

Notice of a public

Decision Session - Executive Member for Environment

To: Councillor Waller (Executive Member)

Date: Monday, 3 September 2018

Time: 5.30 pm

Venue: The Auden Room - Ground Floor, West Offices (G047)

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00 pm on Wednesday, 5 September 2018**.

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer & Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00 pm on Thursday, 30 August 2018**.

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests
 - any prejudicial interests or
 - any disclosable pecuniary interests
- which he might have in respect of business on this agenda.

- 2. Minutes** (Pages 1 - 4)
To approve and sign the minutes of the Decision Session held on 2 July 2018.

- 3. Public Participation**
At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Friday, 31 August 2018**. Members of the public can speak on agenda items or matters within the Executive Member's remit.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

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The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809

- 4. York 5 Year Flood Plan Update** (Pages 5 - 24)
This report provides an update regarding progress on the York Five Year Flood Plan since the last update in June 2018, including details of work carried out by the Environment Agency, use of additional funding allocated to gulley management, and the role of the Emergency Planning Assistant .

- 5. Highways Personal Protective Equipment (PPE) Report** (Pages 25 - 42)
This report presents the results of a review undertaken by the Highways Service to ensure, so far as is reasonably practicable, the health, safety and welfare of employees while they are at work, in relation to the provision and use of PPE.

- 6. Urgent Business**
Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:
Fiona Young
Telephone No- 01904 552030
Email- fiona.young@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

**Ta informacja może być dostarczona w twoim (Polish)
własnym języku.**

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

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City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Environment
Date	2 July 2018
Present	Councillor Waller

5. **Declarations of Interest**

The Executive Member confirmed that he had no personal interests that were not included on the Register of Interests, nor any prejudicial or disclosable pecuniary interests, to declare in the business on the agenda.

6. **Minutes**

Resolved: That the minutes of the Decision Session held on 4 June 2018 be approved and signed by the Executive Member as a correct record.

7. **Public Participation**

It was reported that there had been no registrations to speak at the session under the Council's Public Participation Scheme.

8. **Health & Safety Annual Report 2017/18**

The Executive Member considered a report which presented the Annual Report of the council's Head of Health and Safety (H&S), together with an overview of the performance of the City of York Council (CYC) / North Yorkshire County Council (NYCC) H&S shared service.

The Annual Report, attached as an annex, included information on key areas of work carried out over the past 12 months, as well as accident and incident statistics, and work planned for the current year. The council's client officer for the shared service was present at the meeting and confirmed that the key areas of performance met the requirements of Schedule 1 of the Collaboration Agreement. The Executive Member had the option to identify any areas of specific H&S risk for further reporting.

In response to questions from the Executive Member on aspects of the Annual Report, officers confirmed that:

- Procurement of the H&S Management Information Technological solution would be led by NYCC but in consultation with CYC, to meet the needs of both.
- Every school buying into the H&S Service Level Agreement received an annual H&S inspection visit.
- The use of posters and other publicity would be considered within measures to tackle aggression towards front line staff.
- Information on policy development with regard to national terrorism threats could be brought to a future meeting.

Resolved: (i) That the Annual Report be noted, including the council's response to managing and responding to significant H&S risks including national risks around fire and terrorism.

(ii) That the performance of the Shared H&S Service be noted.

(iii) That a report on actions being taken to ensure consistency in the use of Personal Protection Equipment (PPE) by council workers and contractors carrying out highways repairs and other street works in York be brought to the September Decision Session.

(iv) That the policy that verbal and aggressive behaviour towards council staff and contractors working on the council's behalf will not be tolerated be endorsed, given the marked increase in the number of related incidents reported in 2017/18.

Reason: So that the Executive Member and residents can be assured that H&S services are appropriately managed and resilient and that the council has proper arrangements in place for managing and responding to H&S risks.

9. Food Service Plan 2018-19

The Executive Member considered a report which sought approval for a Food Service Plan for 2018-19 (the Plan), in accordance with the statutory requirements contained in the Food Law Code of Practice.

The Plan, attached as Annex A to the report, set out the council's aims and objectives for 2018/19, examining the demands placed upon the Public Protection team and the resources available to meet these, as well as reviewing performance over the past year. It illustrated the effective use of resources to target the highest risk businesses, while maintaining a balanced enforcement mix. The Executive Member was invited to approve the Plan (option a) or amend it (option b). Not approving a Plan (option c) would leave the council open to reputational risk and adverse publicity.

In response to questions from the Executive Member, officers confirmed that the backlog of food hygiene interventions from the previous service plan had been cleared and that exiting the EU could provide an opportunity to consider how the current inspection programme might be improved. The Executive Member noted the key message that 100% of the highest risk premises had been inspected, with those that failed being prosecuted. He thanked staff who had carried out this work and

Resolved: That the food service plan be approved (option a).

Reason: To ensure that the council has a plan to fulfil its obligations under the Food Law Code of Practice.

Cllr A Waller, Executive Member

[The meeting started at 5.30 pm and finished at 6.10 pm].

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Decision Session – Executive Member for Environment**3 September 2018**

Report of the Director of Economy & Place

York 5 Year Flood Plan Update**Summary**

1. The flooding in late December 2015 followed an intense period of rainfall across November and December due to the impacts of Storms Desmond and Eva. Record river levels were observed in many river catchments across the north of England. More than 4000 homes and 2000 businesses flooded across Yorkshire with 453 properties and 174 businesses flooded in York.
2. Funding has been allocated to the Environment Agency (EA) following the floods to renew existing and provide new flood defences across the city, £17m has been allocated to the Foss Barrier improvements and £45m to the wider flood defences across the city.
3. An update on progress has been supplied by the EA, this can be seen in Annex 1.
4. An update to the additional funding allocated to gully management is provided at paragraphs 9 to 20.
5. A summary of the work of the Emergency Planning Assistant funded as a consequence of the Independent Flood Inquiry is given in paragraphs 21 to 24.

Recommendations

6. The Executive Member for the Environment is asked to note the updated report and the evidence presented by the Environment Agency in the session, feedback is sought from the Executive Member on all content.

