



## **CORPORATE HEALTH AND SAFETY COMMITTEE – 16<sup>TH</sup> NOVEMBER 2020**

**SUBJECT: HEALTH AND SAFETY UPDATE**

**REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES**

---

### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide Health and Safety Committee Members with an update on the workload and activities undertaken by the Health and Safety team since the start of the global pandemic.

### **2. SUMMARY**

- 2.1 The Health and Safety Team workload has changed significantly reflecting the new challenges and risks associated with managing local authority services during a global pandemic. The report outlines the work undertaken by the team over the past months and also focuses on areas for attention moving forward.

### **3. RECOMMENDATIONS**

- 3.1 That workload continues to be prioritised to reflect organisational needs whilst ensuring that the key team workload and legislative requirements are met.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To ensure that the Authority meets its statutory responsibilities under Health and Safety law whilst ensuring sufficient flexibility to meet frequently changing needs associated with the current global pandemic.

### **5. THE REPORT**

- 5.1 The team have supported with advice and information on covid-19 since mid February 2020. This initiated from children and staff returning from holidays abroad requiring Managers and Heads needing advice on countries where quarantine was required on return. This quickly spread to advising on actions required on receiving notification of a positive case.

- 5.1.1 Written advice and up to date information have been provided in the form of a covid-19 bulletin, the bulletin was first issued on 14<sup>th</sup> February 2020 and is currently on version 17. It is updated to reflect changing Welsh Government Advice and sent out via the Communications Unit.

- 5.1.2 A covid-19 website has been developed pulling together links and information on managing covid-19. This is reviewed and kept up to date. Due to some CCBC staff not having access to the IT network required to access the intranet, a micro-site on the public CCBC website has also been created that staff may access in conjunction with IT. The page mirrors the information provided on the intranet portal and ensures more CCBC employees have access to H&S information.

- 5.1.3 Developed covid guidance on homeworking, PPE etc.

- 5.1.4 The team have taken responsibility for co-ordinating ordering and delivery of hand sanitiser for all CCBC Departments with the exception of Social Services who due to the quantities required sourced directly. This involved joint working with Procurement who liaised with suppliers, obtained technical information, prices etc. This also involved accepting delivery, arranging storage and co-ordinating delivery to service areas and schools. The delivery to schools was supported by both Highways and Parks who released staff to assist.
- 5.1.5 Coordinated the ordering and delivery of PPE across service areas and schools with the exception of social services.
- 5.1.6 Supporting with delivery of free school meals.
- 5.1.7 Coordinated the ordering and delivery of resources for school reopening in July including tape, floor signs, general signage, and posters.
- 5.1.8 Developed risk assessments for resuming services and building risk assessments taking into account additional covid considerations and risks introduced by buildings being temporarily taken out of use. This included a template for hubs and schools risk assessment.
- 5.1.9 Developed printable Health and Safety covid risk control related signage in line with the Health and Safety (Safety Signs and Signals) Regulations 1996, allowing Managers to print resources as required.
- 5.1.10 Onsite H&S support for education during the school closure period for children of essential workers or identified as particularly vulnerable. This initially involved daily visits and as practices and arrangements became embedded moved to weekly support. This involved supporting Hub leads and support staff with ensuring that arrangements were working effectively, providing onsite advice and support for ongoing issues. Support also included Sports and Art Hubs which provided summer childcare provision for Key workers.
- 5.1.11 Conducted site visits to prepare for school and service re-opening. This involved visiting all CCBC schools at least once prior to reopening in July and also visits to a number of other premises including Blackwood Miners Institute, the Winding House, Parc Cwm Darren, Communities Centres, Libraries.
- 5.1.12 Liaised with Facilities Management and specialist contractors to ensure that sites were recommissioned to allow safe operation e.g. sterilisation of water system prior to reopening.
- 5.1.13 Reviewed and advised on risk assessment and safe systems of work for various service areas including residential homes, refuse and cleansing, cleaning, trading standards, Community Safety, Telecare, Childrens Services, Links Day Care, destination and events premises etc.
- 5.1.14 Supported with HSE visits to CCBC schools to monitor the effectiveness of covid arrangement and practice.
- 5.1.15 Supported South Wales Fire and Rescue Service to continue with remote fire safety monitoring visits as required.
- 5.1.16 Developed alternative methods of training delivery allowing continuation of H&S training for internal and external clients. This was key in ensuring ongoing safe working and that workforces remain competent in their relevant skills.
- 5.1.17 Delivered team talks to service areas to refocus them on covid priorities where there was an identified need for support.

- 5.1.18 Traffic management support for free school meal delivery service running from Penallta House. This involved support with the risk assessment, a site visit to advise on traffic management considerations and allocation of H&S staff to assist with safe operation on a daily basis.
- 5.1.19 Advised on numerous queries from service areas and schools including isolation requirements, room ventilation, community/ public use of CCBC premises, track and trace processes, cleaning of building and vehicles, new technology and cleaning agents e.g. use of foggers.
- 5.1.20 Briefing of Refuse and Cleansing Supervisory staff to outlining key points of legislation in force at the time and current CCBC policy on covid related risk-controls measures.
- 5.1.21 Ongoing work includes developing a video to remind Managers and employees of the requirements to work safely with Display Screen Equipment, development of fire related training videos to support residential care, development of videos to support communication of the key changes in the revised H&S Policies to allow Managers to effectively implement, reprioritisation of fire risk assessment and asbestos surveying programme to take into account delays introduced by covid, EPR review, contractor vetting, Sypol COSHH assessments and a review of H&S Corporate and Directorate action plans to ensure that key H&S actions continue to be progressed.

## 5.2 **Conclusion**

Workload and work priorities have changed significantly as a direct result of the need to change the way the Authority operates in line with changing government guidance. This has introduced unique challenges in terms of balancing the need for immediate response and support with the need to continue to meet legislative requirements. This has been compounded by the team being two Officers short at the start of lockdown and releasing a Senior H&S Officer to support Environmental Health in line with wider organisational priorities. Whilst these challenges remain whilst covid is still a risk, as many services are now up and running the need for covid support should diminish. This will allow the team to direct resources to core health and safety priorities and continual improvement of H&S standards. This will help is to ensure that CCBC is meeting its legal responsibilities under health and safety legislation and will assist in ensuring there are robust health and safety processes in place to keep employees and others safe.

## 6. **ASSUMPTIONS**

- 6.1 No assumptions have been made regarding the information contained in this report.

## 7. **LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 This report links to the Corporate Health and Safety Policy and all other CCBC Health and Safety Policies listed above.

### 7.2 **Corporate Plan 2018-2023.**

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through affording Health and Safety training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability in a safe environment where the risks are effectively managed.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy whilst at work and able to remain in employment.

Objective 5 - Creating a County Borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the health risks associated with work are assessed, controlled and managed in accordance with the relevant health and safety policy and that health and safety training provided in schools ensures that Managers and employees are aware of the Health and Safety policies and practises that support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety policies and practises promote good health and well-being.

## **8. WELL-BEING OF FUTURE GENERATIONS**

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of Health and Safety policies, practices and training, we will seek to prevent any ongoing issues and ensure that Health and Safety training and subsequent practise is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

## **9. EQUALITIES IMPLICATIONS**

9.1 There are no equalities implications

## **10. FINANCIAL IMPLICATIONS**

10.1 There are no financial implications.

## **11. PERSONNEL IMPLICATIONS**

11.1 There are no personnel implications.

## **12. CONSULTATIONS**

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

## **13. STATUTORY POWER**

13.1 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Author: Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services, edmure@caerphilly.gov.uk  
Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk  
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk