

## **Corporate Health Safety & Wellbeing Committee Report**

### **1.1 Implementation of the OHSAS 18001 system**

#### **1.1.1 Objectives & Targets**

Appendix 2 – 5 contains the most up to date copy of the covalent reports for 2017/18. The reports are based on the main themes of the OHSAS 18001 system regarding risk assessment review, Safe system of work review, training implementation, premises compliance documentation, communication and internal audit review. Some service areas have specific objectives and targets in relation to improvement projects.

Please note, it is the responsibly of the Directorates and Supporting Services to update the covalent reports and return within specified time frames.

### **1.2 Risk Assessment Implementation**

- **Premises Risk Assessment**

Premises Managers must review Premises Risk Assessments through quarterly premises inspections of their site. CHS complete inspection checks through the established internal inspection process. In the last quarter the following Premises Risk Assessments have been reviewed through site inspections and internal audit process;

1. Shantallow Community Centre
2. Foyle Valley Railway (\*)
3. Pennyburn CAS
4. Foyle Arena
5. Guildhall
6. Alley Theatre
7. Castlederg Leisure Facility

All premises risk assessments stated above require some amendments, to date relevant Premises Managers have been communicated of this.

- **Activity Risk Assessments**

Update on activity risk assessments can be found on the covalent report for this quarter.

### **1.3 Training & Awareness**

#### **a. Training Needs Assessment/Training Matrix/Record keeping**

The H&S training requirements throughout council remains a priority and a corporate risk. 2016/17 covalent reports required service areas to review training needs for their section and pass details of this need to relevant HR officers. The 2017/18 covalent will have to track the completion of this training, and the arrangement of a reporting tool to create H&S compliance training reports and percentage complete so we can confirm the relevant training is being delivered in a timely manner.

As part of the OHSAS 18001 system review, training is a key procedure that must be reviewed and amended throughout the coming year. A review of the procedure will;

- Provide all line managers with a clear H&S compliance training needs assessment;
- Formalise the tender process for compliance training;
- Issue guidance to all line managers on provision of courses (external through the tender providers, internal training, e-learning or front line classroom based);
- Establish a tracking mechanism for training completed centrally within HR;
- Establish a localised arrangement for compliance training records (high risk service areas only); and
- Review the OHSAS 18001 procedure for training and induction.

**Claims and Incident Investigation training** – provided by Council’s Insurance Company, in conjunction with Council’s Insurance and Risk Manager and Lead Legal Services Officer. This training provided attendees with trends in council claim reporting and the link between council’s internal procedures relating to accident and incident reporting.

## **1.4 Safety Audit/Inspections & Corrective Actions**

### **a. External Audit**

September external audit report attached at Appendix 6 for Member's information.

### **OHSAS 18001 Internal Audits**

CHS continue to push for audit close out at all levels throughout the Council. Directors receive a % closeout update at established meetings, HOS and service managers receive update at established monthly H&S meetings. Further to this, frequent reminder emails to all relevant staff drafted and sent by CHS, asking for close out and updates on various items across all council service areas.

All service areas must participate in the internal audit process. Service areas are advised that this process is both beneficial and necessary for OHSAS 18001 implementation across the council.

A % update report has been attached at Appendix 7.

## **1.5 Communication/ Consultation/ HSENI Update**

### **1.5.1 HSENI/LASAN.**

The HSENI have provided an update via the LASAN working group in relation to the following Council related areas of review on their operational plan. Details of this provided below:

- Workplace Transport – Management of Sites / traffic pedestrian segregation, route planning.
- Fleet Maintenance – Management of Maintenance, Waste Vehicles, RCVs.
- Household Recycling Centres / Waste Sites – Traffic Management, Management of people / pedestrian segregation, incorporation of best practice.
- Compactors – ensure safety controls are not bypassed/overridden.
- Control of Legionella – to include all sites with water systems, ensure properly managed inc. completed Risk Assessments and Controls.
- Swimming Pool Management – Procedures for dealing with Soils in Pool, how is this controlled, staff awareness and public safety.
- Vehicles Lifts – alert to be circulated providing details of a batch of vehicle lifts which have been identified as faulty. RM to forward details to Group.

11<sup>th</sup> Dec 2017

Glenelly Room Strabane

- Local Authority Visits – HSENI propose to meet with 3 Councils' Chief Executives/Management Teams every year on a rotational basis to keep good communication links open with all Local Authorities and to ensure H&S remains a high priority.

HSENI communication – member of the public reported an issue directly to the HSENI. Ronan Magee (HSENI inspector) contacted CHS to raise the concerns and an internal investigation has commenced.