Background

7. Following the development and publication of the York Five Year Plan (<https://www.gov.uk/government/publications/york-5-year-flood-plan>) the EA have developed the Defra Strategic Outline Business Case and financial approvals have been sought and obtained from Defra. Detailed businesses cases are being developed for 19 flood cells across the city.
8. The Environment Agency continue to work closely with City of York Council on all aspects of the York Five Year Plan, an update has been provided by the EA at Annex 1.
9. The gulley cleansing programme was considered by the Executive Member for the Environment at the 7th March 2016 Decision Session and further reviewed at the 4th December 2017 Decision Session.
10. Current work is focussed on the delivery of a full cleanse of all gulley assets across the network linked to a full asset data capture exercise. This is supported by additional capital funding that has been made available to the Highways Maintenance team and was the focus of the December 2017 review paper.
11. The current gulley cleansing policy aims to proactively cleanse all gullies on the gritting network annually and all other assets are reactively cleansed following reports of issues. There are more than 43,000 gullies in the CYC area and approximately half of these are on the gritting network.
12. The existing review of gulley management is based on the following strategic aims:
 - To move towards a proactive cleanse for all gullies
 - To create a risk based programme linked to highway drainage needs and surface water flood risk factors
13. CYC capital funding - £200k in 2016/17 and 2017/18 and £250k in 2018/19, 2019/20, 2020/21 - is allowing the whole network to be surveyed, the development of an improved asset register and an effective proactive cleanse of each asset to be carried out.
14. Due to the reactive cleanse policy in recent years, approximately 53% of assets have been found to be blocked upon attendance. Over the whole programme the added investment will have ensured that in the region of

23,000 gullies were left in a free running state that were previously not draining effectively. We have observed that the work completed to date has reduced the impact of a number of significant rainfall events on key areas across the city.

15. However, more than 900 'none runner' assets have been identified where the gulley cleansing process could not ensure free drainage and significant engineering works are required to improve them. A multiyear maintenance programme and additional funding will be required to address these defects and funding bids will be prepared.
16. Work has been carried out to assess the risks that may arise from these defects, Environment Agency Surface Water Flood Map data has been used to assess the likely flood risk to people and property, although there will continue to be highway flooding in a number of locations none of the current defects were found to be in a location where property flooding could occur as a direct consequence of severe rainfall.
17. The Flood Risk Management Team is currently investigating the consequences of the 13th August 2018 storm which affected the city. More than 40mm of rain fell on the city in just over 15 minutes, Rainfall rates in excess of 120mm/hour were recorded.
18. Rainfall of this extreme nature will continue to test any drainage systems with significant ponding as the sheer volume of water cannot get into a full clear and cleansed system. We all need to consider how we can design, build, manage and live in infrastructure, homes and businesses that are resilient to such storms and the challenges we face with climatic change. The investigation outputs will be brought to the Executive Member with key recommendations in this area.
19. Progress of the programme of work is given below, following completion of the programme a needs and risk based programme of gulley maintenance will be developed to ensure available funding is targeted appropriately.

	Additional gullies cleansed and data recorded
2015/16	8,000
2016/17	15,074
2017/18	12,810
2018/19	2,468 (to date)

20. The 43,159 gullies currently recorded as part of the process will be completed by the end of the financial year. It is essential that the emerging gulley management process is funded and supported, further updates will be brought to the Executive Member.
21. The Emergency Planning Assistant role has been developed to assist in the delivery of a range of responsibilities detailed in the Independent Flood Inquiry alongside the wider development and expansion of existing Emergency Planning duties.
22. The officer is working closely with the Flood Risk Manager to support the development of the Five Year Plan with EA colleagues in all consultation events, in addition to this we have developed a property flood resilience measures showcase event on Saturday 29th September. This event will also include volunteers from the Clementhorpe community emergency plan and the promotion of personal resilience measures.
23. A review of the flood response procedures in the Duty Highways Officers plan is currently being finalised to be rolled out in the early autumn and a review of flood signs has been commenced.
24. The officer is assisting Emergency Planning in the development of Community Emergency Plans as detailed in the below table, all opportunities to expand the coverage of plans will be taken alongside the EA consultation work.

Plans in Development	Plans Under Review	Plans to be Exercised
Bishopthorpe Parish Council boundary	Earswick Parish Council boundary	Acaster Malbis Parish Council boundary
Foxwood (Acomb ward)	New Earswick Parish Council boundary	Clementhorpe (Micklegate ward)
Groves (Guildhall ward)	Rawcliffe Parish Council boundary	Naburn Parish Council boundary
Huntington Parish Council boundary	Skelton Parish Council boundary	Navigation Road (Guildhall ward)
Rufforth and Knapton Parish Council boundary		Strensall Parish Council boundary
Wheldrake Parish Council boundary		Wigginton Parish Council boundary

25. The Emergency Planning team have issued an engagement survey for community emergency plan volunteers, EA flood wardens and York CVS

Ready for Anything volunteers. The survey outputs will support the future engagement of current and potential volunteers, and the creation of our community resilience strategy.

26. A 'Speed Training' event is being planned for late Sept / early Oct to encourage residents and communities to come along and learn more about emergency planning, the work we deliver with our partners and how we can work together in an emergency. One of these sessions will be focussed on the EA and a second one will be around CYC Emergency Planning.

Consultation

27. Public consultation on the York Five Year Plan was held in late November 2016 and quarterly newsletters have been developed by the EA to further inform on progress. Regular formal updates will be provided to the Executive Member for Environment and the Economy & Place Scrutiny Committee at quarterly and six month frequencies respectively.
28. A timetable of consultation events can be found in the EA update at Annex 1.

Options

29. The principal options open to the Executive Member for Environment are to comment on and review the work undertaken to date, the future work identified and the representations made by the Environment Agency.

Analysis

30. Ongoing liaison will continue between the Executive Member for Environment and the CYC Flood Risk and Asset Manager, future briefings to the Executive Member for Environment Decision Session will be made to ensure key outputs and decisions are supported by CYC and to provide formal opportunities for members and the public to consult. Further recommendations will be made for agreement at these sessions.

Council Plan

31. Improved provision of flood defences supports a prosperous city for all through safer communities for residents, businesses and visitors, a wide range of consultation events will ensure this is in line with the needs and expectations of local communities.

Implications

32. Financial – Funding is allocated directly to the EA, the additional funding of £45M is available to be directed towards key flood risk projects in the city in the short term. The extent of required works may require wider funding and Defra funding bids will be developed. There are likely to be contribution requirements as part of this wider work.
33. Property – The Site Investigation programme will include sites under CYC ownership and/or control, consultation will be carried out with Estates teams and all relevant agreements will be put in place.
34. Human Resources (HR) – No implications
35. One Planet Council/Equalities – No implications
36. Legal – No implications
37. Crime and Disorder – No implications
38. Information Technology (IT) – No implications

Risk Management

39. No known risks are identified at this time, detailed risk management work will be developed as the business case and detailed design works commence.

