

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Amy Dredge
(Rhif Ffôn: 01443 863100 Ebst: dredga@caerphilly.gov.uk)

Dyddiad: Dydd Mawrth, 15 Tachwedd 2016

Annwyl Syr/Fadam,

Bydd cyfarfod **Pwyllgor Iechyd a Diogelwch Corfforaethol** yn cael ei gynnal yn **Ystafell Sirhywi, Tŷ Penallta, Tredomen, Ystrad Mynach** ar **Dydd Llun, 21ain Tachwedd, 2016** am **10.00 am** i ystyried materion a gynhwysir yn yr agenda canlynol.

Yr eiddoch yn gywir,

Chris Burns
PRIF WEITHREDWR DROS DRO

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cyngorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cyngorwyr a Swyddogion.

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3 I gymeradwyo a llofnodi'r cofnodion canlynol:-

Cynhaliwyd Cyfarfod Iechyd a Diogelwch Corfforaethol ar 11eg Gorffennaf 2016

I dderbyn ac ystyried yr adroddiad(au) canlynol:-

4	Cydymffurfiad Cynnal a Chadw Statudol - Hydref 2016.	7 - 12
5	Polisi Dirgryniad Llaw-Braich.	13 - 46
6	Arolygon Coed- Ysgolion.	47 - 50
I dderbyn a nodi yr eitem(au) gwybodaeth ganlynol		
7	Ystadegau Damweiniau Mehefin - Hydref 2016	51 - 62
8	Diweddariadau Awdurdod Gweithredol Iechyd a Diogelwch	63 - 68

* Os oes aelod o'r Pwyllgor Craffu yn dymuno i unrhyw un o'r Eitemau Gwybodaeth uchod i gael eu dwyn ymlaen ar gyfer adolygiad yn y cyfarfod, cysylltwch â Amy Dredge, 01443 863100, erbyn 10.00am ar ddydd Llun, 21ain Tachwedd 2016.

Cylchrediad:

Cynghorwyr M.A. Adams, P.J. Bevan, D.T. Hardacre, D. Havard, A.G. Higgs, G. J. Hughes a S. Kent

Cynrychiolwyr Undebau Llafur

A Swyddogion Priodol



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON MONDAY
11TH JULY 2016 AT 10A.M.

PRESENT:

Councillor D. Havard - Chair
Councillor M. Adams - Vice Chair

Councillors:

P.J. Bevan, D T Hardacre, A G Higgs, S Kent

Together with:

D Jones (Service Manager, Health Safety and Welfare), E Townsend (Deputy Health and Safety Manager), T Phillips (Schools Health and Safety Manager), R. Phillips (Asbestos Team Manager), M. Wehden (Environmental Health Officer), M. Pinch (Environmental Health Officer), H. Morgan (Senior Committee Services Officer)

Trade Union Representatives:

Neil Funnell (GMB) and Juan Garcia (UNISON).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor G. J. Hughes, D. Andrew Williams (Unite) and M. Williams (Head of Community and Leisure).

2. DECLARATIONS OF INTEREST

There were no declarations of interest made at the beginning or during the course of the meeting.

3. MINUTES - 22ND FEBRUARY 2016

RESOLVED that the minutes of the Corporate Health and Safety Committee held on Monday 22nd February 2016 be approved as a correct record and signed by the Chair.

REPORTS OF OFFICERS

Consideration was given to the following reports.

4. HEPATITIS A OUTBREAK

An update was given on the confirmation of an outbreak of hepatitis A in the South Wales areas which had affected Glyn Gaer Primary School and Members were advised that the incubation period for the viral infection from the time of coming into contact with the virus to developing the symptoms is between two and seven weeks, which means people may not have any symptoms when infected, but are still able to infect others.

It is a short-lived viral infection which has unpleasant symptoms but is rarely serious and most people make a full recovery in a few months. Transmission routes are faecal-oral and it is usually spread by eating or drinking food or water contaminated with infected faeces and all cases and contacts are advised to be meticulous about thoroughly washing their hands after going to the toilet or before eating.

Following confirmation of an outbreak at the school by Public Health Wales (initially one pupil but extended to further pupils and one member of staff) an Outbreak Control Meeting was arranged. Close family, pupils and staff who may be at risk were offered vaccinations as a "precaution". However, due to the very long incubation period of Hepatitis A there may be more cases in individuals who were exposed before they were vaccinated. In view of the incubation period it has not been possible to trace the source but the school has been deep cleaned and a further clean will be undertaken in the summer.

Information on how to reduce the risk of transmission of Hepatitis A has been sent to the school, parents and relatives reminding them that the most important thing to prevent the virus spreading is to ensure good hand washing techniques after using the toilet and before preparing or eating food. Staff who visit the school have also been advised as a precaution and it was noted that it is necessary to look at all who visit the school and consider their role, to see if any may fall into a high risk category and require further guidance.

It was reported that 4 cases had also been confirmed cases at both Ysgol Rhyd Y Grug in Aberfan and Ysgol Rhydywaun secondary school in Penywaun. These can be linked to the original case who attended Glyn Gaer School. A further two cases have been recorded in Carmarthen - grandparents of an infected case. A case has also been confirmed in the Pengam area but is not associated with the outbreak.

Clarification was sought on the different strains of Hepatitis and Members were advised that A and E are food or water borne whereas B and C are blood borne viruses.

Members were assured that to date, all the public health actions needed to control this outbreak have been taken and that the risk to the public remains low, although due to the length of the incubation period there may be further new cases.

5. HEALTH AND SAFETY ANNUAL REPORT 2015/16

Donna Jones, Service Manager, Health, Safety and Welfare, gave a presentation on her annual report (a copy of which was circulated at the meeting) which advised of the key health and safety achievements, health and safety performance for 2015/16, Carefirst Services, Health and Safety Training, Civil Claims and Priorities for 2016-17.

She made reference to the key projects during the course of the year and gave an update on the Asbestos Management Services Framework, inspection of Powered Gates - Authority Wide (to be considered later in the meeting), asbestos In Schools project, automated external defibrillators, Health and Safety Policy Review and Radon Monitoring in Schools.

With regards to the automated external defibrillators a query was raised as to their ease of use. Mrs Jones explained that it is a safe, reliable, computerised device that can analyse heart rhythms and enable a non-medically qualified person to safely deliver the lifesaving shock. It uses clear voice instructions and guides a person through each step of defibrillation and will not work if there is a heartbeat detected. Training has been provided and refresher training will continue on a regular basis.

Reference was then made to radon monitoring in schools and it was noted that radon is a natural radioactive gas. While the outside air levels are low, the gases that rise to the surface through naturally formed cracks or fissures can accumulate inside buildings that are constructed on certain rock strata and can create health hazards for their occupants. Public Health Wales required Local Authorities in Wales to participate in a national programme to monitor levels of radon gas that is naturally generated and Corporate Health and Safety Officers visited 20 schools within the borough and installed over 300 monitoring devices as part of the All Wales Public Health programme. The devices were collected after a three month period for analysis and the majority of results did not indicate any level of concern. Public Health Wales however, decided as a further measure, that three Caerphilly schools should be sampled for a further 6 months, to provide data over a different environmental period (spring and summer months). This monitoring is on-going.

Reference was then made to enforcement action during 2015/16 and it was explained that one Health and Safety Improvement Notice had been issued (Tir Y Berth Depot – Transport Safety), one Notice of Contravention (Waste - Route Risk Assessments) and 9 South Wales Fire Services notices had been received. With regards to the latter, the Notices were recorded, investigated and a response provided to the Fire Service.

By way of explanation in relation to the Health and Safety Improvement Notice, in December the Health and Safety Executive were undertaking a planned inspection of waste and refuse collection. This formed part of a national safety inspection programme, where the HSE have inspected all Local Authorities in Wales. During the visits to the Tir-y-Berth Depot, the Inspector witnessed unsafe practices by both drivers and pedestrians, which he felt were in contravention of Health and Safety Legislation. An Improvement notice was issued with a compliance date of the 14th January 2016, which required the Authority to advise how the legal contraventions would be dealt with. A detailed Action Plan which has been agreed with the HSE has been implemented and progress is being monitored by the Director of Communities.

It was accepted that this may have been exacerbated by the number of staff that have been moved to other accommodation and them not being aware of the risks associated with the building they have been relocated to (particularly in the case of working depots). It was agreed that this should be addressed as part of the accommodation rationalisation programme with Corporate Health being involved with the planning of any transitional moves.

Members were advised that the Improvement Notice was issued the same time as a legal contravention notice on waste services, due to inaccurate route risk assessments for waste, recycling and food collections. This notice does not have the same legal weight as an improvement notice and the issues raised have been addressed.

Mrs Jones then provided data on the statutory maintenance compliance statistics as they relate to electrical, legionella and gas and explained the use of the RAMIS system to monitor the information. She advised that health and safety inspections/audits are undertaken and updated onto RAMIS and corrective actions are programmed to ensure that Building Managers close out the actions with evidence. A reminder is sent if the action is not closed. An update was also provided on the accident statistics - 35% decrease from the previous year but with a 40% increase of reportable accidents (which include those that resulted in over 7 days off work).

Members were pleased to note the proactive inspections now include health and safety audits, Medical DSE Assessments as well as risk assessments and asbestos Inspections and that Contractors are vetted. Reference was also made to the data from occupational health and care first support services, to the number of health and safety training events that have taken place and to the number of civil claims recorded, none of which were taken to court.

During the course of the debate, reference was made to the HSE investigation of a near drowning incident at Newbridge Leisure Centre. The investigation concluded that there were no failings on the part of the Authority and the HSE concurred with the Authorities internal investigations of the incident and the resulting action taken. It was requested that an update on this incident be provided at the next meeting.

Going forward, Mrs Jones detailed the key priorities for 2016/17 which include the completion of the asbestos removal programme and radon testing in schools, the drug and alcohol policy, driver and vehicle safety, statutory maintenance compliance and the further development of SLA Services to Cardiff City Council.

Members thanked Mrs Jones for her informative presentation and for responding to the number of queries raised during the course of the debate.

6. SAFETY OF AUTOMATED GATES - UPDATE

Consideration was given to the report which provided an update on automatic powered access gates (as previously reported in September 2014 and February 2015). It referred to a recent case whereby a powered gate installation company has been prosecuted by the Health and Safety Executive for failing to install adequate guarding to an electric gate it installed at a primary school and the findings of an incident in Bridgend when a child was killed when she became trapped and crushed to death by an electric gate.

Members were advised that as part of the subsequent audit, a total of 10 Inspections were completed, of which 7 were primary schools. During 2015 the schools received individual reports and feedback on any remedial actions required. There is now only one school outstanding and the gates are being kept on manual operation until the relevant standards are met. Schools will be required to maintain the gates to BS EN 12453 standard and the Authority will monitor the pressure testing maintenance of the gates via the RAMIS system every two years via the school management audits.

One secondary school has installed a new set of powered gates for traffic control purposes on a compact site. The school were provided with all the necessary standards and safety requirements that they were required to meet prior to the contractor installation. These gates will be picked up on a school general inspection for compliance with the necessary BS standards and pressure testing, as all schools will be re-inspected as part of the two year rolling programme of general inspections by SLA or Core Officers.