### **1.5.2 Communication**

**Elected members** – A training program for elected members has been created. An awareness session was delivered to the Assurance, Audit and Risk Committee on Nov 2016. Whilst working closely with the Member Services team, a further day of training was completed on 15<sup>th</sup> sept 2017. The third and final session will be delivered to members in Jan 2018. Members have received the relevant information and been advised that this training is mandatory.

## 1.6 Incidents

### 1.6.1 Accident/Incident summary

(a) **Overall review**– table below highlights the overall trend of accident/incident reporting throughout the Council continues to increase with 113 incidents reported in the August to October period. Total number of RIDDOR's reported remain constant for the August to October review period, with an employee related RIDDOR reported in Sept 2017. (RTC)

	2014-15	2015-16	2016-17	2017-18
<b>Total Incidents</b>	86	60	102	113
<i>Total Staff</i>	19	7	12	20
<i>Total MOP</i>	61	52	84	90
<i>Total Others</i>	6	1	6	3
<b>Total Riddors</b>	5	10	1	1
<i>Total Staff Riddors</i>	2	3	0	1
<i>Total MOP Riddors</i>	3	7	1	0
<i>Total Others Riddors</i>	0	0	0	0

11<sup>th</sup> Dec 2017  
Glenelly Room Strabane

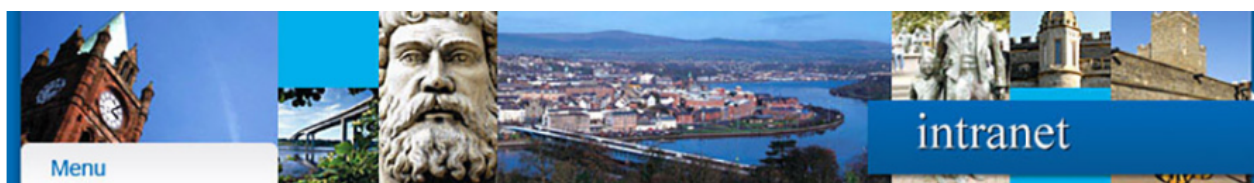
## 1.7 Legal Updates

N/A

## 1.8 Document Control

All current H&S information is held on the intranet and staff should be directed towards the following link;

- <http://www.councilintranet.com:8080/>



PLAN  
DO  
CHECK  
REVIEW  
INCIDENT AND  
AUDIT REPORTING  
SYSTEM

### Plan

- 1.1 H&S Policy
- 1.2 H&S Objectives

## 1.9 Wellbeing

The Be Well Group are currently leading on a number of wellbeing initiatives – a recent report was presented to the Governance & Strategic Planning Committee in relation to this.

### 1.10 AOB/Projects

- **Legionella Management DCSDC**

A tender exercise has been completed in relation to control of legionella at all council pavilions. Assuming council approval, it is anticipated that this project can be fully implemented in the first quarter of 2018.

- **Prehen Boathouse** – management of the site and slipway.

- **Lisahally Cattle Market** – a recent internal audit of the site prompted a review of the leased arrangements in place. A formal meeting to discuss findings of the internal

11<sup>th</sup> Dec 2017

Glenelly Room Strabane

audit was completed with the Environment Directorate and progress will be discussed with relevant managers during monthly E&R H&S meetings.

- **Street works project** – a formal review of the street works project is underway with Street Cleansing team and Grounds Maintenance. In relation to Grounds Maintenance, all grass cutting along arterial routes are being pre-signed under mobile works status using the rolling mile method i.e. Men at Work signs deployed stating grass cutting for 1 mile and signage then moved on as works progress. The grass cutting and litter lifting of the A2 and the Crescent link has been tendered. All static works signed as per Traffic Management requirements of the Red Book and Chapter 8 as required. All operatives working on Roads cutting, are trained to M1 minimum and M2 where required.

Street Cleansing team have all received training on T1. A committee report has been drafted by management for the additional resources and machinery to safely carry out this work activity in high risk areas. Any work in the interim will be carried out by contractors.

- **Property certification** – within the previous quarter, the asset management system has been introduced by the property team for the recording of fault reporting through all Council premises. The asset management system, from a CHS viewpoint, is a vital tool in recording, tracking and auditing localised faults per site and the implementation of the system has proven beneficial. The scope of the asset management system for the OHSAS 18001 system is also being considered by the team and property. However, in the interim the procedure currently in place must be adhered to, and the certification must be made available to premises managers by property through the s drive structure. It is evident through the internal audit and site visit process that property certification has lapsed in some buildings and every effort must be made to ensure documentation is visible on all council sites. It should be noted that currently, an issue with a contractor for electrical certification is causing a delay in current certificates being made available.
- **Strand Road offices** –work is ongoing in relation to fire arrangements, heat, water and car parking.

11<sup>th</sup> Dec 2017  
Glenelly Room Strabane