

Health & Safety: Review 2017-2018 and Plan 2018-2019

SUMMARY

This report reviews the Authority's Health & Safety arrangements for the year 2017-2018 and presents the Authority's Health & Safety Plan for 2018-2019.

RECOMMENDATION(S)

The Authority is asked to:-

- 1) Note the content of the report
- 2) Note the actions taken in the Health and Safety action plan for 2017 – 2018 (Appendix One)
- 3) Agree to the Authority's Health & Safety Plan for 2018-2019 (Appendix Two)

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. **Health and Safety Action Plan for 2017-18** – The annual H&S Review was held at Twyford Waste Transfer Station on 4th June 2018. In attendance were the Authority's appointed person, Ken Lawson, Sarah Ellis, Operations Manager, Mark Osborne, Assistant Site Manager, both Twyford Chargehands and Kevin Stack, the Staff Side Trade Union representative. There was discussion of the results of the H&S action plan for 2017/18 and the end of year report shown in appendix 1 was agreed. In addition to the work shown in the action plan a number of additional tasks have been carried out including:
 - A full asbestos survey of the buildings at Abbey Road
 - Repairs to the water system to ensure compliance with legionella requirements
 - The Assistant Site Manager and both Chargehands have attended and passed an IOSH Managing Safely course to ensure that all managers and supervisors are competent to complete or revise risk assessments as the need arises.
 - Training has taken place at Abbey Road for fire wardens, all staff received fire awareness training and now have awareness of the correct use of fire extinguishers and the correct type of extinguisher for different types of fire as part of their annual fire awareness training.
 - A hot works permit system has been put in place for works at Abbey Road
 - A COSHH register is now in place
 - The signing in procedure at Abbey Road is now being followed and all visitors to Abbey Road are given an induction.

3. **Annual H&S Action Plan 2018/19** – Following the review of the 2017/18 action plan and discussions with staff about priorities for the forthcoming year a draft action plan for 2018/19 was presented to the annual health and safety review meeting. The action plan includes some significant pieces of work to ensure that actions and responsibilities that have health and safety are clear in the minds of all staff and translates through to their everyday actions at work.
4. Action 1 to review all the policies, procedures and information issued to staff – this has come about following work over the last year which has highlighted weaknesses in the previous systems and the need to make sure there is a culture of safety through all levels of the Authority. Action 2 will be in place to involve all staff in the process and content of these key documents. Integrating H&S into checks on contracting companies will ensure the Authority focuses on external links as well as internal ones providing a holistic view of health and safety.
5. **Abbey Road WTS and HRRC** – Over the last year a lot of discussions with staff at the site have taken place. Where possible the decisions about the site will be made at site and staff are trained and supported to ensure they are given responsibility and accountability appropriate to the level of their role. Appropriate leadership at the site is key to ensuring that everyday actions at work are carried out in accordance with policies and procedures and with the ethos the Authority wants to have.
6. Action 6 to complete repairs following the fire damage and to undertake capital works to repair long term wear to the site will involve a number of different stakeholders and construction work which will need to be managed to ensure all users of the site are kept safe. An external company has been appointed to ensure that the works will be managed from a health and safety perspective. A positive culture at site during this time will be crucial to the success of this work.
7. **Financial and Risk Implications** –The work identified in the action plan will require investment by the Authority. Procurement rules will be followed.
8. **Legal Implications** – There are no legal implications as a result of this report.
9. **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.

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