Contact Details

Author:

**Steve Wragg
Flood Risk Manager**

01904 553401

Chief Officer Responsible for the report:

**Neil Ferris
Director of Economy & Place**

Report **Date** 22/03/18
Approved

Wards Affected: List wards or tick box to indicate all **All**

For further information please contact the author of the report

Background Papers: None

Annexes: Annex 1 York 5 Year Flood Plan Update Sept18

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York Flood Alleviation Scheme

September 2018

Update for September's Executive Decision Session

This is an update of the progression made over the last three months on the flood alleviation work in York. In this update we have provided:

- Summary of city wide flood alleviation activities
- Update on each flood cell
- Map of the flood cells
- Engagement plan for the next few months

Summary of city wide flood alleviation activities

Ground Investigation Programme

Ground investigation has now commenced on the River Foss. The focus of this work is at the storage area location and will be completed by October 2018.

Planning process

Following advice we have received we are using our permitted development rights at some locations. The advantage of this is that it will enable us to move work forward faster and with more confidence. If we use permitted development rights we will make sure that we consult on these locations and that we give members of the public a chance to see and comment on the planned work as part of our engagement process.

Engagement activity

We continue to engage across York.

- The Hub provides residents with a central location where they can come to ask questions about our work, view plans, and provide feedback. The opening times are 10:00 to 16:00 on Monday, Wednesday and Thursday each week.
- Our quarterly newsletter, next due in September 2018.
- Our York flood alleviation scheme web pages hosted on Citizen Space, an engagement portal that will allow residents to view all engagement material and provide feedback. <https://consult.environment-agency.gov.uk/yorkshire/yorkfas/>
- Working with City of York Council, we are also working to improve the 'flood' pages on the council website to ensure effective and transparent communication with residents before, during and after flooding.

Our area (flood cell) specific engagement continues and is outlined in the next section. Our engagement plan for the next few months is also included as part of this document.

Update on progress of each flood cell

This section provides an update on each of the areas (flood cells) being taken forward as part of York Flood Alleviation Scheme.

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Flood Cell	Detail	Current/Next Activity
B16 - New Walk	<p>A public meeting was held on 23 May. We presented all technical options and the preferred approach based on technical and economic feasibility. This was identified as Property Flood Resilience.</p> <p>We are currently confirming future water levels within the area prior to writing to residents to request confirmation that they would like to pursue Property Flood Resilience.</p>	<ul style="list-style-type: none"> • Aug – Letters sent to residents confirming decision and programme for delivery; • Sept –PFR roadshow and confirmation from individual residents to proceed with PFR; • Oct – Product selection and procurement; • Nov 18 – Commence PFR installation and handover.
B8 - Clementhorpe and South Bank	<p>Our outline business case for the area was submitted in July 2018. Ground Investigations have been completed.</p> <p>We have split the area into two – Clementhorpe (between Skeldergate Bridge and Rowntree Park) and South Bank (Rowntree Park to St Chads Wharf. Solutions for both areas have been confirmed.</p> <p>Clementhorpe: Scheme identified which includes raising of existing defences, demountable barrier at Clementhorpe, new flood gates, road raising and Property Flood Resilience. We are currently engaging with residents and owners of all waterfront apartments in regards to scheme design.</p> <p>South Bank: Property Flood Resilience will be provided to all properties within the 1:100 year flood outline (1%). We have sent letters to all residents confirming this. We have also asked those who have experienced flooding within their properties to get in touch to ensure they are included in the scheme.</p> <p>Our web page for this location is now live: https://consult.environment-agency.gov.uk/yorkshire/yorkfasclementhorpe/</p>	<p>Clementhorpe</p> <ul style="list-style-type: none"> • Outline Business Case submitted in July 2018. • Finalisation of Clementhorpe area scheme options for submission for planning in September 2018. This includes engaging with residents on scheme design. <p>South Bank</p> <ul style="list-style-type: none"> • July/Aug – Continue engaging with residents to ensure all eligible properties have been identified; • Sept – Inception meeting – PFR roadshow and confirmation from individual residents to proceed with PFR; • Oct – Surveyor appointed and individual property surveys carried out; • Nov – Draft surveys published and surgery with residents to discuss recommendations; • Dec – Product selection and procurement; • Jan 19 – Commence PFR installation and handover.



<p>B4 - Scarborough to Ouse Bridge (Right Bank)</p>	<p>Our outline business case for the area was submitted in July 2018. Ground Investigations have been completed.</p> <p>Following engagement with members of the public earlier in the year and ongoing engagement with CYC and Historic England we have produced detailed designs for the flood defences in this area.</p> <p>For the new proposed flood defences behind Memorial Gardens we have submitted planning proposals to CYC Planning. For the other proposed flood defences in the area we are progressing these under the Town and County Planning (General Permitted Development) Order 2015. Following the Decision Session – Executive Member for Environment meeting on 4 June the EA submitted a paper on our proposed approach to planning. A copy of the paper can be found on the CYC website via this link - http://democracy.york.gov.uk/documents/s124583/York%20FAS%20-%20Planning%20Approach%20Briefing%20Note%20CD.pdf</p> <p>Our web page for this location is now live: https://consult.environment-agency.gov.uk/yorkshire/scarboroughbridgetoousebridgerightbank/</p>	<ul style="list-style-type: none"> • Planning will be submitted in early September 2018 • Over the next 4 months the focus will be on agreeing the commercial contracts and plans for the construction phase • In late autumn 2018 we will be in a position to engage with the public on the construction plans and approach for the area • The current planned start date for construction is Feb 2019.
<p>F9 - South Beck</p>	<p>We have undertaken detailed modelling assessments of the flood risk for the South Beck flood cell and these have informed potential flood intervention options for the cell.</p>	<ul style="list-style-type: none"> • Engagement with the local community on proposals in the autumn 2018.
<p>C3 - Naburn</p>	<p>We have been working closely with Naburn Flood Group for a number of years to tackle the various causes of flooding to the village. A detailed modelling study commissioned prior to the 2015 floods has provided clarity on the scale of risk and the interventions needed to reduce this.</p> <p>We have had further engagement with the Naburn Flood Group to update them on the modelling work that has been undertaken and to discuss the likely scale and scope of flood intervention options. Ground investigations have been carried out to inform the viability of works.</p>	<ul style="list-style-type: none"> • In Oct 2018 we will have completed an assessment of potential viable flood defence options for Naburn • In Oct/Nov 2018 we will be engaging with the community of Naburn on the outcome of our assessments.
<p>C2 - Acaster Malbis</p>	<p>Due to flood flow routes in the area, developing a formal flood defence scheme would be extremely difficult. We envisage offering property floodresilience options for affected properties.</p>	<ul style="list-style-type: none"> • Engagement with the local community on proposals in the spring 2019.