Two further sites have also been identified, one is an Authority Depot site and one at Llancaiach Manor House. Both have been advised of the requirements to comply with the required standards. It was noted that six depots and corporate sites within the Corporate Services Directorate have been checked and it was requested that an update be provided to the next meeting on compliance with power gates on corporate sites.

A query was raised in relation to the responsibility for electric gates on industrial estates and it was noted that this would be the responsibility of the site owner. The Duty holder is responsible to ensure that their electric gates comply with the standards and are regularly pressure tested in accordance with requirements.

Members noted the content of the report and the progress that had been made.

7. CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK POLICY

It was requested that this report be deferred for consultation with the Trade Union representatives.

This course of action was agreed

8. SENTENCING GUIDELINES (MANSLAUGHTER, HEALTH AND SAFETY OFFENCES)

Consideration was given to the report which provided details of the changes to criminal sentencing guidelines for Health and Safety Offences by organisations and individuals.

Under the Coroners and Justice Act 2009, the sentencing Council has issued a definitive guideline on sentencing. The guideline applies to all organisations and offenders aged 18 or older, who are sentenced on or after 1 February 2016, regardless of the date of the offence.

The report gave an overview of the guidelines for Organisations (Breach of Duty of Employers to Employees/Non Employees, Corporate Manslaughter and Individuals (Breach of Duty of Employers to Employees/Non Employees). It was noted that as detailed in the report, the fines issued will depend on a number of factors. Individuals can be prosecuted under the Health and Safety at Work Act 1974 (section 33) for breaches under section 2, 3 and 7. Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that the offence caused any actual harm; the offence is in creating a risk of harm.

Members were advised that historically, sentences for health and safety offences in criminal courts have been relatively low in comparison with other criminal offences. In some cases the cost of the state taking the case to court has outweighed the level of fine issued. In this regard the threat of criminal action has been little deterrent to organisations who are not meeting their legal requirements in managing health and safety. The new guidelines will rectify this position and the incentive to manage health and safety and avoid breaches of duty are stronger than ever.

Members noted the content of the report.

9. INFORMATION ITEMS

The Committee noted the following items for information, full details of which were included within the Officers reports. There were no items brought forward for review.

- (1) Accident Statistics Report for January - March 2016;
- (2) Recent Health and Safety Executive Updates.

10. ATTENDANCE AT COMMITTEE MEETINGS

In view of the nature of the business to be transacted, it was requested that an Officers from each service area who have a responsibility for health and safety should attend future meeting of the committee. This would be raised with Directors

The meeting closed at 11.35am

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 21st November 2016, they were signed by the Chair.

CHAIR

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE – 21ST NOVEMBER 2016

SUBJECT: STATUTORY MAINTENANCE COMPLIANCE REPORT – OCTOBER 2016

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to inform Committee Members of the current compliance rating of CCBC Premises in relation to statutory maintenance.

2. BACKGROUND

The following report provides an overview of current statistics for outstanding remedial tasks for the high risk disciplines, which have not been closed down within the allocated timescale. In addition the progress made since September in relation to Electrical and Legionella outstanding tasks has been monitored and are provided in the report.

3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to buildings and links to the Council's Asset Management Strategy.

4. REPORT

- 4.1 The compliance statistics include the remedial tasks from the following statutory inspections, statistics include faults and improvements identified during inspections in line with current standards:-

- **Electrical Installations** in Buildings are inspected under the IEE Regulations, currently 17th Edition. Inspections are undertaken every 5 years or less depending on the type of premises.
- **Gas Safety Inspections**, As required under the Gas Safety (installation and Use) Regulations 1998, Annual Inspections undertaken.
- Inspections under the Control of **Legionella Bacteria** in Water, Approved Code of Practice. Monthly, quarterly and annual maintenance of water systems.
- **Fire Logbook**, the fire logbook includes statutory maintenance of emergency lighting, fire alarm (5 yearly), fire alarm (annual) and fire extinguishers
- **Fire Risk Assessment**, reactive tasks resulting from the fire risk assessment, fire risk assessments are carried out annually or every 3 years.

4.2 Any dangerous faults identified during the inspection/testing works are rectified or made safe prior to the contractor leaving the premises. Such issues are reported to the building manager, Building Consultancy Officer and where relevant, Health and Safety. The residual issues recommended for less urgent attention by the inspection/testing contractor are uploaded to RAMIS system. Remedial works are progressed via Facilities Management and Building Consultancy, depending on the nature of the work. Historically the large number of individual buildings managers/ budget holders meant the approach to these remedial works was inconsistent and piecemeal and it was often not possible to aggregate remedial works to maximise contract efficiency. The situation is now much improved with the FM team co-ordinating works on a significant proportion of our buildings. The outstanding remedial tasks listed on RAMIS as of 28.10.2016 are detailed below, the figures in brackets indicate the number of priority 1 tasks. Tasks listed have been outstanding for over 90 days.

4.3 Premises Managed by Facilities Management Services

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Leisure Services	12	1	1	2 (P1x1)	9	67
Libraries	18	12	0	1	13	58
Park Services – Pavilions	68	41 (P1x1)	4 (P1x1)	12 (P1x3)	5	3
Community Centres	36	16 (P1x4)	2 (P1x1)	12 (P1x2)	11	20

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Day Centres	12	0	2 (P1x1)	0	11	39
RHOP	6	0	2	1	2	31
SS – Other	15	0	0	0	3	37
SS – Offices	10	0	0	0	5	52

4.4 Corporate Services (Managed by Corporate FM Team)

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire logbook	FRA
Corporate Property	12	0	4	1	5	19
Tir-Y-Berth Depot	1	19	0	6	0	5
Finance	2	0	0	0	0	9

4.5 Chief Executive (Managed by Education)

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Primary Schools	74	409 (P1x53)	117 (P1x8)	91 (P1x13)	99	386
Secondary Schools	14	1774	116 (P1x8)	31 (P1x1)	51	319
Community Education	10	25	1	0	3	3
Inclusion Services	12	0	8 (P1x1)	5	12	19

4.6 Communities (Managed by Service Areas Directly)

Service Areas & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Bereavement Services	7	0	0	2	0	0
Park Services	6	3	8 (P1x1)	0	0	4
Refuse and Cleansing	12	1	3 (P1x1)	0	3	14
Countryside	9	1	6	1	4	23
WHQS	1	0	1	3	1	0
Sheltered Accommodation	35	12 (P1x1)	2	0	3	26
Housing	5	5	11	0	4	22
HOG	4	2	1	0	3	1
Business Support	3	0	0	3	0	12
Community Regeneration	2	0	0	0	2	13
Destination and Events	7	21	0	3 (P1x1)	10	29

4.7 Social Services (Managed by Environmental Health)

Service Area & No. Premises		Electrical	Legionella	Gas	Fire Logbook	FRA
Public Protection	1	0	0	0	0	0

4.8 The following monthly trend analysis tables show completion of outstanding tasks for Electrical and Legionella works since September 2014, these two disciplines have been singled out for trend monitoring due to the high number of outstanding tasks which were reported in 2014. Going forward we will also provide trend analysis for Fire Safety related tasks as well as include trend analysis for Education premises.

Table 1. *Electrical tasks which are outstanding (over 90 days)*

	ELECTRICAL					
	September 14	December 14	July 15	October 15	June 16	October 16
Community Centres	375	29	0	0	46	16
Corporate Property	191	172	0	0	0	0
Economic Development	268	177	117	37	14	0
Sheltered Accommodation	231	115	232	230	46	25
Social Services (FM Managed)	247	275	52	79	2	0

Table 2. *Legionella Tasks which are outstanding (over 90 days)*

	LEGIONELLA					
	September 14	December 14	July 15	October 15	June 16	October 16
Community Centres	372	38	34	34	10	2
Corporate Property	148	72	2	2	4	4
Economic Development	57	90	3	3	4	0
Sheltered Accommodation	315	90	13	14	4	2
Social Services (FM Managed)	433	183	8	2	7	4

5. EQUALITIES IMPLICATIONS

5.1 There are no significant implications associated with this report.

6. FINANCIAL IMPLICATIONS

6.1 The cost of the outstanding tasks is covered by building maintenance budgets held by Facilities Management, Housing or individual service areas.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications associated with this report.

8. CONSULTATIONS

8.1 The report reflects the views of the listed consultees.

9. RECOMMENDATIONS

9.1 The contents of this report are noted.

9.2 CMT advise on the carryover of relevant budgets to be used in 16/17 to address the outstanding tasks for Corporate Property as detailed in the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure the Authority meets its statutory responsibilities with regards to premises.

Author: Donna Jones, Service Manager, Safety, Safety and Welfare
Consultees: Colin Jones, Head of Property and Performance
Paul James, Health and Safety Manager
Statutory Maintenance Group Members

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE – 21ST NOVEMBER 2016

SUBJECT: CONTROL OF HAND ARM VIBRATION AT WORK POLICY

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek Committee Members approval for the draft policy and corporate management arrangements for the control of Hand Arm Vibration prior to the report being referred to Cabinet for consideration.

2. BACKGROUND

In 2012 a report to CMT advised of the range of issues associated with exposure to Hand Arm Vibration. At that time improvements were required in the employment screening, risk assessment and vibration exposure monitoring processes within service areas. In addition health surveillance which had previously been contracted out was in need of review and improvement. Since 2012 improvements have been made in all areas of vibration control and at the end of the improvement programme a Hand Arm Vibration Policy and Corporate Management Arrangements have been drafted by Health and Safety which reflect the arrangements currently in place.

3. LINKS TO STRATEGY

- 3.1 The report links to the Authority's statutory duties in relation to control of vibration from use of work equipment.

4. REPORT

- 4.1 Hand Arm Vibration Syndrome (HAVS) is caused by repeated and frequent use of hand-held vibrating tools - for example, power drills, chainsaws, pneumatic drills, etc. It may also be caused by holding or working with machinery that vibrates. It is not clear how vibration causes the condition. It is probably due to slight but repeated injury to the small nerves and blood vessels in the fingers. Over time these may gradually lose some of their function and cause symptoms such as numbness, tingling and loss of sensation. Possibly, up to 1 in 10 people who work regularly with vibrating tools may develop HAVS.
- 4.2 The Draft Policy details the roles and responsibilities at all levels for the control of vibration.
- 4.3 The draft Corporate Management Arrangements detail the practical measures which will be undertaken to control the risk from use of vibratory tools, including;

Risk Assessment, which determines employees' daily vibration exposures, with enough accuracy to establish who is likely to be exposed at or above the exposure action value or exposure limit value as detailed in the Control of Vibration at Work Regulations 2005 as well as the preventative and protective measures in place to control the risk.

Selection and Procurement, of equipment includes the sourcing of low vibration emitting tools.

Maintenance, of equipment can dramatically reduce vibration emitted from power tools and other equipment; the arrangements require suitable maintenance regimes.

Health surveillance must be robust to monitor the effects of exposure to vibration from the start of employment to establish a baseline and throughout employment in relevant posts. Those staff removed from work with vibratory tools will be removed from ongoing surveillance, symptoms which require no further exposure are unlikely to recover to the level where exposure to vibration can be re-introduced. In 2016 94 employees have been seen by the Occupational Health Physician who specialises in the assessment of vibration induced diseases and is registered with the HSE.

Instruction & Training, both initial and refresher training will be provided to relevant staff and records of training retained.

