

**Health & Safety: Annual review of performance in 2018-2019 and the plans for 2019-2020**

**SUMMARY**

This report reviews the Authority's Health & Safety arrangements for the year 2018-2019 and presents the Authority's Health & Safety Plan for 2019-2020.

**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 2018 – 2019 (Appendix One)
- 3) Agree to the Authority's Health & Safety Action Plan for 2019-2020 (Appendix Two)
- 4) Agree the adoption of the new policy documents (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. **Health and Safety Action Plan for 2018-19** – Throughout the year members have been receiving quarterly reports on the progress of the 2018-19 action plan. Action 6 around the repairs needed at the Abbey Road site has begun.
3. The annual H&S Review was held at Abbey Road Waste Transfer Station on 20<sup>th</sup> May 4<sup>th</sup> June 2019. In attendance Sarah Ellis, Operations Manager, Arron Alison, Site Manager, Twyford Chargehands and Calum James, H&S Advisor from Suez. The meeting was a positive look back at the achievements set out in the 2018-19 plan as well as all the addition work that has taken place at Twyford and the results of the internal audit report on health and safety. The H&S action plan for 2019/20 was discussed, the actions proposed before the meeting were agreed and a couple of new projects were included to create the plan proposed in appendix two.
4. **Annual H&S Action Plan 2019/20** – The plan in appendix two includes actions that build on the work carried out over the last 12 months as well as introducing new areas.

Actions 1 – 5 are a direct result of the refresher of WLWA's H&S documentation. This will build on the work already done and continue to develop a more prominent health and safety culture.

Action 6, both builds on the work from the last year and takes a step forward in developing a more proactive health and safety culture which places emphasis on gathering data and developing better practices from our own learning.

Action 7 to review the H&S arrangements at the new office is a reflection to see what next steps we can take now that WLWA have settled in to its new environment.

Actions 8 and 9 to encourage shared best practice between all the HRRC and WTS and the driver induction project for WTS and HRRC's are key to partnership working and efficiency across the area and to ensuring that everyone is working to the same baseline standards. It is also a key step in raising standards.

Actions 10 – 13 are focused on the Abbey Road site, they will ensure that all staff and site users are aware and active in the protection of their own health, safety and wellbeing as well as their role in protecting others.

- 5. Financial and Risk Implications** –The work identified in the action plan will require investment by the Authority. Procurement rules will be followed.
- 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.

Contact Officers	Sarah Ellis, Operations Manager <a href="mailto:sarahellis@westlondonwaste.gov.uk">sarahellis@westlondonwaste.gov.uk</a>	01895 545517
	Emma Beal, Managing Director <a href="mailto:emmabeal@westlondonwaste.gov.uk">emmabeal@westlondonwaste.gov.uk</a>	01895 545515

## Appendix 1 - Health and Safety Action Plan 2018/19 end of year report

Ref	Action	Responsible person(s)	Status	Update
1	Review all H&S policies including the main policy statement and intent document.	Senior Contracts Manager	Green	<p>New documents have been produced. The main overarching Health and safety policy is presented as appendix 3 to this report.</p> <p>In addition to this document there are a number of supporting guidance documents which have been updated and are published alongside the main document on WLWA's intranet. All Staff and elected members are able to access these.</p> <p>The other documents are:</p> <ul style="list-style-type: none"> <li>• Guidance: Accident investigation and accident reporting</li> <li>• Guidance: Avoiding violence at work</li> <li>• Guidance: CDM regulations</li> <li>• Guidance: Control of contractors</li> <li>• Guidance: Control of noise at work</li> <li>• Guidance: Display screen equipment</li> <li>• Guidance: Driving at work</li> <li>• Guidance: Fire safety and fire risk assessment</li> <li>• Guidance: First aid</li> <li>• Guidance: Lone working</li> <li>• Guidance: Managing risks from asbestos in buildings</li> <li>• Guidance: Managing risks with asbestos</li> <li>• Guidance: Manual handling</li> <li>• Guidance: RIDDOR reportable accidents</li> <li>• Guidance: Young persons</li> <li>• Guidance: PPE</li> </ul>
2	Develop a procedure for ensuring all staff are aware of current policies, consulted on policy changes and made aware of any agreed and implemented changes.	Senior Contracts Manager	Green	<p>The new procedure is:</p> <ol style="list-style-type: none"> <li>1) The owner of the document will work in conjunction with H&amp;S Advisor to review the document. The review process could begin as a result of a change in law or guidance, an accident or incident, a formal process of review at an appropriate timescale or the suggestion of a member of staff, safety representative or other interested party. The owner and H&amp;S Advisor will set an outline timetable at the beginning of the review.</li> <li>2) If it is deemed appropriate the Manager may seek comments on existing version of</li> </ol>