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B9 - Fulford	We are working closely with CYC to develop an effective solution to the issues in Fulford. Ground investigations have commenced to inform the viability of works.	<ul style="list-style-type: none"> Engagement with the local community on proposals in the spring 2019.
C1 - Bishophthorpe	Records from recent flood events and our modelling shows the risk from flooding is greatest along a stretch of Bishophthorpe Road and Main Street/Chantry Lane. We have identified potential flood defence options for this area and are currently undertaking a detailed assessment.	<ul style="list-style-type: none"> Oct 2018 detailed assessment of options completed Engagement with the local community on proposals in the Nov/Dec 2018.
F4 - Tang Hall Beck	From our modelling and experience from recent floods we have undertaken initial assessments of the risk of flooding to properties in the area and have identified an initial number of options (flood embankments and walls) which will be assessed further and then consulted on with members of the public.	<ul style="list-style-type: none"> Nov 2018 detailed assessment of options completed Engagement with the local community on proposals in the early 2019.
F5 - Osbaldwick Beck	From our modelling and experience from recent floods we have undertaken initial assessments of the risk of flooding to properties in the area and have identified an initial number of options (flood embankments and walls) which will be assessed further and then consulted on with members of the public.	<ul style="list-style-type: none"> Nov 2018 detailed assessment of options completed Engagement with the local community on proposals in the early 2019.
F8 - Groves to Haley's Terrace F10 - Haley's Terrace to Link Road F11 - Link Road to Ring Road	Following the upgrade to the Foss Barrier we are investigating additional flood defence options for this area. This includes investigating the opportunity to develop a flood storage upstream of the city to reduce flood flows. If the flood storage option was taken forward it has the potential to reduce the risk of flooding to properties in cells F8/10/11. A storage option may also reduce the requirement for additional walls and embankments in these cells. Ongoing discussions have been taking place with the landowners in the location of the proposed flood storage area and we have commenced ground investigations at the location.	<ul style="list-style-type: none"> Continuing discussions with landowners in the location of the proposed flood storage area From September we will commence public engagement on flood defence options, including the flood storage option. Planned engagement includes; the communities along the River Foss, including Strensall village, interest groups, ward councillors and Strensall PC.
F12 - Westfield Beck	Our records show there is a risk of flooding to properties in this area. We will be investigating this risk in more detail and looking at potential flood defence options to mitigate the impact of the risk flooding. We will be engaging with local residents before any proposals are taken forward.	<ul style="list-style-type: none"> Engagement with the local community on proposals in the early 2019.
B11 - Coppins Farm	This flood cell covers a wide area with a range of different issues. There are a number of existing defences which will need to be raised in order to continue	<ul style="list-style-type: none"> Jul – Nov 2018 detailed design activities will be taking

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<p>to Scarborough Bridge (Left Bank)</p>	<p>protecting homes and businesses into the future.</p> <p>Following the assessment of the flood risk and flood intervention options there have been engagement events with a number of stakeholder groups, including Almerly Terrace and St Peters School.</p> <p>We held a public engagement event on 20 June at the Hub on Wellington Row, presenting the options and proposals for the area. The proposals have been on display at the Hub from this date for members of the public to view and comment on. We also attended two CYC Ward meetings in the area to present and discuss the options.</p> <p>Detailed discussions have been had with St Peters school on the embankment alignment and location around their boat house.</p> <p>Our web page for this location is now live: https://consult.environment-agency.gov.uk/yorkshire/yorkfascoppinsfarmtoscarboroughbridge/</p>	<p>place</p> <ul style="list-style-type: none"> As part of the process of detailed design there will be ongoing engagement with the residents of Almerly Terrace and St Peters School on the design proposals and the alignment of the embankment.
<p>B12 - Scarborough Bridge to Lendal Bridge (Left Bank)</p>	<p>A significant area of this flood cell falls within the historic city centre and therefore any scheme needs to have the support of heritage bodies. We are keen to ensure this support before shortlisting options.</p> <p>Discussions have been held with Museum Gardens Trust and English Heritage regarding options for flood defences in Museum Gardens. We are awaiting to hear back from English Heritage on the options.</p>	<ul style="list-style-type: none"> Once we have received and considered the response from English Heritage we then plan to start engagement with the wider community in Sept/Oct 2018.
<p>B15 - King's Staith to Skeldergate Bridge</p>	<p>As was highlighted in the publication of the 5 Year Plan, providing protection at King's Staith to the same level as elsewhere in the city would not be acceptable. We are assessing the optimum size of any defence in this location to provide additional protection without negatively impacting the riverside amenity and neighbouring businesses. Due to government spending rules around cost benefit, this scheme may require additional funding support.</p> <p>Ground investigations have been carried out to inform the viability of works.</p>	<ul style="list-style-type: none"> Investigation into potential underground flow routes linking to historic water defences is ongoing Through ongoing engagement seeking alignment on assumptions with Castle Gateway project Further information should be available in Aug/Sep 2018.
<p>B7 - Queen's Staith and</p>	<p>There is potential to reduce flooding by installing floodwalls/gates between existing buildings on Skeldergate. This is dependent upon structural integrity</p>	<ul style="list-style-type: none"> We are currently investigating underground seepage issues and the feasibility of locations for new defences