5. EQUALITIES IMPLICATIONS

5.1 There are no significant implications associated with this report.

6. FINANCIAL IMPLICATIONS

6.1 The cost of health surveillance is covered by the Service areas affected.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications associated with this report.

8. CONSULTATIONS

8.1 The report reflects the views of the listed consultees.

9. RECOMMENDATIONS

9.1 The contents of this report are noted and the draft policy and corporate management arrangements (attached) approved and referred to Cabinet for consideration.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure the Authority meets its statutory responsibilities with regards to premises.

Author: Donna Jones, Service Manager, Safety, Safety and Welfare
Consultees: Paul James, Health and Safety Manager
Kathryn Evans, Occupational Health Manager
HR Strategy Group
Trade Union Representatives

Appendices

Appendix 1 Control of Hand Arm Vibration Exposure at Work Policy

Appendix 2 Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work

Gadewir y dudalen hon yn wag yn fwriadol

CAERPHILLY COUNTY BOROUGH COUNCIL

CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK POLICY

Version:	Version 1
Policy Ratified by:	Health and Safety Division
Date:	February 2016
Area Applicable:	All Council employees, agency staff and volunteers.
Review Year	2018



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Contents

Section		Page Number
Section 1	INTRODUCTION	3
Section 2	POLICY STATEMENT	3
Section 3	SCOPE	3
Section 4	DEFINITIONS	4
Section 5	LEGISLATION	5
Section 6	RESPONSIBILITIES	5

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Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation "manager" is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

1. INTRODUCTION

- 1.1. This document sets out the policy, and outlines the protective and preventative measures to be implemented by Caerphilly County Borough Council (the Authority), to ensure the health, safety and welfare of its employees in relation to the control of hand-arm vibration (HAV) while at work.
- 1.2. This policy must be read in conjunction with the Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work document that sets out the arrangements and responsibilities for managing the exposure of employees to hand arm vibration while undertaking work activities for the Authority.

2. POLICY STATEMENT

- 2.1. The Authority recognises that its employees are its most valuable resource in delivering high quality services to the community, and will take all practical steps to ensure the health and safety of it's employees, as well as contractors, agency staff and visitors to and users of Authority premises and work equipment by controlling their exposure to hand arm vibration from work equipment and processes.
- 2.2. The Authority recognises there are inherent risks with some work activities which put its employees at greater risk of exposure to work related hand arm vibration. The Authority will therefore assess the risks associated with work activities that present a risk associated with hand arm vibration and consider alternative safer systems of work where reasonably practicable that eliminate the risk at source, or reduce the extent and duration of exposure, so far as is reasonably practicable.
- 2.3. Where control of hand arm vibration is necessary, the effective control of these risks will be achieved through the management systems as set out in this policy, and the provision of appropriate training, information, instruction and supervision. To be effective this policy requires the full co-operation of management and employees at all levels.
- 2.4. The Authority accepts it has specific duties under various health and safety legislation including those specified in Section 5.

3. SCOPE

- 3.1. This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2. This policy will be reviewed at least every 2 years to ensure it is in line with current legislation.
- 3.3. The effective date of the policy is February 2016.

4. DEFINITIONS

4.1. For the purpose of this policy the following definitions are to be used and applied throughout the policy and the supporting Corporate Management Arrangements document:-

- **‘vibration’** - mechanical vibration produced by a piece of machinery or equipment, or in a vehicle as a result of its operation (particularly on uneven ground);
- **‘hand-arm vibration’ (HAV)** - mechanical vibration transmitted into the hands and arms, typically as a result of the use of vibrating hand held tools such as power tools and road breakers, and hand-guided equipment such as powered lawnmowers, and strimmers.
- **‘daily exposure’** - the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes into account of the magnitude and duration of vibration.
- **‘daily exposure limit value’** - the maximum amount of vibration an employee may be exposed to on any single working day, averaged over an 8-hour period:-
 - For hand arm vibration this has been set at 5 m/s² A (8)
- **daily exposure action value** - the level of daily exposure to vibration above which there is a requirement to take action to reduce exposure, averaged over an 8-hour period:-
 - For hand–arm vibration this has been set at 2.5m/s² A (8)
- **m/s²A(8)** - the unit of measurement for the total exposure to vibration, averaged over an 8 hour period.
- **m/s²A(8)_{week}** - the unit of measurement for the total exposure to vibration occurring within a seven-day period, averaged over a period of five 8-hour days (40 hours). This averaging period rarely applies and relates to occasional exposures above the exposure action value, eg unavoidable activities of high exposure but low frequency ie; emergency work.
- **‘working day’** - a daily working period, irrespective of the time of day when it begins and ends, and of whether it begins or ends on the same calendar day.
- **‘risk assessment’** - all assessments relating to the identification and assessment of hazards and risks associated with vibration and of the effectiveness of risk-control measures.
- **‘equipment’** - includes all hand tools, mobile and fixed plant /machinery and vehicles with the potential to cause harm through vibration as a direct or indirect result of its use.
- **a ‘survey’** - a visit to an Authority premises to conduct vibration measurement on selected ‘equipment’.
- **‘employees’**- all persons employed by the Authority conducting any activity relating to the Authority’s undertaking whether for payment or otherwise (eg. volunteers and those on work experience placements.) This also includes temporary and agency staff.
- **‘competent person’** refers to a person with the appropriate knowledge, theoretical and practical understanding, training, experience and personal qualities that make them qualified to make informed decisions regarding the control of vibration exposure in connection with work activities.
- **‘contractor’** - any person (or persons) who is not an ‘employee’ but who is authorised by the Authority to carry out work on its behalf.

5. LEGISLATION

- 5.1. This policy, along with its supporting procedures, is designed to ensure the Authority meets its legal obligations under the following legislation:-
- The Health and Safety at Work etc. Act 1974
 - The Control of Vibration at Work Regulations 2005
 - The Provision and Use of Work Equipment Regulations 1998 (PUWER) (as amended)
 - The Supply of Machinery (Safety) Regulations 1992 (as amended)
 - The Management of Health and Safety at Work Regulations 1999
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

6. RESPONSIBILITIES

6.1. The Chief Executive Officer will:

- 6.1.1. Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

6.2. Directors and Heads of Service will:

- 6.2.1 Be responsible for ensuring the effective implementation of this Corporate Policy, the Corporate Management Arrangements, associated Directorate policies and local management arrangements within their service areas;
- 6.2.2 Ensure that appropriate resources are made available for the effective operation of this policy, including training.

6.3. Managers with responsibilities for employees will:

- 6.3.1 Identify all work activities and equipment where potential exposure to hand arm vibration could occur;
- 6.3.2 Appoint a 'competent person' (as defined in Section 4) to assist in the effective elimination or control of exposure to vibration that may put employees' health at risk.
- 6.3.3 Undertake, or ensure that, a suitable and sufficient risk assessment is undertaken for employees exposed to vibration, and ensure the findings are communicated to all employees to whom the assessment concerns. Please refer to the Corporate Management Arrangements for information on carrying out and recording risk assessments;
- 6.3.4 Take action to prevent exposure to hand arm vibration, wherever it is reasonably practicable to do so. Where this is not possible, ensure that hand arm vibration exposure is reduced to the minimum level achievable;
- 6.3.5 For employees who are exposed to vibration levels at, or above, the Exposure Action Value (as defined in Section 4), ensure:-
- that exposure is eliminated at source,
 - or, where this is not possible, reduced as far as is reasonably practicable.

- Information, instruction and training is made available regarding the risks associated with the use of vibrating equipment or processes and the control measures to be implemented to minimise the risks.

This will require a programme of control measures, as set out in the supporting Corporate Management Arrangements for the Control of Hand Arm Vibration Exposure at Work.

- 6.3.6 Where required, ensure that vibrating equipment usage logs are used to monitor and record exposure (eg; see Appendix G of the Corporate Management Arrangements);
- 6.3.7 Ensure that employees are not exposed to vibration above the Exposure Limit Value, defined in Section 4;
- 6.3.8 Ensure low vibration and ergonomic design features have been considered when purchasing or hiring equipment or machinery.
- 6.3.9 Ensure that data regarding the vibration magnitude associated with normal use of the equipment is obtained from the supplier/manufacturer;
- 6.3.10 Ensure planned preventative maintenance of vibrating hand tools and processing equipment, including the sharpening of cutting tools and lubrication of moving components as and when required and in line with manufacturers' guidelines;
- 6.3.11 Ensure equipment identified as, or suspected of, being faulty is taken out of use for service, repair or replacement as necessary;
- 6.3.12 Ensure that employees are provided with sufficient training and information on;
- how to select the most appropriate tool and accessory/attachment for a job, and
 - how to use and maintain the work equipment to minimise vibration exposure;
- 6.3.13 Ensure all new employees, or those changing jobs, who will be exposed to vibration for the first time, are given suitable information about the hazards of vibration exposure, the potential health symptoms associated with vibration exposure, and the potential long-term health consequences of failing to promptly report symptoms of HAVS;
- 6.3.14 Ensure that all new employees, or those changing jobs, that will be exposed to hand arm vibration due to their work for the first time, are issued with the initial screening for HAVS questionnaire (see Corporate Management Arrangements - Appendix H), and that employees complete and send them to Occupational Health for screening;
- 6.3.15 Ensure, where possible, that employees diagnosed with any significant medical condition or restriction, resulting from exposure to vibration are assigned, as appropriate, to activities where there is no further exposure or exposure is controlled to the recommendations of occupational health. In such circumstances an employee risk assessment must be carried out.

- 6.3.16 Ensure that any employee with any diagnosed condition resulting from exposure to vibration is provided with information and advice regarding future surveillance requirements;
- 6.3.17 Ensure that each employee exposed to vibration in connection with their work activities is issued with a copy of the annual medical screening questionnaire on an annual basis;
- they report any health symptoms associated with exposure to vibration, or
 - as recommended by an Occupational Health specialist,
- and that these questionnaires are completed and sent to Occupational Health for screening;
- 6.3.18 Ensure that employees have been made aware of the reporting procedures for raising concerns relating to the use and handling of vibrating equipment, and symptoms associated with vibration exposure;
- 6.3.19 Ensure employees understand the provisions for support the Authority has in place following referral to Occupational Health;
- 6.3.20 Maintain confidentiality regarding any information received from Occupational Health regarding the significant findings of any health surveillance relating to employees;
- 6.3.21 Ensure arrangements are in place for keeping records of equipment maintenance and Vibrating Equipment Usage Logs;
- 6.3.22 Ensure this policy is communicated to their employees and temporary staff under their control;
- 6.3.23 Ensure employees comply with this policy and associated Directorate arrangements for control of hand-arm vibration derived from this policy;

6.4. The Competent Person will:

- 6.4.1. Complete a training course in vibration exposure management, including common causes of excess vibration magnitude and exposure, practical measures to reduce exposure, methods of measuring and calculating daily exposure.
- 6.4.2. Ensure a suitable and sufficient risk assessment is carried out regarding the exposure of Authority employees to vibration while at work, and that the findings are reported to the relevant Line Manager, relevant Directorate Health and Safety Officer.
- 6.4.3. Make recommendations, as required, for engineering or control methods to eliminate or reduce exposure to vibration exposure to the lowest practicable levels;

6.5. Each employee of the Authority will:

- 6.5.1. Comply with any working procedure and control measures introduced to minimise the risk associated with exposure to hand-arm vibration;
- 6.5.2. After training and being provided with relevant information, understand the effects of vibration on health and learn to recognise the symptoms associated with excessive hand-arm vibration exposure;
- 6.5.3. Inform their line manager, or Health and Safety Officer, of any health and safety concerns regarding their work activities or those of work colleagues;
- 6.5.4. Promptly inform their line manager, or Health and Safety Officer, of any symptoms or medical conditions suspected to be caused by vibration exposure so they may be referred to occupational health for assessment;
- 6.5.5. At the request of their line manager or directly via occupational health, complete any medical questionnaires relating to HAV and attend health surveillance appointments with Occupational Health during work hours;
- 6.5.6. Understand their responsibilities in relation to this policy and any supporting documentation;
- 6.5.7. Check tools prior to use to ensure eg; that cutting tools are sharp, equipment is appropriately maintained, lubricated where necessary, and that all necessary ergonomic or vibration reduction attachments are fitted and are correctly used;
- 6.5.8. Discontinue use of any vibrating hand tools that they have reason to believe requires maintenance or repair or has damage to attachments and features intended to reduce their exposure to harmful vibration levels.

