

Health & Safety Briefing

Overview & Scrutiny Committee

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Health & Safety Briefing

Aims:

- **Compliance through effective risk assessment**
- **Managers have ‘real’ oversight & drive improvements**
- **Owned by all**
- **Routine sharing of good practice ~ a Lessons learned & shared culture**
- **Year on Year improvement**

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Objective: Implement 'new approach' to Risk Assessment

- **Proposed 'new approach' to SMT**
- **Piloted**
- **Refined & reported back to SMT**
- **Some integration**

Risk Assessment Register













Risk Assessment Index ~ Task list & initial Risk Ratings

| Task No. | Task Title | Task Risk Rating | General Task | COSHH | Manual Handling | Work at Height WH | Stress / Emotional Wellbeing | DSE | Lone Working | Safe-guarding | Working near Roads WR | HAVs HV | Noise N | Events | Other (Specify) | Lead Officer | RA findings shared with staff on / at |
|----------|---|------------------|-------------------------|-------|-----------------|-------------------|------------------------------|-----|----------------------------|---------------|------------------------|---------|---------|--------|-----------------|--------------|---------------------------------------|
| 49 | Securing mowers to vehicle/ trailers | 3 | | | X | | | | | | X | | | | | | |
| 50 | Tractor - using Flail for cutting Hedges | 9 | Task 50 | | X | | | | LW Task 50 | | Task 4 | | X | | | C Walmsley | PH 1-2-1 29/01/2018 |
| 51 | Loading and Unloading Vehicles (including trailers) | 4 | Task 51 | | X | | | | LW Task 51 | | Task 4 | | | | | I Banks | |
| 52 | Edging grass verges along the A674 | 9 | Task 52 | | X | | | | | | Task 4 | X | X | | | C Walmsley | |
| 53 | Tree raising/ branch removal from Westway | 9 | Task 53 | | X | | | | | | Task 4 | X | | | | C Walmsley | |



Specific Risk Assessment & Record

Risk Assessment Record

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|----------|
| Department: | Streetscene | Assessor: | C. Walmsley | Date: | 13-02-2018 | Ref. No | 52 | Authorised By | J. Oliver | Review Date: | XX.XX.XX |
| Brief Task description | | | | | | | | | | | |
| Edging grass using edging machine along A674 –approx. 6.5 km from the east side of the M61/ A674 junction to west side of the M65 / A674 junction – from the Botany Bay roundabout to Houghton Arms pub, passing through Higher Wheelton - (Proposed start date 26.2.18 – 4 to 5 days working; 9 Opo's per day) | | | | | | | | | | | |
| Training Standard for this task? Specify... | | | | | | | | | | | |
| 5. As for TASK_4_Working-nr-Roads 2. Briefing / instruction re. Use of edging machine 3. Briefing / Instruction re. RAMS & MS 4. Manual Handling Ops | | | | | | | | | | | |
| Mandatory PPE for this task? Specify.... | | | | | | | | | | | |
| Safety Boots (EN ISO 20345:2011) |  |  |  |  |  |  |  |  |  |  | |
| Hi Visibility Clothing (EN 471 Class 3 + Class 1 trousers) | | | | | | | | | | | |
| Ear Defenders (xx) (check noise rating) | | | | | | | | | | | |
| Gloves (EN388, EN511) | | | | | | | | | | | |
| Eye protection (decanting fuel / refueling) | Y | N | Y | N | Y | Y | N | Y | N | Y | |
| Face Mask (for cleaning) FFP1 or 2 | | | | | | | | | | | |
| Disposable half face; BS EN 149 | | | | | | | | | | | |
| Other Risk Assessments / Permits / Plans required: e.g. Manual Handling, COSHH, Lone Working, Work at Height, Stress, Fire, Signing & Guarding Plans | | | | | | | | | | | |
| 1. TASK_4_Working-nr-Roads 2. VBA 0568 3. VBA 05611 4. VBA Method Statement Stop/Go 5. CC Method Statement ..\Method Statements\Task_52 MS_Edging_verge_A674v0.docx | | | | | | | | | | | |
| 6. Road Permits will be required LCC (& possibly Highways England approvals)..\Road Permits\Road Space Permit - A674.pdf | | | | | | | | | | | |
| Hazard | Who's at risk? | Current controls | RR | Additional actions required | RR | By Who | By When | | | | |
| 1. Site specific attributes: <ul style="list-style-type: none"> Lateral Safety Zones NOT maintainable on this road, for this task Very busy / fast road (50+mph / motorway slip roads) | Ops / Others / Road Users | <ul style="list-style-type: none"> Work nr Road briefing / training given Initial proposal to use road sweeper as protection for Opo's using handheld edging machine rejected by CW/DF (Ref. email DF 24.1.18 cc. Director) following site visit / initial assessment | 6 | 1. CC MS required to detail: <ul style="list-style-type: none"> Sequence of work agreed Method of communication between CC Opo's & VB Opo's Restrictions & Rules for | 3 | | | | | | |

