

Health & Safety: Review 2015-2016 and Plan 2016-2017

SUMMARY

This report reviews the Authority's Health & Safety arrangements for the year 2015-2016 and presents the Authority's Health & Safety Plan for 2016-2016.

RECOMMENDATION(S)

The Authority is asked to:-

- 1) Note the outcomes from the annual Health & Safety Review meeting held in April 2016
- 2) Note the actions achieved against the key issues highlighted for the Authority in 2015-2016 as shown at Appendix One
- 3) Agree to the Authority's Health & Safety Plan for 2016-2017 as shown at Appendix Two
- 4) Note the schedule of the main Routine and Regular Items undertaken at the Twyford SWTS as shown at Appendix 3

1. **Introduction** – Under Health & Safety (H&S) legislation as well as its own procedures the Authority has a number of responsibilities and duties to fulfil. This includes an annual review of Health & Safety issues and the production of a Health & Safety Plan for the coming year. This is in addition to maintaining a suite of documents ranging from risk assessments and safe working practices to an Authority-wide Health & Safety Policy and a Statement of Responsibilities.
2. **WLWA Health & Safety Policy** – The current H&S Policy was approved by Members at the Authority meeting in September 2014. It sets out what is expected of each person in the Authority at every level and includes duties such as regular checks, liaison with staff safety representatives and ensuring that contractors comply with Health & Safety requirements and issues. The Policy is kept under regular review by both the Director and the Authority's external Health and Safety Advisor to ensure that it reflects current practice and procedures and remains relevant to operational requirements. At the present time the Policy as approved in September 2014 remains current. A copy of the current Policy is available for Members to view and download on the Authority Intranet via the following link - http://westlondonwaste.gov.uk/staff/wp-content/uploads/downloads/2014/10/WLWA_Health-and-Safety-Policy-2014.pdf
3. **Annual Health & Safety Review** – The annual H&S Review was held at Twyford Waste Transfer Station on 20th April 2016. It was attended by the Authority's senior management team, the Twyford site manager, the Authority's health & safety advisor the staff side H&S/Union representative and the GMB Regional Official.
4. The review considered H&S matters in respect of the operations at Twyford transfer station & HRRC site and the activities of the head office staff based at Hounslow Civic Centre.

Although this is a somewhat reduced exercise compared to past years, the review remains an essential and important aspect of the Authority's role in complying with its H&S responsibilities and duties

5. The review looked back over the preceding 12 months at both Twyford and the Head Office. The actions and progress against the 2015-2016 Plan are shown on the attached Appendix One. Potential activities and actions for 2016-2017 were considered, discussed and agreed for incorporation into the Authority's Health & Safety Plan for 2016-2017 which is attached as Appendix Two for information and agreement.
6. The review included:
 - A general assessment of H&S matters over the previous 12 months.
 - Examining the details of any significant incidents and near misses for Twyford and Head Office. The only RIDDOR within the period related to an alleged insect bite to a member of staff at Twyford resulting in more than 7 days absence from work due to the wound becoming infected.
 - Assessing the details and requirements of the regular programme of carrying out risk assessments, safe methods of work, checks and inspections.
 - Examining any identified potential amendments to risk assessments, safe methods of working, including those for any new activities that are being undertaken
 - Reviewing the staff training activities undertaken during the year

The forward-looking element focused on:

- Any promulgated revisions, amendments or changes to H&S legislation, regulations, codes of practice and the like
 - Implementation of any new Authority policies
 - Any new and proposed processes or procedures which may require new or amended risk assessments
 - The planned programme of inspections and risk assessments
 - Any issues highlighted by staff or others which may require action
 - Discussing potential actions for 2016-2017 and considering their incorporation into the Authority's Health & Safety Plan for 2016-2017, which is attached as Appendix Two for your approval
7. The review noted that from a health and safety perspective 2015/16 had been a successful year with no foreseeable accidents or incidents occurring. All of the staff are to be congratulated for their contribution in achieving this. The main areas of action are in connection with the staff training needs and the on-going programme for inspections/assessments.
 8. In addition to the major focus health and safety items there are a also number of scheduled health and safety issues that are routinely undertaken at the Twyford SWTS. A list of the main items that are carried out under this heading are shown at Appendix 3.
 9. The services provided by LB Hounslow as the Authority's Health & Safety Advisors were discussed. Everyone agreed that that the service continues to provide excellent value and delivers pragmatic and proportionate advice to meet the needs of the service. The importance in retaining this objective, independent external advice (a "fresh pair of eyes"), particularly in relation to developing and undertaking risk assessments in the waste management sector