6.6. The Health and Safety Division will:

- 6.6.1. Ensure the control of hand arm vibration at work policy is reviewed at least every 2 years to ensure it is in line with current legislation;
- 6.6.2. Provide advice and information on legislation or guidance relating to control of vibration at work;
- 6.6.3. Ensure that confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration, are reported appropriately in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995;
- 6.6.4. Work with Occupational Health and Procurement to engage a contractor/consultant to assist the Authority in complying with the Control of Vibration Regulations.
- 6.6.5. Monitor implementation of this policy.

6.7. Procurement will:

- 6.7.1 Ensure the purchasing policy reflects the selection of appropriate equipment.
- 6.7.2 Arrange for suppliers to demonstrate and allow the Authority to trial any equipment, plant or machinery as part of the pre-selection and procurement process where appropriate;
- 6.7.3 Ensure a competent person (as defined in Section 4) is consulted regarding any issues relating to equipment, plant and machinery intended for use that will cause those using the equipment to be exposed to vibration;
- 6.7.4 Ensure any external occupational health service provider, if appointed to provide medical screening on behalf of the Authority, is suitably qualified in the screening and diagnosis of hand arm vibration exposure;

6.8. Occupational Health will:

- 6.8.1 Carry out initial screening for all employees identified as working with vibrating equipment.
- 6.8.2 Carry out annual screening for all employees identified as working with vibrating equipment.
- 6.8.3 Work with Procurement and the health and safety division to engage a contractor/consultant to assist the Authority in complying with the Control of Vibration Regulations.
- 6.8.4 Maintain health records of any employees relating to vibration. These records must be kept for at least forty years;
- 6.8.5 If requested provide the Authority with copies of health records and, on reasonable notice, allow an employee access to their personal health records;
- 6.8.6 Liaise with the health and safety division to ensure that confirmed cases of carpal tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration are reported appropriately in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

6.9 Consultant/Contractor Occupational Health Provider engaged will:

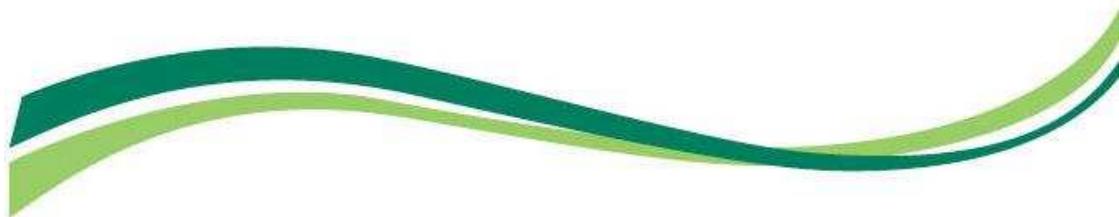
- 6.9.1 Conduct any further enquiries and medical assessments deemed necessary by initial and annual screening with appropriate employees.
- 6.9.2 In the case of formal diagnosis of hand arm vibration ensure that the Authority's Occupational Health Department are informed and are provided with copies of all relevant health surveillance, forms and reports.

- 6.9.3 Where required, provide advice, information and support to employees, who have been exposed to vibration at work, and inform managers of significant findings of health surveillance;
- 6.9.4 Maintain health records of any employees relating to above. These records must be kept for at least forty years; ensure that these records are provided to the Authority's Occupational Health Department.
- 6.9.5 Inform the Authority's Occupational Health Department of any confirmed cases of carpel tunnel syndrome or HAVS arising from the use of vibrating hand tools, or handling of material being processed that transmits vibration to allow reporting under the RIDDOR Regulations.

CAERPHILLY COUNTY BOROUGH COUNCIL

CORPORATE MANAGEMENT ARRANGEMENTS FOR THE CONTROL OF HAND ARM VIBRATION EXPOSURE AT WORK

Version:	Version 1
Related Policy:	Control Of Hand-Arm Vibration Policy
CMA Ratified by:	Health and Safety Division
Date:	November 2016
Area Applicable:	All Council employees, agency staff and volunteers.
Review Year	2018



Contents

SECTION		PAGE NUMBER
SECTION 1	ARRANGEMENTS	3
SECTION 2	SUPPORTING DOCUMENTS	8
APPENDIX 1	VIBRATION MAGNITUDE TOOL ASSESSMENT FORM	9
APPENDIX 2	HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT	11
APPENDIX 3	INITIAL SCREENING QUESTIONNAIRE	14
APPENDIX 4	ANNUAL SCREENING QUESTIONNAIRE	17

This publication is available in Welsh, other languages or formats on request.
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

1.1 ARRANGEMENTS

1.1.1 This document sets out the corporate management arrangements for implementing the Corporate Control of Hand Arm Vibration Policy, CHSU document number CHSU????.

Background

1.1.2 Hand arm vibration (HAV) exposure typically occurs during the use of hand-held power tools or holding items that vibrate and can cause significant injury, in particular;

- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers (including sharp edges, heat and sense of gripping an object).
- Loss of strength in your hands (you may be less able to pick up or hold objects).
- In the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).
- If you continue to use high-vibration tools these symptoms will probably get worse, for example:
 - The numbness in your hands could become permanent and you won't be able to feel things at all;
 - You will have difficulty picking up small objects such as screws or nails;
 - The vibration white finger could happen more frequently and affect more of your fingers

1.1.3 The risk of injury must be assessed, and action taken to either prevent hand arm vibration exposure completely (wherever it is reasonably practicable to do so) or reduce it to a minimum.

1.1.4 Actions may include changing working methods, equipment or processes to eliminate or reduce vibration exposure.

1.2. Risk Assessment:

Step 1 - Identifying hand arm vibration problems

1.2.1 A full risk assessment is only necessary where work is carried out which is liable to expose employees to the risk from vibration.

To help Managers decide if their work is exposing staff above the daily Exposures Action Value, EVA, a 'vibration magnitude tool assessment form' is provided in **Appendix 1**

Step 2 – Risk Assessment

1.2.2 The purpose of the risk assessment is to:

- Identify where there is risk to employees, so that an action plan for controlling exposure and managing the risk in accordance with the Regulations can be produced;
- Determine employees' daily vibration exposures, with enough accuracy to establish who is likely to be exposed at or above the exposure action value or exposure limit value
- Identify any additional information needed for the action plan, including how the tools / equipment or work process may be replaced or modified to control vibration exposures, whether any special training is required, who should receive health surveillance and how it will be provided.

1.2.3 The Regulations require careful consideration of employees whose health may be at particular risk from vibration due, for example, to circulatory problems, joint or muscular problems.

1.2.4 The risk assessment shall be carried out by a competent person; ie; someone who is familiar with the Control of Vibration at Work Regulations 2005. The person should have received adequate training in the use of vibration measuring equipment and/or interpretation of vibration data supplied by manufacturers and obtained from the internet. The person should be able to provide practical advice on appropriate measures to reduce the risk of vibration injury.

1.2.5 A *suitable and sufficient* risk assessment must address the actual work practices and tools being used and:

- (i) Identify all employees who are likely to be exposed to vibration;
- (ii) Where exposure is likely to be at or above the exposure limit value, contain information on vibration exposure derived from measurements (vibration surveys), supported by information on duration and type of exposure;
- (iii) Identify measures necessary to eliminate risks or reduce to a minimum.

1.2.6 To help Managers record the risk assessment and the measures necessary to eliminate risks, or reduce them to a minimum, a Hand Arm Vibration Risk Management form is provided in **Appendix 2**.

1.3 Maintenance:

- 1.3.1 Vibration emissions can be dramatically reduced by good tool maintenance. Managers will ensure that equipment is properly cared for and any damage reported immediately. Power tools and other work equipment will be serviced and maintained in accordance with the manufacturers' maintenance schedules to prevent unnecessarily high vibration levels and ensure efficient operation.
- 1.3.2 Staff will be reminded to report any tools perceived to be giving rise to excessive vibration to their supervisors. The supervisors will subsequently arrange for such tools to be examined and repaired where necessary.
- 1.3.3 Maintenance schedules will, where appropriate, make specific reference to inspection and repair of any anti vibration measures.

1.4 Procurement:

- 1.4.1 Caerphilly County Borough Council will maintain a procurement policy that prioritises low vibration tools and processes. Procurement staff engaged in the purchase of low vibration tools must be familiar with Control of Vibration at Work Regulations Practical guidance for employers Part 4: "Information from Manufacturers and Suppliers of Machinery".
- 1.4.2 Managers will ensure that procurement requests are clearly accompanied by advice that low vibration characteristics are a priority in selecting tools and equipment.
- 1.4.3 Procurement will respond positively to requests for low vibration tools and equipment, even though cheaper alternatives may be available. Selection of such tools and equipment shall be carried out in consultation with / or at the request of a competent person, eg. line manager of persons who will be exposed to vibration during their work activities and appropriate Corporate Health and Safety Officer.
- 1.4.4 As far as possible, CCBC will standardise the tools used for various tasks ie; minimise the range of tool brands and models in use.

1.5 Health Surveillance:

- 1.5.1 Health surveillance shall be carried out where:
 - A risk assessment indicates there is a risk to health of employees who are likely to be exposed to vibration; or
 - Employees are likely to be exposed at or above an exposure action value;
 - A direct link can be established between an exposure and an identifiable disease or adverse health effect;
 - It is probable that the disease or adverse health effect may occur under the conditions of work;
 - Valid techniques are available for detecting the disease or adverse health effect.