Risk Assessment Action Tracker

| | | | | | | |
|----|----|---|--------------------|--|------------|----|
| 18 | 28 | Discussed & PH agreed to keep his mobile phone on his person at all times when carrying out any repairs / unblocking flail etc. (Jo to raise at Supervisors meeting...) | PH | | 29/01/2018 | CW |
| 19 | 50 | Discussed & PH agreed to keep his mobile phone on his person at all times when carrying out any repairs / unblocking flail etc. Hedge cutting work carried out with team support so team made aware of repair/ unblocking so they can assist (Jo to raise at Supervisors meeting...) | PH/JO/Team Leaders | | 29/01/2018 | CW |
| 20 | 50 | PH reviewed Risk assessment and give comments to CW | PH | | 09/02/2018 | CW |
| 21 | 50 | PH requested that CW add that 'when dealing with blockages on the flail that the tractor should be switched off | CW | | 12/02/2018 | CW |
| 22 | 52 | Consider weed spraying the grass verge edges as an alternative methods for maintaining overgrown grass edges. Spraying does not have the desired effect as it will only kill the grass rather than remove the soil etc. | CW | | 09/02/2018 | |
| 23 | 52 | Consider machinery attachments that could remove the need for it to be done by hand. Demo of machinery identified that it would only cut the verges and not remove the soil etc. from site meaning that operatives would still be required to enter the lateral safety zone/ highway. Costs for the machinery were also prohibitive | CW | | Oct-17 | |
| 24 | 52 | Site visit A674 to ascertain where work will take place and traffic management requirements. | CW/ DF | | 24/01/2018 | |
| 25 | 52 | Contact traffic management contractor (Ventbrook Ltd) and visit site to ascertain requirements and costs | CW | | 02/02/2018 | |
| 26 | 52 | Due to cost, traffic management requirements and risk decision taken to not include Millenium Way, roundabout at junction with M61 and roundabout at junction with M62 in the programme of works. | JO/AK | | 06/02/2018 | |
| 27 | 52 | CW to brief Supervisor (AF) and drivers (DC) on the MS & RA for the works. Discuss MS & RA and amend if required. Carry out site visit to look at work required and safe parking areas with AF, ME & DC | CW | | 21/02/2018 | |
| 28 | 52 | AF to brief operatives required to carry out task | AF | | 26/02/2018 | |

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Objective: Implement 'new approach' to Risk Assessment

- **Meet remaining Managers**
- **Roll out, milestones & full integration**
- **Drop in sessions, demos & support**
- **Update Corporate Policies & Procedures**

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Objective: Build the Safety Culture

- Devised & delivered training
- Topic based 'action learning' groups
- Developed & piloted 'Training / L&D Matrix'
- Some integration into OD initiatives

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- Some integration into OD initiatives
- Roll out 'Training / L&D Matrix' & return to SMT
- Integrate into Training / L&D provision
- Safety Culture Survey & benchmark

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Objective: Managers maintain oversight & control.....

- Briefed SMT & Managers on roles and responsibilities
- Collaborative working with Audit
- More meaningful PI's

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Objective: Managers maintain oversight & control.....

- Briefed SMT & Managers on roles and responsibilities
- Collaborative working with Audit
- More meaningful PI's
- Further briefings with Managers
- PI's / Dashboard - to SMT quarterly
- Further collaborative working with Audit

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Challenges & Opportunities

- **A BIG Culture shift**
- **Competing priorities ~ resources**
- **Empower & engage ~ Training, skills & experience**
- **Sharing / aligning values ~ Safe behaviours**
- **Communication ~ Lessons learned & shared**
- **Integrate**

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Summary

- **Key Objectives set the foundation for improvement**
 - **Implement a 'new approach' to risk assessment**
 - **Build the Safety Culture**
 - **Managers maintain oversight & control.....**
- **Good Progress**
- **Appetite to improve!**