

**Health & Safety: Review 2016-2017 and Plan 2017-2018**

**SUMMARY**

This report reviews the Authority's Health & Safety arrangements for the year 2016-2017 and presents the Authority's Health & Safety Plan for 2017-2018.

**RECOMMENDATION(S)**

The Authority is asked to:-

- 1) Note the Health and Safety policy statement (Appendix One) has been updated with changes to the responsible persons for WLWA following recent staff changes
- 2) Note the actions taken in the Health and Safety action plan for 2016 – 2017 (Appendix Two)
- 3) Note the outcomes from the annual Health & Safety Review meeting held in June 2017
- 4) Agree to the Authority's Health & Safety Plan for 2017-2018 (Appendix Three)

1. **Introduction** – The Authority has Health & Safety (H&S) duties and responsibilities which are defined in legislation and policies and procedures. These duties include maintaining an Authority Health & Safety Policy and a Statement of Responsibilities, an annual review of Health & Safety issues, the production of a Health & Safety Action Plan for the coming year and maintaining a suite of documents including risk assessments and safe working procedures.
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. As a result of staff changes over the last 9 months the details of the responsible persons have been updated. The new revision is shown in appendix 1. Once approved it will be available for staff and Members to view and download on the Authority's Intranet.
3. **Annual Health & Safety Review** – The annual H&S Review was held at Twyford Waste Transfer Station on 6<sup>th</sup> June 2017. In attendance were the Authority's appointed person, Ken Lawson, Sarah Ellis, Operations Manager, both Twyford site supervisors, Kevin Stack, the Staff Side Trade Union representative and Adam Stonely, the Authority's Health and Safety Advisor.

There was discussion of the results of the H&S action plan for 2016/17 and the end of year report shown in appendix 2 was agreed and closed. It was felt that the proposed action plan for 2017/18 reflects the areas that need attention this year especially capital works (Action F) which includes repairs to the road surfaces at Twyford and works to the tipping apron

enclosure, a review of the mobile plant (action 7) used on site to reflect the changes to operations and updating the training of Twyford staff (action 5).

4. **Annual H&S Action Plan 2017/18** – Following the review of the 2016/17 action plan and discussions with staff about priorities for the forthcoming year a draft action plan for 2017/18 was presented to the annual health and safety review meeting. It was agreed for the draft plan to be presented to this meeting. The final plan for approval by the Authority is shown in appendix 3.
5. **Financial and Risk Implications** –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 and these arrangements will continue for 2017/18.
6. **Legal Implications** – There are no legal implications as a result of this report.
7. **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, 1st July 2016	
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