- 1.5.2 Evidence of all employees undergoing health surveillance shall be recorded and maintained for at least 40 years.
- 1.5.3 To identify employees with symptoms that require further investigation, while avoiding unnecessary use of specialist resources, a tiered approach to health surveillance will be implemented.
- 1.5.4 Tier 1 Initial or baseline assessment.
Before any employee is exposed to Hand Arm Vibration, Occupational Health will undertake an initial assessment, upon notification of such by the manager or as part of the pre-employment process. Initial screening questionnaire, **Appendix 3**, will be carried out using a self-administered questionnaire that includes questions about the person's medical history and is to be returned in confidence to the health professionals.
- 1.5.5 Tier 2 Annual (screening) questionnaire.
Managers of operatives working with vibrating tools will ensure on an annual basis, their employees complete a Hand Arm Vibration screening questionnaire, **Appendix 4**, and returned to Occupational Health. This will form the routine health surveillance for employees who are at risk but have not reported any symptoms suggestive of HAVS.
- 1.5.6 Tier 3 Assessment by qualified person
If any symptoms are reported at Tier 2 stage the operative may be required to be assessed by the Occupational Health Advisor who will then decide whether the operative is referred to the Occupational Health Physician for further assessment.
- 1.5.7 Tier 4 Formal Diagnosis
Any formal diagnosis is made by the doctor who may also wish to refer the operative to a vascular consultant.
- 1.5.8 Occupational Health will write to the operative's manager and the health and safety division advising on fitness for continuing work involving vibrating tools and any specific measures that need to be implemented.
- 1.5.4 Temporary (agency) staff,
Agency staff required to work in service areas where the use of vibratory equipment is required, shall complete a hand arm vibration Initial pre-exposure assessment questionnaire prior employment. The 'agency' must ensure the questionnaire is completed and should the questionnaire identify any health concerns the 'agency' must discuss with the service area manager prior to agency worker being approved for CCBC employment.
- 1.5.5 The manager shall immediately refer any employee reporting any symptoms associated with exposure to vibration to Occupational Health for assessment. Where an employee is showing symptoms associated with exposure to vibration, that employee must be removed from using vibrating equipment until the occupational assessment is completed.
- 1.6 Confirmed cases of hand arm vibration syndrome & restrictions:**
- 1.6.1 Where occupational health has diagnosed an employee with hand arm vibration syndrome or where a restriction has been placed on the employee,

health and safety in conjunction with the Manager will carry out a risk assessment detailing the controls required to comply with the recommendations / restrictions of occupational health.

1.7 Training, information and instruction; Supervision:

1.7.1 Where identified by risk assessment, persons who have to use vibratory equipment must receive suitable instruction, information, training and supervision in how to operate such equipment.

1.7.2 Information, instruction and training will include:

- The health effects of vibration
- Sources of vibration
- The level of risk, where identified, whether the risk is high (above the ELV), medium (above the EAV) or low (below the EAV);
- The risk factors (eg the levels of vibration, daily exposure duration, regularity of exposure over weeks, months and years);
- How to recognise and report symptoms;
- The need for health surveillance, how it can help them remain fit for work, how it is provided, how the results will be used and the confidentiality of the results;
- Ways to minimise risk to health, including:
 - Changes to working practices to reduce vibration exposure;
 - Correct selection, use and maintenance of equipment;
 - Correct techniques for equipment use, how to reduce grip force etc;
 - Maintenance of good blood circulation at work by keeping warm, massaging fingers and where relevant, cutting down on smoking.

1.7.3 Training records will include copy of training course notes and a signed and dated declaration of attendance by operators.

1.7.4 Refresher training will be provided to ensure that members of staff having received initial training have retained their competencies.

1.8 Audit

1.8.1 Managers and supervisors are required to audit compliance with the arrangements and correct employees' practice in the workplace to ensure vibration exposure control measures are properly implemented.

1.8.2 It is the responsibility of the Manager to oversee the completion and review of risk assessments and action plans for control of vibration exposure.

2. SUPPORTING DOCUMENTS

2.1 Statutory Instrument 2005 -1093 "The Control of Vibration at Work Regulations 2005", ISBN 0110727673

- 2.2 L140 'Hand-Arm Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,' ISBN 0 7176 6125 3
- 2.3 L141 'Whole-Body Vibration – The Control of Vibration at Work 2005 Regulations: Guidance on Regulations,' ISBN 0 7176 6126 1
- 2.4 HSG170 'Vibration Solutions: Practical Ways to Reduce the Risk of Hand-Arm Vibration Injury', ISBN 07176095453
- 2.5 INDG404 'Drive Away Bad Backs: Advice for Mobile Machine Operators and Drivers,'
- 2.6 INDG242 'Control Back-Pain Risks From Whole-Body Vibration: Advice for Employers on the Control of Vibration at Work Regulations 2005,'
- 2.7 INDG175 'Control The Risks From Hand-Arm Vibration,'
- 2.8 INDG296 'Hand-Arm Vibration: Advice for Employees,'
- 2.9 Health and Safety Executive (HSE) website: www.hse.gov.uk/vibration

APPENDIX 1 - VIBRATION MAGNITUDE TOOL ASSESSMENT FORM

APPENDIX 1	
VIBRATION MAGNITUDE TOOL ASSESSMENT FORM	

ASSESSMENT OF VIBRATION MAGNITUDE AND ACTION VALUES

*Input Vibration Magnitude (3) Into HSE Vibration Calculator <http://www.hse.gov.uk/vibration/hav/hav.xls> to calculate columns (4) (5) and (6)

(1) MACHINE TYPE	(2) MACHINE MODEL	(3) TYPICAL VIBRATION MAGNITUDE (m/s ²)	(4) Vibration Points Per Hour	(5) Time To Reach EAV 2.5 m/s ²	(6) Time To Reach ELV 5.0 m/s ²
<i>Pedestrian Mower</i>	<i>Etesia Pro51K</i>	<i>2.5</i>	<i>13</i>	<i>8 hours</i>	<i>.>24 HOURS</i>

Page 36

APPENDIX 2 – HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT

APPENDIX 2	
HAND ARM VIBRATION MANAGEMENT RISK ASSESSMENT	

Section 1 – Identify Hazards & Persons Exposed

ACTIVITY:				
PERSONS/TEAMS EXPOSED:				
Tool Used	Points Per Hour	Typical daily Trigger Time (must be previously assessed for this activity)	Activity Points Total	Daily Points Total 100pts = EAV 400 pts = ELV

Page 38

Section 2 – Control Measures	Responsible Person
Activity Based Control Measures e.g. job rotation:	
Equipment Based Control Measures e.g. low vibration procurement, maintenance:	
Personal Control Measures e.g. training, health surveillance	

APPENDIX 3 – INITIAL SCREENING QUESTIONNAIRE

Initial Screening questionnaire for workers using hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines

Date: _____
 Name: _____
 Occupation: _____
 Address: _____
 Date of Birth: _____
 National Insurance Number: _____
 Employee Number: _____
 Supervisors Name: _____

Have you ever used hand-held vibrating tools, machines or hand-fed process in your previous job/s? Y/N

If **YES**:

List year of first exposure _____
 When was the first time you used them _____

(detail work history overleaf)

- 1) Do you have any tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N
- 2) Do you have tingling of the fingers at any other time? Y/N
- 3) Do you wake at night with pain, tingling or numbness in your hand or wrist? Y/N
- 4) Do one or more of your fingers go numb more than 20 minutes after using vibrating equipment? Y/N
- 5) Have your fingers gone white on cold exposure? Y/N

*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush



- 6) If Yes to 5, do you have difficulty re-warming them when leaving the cold? Y/N
- 7) Do your fingers go white at any other time? Y/N
- 8) Are you experiencing any other problems with the muscles or joints of the hands or arms? Y/N
- 9) Do you have difficulty picking up very small objects, e.g. screws or buttons, or opening tight jars? Y/N
- 10) Have you ever had a neck, arm or hand injury or operation? Y/N
If so give details: _____
- 11) Have you ever had any serious diseases of joints, skin, nerves, heart or blood vessels? Y/N
If so give details: _____
- 12) Are you on any long term medication? Y/N
If so give details: _____

OCCUPATIONAL HISTORY

Dates	Job Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed _____ Date _____

RETURN IN CONFIDENCE TO:

APPENDIX 4 – ANNUAL SCREENING QUESTIONNAIRE

Annual Screening questionnaire for workers using hand-held vibrating tools, hand-guided vibrating machines and hand-fed vibrating machines

Date: _____

Name: _____

Occupation: _____

Address: _____

Date of Birth: _____

National Insurance Number: _____

Employee Number: _____

Supervisor's Name: _____

Date of Previous Screening: _____

Have you been using hand-held vibrating tools, machines or hand-fed process since your last assessment? (detail work history overleaf) Y/N

If **NO**, or more than 2 years since your last exposure, please return the form to your supervisor. There is no need to answer further questions

If **YES**:

- 1) Do you have any numbness or tingling of the fingers lasting more than 20 minutes after using vibrating equipment? Y/N
- 2) Do you have any numbness or tingling of the fingers at any other time? Y/N
- 3) Do you wake at night with pain, tingling or numbness in your hand or wrist? Y/N
- 4) Have any of your fingers gone white on cold exposure? Y/N

*Whiteness means a clear discoloration of the fingers with a sharp edge, usually followed by a red flush



- 5) Have you noticed any change in your response to your tolerance of working outdoors in the cold? Y/N
- 6) Are you experiencing any other problems in your hands or arms? Y/N
- 7) Do you have difficulty picking up very small objects, e.g. screws or buttons, or opening tight jars? Y/N

8) Has anything changed about your health since the last assessment Y/N

Hand-arm vibration syndrome (HAVS):

- Is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm
- Can become severely disabling if ignored, and
- Its best known form is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers

Signs to look out for in hand-arm vibration syndrome:

- Tingling and numbness in the fingers
- In the cold and wet, fingers go white, then blue, then red and are painful
- You can't feel things with your fingers
- Pain, tingling or numbness in your hands, wrists and arms
- Loss of strength in hands

OCCUPATIONAL HISTORY

Dates	Job Title
.....
.....
.....
.....

I certify that all the answers given above are true to the best of my knowledge and belief.

Signed _____ Date _____

RETURN IN CONFIDENCE TO:

Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE - 21ST NOVEMBER 2016

SUBJECT: TREE SURVEYS WITHIN SCHOOLS

REPORT BY: CORPORATE DIRECTOR: COMMUNITIES

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the status, outcomes, and procedures involved with recent surveys of trees at schools across the county borough.

2. SUMMARY

- 2.1 The report is provided as information for members of the Committee, to ensure they are kept informed of latest developments regarding the recent county borough wide tree survey at school sites, the processes that are involved in completing the survey, and the implications for tree management at school sites in the foreseeable future.

3. LINKS TO STRATEGY

- 3.1 The report is provided as information to Members of the Health and Safety Committee in line with the Council's Health and Safety Policy, and draft Tree Strategy.

4. THE REPORT

- 4.1 In November of 2015 a circular communication was sent to all heads of CCB schools concerning the importance of regular cyclical inspections of tree stock by suitably qualified arboricultural personnel. Schools were further advised that there is a legal duty of care, and that the Council's records showed that surveys were now due in most of our schools as a period of several years had elapsed since the last recorded surveys were conducted.
- 4.2 To this end a tree surveyors' framework agreement was established that would allow the Council and/or schools to appoint a reputable and suitably qualified tree consultant (or "arboriculturist") to carry out the survey on their behalf. Interested consultants were invited to submit details of their professional insurance coverage, arboricultural expertise and qualifications, familiarity with the Council's proprietary tree database ("Arbortrack"), and their normal working procedures (including health & safety policies).
- 4.3 Survey inspections commenced early in 2016, and have now been completed at all schools across CCB. As surveyors carried out their inspections, any emergency or highly urgent works of a health & safety nature were brought to the attention of schools' management, and the necessary maintenance coordinated with either the Council's own in-house tree works team (Parks & Bereavement Services) or with the school's own chosen reputable contractor.