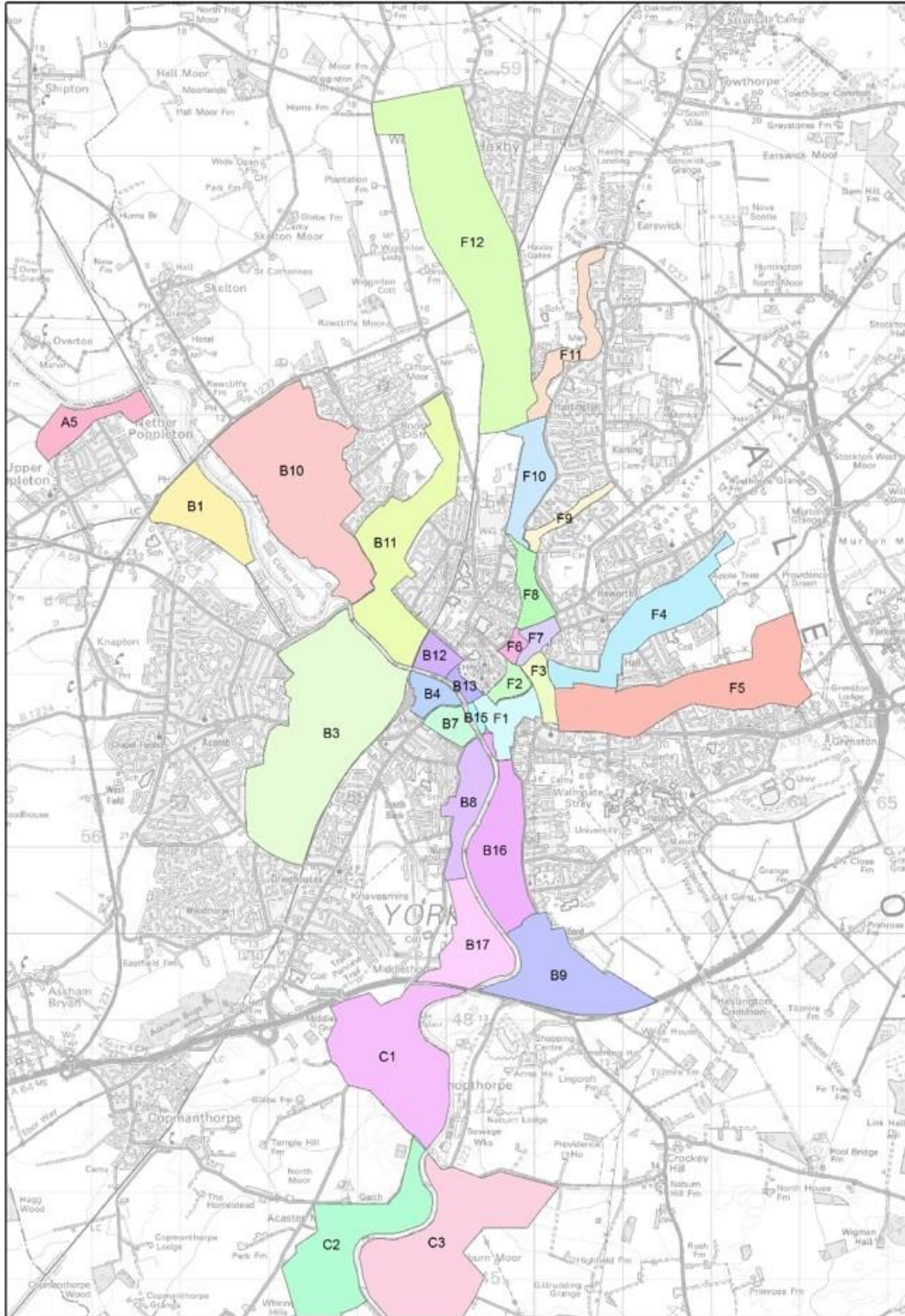
Skeldergate	<p>and ground conditions which are currently under assessment. Until the outcome of this we cannot provide more detailed options.</p> <p>Ground investigations have been carried out to inform the viability of works.</p>	<p>between existing buildings</p> <ul style="list-style-type: none"> • Timescales for the production of proposals for the area are dependent on the outcome of this investigation but it's likely to be in Dec 2018/Jan 2019.
B10 - Clifton & Rawcliffe	<p>Central to this area are the upgrade to the embankment at Clifton Ings and the formalisation of pumping arrangements for Blue Beck. We have now identified the technically feasible options for these assets and have commenced engagement with key stakeholders in this sensitive area.</p> <p>Our outline business case for the area was submitted in July 2018.</p>	<ul style="list-style-type: none"> • Discussion with key stakeholders is ongoing in advance of wider public consultation on proposals in Sept/Oct 2019 • Submission of Environmental Impact Assessment and planning expected to be in Dec 2018.



how we're reducing the risk of flooding for York

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 @YorkFAS
 yorkfloodplan@ea.gov.uk

Map of the flood cells



how we're reducing
the risk of flooding
for York

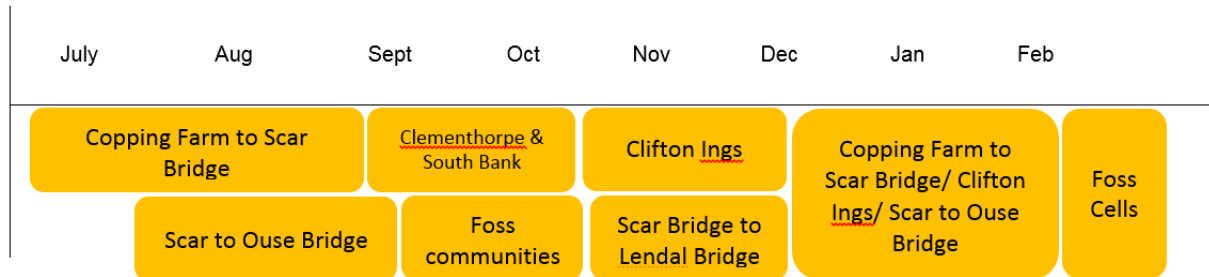


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-  yorkfloodplan@ea.gov.uk

York FAS Six Month Engagement Programme

This is a dynamic engagement plan for the York Flood Alleviation Scheme. Please note that specified dates and time periods are subject to change as the scheme progresses. Alongside cell-specific engagement activities, we will also be engaging via a quarterly newsletter (navy) and by providing information at our Community Flood Hub which is situated on Wellington Row and open 10am to 4pm Mon, Wed and Thurs (yellow).

