

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	28 th July 2010	Category	
Subject:	General Health and Safety Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:			
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by ensuring we comply with legislation and best practice.

TARGETS

The subject matter does not relate to any targets specified in the Corporate Plan.

VALUE FOR MONEY

Helping ensure that the Council discharges its legal responsibilities and does not incur legal costs, fines or civil penalties.

THE REPORT

Asbestos Management

A quantity of asbestos insulation board has been removed from the garage building at Sherwood Lodge. The work was carried out by 28th May in accordance with CAR 2006. A clearance certificate and disposal note has been received from Kitsons and the asbestos register has been updated accordingly.

We are continuing to provide contractors with access keys to the asbestos database, although this has been delayed by software issues on the supplier side.

Next year's survey programme for the housing stock will concentrate on void properties and any large refurbishment programmes.

Training - In the last quarter, April –June 2010:

Induction training has been undertaken for 19 employees (mainly apprentices).

Basic Health and Safety Training, covering coshh, fire, first, aid etc has been delivered to 7 employees in Housing and Grounds Maintenance/Cleansing.

Working at heights training has been delivered to 65 employees

Vibration awareness training for operatives has been delivered to 88 employees and apprentices. Two Pinxton PC employees also attended.

Vibration awareness training for managers was delivered to 12 employees

Legionella refresher training will be held on 30th July and 18th August.

IOSH Directing Safely, for Senior Managers, will take place in the next quarter.

Improvement Notice

Health and Safety Executive Inspectors visited on 18th May to follow up their improvement notice. The notice was signed off as a result of the work carried out by the Council and the inspectors recognised that a great deal of work had gone into meeting the needs of the notice.

The letter from the HSE signing off the notice has been received by the Council.

The action plan which was sent to the HSE detailing the work undertaken and the work planned is included as **Appendix I**

With reference to the Action Plan (Appendix I).

1. Sets of HSE regulations, guidance booklets and pocket guides have been distributed to relevant personnel.
2. A tool box talk of around one hour has been delivered to all operatives.
3. Activity continues to be surveyed – all operatives (garage, GM, housing trades) are continuing to record their daily exposure to vibration – trigger times and tool vibration outputs are then calculated to provide a guide to how much exposure employees are receiving and whether this exceeds recommended safe levels or legal maximums. Very few pieces of equipment have yet to be used, which are generally highly specialised or for seasonal use.
4. Verification of surveys – Local managers have observed employees actually carrying out work and using tools, to verify that recorded exposures are correct.
5. Information from manufacturers – most equipment has information supplied from the manufacturers or an independent tester, which we can use to give a guide to levels of exposure. Over 100 different pieces of equipment have been identified; a few items of equipment which were deemed old or were unidentifiable have been disposed of. Equipment will be field tested using our own testing equipment.
6. Information has been produced demonstrating levels of exposure. Where daily exposure has been shown to be above the legal maximum, on only five occasions from the several thousand daily records we have collected so far, immediate action has been taken, to either modify the way work was undertaken or to withdraw equipment as necessary.
7. Risk assessments are being completed for each tool in use, giving guidance on exposure 'points' gained by using the tools and time limits on using tools. Example included as **Appendix II**.

Letters have been sent out to contractors reminding them of their obligation to manage HAVs risk to their own employees whilst working on our contracts.

8, 9, 10 and 11 refer to specific risk assessments for other activities which the HSE suggested we should carry out, these were not part of their requirements under the improvement notice - removal of manhole covers, handling of paving slabs, handling and setting of fence posts, use of breakers and pneumatic drills. These have all been completed.

12. Servicing and maintenance schedules are being drawn up in line with manufacturers recommendations, and a central store of manufacturers

information, instructions etc. is being built up. Items will be divided into 'consumables, which will be disposed of at set intervals and those which require regular maintenance or servicing, and those which will be designated test or replace. A procurement guide, which will include demonstrations, 'fit for purpose' field trials and consideration of H&S factors is being drawn up.

Colour coded tool tags have been purchased and will be applied to each piece of equipment.

13. Review of risk assessments – front line service areas will put together lists of tasks and assessments to be compiled and prioritised for the 'front line' departments, concentrating on higher risk tasks such as noise, hazardous substances, working at heights.

14. Policy and procedures have been amended in line with the HSE recommendations – included as **Appendix III**.

15. Tool based risk assessments and tags for each tool which will indicate safe usage times and vibration output. We are also exploring the use of a 'vibration assessment wheel' which will help calculate exposure.

16 & 17. Training. All operatives using vibrating tools and their immediate line managers have attended a formal half day or day Hand Arm Vibration awareness session with Earlsmere Training. We have also included apprentice GM workers placed through us with other organisations. Health and safety risk assessment training will take place in the next quarter for front line managers

18. IOSH 'Directing Safely' will take place in the next quarter for Senior Managers identified as having more significant health and safety functions.

Procurement guidance is being prepared and will incorporate an assessment of vibration, noise and handling factors, as well as suitability for purpose and cost. Procurement will involve field testing by operatives.

19. To ensure that we are getting an accurate picture of vibration exposure we have purchased a set of vibration monitoring 'gloves', which operatives will use in a set of field tests to get more accurate exposure figures. This is expected to be operational by 31st July. Tool hirer's arrangements (Travis Perkins) for tool testing have been confirmed.

Riverside Depot

A Health and Safety Inspection of Riverside Depot was undertaken on June 29th. No major issues were identified as requiring immediate attention.

First Aid

A three year contract to provide first aid training to Council employees has been awarded after a tendering process to the Mines Rescue Service in Mansfield.

Health and Safety Audits

As noted at the previous meeting, Health and Safety Audits were carried out in Housing Maintenance and Grounds Maintenance, looking at management systems in place

Issues were identified on a corporate departmental level.

Corporate issues.

- Training needs identified for senior managers to undertake formal executive level H&S training
- Training need identified for supervisory management to undertake formal training.
- Specialist manual handling training required for Grounds Maintenance and Cleansing operatives.
- Health and Safety Risk Assessment training required for front line managers
- Additional guidance to be provided on accident reporting and near miss reporting.
- Computer workstation assessor training required for service areas.

Operational Issues

Risk assessments - Although there are risk assessments in place to cover the activities being carried out these need to be revised and upgraded to better manage the risks identified. Templates to cover basic risks are being drawn up. Information given to front line employees in the form of handbooks, guidance notes and sheets etc. will be upgraded.

Assessments covering the following areas were identified as a priority for improvement

- Noise at work
- Stress
- Lone working
- Working at heights
- Control of Substances Hazardous to Health
- Procurement of tools and equipment

IMPLICATIONS

Financial: No direct financial implications or additional commitments

Legal: None

Human Resources: No direct implications

RECOMMENDATIONS

- 1. That the report be accepted, and the HSE's recommended amendments to the Vibration Control Policy are accepted.**
- 2. The Revised Vibration Control Policy be recommended to Council for Approval.**

ATTACHMENT: Yes

FILE REFERENCE:

SOURCE DOCUMENT:

Appendix I – HSE Action Plan – outstanding items as at 18/05/10

Appendix II – Blowers Example

Appendix III- Control of Hand Arm Vibration Risk Policy