |                               |            |  |
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|   | compliance with specification standards and procedures   |                               |            |  |
| 3 | IOSH training for senior managers – one day training course  | Health & Safety Officer.(HSO) | Sept 2010  |  |
| 4 | Safe Supervision for front line managers - one day training course   | HSO                           | Dec 2010   |  |
| 5 | Training - for a quota of line and above managers in each area in health and safety risk assessment– 16 or so personnel altogether as a matter of priority. Draw up list of requirements for service areas | HSO                           | May 2010   | <p><b>March 9</b><br/>List of nominations for GM/C, Garage submitted to HSO</p> <p><b>April 22</b><br/>Ongoing</p> <p><b>May 10</b><br/>Training continuing</p> <p><b>May 26</b><br/>Mop up session to be arranged TW</p> <p><b>June 9</b><br/>Completed</p> |
| 6 | Series of tool box talks on health & safety risks and safe operating procedures  | SSM<br>GMCM<br>HSO            | April 2012 | <p><b>May 2010</b><br/>HAVS.<br/>Corporate Health &amp; Safety Policy.</p>   |
| 7 | Manual handling training for GM operatives – short three hour course   | HSO                           | Sept 2010  |  |
| 8 | Induction training – training is now to be done by line management in each department and monitored by HR – this as a response to feedback from employee survey.   | HSO                           | Sept 2010  |  |
| 9 | Competency in the use of work  | GMCM                          | Sept 2010  |  |

|    |   |                           |            |  |
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|    | equipment, (including quad bike) to be reviewed by Grounds Maintenance & Cleansing. |                           |            |  |
| 10 | Accident reporting flowchart to be provided   | HSO                       | July 2010  |  |
| 11 | Near miss reporting information   | HSO                       | July 2010  |  |
| 12 | Noise risk assessment for noisy activities to be reviewed                           | HSO<br>SSM<br>DoN         | Oct 2010   |  |
| 13 | Stress Risk Assessments to be reviewed  | HoCSS                     | Dec 2010   |  |
| 14 | Flammable liquids (petrol) and refuelling arrangements                              | GMCM                      | June 2010  | New procedures implemented April 2010  |
| 15 | Check and up date the safety booklets/RA's on all vehicles                          | SSM<br>GMCM<br>WSM<br>DRM | April 2011 | <b>April 2010</b><br>Complete review required but condense into simple sheets<br><b>May 2010</b><br>Draft versions produced – to be discussed with HSE                 |
| 16 | Coshh assessments to be reviewed  | SSM<br>HSO<br>DoN         | Dec 2010   |  |
| 17 | All risk assessments to be reviewed 74 in total                                     | SSM<br>HSO<br>DoN         | April 2011 | <b>March 9</b><br>Removal of manhole covers<br>Risk assessment reviewed and updated<br><b>March 26</b><br>Use of breakers & pneumatics<br>Risk assessment reviewed and |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | updated<br><b>March 26</b><br>Handling/setting<br>fence posts –<br>Risk<br>assessment<br>reviewed and<br>updated |
|--|--|--|--|--|

## **IMPLICATIONS**

**Financial :None**

**Legal :None**

**Human Resources :None**

## **RECOMMENDATION**

- 1. Safety Committee notes the report.**

**ATTACHMENT:**

**FILE REFERENCE:**

**SOURCE DOCUMENT**