Hub displays



Planned activities

September		
Newsletter sent out to mailing list, available at the Hub and on Citizen Space		
	4 Sept	York FAS Advisory Group Meeting
Clementhorpe	Sept	PFR and Clementhorpe detailed design display at the Hub
	Sept	Public event showcasing detailed design for Clementhorpe including timescales for delivery
	Sept	Meeting with Micklegate Planning Panel to discuss planning application and answer any possible questions
	Sept	Property Flood Resilience surveys start in Clementhorpe this month
	29 Sept	Property Flood Resilience Roadshow for Clementhorpe residents at Rowtree Park



Copping Farm to Scarborough Bridge	4-17 Sept 11-24 Sept	Public event for Almerly Terrace at the Hub to showcase visualisations of wall raising Speak to St Peter's/St Olave's schools to showcase visualisations for embankment extension
Foss Cells	w/c 3 Sept w/c 10 Sept 18 Sept 20 Sept 21 Sept	Speak to CYC Ward Councillors and Community Officers about ways of engaging with Foss communities Speak to Strensall Parish Council about our proposals for reducing flood risk on the Foss Public event located in Strensall area showcasing our proposals for reducing flood risk on the Foss Public event located in Foss area showcasing our proposals for reducing flood risk on the Foss Proposals on display at the Hub
October		
Feature on the Hub published in CYC 'Our City' newspaper		
Clementhorpe	Oct	Property flood resilience surveys start in Clementhorpe
Clifton Ings	Oct Oct	Public event showcasing options for reducing flood risk on Clifton Ings Proposals on display at the Hub
Scarborough Bridge to Lendal Bridge	mid-Oct mid-Oct mid-Oct	Public event for Earlsborough Terrace residents showcasing our options for reducing flood risk for the area Public event showcasing options for reducing flood risk from Scarborough Bridge to Lendal Bridge Proposals on display at the Hub
November		
Clementhorpe	Nov Nov	Public event for residents to review Property Flood Resilience surveys with the EA and contractors Public event for residents to meet the delivery team for the Clementhorpe scheme with site compound drop-in
December		
Newsletter sent out to mailing list, available at the Hub and on Citizen Space		
Feature in CYC 'Our City' newspaper		
Scarborough Bridge to Ouse Bridge	Dec	Pre-construction engagement with local community via signage, letter dropping, @YorkFAS Facebook page, Citizen Space and invite to the Hub
Clifton Ings Copping Farm to Scarborough Bridge	Dec	Submitted to planning- plans will be on display at the Hub throughout the submission period and updates provided via Citizen Space and the @YorkFAS Facebook page



January		
	Jan	York FAS Advisory Group Meeting
Clementhorpe	Jan	Property Flood Protection installation on properties within the South Bank area
February		
Foss Cells	Feb	Submitted to planning- plans will be on display at the Hub throughout the submission period and updates provided via Citizen Space and the @YorkFAS Facebook page

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Executive Member for Environment Decision Session**3 September 2018**

Report of the Assistant Director of Economy & Place

Highways Personal Protective Equipment (P.P.E.) REPORT**Summary**

1. The Highways Service has undertaken a review to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to the provision and use of PPE.
2. The review has been done to ensure, and to comply with all relevant legislation, including:
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Personal Protective Equipment at Work Regulations 1992 (as amended)
 - The Equality Act 2010.

Recommendations

3. The Executive Member for the Environment is asked to note the review undertaken and the decision to increase the base level of PPE for Highways staff.

Background

4. The highway maintenance service covers a wide range of activities. It is delivered by a number of in-house teams, working in conjunction with

external service providers. The Highway Maintenance Service teams are responsible for the maintenance and repairs of the highway assets.

5. Personal Protective Equipment (PPE) is all equipment (including clothing providing protection against the weather) which is intended to be worn or held by people at work and which protects them against one or more risks to their health or safety. Examples include: safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, water and weather proof safety harnesses and insulated clothing.
6. Items not classed as PPE under the current legislation include:
 - ordinary uniforms and work clothes which do not provide any protection
 - equipment used while taking part in sport
 - Personal protection used for travelling on a road, as defined by the Road Traffic Act.
7. The main purpose of PPE is to protect employees from risk of injury. According to the hierarchy of controls, PPE should only be used as a last resort or in combination with other risk control measures. It is vital that PPE is issued in conjunction with adequate training.
8. Throughout the industry it is evident that some commercial contractors have taken the approach to standardise PPE for their employees. The city of York Councils Highways teams have not historically followed this approach; the team has previously chosen to flex the PPE requirements based on the task being undertaken at the time, along with the associated risk assessment and workplace instruction.
9. Moving forward the intention is that the service will now adopt a base level of PPE for all tasks.
10. To ensure that the use of PPE will be undertaken safely and that our policy will be clearly understood throughout the service, we will:

- ensure suitable PPE is provided free of charge where necessary;
- ensure that where PPE is provided, it is suitable for use;
- provide employees with adequate information, instruction and training to enable them to use PPE safely;
- provide adequate storage facilities for PPE;
- provide resources to maintain PPE;
- monitor the use of PPE to ensure that it is being used correctly;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- Review this policy at least annually or more frequently if significant changes occur.

11. To fulfil our responsibilities as outlined above, we will:

- All PPE will conform to an appropriate standard i.e. CE or BSEN and will be provide the appropriate level of protection for employees.
- identify all operations and activities that may require the provision of PPE;
- avoid, wherever possible, the requirement for PPE by introducing other risk control measures;
- ensure our risk assessments identify the need for PPE as a control measure, where relevant, and that they take into consideration fit, comfort and compatibility with other items of PPE used simultaneously;
- train all employees in the risks presented by their work activities and how these can be controlled by using PPE in the correct manner;
- arrange for adequate accommodation for the correct storage of PPE;
- implement steps for the correct maintenance, cleaning and repair of PPE, according to manufacturers' instructions;
- implement a fault reporting system for employees to report broken or damaged PPE;
- replace PPE provided as necessary and at no cost to the employee;
- monitor the use of PPE in the workplace to ensure it is being worn correctly as outlined in the risk assessment process; and
- review, and amend as necessary, risk assessments on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Consultation

12. Through our current staff and trade union engagement we will work with the staff and their representatives as well as health and safety colleagues to ensure a smooth transition process and resolve any issues that may arise.

Options

13. The options open to the Executive Member for Environment are to comment on and review the work undertaken to date and comment on any future work.

Analysis

14. Ongoing liaison will continue between the Executive Member for Environment and the CYC Flood Risk and Asset Manager, future briefings to the Executive Member for Environment Decision Session will be made to ensure key outputs and decisions are supported by CYC and to provide formal opportunities for members and the public to consult. Further recommendations will be made for agreement at these sessions.

Council Plan

15. An improved and safe highway workforce supports a prosperous city for all through safer communities for residents, businesses and visitors.

Implications

16. Financial – This report is an update on the work undertaken so far the delivery of the change will be met by the existing capital and revenue funding for the service.