was considered essential. It is worth reiterating that the internal audit team from the London Borough of Hillingdon who recently undertook a risk based critical review of the Authority's H&S practices highlighted this as an area of notable practice.

10. Financial and Risk Implications – There is an intrinsic link between risk and Health & Safety. It therefore follows that a rigorous Health & Safety regime will minimise risk. Additionally, adopting this approach can reduce financial expenditure through lower insurance premiums and the reduced probability of legal claims. The Authority pays a fee of approximately £5K per annum to LB Hounslow for the provision of H&S advice and Occupational Health referral support. The service delivered in respect of both disciplines has been more than satisfactory and these arrangements continue for 2015/2016.

11. Legal Implications – The Authority has to comply with Health & Safety legislation and there are a number of duties and responsibilities placed upon it. The Statement of Responsibilities in the H&S Policy clearly outlines all the roles and responsibilities at every level of the Authority, from frontline staff to Authority Members.

12. Impact on Joint Waste Management Strategy (JWMS) – Health & Safety will impact on and be influenced by all the JWMS policies, but in particular:

Policy 7: The West London Waste Authority and constituent Boroughs will seek to provide waste management services that offer good value, that provide customer satisfaction and that meet and exceed legislative requirements.

Background Papers	Health & Safety Review report to Authority, 26 th June 2015	
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HEALTH & SAFETY REVIEW OF 2015-2016 ACTION PLAN

APPENDIX ONE

Reference	Action	Responsibility	Target timescale	Progress/Comments
i.	Continue with random Drug & Alcohol testing regime for all staff	Head of Finance & Performance.	Random before 31/03/201	Completed April 2015
ii.	Regular review of Contractors H&S Policies	SAD(O)	On-going	Originally assessed in tender evaluation procedure and discussed annually as part of the contract review meetings.
iii.	Refresher and/or familiarisation/initial training to be undertaken as necessary. This will include driving and plant operation; first aid; fire marshal's; etc.	SAD(O) and Head of Finance & Performance.	On-going	All new staff received relevant training. A matrix is maintained which identifies on-going needs of all site and HQ staff.
iv.	Site Rule Book to be reviewed and where required updated to reflect new or revised requirements i.e. hard hat policy other necessary revisions identified.	Site Manager and H&S Advisor	July 2015	H&S Advisor has completed initial review but due to proposed works to the site an Interim version is being prepared to be completed Summer 2016. Final revision to be prepared when site works completed and revised traffic management arrangements implemented – expected Spring 2017.
v.	Continuation of Dust monitoring at Twyford.	SAD(O) & Site Manager.	July 2015	Completed. Tests in July and October 2015. Second tests included full operation of wood shredding. All results acceptable. To be kept under on-going review.
vi.	Staff Driving licence and insurance checks	Head of Finance & Performance.	On-going	Completed in 2015-16 for all staff using their private vehicle on Authority business.
vii.	Review Twyford traffic management including looking at separation of pedestrian walkways from traffic lanes. Possible implementation of a pedestrian safety policy and procedure.	Site Manager and H&S Advisor	Summer 2015	New segregated pedestrian walkways and crossings constructed. Possible further works to be assessed when other activities completed - See iv. above
viii.	Staff health checks to be undertaken.	Head of Finance & Performance	May 2015	Completed April 2015
ix.	Site plant driver "D4" medical assessments to be undertaken.	Head of Finance & Performance and	June 2015	Completed May 2015 Further testing to be undertaken to comply with same provisions as DVLA HGV timescales

