

Operations Update

SUMMARY

This report provides an update on the Authority's operations.

RECOMMENDATION(S)

The Authority is asked to note the information within this report.

1. **Introduction** – This report sets out day to day operations and business plan activities being undertaken by the Operations Team. The role of the team is to ensure the day to day running of WLWA's contracts and the operation of the waste transfer station and Household Re-use and Recycling Centre (HRRC) in Brent in line with the Authority's values of leadership, efficiency, partnership and good communications.
2. **Twyford WTS and HRRC** – The recycling rate, calculated in accordance with NI192, for the HRRC stands at 45% (31 January). In January the site saw the usual post-Christmas increase in general waste received but there was a significant increase in the tonnage recycled as well which resulted in a steady recycling rate.
3. Surveying work to inform the procurement of the structural works is now complete. A drainage survey and topographical survey have also been undertaken, the reports of these are due in March and a further meeting with our engineers has occurred.
4. A new roll on roll off vehicle has been procured for the site following the existing one no longer being fit for purpose. The secondhand vehicle is now working and driver training on this type of vehicle renewed.
5. **Other operations** – In June 2017 the results of an internal trial to increase capture of recyclable materials from bulky waste were reported to the Authority. Further trials have been taking place with external service providers and these have confirmed that, depending on the material coming in, it is possible to extract up to 50% of weight to be recycled or recovered.
6. **Health and Safety Action Plan update** – Work is continuing. The only action that will not be completed by the end of March are the structural works to repair the site following the fire damage in August 2017. The full report on the 2017/18 action plan results will be presented to the Authority in June. Appendix 1 shows the progress year to date.
7. **Risk** – Changes to processes and procedures on site will need careful management and monitoring of risks, including updates risk assessments and safe working procedures. The plan, do, check, act methodology will be implemented.
8. **Financial Implications** – Spend for the 2017/18 actions is in line with the budget provision.
9. **Staffing implications** – Changes to processes and procedures on site will need careful management and monitoring of staff capability, training requirements and competencies.
10. **Health and Safety Implications** – Changes to processes and procedures on site will need careful management and monitoring of risks, including updates risk assessments and safe working procedures management and monitoring of staff capability, training requirements and competencies.

11. **Legal implications** - There are no legal issues arising from this report.

12. **Impact on Joint Municipal Waste Management Strategy** – Operations activities are in line with the following policies:

Policy 5: West London Waste Authority and its constituent Boroughs will reduce biodegradable municipal waste landfilled with regard to the Landfill Allowance Trading Scheme.

Policy 6: West London Waste Authority and constituent Boroughs will seek a residual waste management solution in accordance with the waste hierarchy, that presents value for money and that offers reliability in the long term.

Policy 7: The WLWA 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.

Policy 8: The WLWA and constituent boroughs will work together to achieve the aims of this strategy and are committed to share equitably the costs and rewards of achieving its aims.

Background Papers	None
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Appendix 1 - Health and Safety Action Plan 2017/18 quarter 3 update

Ref	Action	Responsible person(s)	Target timescale	Status	Updates
1	Introduce a new schedule of quarterly review of H&S at senior management team meetings and integrate these with Authority reporting.	Senior Contracts Manager	September 2017	Green	Meetings have been set until Summer 2018
2	Improve the existing document library for H&S and introduce a schedule for review and update that spreads the work throughout the year.	Operations Manager	September 2017	Green	Documents have been moved to a shared location and a timetable for review drafted.
3	Work with all contractors to build a formal schedule of H&S monitoring in to contracts and operations.	Senior Contracts Manager	February 2018	Green	Health and safety will be built in to contract meetings from the beginning of the new contracts being awarded for food waste, mixed organics and transport.
4	Complete an unscheduled HSE style visit and inspection at both Twyford WTS & HRRC and the corporate offices	H&S Advisor	Random date within the year	Green	Both audits and inspections have now taken place.
5	Complete procurement for companies to undertake: <ul style="list-style-type: none"> ▪ Training for site drivers to ensure continued competency ▪ Manual handling training ▪ Banksman training ▪ On-going water risk assessment and legionella testing ▪ The 5 year periodic fixed wiring testing 	Operations Manager	July 2017 July 2017 July 2017 July 2017 September 2017	Green	<ul style="list-style-type: none"> ▪ Driver training has taken place for the mobile plant ▪ Dates have yet to be booked for the chosen manual handling provider. ▪ The banksman training took place in September. ▪ A new legionella risk assessment and all testing for 2017/18 has now taken place. ▪ Currently seeking a provider for the periodic testing
6	In light of the new guidance regarding fires at waste sites undertake a review of arrangements at Twyford WTS and HRRC	Operations Manager	August 2017	Green	A new fire risk assessment was undertaken on site at the end of January. Recommendations from this are currently being enacted.
7	Undertake a full review of driving needs (including training & licensing), plant safety and maintenance at Twyford WTS and HRRC	Assistant Site Manager	Begin June 2017 and complete by February 2018	Green	Proposals have been received for alternative vehicles options. Further work is needed before a final decision is made.

On-going/regular items

Ref	Item	Responsible person(s)	Status	Update
A	Risk assessment reviews	All Supervisors and Managers	Green	A programme of risk assessment reviews has begun with the site staff and trade union representative.
B	Health surveillance	Head of Finance and Performance	Green	This is now complete.
C	Drug and alcohol testing	Head of Finance and Performance	Green	To be arranged for a random date and time sampling the workforce. Staff have no warning of the taking place.
D	Driving licence testing	Head of Finance and Performance	Green	This is now complete.
E	Regular maintenance - Organise for small works as identified by site inspections and other monitoring/testing on site as well as changes that may be identified during risk assessment and review	Assistant Site Manager	Green	A number of small works have taken place, some new companies still need to be procured for specialist bits of work.
F	Capital works	Operations Manager	Amber	A series of surveys have been undertaken – drainage, topographical, utilities and structural. The results of these will result in technical specifications being drawn up to procure works. A timetable for all works is not yet in place.
G	Routine testing This includes: <ul style="list-style-type: none"> ▪ Legionella testing every 3 months ▪ Dust monitoring as appropriate ▪ Vibration testing as appropriate ▪ Lifting Operations Lifting Equipment Regulation (LOLER) testing ▪ Obtain portable appliance testing quotes for testing in November 2017 	Assistant Site Manager	Green	<ul style="list-style-type: none"> ▪ Legionella testing – a programme has been established, testing is up to date. ▪ LOLER testing is undertaken by WLWA's insurance company ▪ PAT was completed in December 2017.
H	Site inspections	Assistant Site Manager	Green	Daily visual inspection to check the site condition for safety and operational purposes.