Risk Management

17. The change to a minimum standard of PPE regardless of the task is supportive of a risk based approach.

Contact Details

Author:

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01904 553233

Chief Officer Responsible for the report:

James Gilchrist
Assistant Director of Transport,
Highways and Environment

Report **Date** 23 August 2018
Approved

Wards Affected: List wards or tick box to indicate all **All**

For further information please contact the author of the report

Background Papers:

None

Appendices:

- Appendix 1 – PPE
- Appendix 2 – Highways Risk Assessment and Work Instruction Report
- Appendix 3 – Highways Training and Instruction Report
- Appendix 4 – Highways Welfare
- Appendix 5 - Highways Performance Monitoring

Appendix 1

PPE

All PPE MUST be worn at ALL TIMES by ALL Highways Operatives, Contractors, Visitors, and regardless of “rank” and “stature” .

CYC issued Hi –Visibility full length trousers **must be worn** outside of other clothing whilst working or visiting any C.Y.C. Roadside or Construction site. **Must be of EN20471 -2013 Standard**

CYC issued Hi- Visibility either; Polo Shirt, Sweat Shirt, Fleece, Hoodies or Coat will be worn on the outside of other clothing whilst working or visiting any C.Y.C. Roadside or Construction site. **Must be of EN20471 -2013 Standard**



CYC issued Hard Hat will be worn whilst working or visiting any C.Y.C. Roadside or Construction site. **Must be of EN 397 2012 Standard**



CYC issued Eye Safety Protection will be worn whilst working or visiting any C.Y.C. Roadside or Construction site especially there is impact injury or chemical splash. Employees, who wear prescription glasses, will be provided with over glasses. **Must be of Minimum Requirement of EN 166 Standard**

CYC issued Ear Protection will be worn whilst using or in the vicinity of any working vehicle, plant or machinery. **Must be of 352-3 Standard**



CYC issued Safety Footwear whilst working or visiting any C.Y.C. Roadside or Construction site. **Must be of 20345- 53 Standard**



CYC issued Safety Gloves whilst working or visiting any C.Y.C. Roadside or Construction site.

All clothing must be Orange

All Contractors, Agency Staff and Visitors must comply with this policy

Appendix 2

Highways Risk Assessment and Work Instruction Report

A risk assessment is nothing more than a careful examination of what, in our work and environment, could cause harm to people. It enables us to weigh up whether we have taken enough precautions or should do more to prevent harm. It is an important step in protecting workers and our businesses, as well as complying with the law. Risk assessments help us focus on the risks that really matter in our workplaces: the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks.

The law does not expect us to eliminate all risk, but we are required to protect people as far as is reasonably practicable. Accidents and ill health can ruin lives and affect our businesses if output is lost, machinery is damaged, insurance costs increase and/or we have to go to court.

There is a general legal requirement to carry out suitable and sufficient risk assessments of all activities undertaken by an organisation. If there are five or more employees and there is a significant risk to the health and safety of those employees, or any others, the risk assessment must be recorded.

Statement of Intent

The aim of this is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, through the risk assessment process, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.

Employer Responsibilities

To ensure that all activities are undertaken safely in accordance with the risk assessment process and that this policy is clearly understood throughout Directorate of Economy and Place Highways Maintenance Services, we will:

- ensure that suitable and sufficient risk assessments are carried out on all risks to the health and safety of our employees which they are exposed to while at work;
- ensure that these risk assessments take into consideration persons not in our employment but who could be affected by risks to their health and safety, arising out of, or in connection with, our undertakings;

- provide such information, instruction, training and supervision as is necessary to ensure all staff undertaking risk assessments understand the process;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- provide risk assessors with adequate information, instruction and training to ensure that risk assessments are suitable and sufficient;
- identify all operations and activities undertaken by our employees;
- complete a detailed assessment of each activity or operation;
- review risk assessments on an annual basis and amend as necessary. A review will also take place when significant changes or accidents occur, or, when we have any reason to believe the risk assessment to be invalid.
- Incorporate all risks and control measures into the work Instruction

Appendix 3

Highways Training and Instruction Report

SECTION 1: SAFETY MANAGEMENT SYSTEM (SMS) ARRANGEMENT DETAILS

Policy & objectives

CYC's policy is that all employees and volunteers (under the control of CYC) are competent to carry out their duties safely. Employees and volunteers are given training and instruction to fully understand the arrangements for ensuring the health and safety of themselves and others. Personal records of training and instruction are stored locally by managers.

Scope

The arrangement applies to:

- Permanent and temporary employees
- Agency employees
- Partnership employees
- Young persons/work experience/volunteers (under the control of CYC)

NB: Contractors and subcontractors employed on CYC premises must be competent in their specialist areas. Instruction and information relating to any H&S issues specific to the relevant CYC site and service must be provided by CYC to the Contractor – see the Contractors compliance note (CYC/HS/CN8).

Specific requirements

- All employees, young persons at work or on work experience and volunteers (under the control of CYC) receive health and safety induction training which includes emergency safety procedures
- Redeployed, relocated or promoted staff receive training to satisfy their new activities and responsibilities
- CYC employees receive specific task and role-related training which covers the findings and control measures of risk assessments
- Extra safety provisions are ensured during the induction of persons with disabilities
- Extra importance is placed on inductions with young persons due to their lack of awareness of existing or potential risks, immaturity and inexperience

- Training, instruction and information is suitable for the target audience and the nature and complexity of the subject
- Managers should ensure they monitor performance to ensure training has been understood and that safe practices are being followed in their areas
- CYC support the training of Trade Union Safety Reps by allowing time off work to attend appropriate Trade Union courses

SECTION 2: INDUCTION TRAINING

- The depth of induction must reflect the complexity and risk of the activities being undertaken.
- Induction checklists are signed off and stored locally by managers.

Initial Induction training (to be completed as soon as possible)

This must cover:

- Emergency procedures (eg fire, first aid, security)
- Information/equipment that is essential for carrying out immediate tasks safely (and for which further training may be needed without delay)
- Personal Protective Equipment (issue, use, storage, replacement)
- Incident reporting
- Hazards and controls identified in risk assessment. Information and instruction verbally communicated and where necessary backed up with written workplace instructions.
- Information re: contacts eg safety reps, self explanatory guidance material
- Other work equipment eg travel first aid kit, personal alarm
- Signposting to relevant documents on the CYC Safety Management System (SMS)

Any further training, workshops, work shadowing requirements etc should be identified at this time.