Fortunately there were not too many sites with necessary tree works of an emergency or extremely urgent health & safety natures.

- 4.4 School-appointed surveyors, of which the vast majority were selected from the approved surveyor framework – as was intended, inspected all trees within a given site. Surveyors also included any off-site trees from adjoining properties where the tree(s) may have been causing an issue with the school site, or presenting a reasonably foreseeable hazard that warranted abating by maintenance. As with any land owner or occupier there is a common law right to remove or cut back vegetation from neighbouring properties that may be overhanging the school.
- 4.5 Trees' conditions and any significant defects present, their general details (such as age, height or spread), and any necessary recommended maintenance, were all recorded (using mobile tablet computers) onto the Council's Arbortrack system. Any necessary non-emergency maintenance was given an appropriate target completion date so as to prioritise works of a health and safety nature, or routine maintenance accordingly.
- 4.6 In the period following the completion of any school's survey, the Council's Senior Arboricultural Officer prepared a report from the Arbortrack data, and forwarded each report on to that school's management. Together with each report (which is of a fixed proprietary format) each school received an accompanying tree location plan and list of recommended and necessary works. The latter two items may subsequently then be issued to the school's appointed arboricultural contractor with a view to pricing works and providing quotes for completing those works, or part of those works.
- 4.7 The processing of the survey data into reports, tree location plans, and the lists of recommended necessary maintenance for each of CCB's 90-plus schools is quite a time-consuming one, and owing to the demands placed on the Council's Arboricultural Officer, has unfortunately resulted in it taking longer than was envisaged to complete this process. As the Arbortrack system is a specialised database, it is not a straightforward administrative procedure. To this end, one of the surveyors from the approved surveyor framework (and therefore familiar with Arbortrack) has been engaged on a temporary basis to assist with expediting the completion of the preparation of those schools' reports which remain outstanding.
- 4.8 It is each school management's own responsibility to ensure that tree maintenance recommendations are followed up on within the recommended target completion dates. On larger sites, or schools with a larger than average quantity of tree works, it is reasonable for those schools to stagger works according to the constraints of their available resources. To this end, it is hoped that the differing target completion dates within any given site might assist in the process of prioritisation.
- 4.9 During each survey, trees were assessed with a view to a forthcoming three to five year management cycle. It is therefore anticipated that the Council shall require that schools repeat this process of planned tree inspections, by suitably qualified arboricultural professionals within the next three to five years. Any schools with trees, or groups of trees, warranting more frequent inspections, or specific monitoring regimes (e.g. to re-inspect in autumn with regard to a possible seasonal fungal [decay pathogen] fruiting body), will have been advised of any such circumstances within the body of their site's report.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

- 6.1 A report will be considered by the Regeneration and Environment Scrutiny Committee in December regarding the management of the Council's tree stock moving forward. The report sets out details of both current and future financial implications.
- 6.2 In relation to schools, following the surveys Education have been provided with estimates to undertake remedial works on identified high risks.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications.

8. CONSULTATIONS

- 8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

- 9.1 That the contents of the report be noted.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 For information only.

11. STATUTORY POWER

- 11.1 Occupiers' Liability Acts (1957 & 1984); Highways Act (1980); Health & Safety at Work etc. Act (1974).

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CORPORATE HEALTH AND SAFETY COMMITTEE – 21ST NOVEMBER 2016

SUBJECT: ACCIDENT STATISTICS REPORT FOR APRIL– SEPTEMBER 2016

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the numbers and types of work related accidents/incidents that occurred during the period of April to September 2016 (inclusive).

2. SUMMARY

- 2.1 The following report provides accident statistics for April to September 2016 (inclusive). Accident statistics are produced for each quarter and presented to the members of the Health and Safety Committee for information.

3. LINKS TO STRATEGY

- 3.1 The recording and reporting of accidents is in line with the Council's H&S Policy.
- 3.2 The Local Authority under legislation is responsible for the reporting of injuries, diseases and dangerous occurrences to the HSE as well as implementing preventative and protective measures to prevent foreseeable workplace accidents occurring.

4. THE REPORT

- 4.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require accidents which arise as a result of, or in connection with, work to be categorised as follows and reported to the Health and Safety Executive (HSE):
- Fatal accidents
 - 'Specified injury' (formerly referred to as a 'major injury'), including a fracture, other than to fingers, thumbs and toes; amputation of an arm, hand, finger, thumb, leg, foot or toe; permanent loss or reduction of sight; crush injuries leading to internal organ damage; serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs); scalpings (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia; and any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
 - Accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

- Work-related accidents involving members of the public or people who are not at work (including pupils) if the injured person is taken from the scene of the accident directly to hospital for treatment to that injury.

4.2 The term 'non reportable' accident or incident, refers to any accident or incident that is not included in point 4.1 and therefore is not reportable to the Health and Safety Executive. Most of these accidents result in minor injuries. Accidents in this classification are reported to the Health and Safety Division only if they affect:

- Employees while they are at work.
- Pupils, clients and members of the public who are injured as a result of work activity while they are on Council premises or using the facilities.
- Any persons who are injured as a result of any work activity carried out by or on behalf of the Authority.

4.3 Appendix 1 provides details on all of the accidents for the Authority that have been reported to the Health and Safety Division between April to June 2016. Appendix 2 provides details for the period July to September 2016. These are categorised by accident type and by type of incident, e.g. non-reportable, over seven days' lost time or restricted duties, and 'specified' (formerly referred to as a 'major') injury.

4.4 Appendix 3 details the RIDDOR-reportable accidents per directorate between April to June 2016, and details those accidents that occurred to members of the public that were reported. Appendix 4 provides details for the period July to September 2016

4.5 There were 3 RIDDOR-reportable accidents.in the period April – June, and 6 in the period July – September 2016 in the Environment Directorate.

4.6 There were 2 reportable accidents.in the period April – June, and 4 in the period July – September 2016 in the Corporate Directorate.

4.7 There were 2 reportable accidents in the Social Services Directorate, both in the period April – June 2016.

4.8 There were 3 reportable accidents.in the period April – June, and 2 in the period July – September 2016 in Education and Lifelong Learning

4.9 For the purposes of reporting, staff who are working for the Authority via an agency are treated as employees

4.10 It should be noted that when making comparisons with last years' report there has been a change in the management structure within the Authority, with certain service areas now falling under different Directorates.

5. EQUALITIES IMPLICATIONS

5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications contained in the report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications contained in the report.

8. CONSULTATIONS

8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

9.1 That members note the contents of the report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To keep members informed of the accident statistics on a quarterly basis.

11. STATUTORY POWER

11.1 Not applicable to the content of the report.

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Appendices

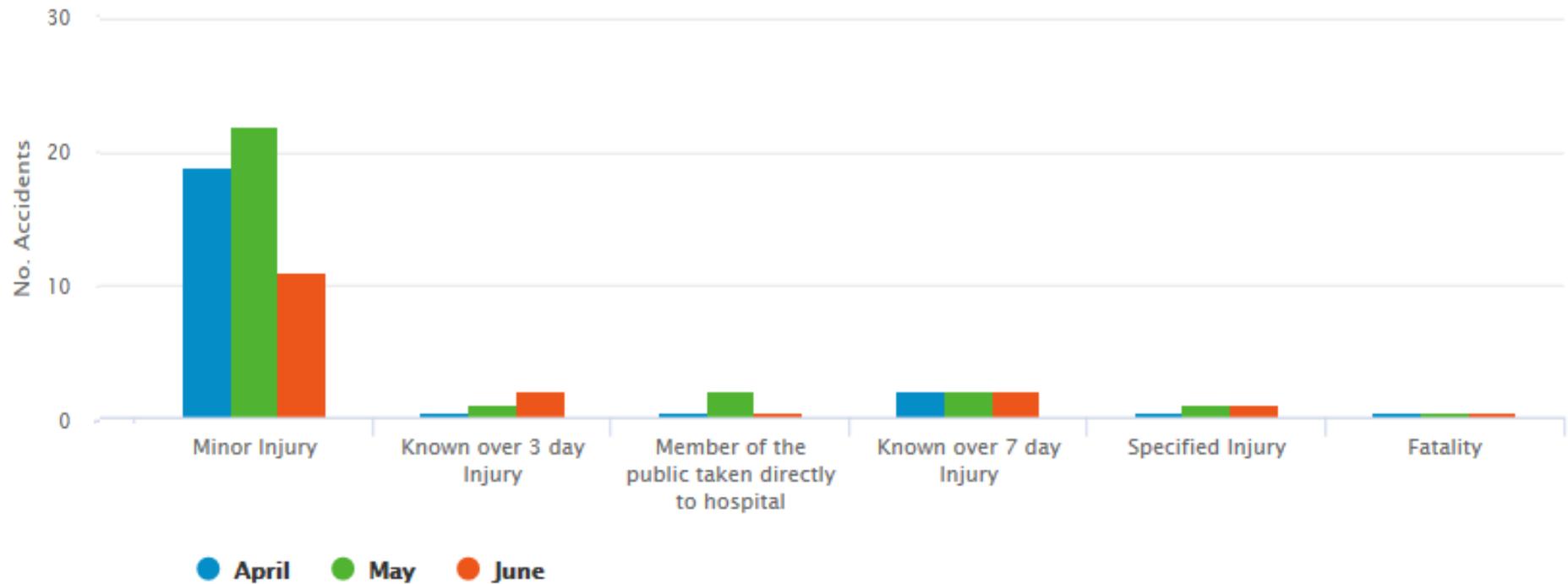
Appendix 1 All accidents by Type for the Authority between April and June 2016
Appendix 2 All accidents by Type for the Authority between July and September 2016
Appendix 3 Reportable accidents by Type and Directorate between April and June 2016
Appendix 4 Reportable accidents by Type and Directorate between July and September 2016

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Appendix 1 - All accidents by Type for the Authority between April and June 2016