HEALTH & SAFETY REVIEW OF 2015-2016 ACTION PLAN**APPENDIX ONE (Cont/d)**

Reference	Action	Responsibility	Target timescale	Progress/Comments
ix.	Site plant driver "D4" medical assessments to be undertaken.	Head of Finance & Performance and Site Manager	June 2015	Completed May 2015 Further testing to be undertaken to comply with same provisions as DVLA HGV timescales
x.	Canvass for interest in staff willing to be H&S Reps at both HQ and Twyford.	Head of Finance & Performance and Site Manager	September 2015	Reps appointed at both locations
xi.	Compliance with GLA London Safer Lorry Scheme	SAD(O)	On-going	All confirmed already in compliance or will have in place by operative date of September 2015

HEALTH & SAFETY 2016-2017 ACTION PLAN

APPENDIX TWO

Reference	Action	Responsibility	Target timescale for completion	Comments
1.	Test all staff in accordance with the Authority's Drugs and Alcohol Policy	Head of Finance & Performance	Random <31/03/2017	To be arranged for a random date and time during 2016-2017
2.	On-going review of contractors' H&S policies	SAD(O)	On-going	Initially checked as part of tender evaluation process. Annually reviewed as part of regular contract meetings
3.	Twyford Site Rule Book to be reviewed and where required updated to reflect new and revised requirements i.e. hard hat policy other necessary revisions identified.	Site Manager & H&S Adviser	Interim ("DIY" Version) July 2016 & Final Version when works completed anticipated March 2017	<p>There is a need to issue a site rule book highlighting requirements under the current site layout & arrangements. An interim ("DIY") version will be produced for use until the site works are complete.</p> <p>Once site works are complete the rule book will be reviewed to reflect any changed layout & operational arrangements. A revised version will be issued to reflect new arrangements & compliance with H&S requirements</p>
4.	Review of pedestrian and vehicular interfaces at Twyford to reduce potential conflict issues and introduce separation.	Site Manager & H&S Adviser	September 2016	All visitors to the site are greeted by Operatives who direct and provide guidance to visitors and pedestrians.. Pedestrian separation and while line corridors being introduced.
5.	Dust monitoring of operational activities at Twyford	Site Manager & H&S Adviser	When necessary	Being kept under review and will be implemented if deemed necessary.
6.	Appropriate on-going refresher training for all staff and suitable induction training for new staff. To include driving & plant operations, fire marshals & first aid	Site Manager	On- going	Existing staff requirements being assessed. New staff as and when
7..	Health checks to be performed on all staff	Head of Finance & Performance	31/03/2017	Last completed April 2015.

Main Regular/Routine Items at Twyford SWTS

Ref	Action/Item	Responsibility	Comments
a.	Legionella Testing	Site Manager	All shower heads tested every three months. Water sampling and main tanks tested and cleaned annually.
b.	PAT testing	Site Manager	Appliances annually. Fixed wiring every 5 years.
c.	Fire Safety	Site Manager & Site Supervisor(O)	Alarm Testing – Fortnightly: Fire drill assembly – twice a year: Fire awareness training – completed: Fire Marshall training – in place
d.	Fire Plans	Site Manager & Site Supervisor(O)	Fire Risk assessments in place and kept under review. Complete re-assessment completed every 5 years. Next re-assessment due 2018
e.	Driver Competence Checking	Site Manager & Site Supervisor(A)	Certificates checked every 3 or 5 years as appropriate. All currently in place and valid
f.	First Aid Provision	Site Manager	Training/refresher every 3 years as required. Additional two first aiders volunteered for training.
g.	Visual Site Inspection	Site Supervisor(O)	Daily visual inspection to check the site condition for safety and operational purposes
h.	Personal health and safety matters	Site Manger & Site Supervisors(O)&(A)	Issues in connection with PPE, Manual Handling and similar H&S matters are monitored on an on-going basis to ensure suitable provision is in place
i.	Annual site inspection and risk assessment	Site Manager and H&S Adviser	An annual review at Twyford