Managers in higher risk areas eg care, construction, vehicle maintenance etc should attend the IOSH Managing Safely course, book via WDU.

SECTION 3: TASK AND ROLE-RELATED TRAINING

This training is provided prior to taking on a task or role and may be carried out in the following ways:

- **Formal training sessions** to ensure appropriate standards of competence as set out by regulatory demands or guidance - examples include fork lift truck drivers, working with gas, people handling etc.
- **Group sessions** toolbox talks, small groups of employees, related to a specific task or issue (eg PPE or training from a manufacturer on a piece of equipment)
- **Interactive workshops** eg incident reporting
- **On the job experience** use of equipment incorporating the relevant health and safety key points eg emergency controls, the requirement to wear PPE etc
- **One-to-one training** will sometimes need to be tailored to an individual eg for individuals with learning disabilities, where English is not the first language or for work experience students who are more at risk due to immaturity and inexperience
- **Online training** eg Legionella

Much of the training is delivered by a manager or supervisor but some training requires specialist input as advised by the WDU and the Health & Safety Team.

SECTION 4: REFRESHER TRAINING MINIMUM STANDARDS

Refresher training is carried out when:

- There is a legal requirement eg first aid
- The need has been highlighted eg following an incident, ill-health or concerns raised about current practices or there is reason to believe it is no longer valid
- There is a change in procedure or equipment
- Courses have not been revisited in a reasonable timeframe (this varies depending on the context of the risk, individual, work environment and any statutory requirements)

It is also good practice to regularly reinforce safety messages, eg a cycle of toolbox talks, fire and fire drill awareness etc.

SECTION 5: RECORD KEEPING

- Required and achieved competencies and any certificates are recorded locally by managers
- *Summary of the content of training and instruction should also held*

Within Highways, the training records are being updated and where required, are identifying Training needs with all staff whether it be refresher training or looking for further development to ensure that the service remaining compliant throughout.

Highways are ensuring that all out side contractors, visitors and volunteers have adequate training and are competent for any task that required to be undertaken within the Highway Services.

Appendix 4

Highways Welfare

Introduction

Workplace regulations cover a wide range of basic health, safety and welfare issues and apply to most workplaces. The exceptions are those workplaces involving construction work on construction sites, in or on a ship or below ground at a mine.

The regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities. All areas of the workplace including, in particular, doors, passageways, stairs, showers, washbasins, lavatories and workstations, should be made accessible for disabled people.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, that we provide and maintain a safe and healthy working environment for our employees, customers and contractors, we promote best practice and high standards in the management of our premises, we meet or exceed the minimum requirements and we comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992.

Employer Responsibilities

To ensure that our workplaces meet the health, safety and welfare needs of all employees and any visitors and contractors who may visit our premises, we will:

- protect the health and safety of everyone in our workplaces;
- provide adequate welfare facilities for people at work;
- maintain our workplaces, equipment, devices and systems in an efficient working order and in good repair;
- protect the health of our employees, visitors and contractors by considering; ventilation, working temperatures, lighting, cleanliness and waste materials, room space and the dimensions, workstations and seating that may be within such room space;
- protect the safety of our employees, visitors and contractors by considering; maintenance, floors and traffic routes, access and egress,

- falls and falling objects, doors, gates, walls and windows and any escalators and moving walkways;
- protect the welfare of our employees, visitors and contractors by considering; sanitary conveniences and washing facilities, drinking water, accommodation for clothing, any facilities for changing and rest facilities; and
- review at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- determine the necessary frequency of maintenance work and inspections through a risk assessment process;
- provide adequate information, instruction and training for the employees who are to undertake inspections;
- undertake visual inspections of our workplaces, equipment, devices and systems at sufficient frequency to mitigate the impact of any shortcomings on the health, safety and welfare of our employees, visitors and contractors;
- identify and report any defects identified in our workplaces, equipment, devices and systems that could have a detrimental effect on the health, safety and welfare of our employees, visitors and contractors;
- ensure that a system of planned preventative maintenance (PPM) is put into place for items that require it, such as; emergency lighting, fencing, anchorage points for safety harnesses, ensure that maintenance is undertaken by competent persons and that written records are maintained; and
- ensure that every workplace, vehicle, plant and machinery are kept sufficiently clean.

Appendix 5

Highways Performance Monitoring

Introduction

Performance monitoring is a proactive, as well as reactive, process that enables the Service to monitor and measure its health and safety performance. Performance monitoring also measures the effectiveness of the safety management system which is important to the business for several reasons, among them, financial, moral and legal.

Financial

The working time that is lost through injuries costs businesses money. Where plant and equipment are damaged, additional costs are incurred. This can also have a knock-on effect on insurance premiums.

Moral

Good health and safety performance provides many benefits to the business because it helps to:

- prevent fatalities
- prevent injury
- prevent ill health
- raise morale
- reduce the impact on the environment.

Legal

An employer has a duty of care to their employees and members of the public. In the event of a dispute it may be necessary to prove that this duty was properly and professionally discharged and to produce supporting evidence.

To accurately monitor performance you need to have systems which provide data on the following:

- what's happening now
- what's happened so far
- what response we might need to make.

To have a successful health and safety management system, it is important to set measurable objectives in order to be able to gauge progress and compliance.

Objectives fall into two types, proactive and reactive:

- Proactive measures include regular inspections, benchmark targets, risk assessments etc.
- Reactive measures include incident and accident investigation, audits, fault reporting, reviewing accident data etc.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, by monitoring performance and taking all actions identified as necessary, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999.

Employer Responsibilities

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees, it is of paramount importance that our policy on performance monitoring is clearly understood throughout the company. Consequently, we will carry out:

- proactive monitoring, by taking action before accidents happen; and
- reactive monitoring, by examining events after they have happened.

Procedure

To fulfil our responsibilities as outlined above, we will:

- review accident, incident and near miss statistics and ensure remedial actions have been completed;
- review results of regular health and safety inspections of the workplace and ensure that all agreed remedial actions have been completed, within agreed timescales;
- review training records to ensure employees have been provided with adequate information, instruction and training to carry out their job roles;
- ensure that an annual safety audit is undertaken which will be a detailed and analytical review of the management of health and safety across all the areas of the company;
- set company objectives for the next 12 months; and
- review, and amend as necessary, our health and safety policy at least annually or more frequently if significant changes occur.