

## Health and Safety

### Departmental Top X Register

Reference:	Task	Hazard and Consequence	Rating	Likelihood	Rating	Risk	Proposed Action
1	<b>Traffic Management</b> (Environmental Health & Public Protection, Port Health & Vet Services, Markets)	<p>Movement of vehicles including FLTs by third parties in areas controlled by the City of London.</p> <p>Vehicles arriving late at Billingsgate Market result in issues regarding segregation during the unloading process.</p> <p>Crush Injury. Impact/collision. Fatality.</p>	3	<p>Trained banksmen at HARC and Parking Marshalls employed at Billingsgate.</p> <p>Multiple collections and deliveries Lack of physical segregation between pedestrian and vehicular traffic routes.</p> <p>Multi directional traffic.</p> <p>Visitors not 'site aware'.</p> <p>Bad working practices by FLT operators employed by others.</p> <p>Traffic not related to market activities passing between market buildings at East Poultry avenue at Smithfield Market. This roadway doesn't have an adequate pedestrian crossing point. Also, there are no road markings to indicate lane priority for the two traffic streams which enter this road.</p> <p>Procedure for late unloading at</p>	3	9	<p>Pedestrian walkways and road markings to be regularly maintained and kept clear of obstructions.</p> <p>New pedestrian routes to be created at Spitalfields Market.</p> <p>Floodlighting to be installed at crossing points.</p> <p>Site speed limits to be enforced. Speed limit on the Spitalfields site is regulated at 5mph.</p> <p>Re-assess the competence of all forklift operators and eEnforce FLT penalty point scheme.</p> <p>Continue to work with stakeholders to get them to take more responsibility for their staff and working practices in the areas controlled by the City of London.</p> <p>The Director of the Built Environment has been tasked by the Town Clerk to assess the East Poultry Avenue crossing point.</p>

				Billingsgate has been agreed. Alterations to the unloading area have been made. Barriers have been provided to separate pedestrians/workforce from entering unloading area when in operation.			Continue to monitor the unloading operations at Smithfield Market to ensure that any unsafe practices by the tenants' banksmen are addressed, reported and that any unsafe operation is halted immediately.
<b>2</b>	<b>Working at height</b> (Markets & Port Health)	<p>Maintenance, installation and general repairs using ladders, portable towers and MEWPS.</p> <p>Ship Boarding from Launch or Quayside and boarding/alighting Port Health launch.</p> <p>Working on quaysides and loading bays with unprotected edges.</p> <p>Roof working.</p> <p>Fall from heights up to 25m. Major Injury including Suspension Trauma. Fatality.</p>	<b>3</b>	<p>Although warning signage is in place, there is a lack of physical edge protection on Poultry Market Roof at Smithfield Market. Safety lines are in place but are worn.</p> <p>Latchway system installed on main roofs and harness inspection regime in place.</p> <p>All access equipment is inspected regularly and in accordance with statutory requirements.</p> <p>Permit to work system in place for roof work.</p> <p>Only trained staff members are permitted to use access equipment.</p> <p>Berth Codes of Practice, regularly updated and issued to all staff members. Induction training carried out and PPE supplied. Work does not take place in dangerous conditions. Regular liaison with port operators.</p>	<b>2</b>	<b>6</b>	<p>Safety lines on Poultry Market roof are currently being repainted.</p> <p>Maintenance managers will ensure that all contractors comply with the requirements of permits for roof work.</p> <p>Induction training carried out. Only trained staff members will be permitted to use access equipment.</p> <p>Officers will carry out a dynamic risk assessment of the environment prior to accessing vessel or quayside. They are instructed not proceed if they have any concerns about the arrangements or equipment in place for accessing any area or vessel</p> <p>All access equipment is inspected regularly in accordance with statutory requirements.</p> <p>Regular liaison takes place with Port Operators.</p> <p>Communication with masters of vessels and crew.</p>

3	<b>Emergency evacuation of M&amp;CP buildings.</b> (Environmental Health & Public Protection, Port Health & Vet Services, Markets)	Fire  Severe burns. Structural failure causing impact or crush Injury Fatality.	3  Fire Risk Assessments have been conducted and are reviewed annually.  All staff are trained in basic fire awareness and security staff receive Fire Marshall training.  Evacuation plans have been developed and are tested regularly by conducting fire drills.  Some stakeholders fail to engage during evacuation drills.	2	6	Monitor fire exits, emergency access routes and prevent them from being obstructed.  Enforce no smoking policy at all sites.  Continue to chase Market Tenants for copies of their fire risk assessments advice has been given by the City's Fire Safety Officer and this is being progressed.  General signage to be improved.
4	<b>Lone working, out of hours and security duties</b> (Environmental Health & public Protection, Port Health & Vet Services, Markets)	Lone working Violence – including physical force, verbal abuse, threats, gestures and harassment Illness whilst on duty Accidents	2  Officers may carry out enforcement action which can cause tension. EHO's have electronic lone worker safety systems. All services have lone working policies and procedures in place.	2	4	An annual review of all existing practices to be undertaken by separate divisions and teams based upon their unique activities and working environments.  For anticipated / planned Out of Hours work within PP the local protocol/procedure for out of hours lone working will be reviewed, updated and published to staff by December 2014.
5	<b>Handling venomous and unknown reptiles, amphibians &amp; invertebrates.</b> (Port Health & Vet Services)	Bites, envenomation, toxicity, stings:- death	3  Possible due to variation in packing of AVI containers and frequency of venomous shipments.	2	6	Venomous/ unknown animals inspected by management team only. PPE:-gloves, gauntlets, goggles. Envenomation emergency procedure established, but need to revise envenomation plans with local hospital and in conjunction with Liverpool School of Tropical Medicine. Address DWA licencing issues.

Departmental Health and Safety Management Structure