Ref	Action	Responsible person(s)	Status	Update
				<p>document before a revised version is created.</p> <p>3) A revised document should be circulated to appropriate employees for comment before a final revised version is adopted.</p> <p>4) The document owner, appropriate Manager and H&amp;S advisor should review comments received and develop a final new version.</p> <p>5) If appropriate the documents should be reviewed by Senior Management Team, Chief Officers and presented to the WLWA Board for approval</p> <p>6) Once the final version has been approved inform relevant staff about the new document. Provide them with a copy and give a verbal briefing.</p> <p>7) Ensure staff have signed to acknowledge and accept the new document.</p> <p>8) Add document to the H&amp;S document listing and include a review date.</p> <p>9) Make sure the document is available on the staff intranet and appropriate shared filing system.</p>
3	Introduce H&S checks to the procedure vetting new suppliers, where appropriate	Head of Finance and Performance	Green	<p>Appropriate suppliers are principally those involved in transport, disposal and processing. The procurement bidding process includes a requirement for appropriate new suppliers to provide details of their health and safety arrangements. These are reviewed to ensure their adequacy as part of the bid evaluation and selection of supplier. Subsequently records are retained for the winning bid / contract.</p> <p>For new suppliers, where they provide services that are applicable to this process, they will be asked to provide information regarding health and safety.</p>
4	Development of detailed H&S systems for the new office location	Head of Finance and Performance	Green	<p>Specialist office refurbishment and fit-out contractors with detailed knowledge of health and safety requirements were appointed to ensure implementation of appropriate H&amp;S systems at the new office location. Subsequently a full workplace assessment was undertaken by an independent safety consultant resulting in only limited actions. These have all been implemented. Procedures have also been put in place and training provided to all staff.</p>
5	Complete an unscheduled HSE style visit and inspection at both Twyford WTS & HRRC and the corporate	H&S Advisor	Green	<p>Abbey Road – several inspections have been carried out by Suez's corporate health and safety team. The H&amp;S audit by LB Hillingdon on behalf of WLWA also took place and included an inspection.</p>

Ref	Action	Responsible person(s)	Status	Update
	offices			West Drayton – An inspection was undertaken as part of the fire risk assessment and by internal audit.
6	Complete the works to repair the fire damage at the Abbey Road waste transfer station and implement all fire risk assessment recommendations.	Site Manager	Amber	The contractor for the works was appointed and work started in March. After one of the compactors at site was removed a further inspection was conducted and a new piece of work has been added to the work schedule.
7	Develop a new emergency plan for the Abbey Road site	Site Manager	Green	The plan is displayed on the noticeboard at site.
8	Encourage shared best practice between all the HRRC and WTS	Operations Manager	Green	<p>The February site user group meetings for Victoria Road and Transport Avenue introduced a new procedure for infringements of site rules and reporting back of these to the boroughs involved. Feedback will also be given on property damage incidents.</p> <p>A new HRRC best practice meeting has been set up to share information about related issues, practices, procedures etc. The first meeting was held in April 2019.</p>

### On-going/regular items

Ref	Item	Responsible person(s)	Status	Update
A	Deliver training as per the training matrix	Line Managers	Green	Training is up to date.
B	Risk assessment reviews	All Supervisors and Managers	Green	An on-going schedule or toolbox talks commenced in February and will continue until all staff have been trained.
C	Health surveillance	Head of Finance and Performance	Green	Completed February 2019
D	Drug and alcohol testing	Head of Finance and Performance	Green	Completed February 2019
E	Driving licence testing	Head of Finance and Performance	Green	Complete
G	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	Site Manager	Green	Small works on site are currently up to date.
H	Routine testing This includes: <ul style="list-style-type: none"> <li>Legionella testing every 3 months</li> <li>Dust monitoring as</li> </ul>	Site Manager	Green	Testing is up-to-date.

Ref	Item	Responsible person(s)	Status	Update
	<div>appropriate</div> <ul style="list-style-type: none"> <li>▪ Vibration testing as appropriate</li> <li>▪ Lifting Operations Lifting Equipment Regulation (LOLER) testing</li> <li>▪ Fire equipment</li> </ul>			
I	Site inspections	Site Manager	Green	A new site inspection sheet is now in place with daily, weekly and monthly checks.