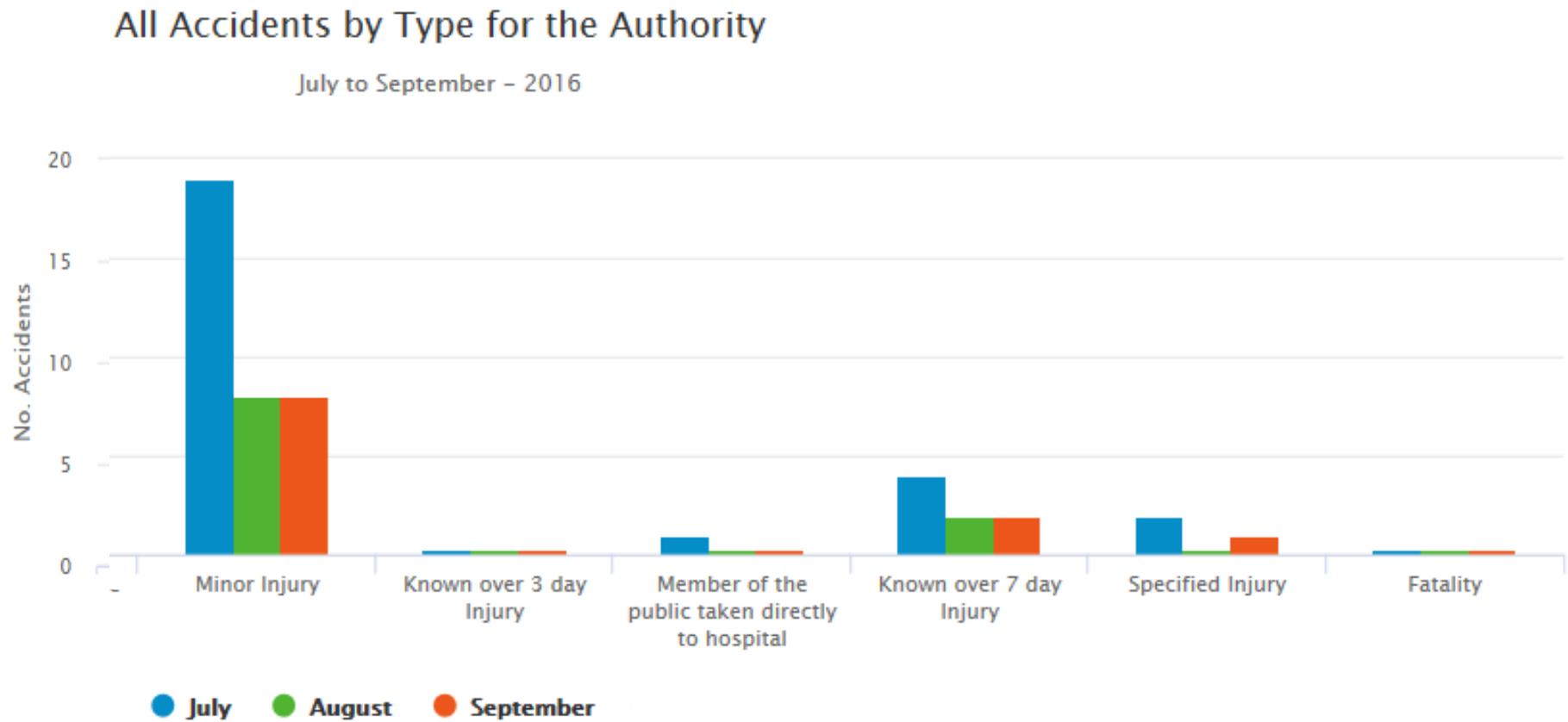
All Accidents by Type for the Authority

April to June - 2016



Gadewir y dudalen hon yn wag yn fwriadol

Appendix 2 - All accidents by Type for the Authority between July and September 2016

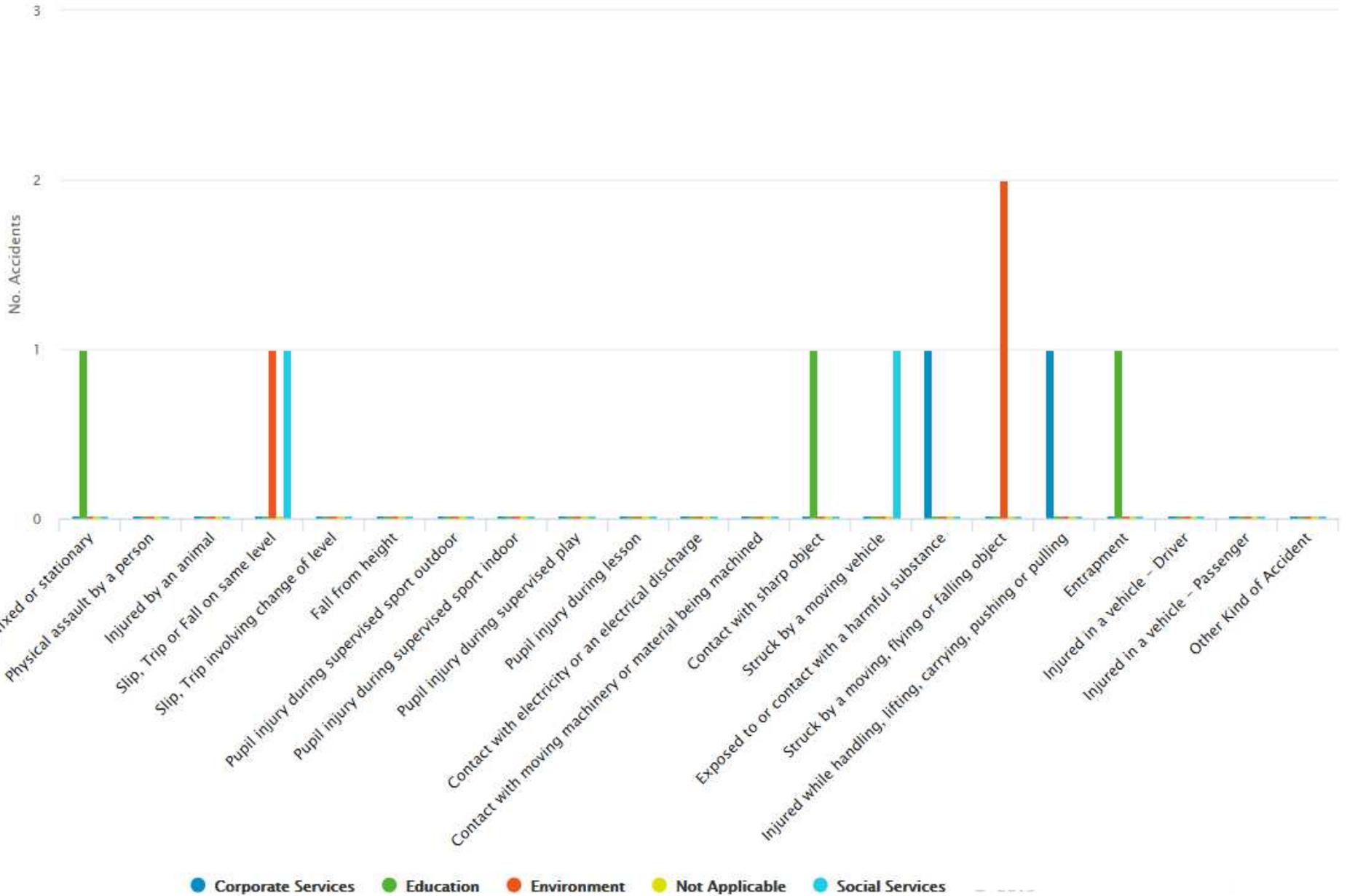


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Appendix 3 – Reportable accidents by Type and Directorate between April and June 2016

RIDDOR Reportable Accidents by Cause and Directorate

Between 01/04/2016 and 30/06/2016

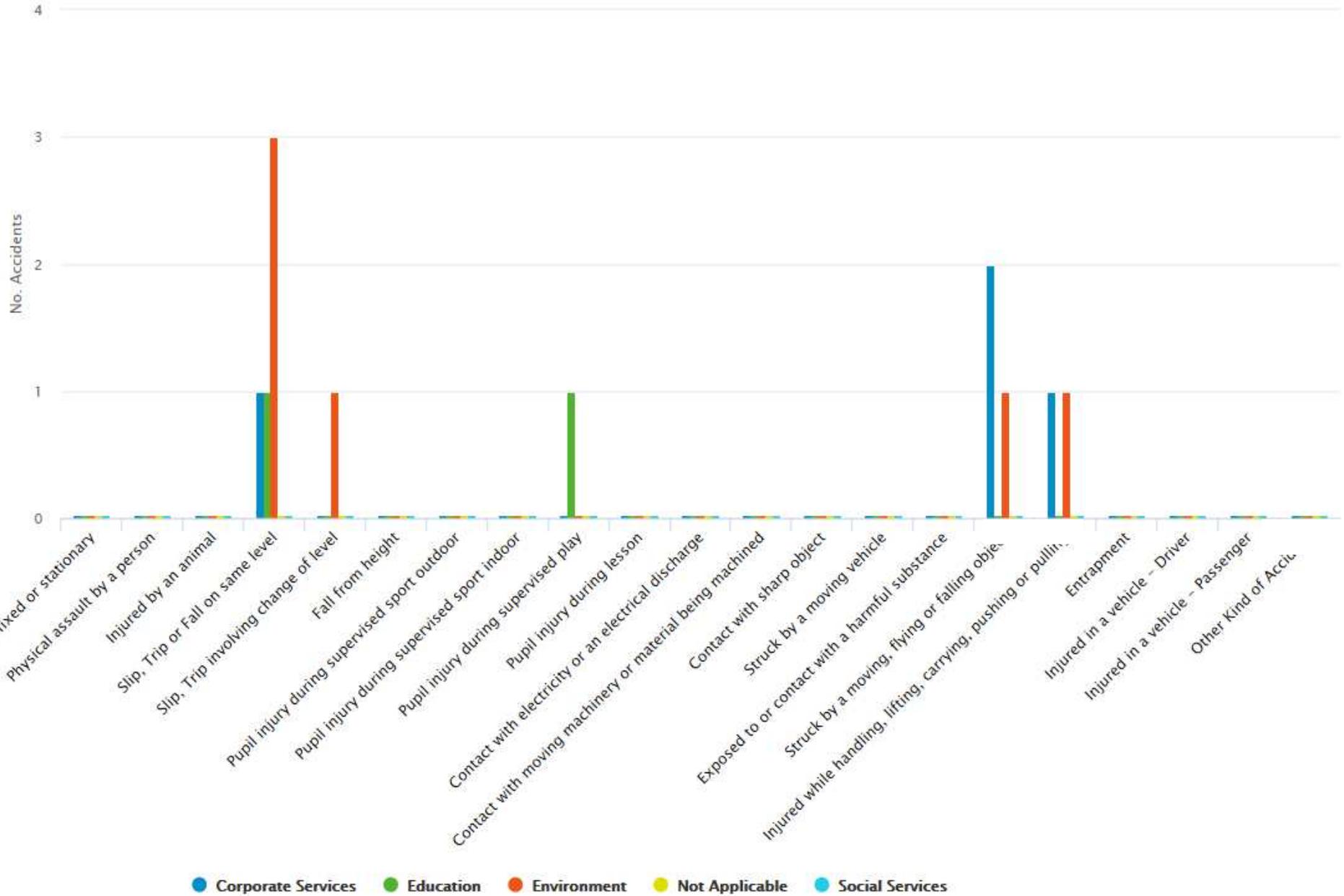


Gadewir y dudalen hon yn wag yn fwriadol

Appendix 4 – Reportable accidents by Type and Directorate between July and September 2016

Between 01/07/2016 and 30/09/2016

Page 61



Gadewir y dudalen hon yn wag yn fwriadol



CORPORATE HEALTH AND SAFETY COMMITTEE – 21ST NOVEMBER 2016

SUBJECT: RECENT HSE UPDATES

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of recent updates in Health and Safety information, advice and guidance.

2. SUMMARY

- 2.1 The following report is provided as information for members of the Committee, to ensure they are kept informed of changes to health and safety legislation and approved codes of practice which will affect the Council, as well as advising of any relevant accidents, incidents and prosecutions.

3. LINKS TO STRATEGY

- 3.1 The report is provided as information to Members of the Health and Safety Committee in line with the Council's Health and Safety Policy.

4. THE REPORT

- 4.1 A London Borough Council has been fined £500,000 after a road maintenance worker sliced his leg to the bone while he was pruning trees with a cut-off saw.

Southwark Crown Court heard that the maintenance worker was cutting branches using a Stihl cut-off saw with an inappropriate blade and no safety equipment. The blade became stuck and on pulling it free the blade ran across the top of the worker's left leg. He needed surgery and 60 stitches, and also sustained muscle and ligament damage.

The HSE's investigation found that the wrong equipment was being used for the task and there was no risk assessment for the use of the saw and blade. It said a safe system of work should have been in place that identified suitable machinery for the task. The employee had never been directed to the manuals for the equipment he used in his job, including the cut-off saw that caused him the injury, nor did he know where such manuals were kept.

London Borough of Havering Council pleaded guilty to breaching Regulations 4(2) and 4(3) of the Provision and Use of Work Equipment Regulations, which covers selecting work equipment and ensuring it is only used for operations for which it is suitable.

The £500,000 fine is one of the first to be imposed on a local authority since the new sentencing guidelines for health and safety offences were introduced earlier this year. The council must also pay prosecution costs of £8,240, however is said to be considering an appeal against the penalty because it believes it is too high.

- 4.2 East Riding of Yorkshire Council has been fined after an employee was injured when he fell from a ladder.

Hull Magistrates' Court heard how an employee fell 2.4 metres from a ladder while descending from a porch roof which was being re-felted. He suffered two broken vertebrae.

An investigation by the HSE into the incident which occurred on 23 April 2015 found that the ladder was not tied and there was no edge protection in place for the porch roof. The task had not been risk assessed and decisions regarding safety and equipment were left to the workers.

East Riding of Yorkshire Council pleaded guilty to breaching Section 2(1) of the Health and Safety at Work etc Act 1974, and was fined £40,000 and ordered to pay costs of £664.00.

- 4.3 A Senior Support Worker of an adult day care centre in Leeds has been sentenced after a severely disabled woman choked and later died while in her care. This is an unusual case in that an individual employee rather than their employer has been prosecuted.

Leeds Crown Court heard that the senior support worker allowed a sweet to be given to a 34-year-old severely disabled woman who had not developed a rotary chew, the circular motion that allows food to be ground down enough to swallow, and therefore required a soft diet. She choked and later died in hospital.

An investigation by the Health and Safety Executive (HSE) into the incident which occurred in April 2012 found that the senior support worker failed to take reasonable care for the safety of the client in a way that almost immediately set in motion a chain of events that directly led to her death.

The Senior Support Worker pleaded guilty to breaching Section 7(a) of the Health and Safety at Work etc Act 1974, and was sentenced to 80 days imprisonment, suspended for twelve months.

- 4.4 A school has been fined after poorly-planned and managed refurbishment and maintenance activities exposed school staff and others to asbestos.

Chelmsford Crown Court heard that managers at The Boswells School in Chelmsford, Essex, decided to convert an old boiler room at the school into a cleaning store. During the course of this work, asbestos residue on the walls was disturbed and caretakers swept contaminated debris from floors. Their exposure to risk only came to light after a later asbestos survey was completed in the area.

The HSE investigated and learned that asbestos containing materials (ACM's) were also present in other areas. School caretaking staff and contractors disturbed the fabric of school buildings over many years without being alerted to the presence of ACM's. Persons who entered potentially contaminated areas were placed at risk of developing serious ill health conditions arising from exposure to airborne respirable asbestos fibres. The school also failed to ensure that spread of asbestos was prevented or reduced.

The Boswells Academy Trust pleaded guilty to breaching the Health and Safety at Work etc. Act 1974 – Sections 2(1) & 3(1). The trust was fined £26,000 and ordered to pay costs of £20,000.

4.5 Liverpool City Council and two of its contractors must pay more than £1.6m following two separate incidents involving pensioners on a busy road that was being resurfaced.

Enterprise Liverpool had been contracted by Liverpool City Council to carry out resurfacing works, and it subcontracted Tarmac Trading.

On 3 July 2012, a 74-year-old man sustained head and back injuries when he was struck by a car while crossing at temporary lights.

Liverpool Crown Court was told that one side of the dual carriageway had been put into a contraflow to allow vehicles to travel in both directions. However, the temporary pedestrian lights were not working and no alternative was provided.

A month later, on 19 August, a second pensioner, was knocked down and killed by a car as he tried to cross a single lane of traffic on the same road using a temporary pedestrian crossing.

Following complaints from motorists, traffic light changes had been made in order to reduce congestion. This removed the natural break in the traffic flow that pedestrians needed to cross the carriageway safely.

The HSE's investigation found that Liverpool City Council failed to implement suitable arrangements for managing the roadworks, did not appoint a coordinator for the work and instead delegated these responsibilities to Enterprise Liverpool.

The investigation also found that Enterprise Liverpool failed to ensure the designs for the traffic management were checked and approved, or that the construction plan for pedestrian routes and provision of barriers was being followed. At the time of the incidents, it provided no safe means for pedestrians crossing the works area or the carriageway.

Tarmac Trading, which was responsible for the provision and installation of the traffic and pedestrian management, did not provide alternative help for pedestrians at the time of the first incident though it was clear the temporary lights were broken. When the second pensioner was killed, the faulty lights had been removed but there were no alternative control measures. A large A-frame sign was also placed on the crossing obscuring the view of pedestrians and motorists.

Tarmac Trading was fined £1.3m and ordered to pay £130,000 costs after it pleaded guilty to breaching s 3(1) of the Health and Safety at Work Act.

Enterprise Liverpool admitted breaching Regulation 22(1) of the Construction (Design and Management) (CDM) Regulations 2007, which covers the principal contractor's duties. It was fined £25,000 plus £80,000 costs.

Liverpool City Council was fined £15,000 plus £100,000 costs after pleading guilty to breaching Regulation 9(1) of the CDM Regulations 2007 for failing its responsibility as the client to ensure that the arrangements made for the managing the project are suitable to ensure work is carried out without any risks to safety.

4.6 A 41-year-old Science Teacher has died after breaking her leg in a fall in her classroom in Sheffield, South Yorkshire. She was putting up a display in her classroom when she fell, and died the next day as a result of medical complications.

It is believed she was injured as she prepared for the new school academic year after the summer break.

The HSE is making preliminary inquiries into the incident.

- 4.7 A School in Canterbury, has been fined for safety failings at a summer activity camp after a seven-year-old boy had to be given cardiopulmonary resuscitation (CPR) after coming into difficulty during a swimming lesson.

Canterbury Crown Court heard how the boy was at a summer activity camp run by St Edmunds School and was taking part in a scheduled swim when he got into difficulties and struggled for over three minutes before becoming motionless in the water.

The lifeguards noticed he was in trouble and retrieved him. He regained consciousness after CPR but developed pneumonitis as a result of the incident.

An investigation by the Health and Safety Executive (HSE) into the incident, which occurred on 1 August 2014, found that the lifeguards were not effectively managed and monitored to ensure that they were constantly vigilant. It was also discovered that two out of the three lifeguards did not hold a current, in date lifeguard qualification.

St Edmunds School Canterbury, of St Thomas Hill, Canterbury, pleaded guilty to breaching Section 3(1) of the Health and Safety at Work etc Act 1974, and was fined £18,000 and ordered to pay costs of £9,669.19.

- 4.8 A school in Brentwood has pleaded guilty to breaching health and safety regulations after a worker was injured as he fell from a roof.

Chelmsford Crown Court heard how in January 2014 a maintenance team at the school was working to replace components on a bay window of a residential flat within the school grounds. A 63-year-old employee was working on the roof of the bay window when his foot got caught and he fell approximately 2.6metres to the ground below. He was taken to hospital and was found to have suffered injuries including a broken collarbone and chipped vertebrae.

An investigation by Health and Safety Executive (HSE) into the incident found that there were no effective guardrails or any other means of protection to prevent workers from falling from the roof. There were no supervisory arrangements and the work was not carried out in a safe manner.

Brentwood School Charitable Incorporated Organisation, Brentwood, Essex, pleaded guilty to breaching Regulation 4(1) of the Work at Height Regulations 2005, and was fined £40,000 and ordered to pay £1,477 in costs

- 4.9 Provisional annual data for work-related fatal accidents in workplaces in Great Britain for the 2015/16 financial year period has been released by the Health and Safety Executive (HSE)

The long term trend has seen the rate of fatalities more than halve over the last 20 years. However, provisional figures indicate that 144 people were killed while at work in 2015/2016 – up from 142 in 2014/5.

The HSE has called on all sectors to learn lessons to ensure workers return home safe from work.

The new figures show the rate of fatal injuries in key industrial sectors:

- 43 workers died in construction, the same as the average for the previous 5 years.
- In agriculture there were 27 deaths (compared to the five-year average of 32).
- In manufacturing there were 27 deaths (compared to five-year average 22), but this figure includes three incidents that resulted in a total of eight deaths.
- There were six fatal injuries to workers in waste and recycling, compared to the five-year average of seven, but subject to considerable yearly fluctuation.

There were also 103 members of the public fatally injured in accidents connected to work in 2015/16, of which 36 related to incidents occurring on railways.

Comparisons of fatal injuries by country or region are based on where the accident occurred. After taking industrial composition into account, those regions and countries with seemingly higher rates are not (statistically) different to the rest of Great Britain. In 2015/16 the highest fatal injury rates across all countries and regions were Wales (0.93 per 100,000 workers); Scotland (0.60); and Yorkshire and the Humber (0.58). Due to the relatively small numbers and to reduce some of the yearly fluctuation, when averaged across a five-year time period to 2014/15 those regions with the highest fatal injury rates were also Wales (0.81), Scotland (0.73) and Yorkshire and the Humber (0.70).

The statistics again confirm the UK to be one of the safest places to work in Europe, having one of the lowest rates of fatal injuries to workers in leading industrial nations.

The HSE has also released the latest available figures on deaths from asbestos-related cancer. and work related injuries and ill health:-.

- Mesothelioma, one of the few work related diseases where deaths can be counted directly, contracted through past exposure to asbestos killed 2,515 in Great Britain in 2014 compared to 2,556 in 2013.
- 1.3 million working people suffered from a work-related illness.
- 72,702 other injuries to employees reported under RIDDOR.
- 621,000 injuries occurred at work according to the Labour Force Survey.
- 30.4 million working days lost due to work-related illness and workplace injury.
- £14.1 billion estimated cost of injuries and ill health from current working conditions (2014/15).

In relation to work related stress, depression or anxiety in 2015/16 the total number of cases of was 488,000, a prevalence rate of 1510 per 100,000 workers. The number of new cases was 224,000, an incidence rate of 690 per 100,000 workers. The estimated number and rate have remained broadly flat for more than a decade.

The total number of working days lost due to work related stress, depression or anxiety in 2015/16 was 11.7 million days. This equated to an average of 23.9 days lost per case. Working days lost per worker showed a generally downward trend up to around 2009/10; since then the rate has been broadly flat.

In 2015/16 stress accounted for 37% of all work related ill health cases and 45% of all working days lost due to ill health.

5. EQUALITIES IMPLICATIONS

5.1 There are no equalities implications.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications.

8. CONSULTATIONS

8.1 All comments from consultees have been included in the report.

9. RECOMMENDATIONS

9.1 That the contents of the report be noted

10. REASONS FOR THE RECOMMENDATIONS

10.1 For information only.

11. STATUTORY POWER

11.1 Not applicable to this report.

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