

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2013 – MARCH 2014.

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2013 to 31st March 2014.
- 1.2 There has been considerable progress made, most notably the completion of a large amount of training that has been carried out across the organisation, revision of the Corporate Health & Safety Policy, completion of Fire Evacuation Drills across the organisation, revisions and creations of policies and procedures, and the development of Target 100, the Councils Health and Safety Management System
- 1.3 Claire Dodd joined the organisation in July 2013 as the Corporate Health & Safety Officer reporting to the Head of Environmental Services.

2. POLICIES AND GUIDANCE

- 2.1 The Corporate Health and Safety Policy has been revised and is due to be presented at the Employee Consultative Committee and Joint Consultative Committee.
- 2.2 A Lone Working Policy and Guidance Document has been completed and published to coincide with the introduction of the Lone Working Devices (Identicom).
- 2.3 The Workplace No Smoking Policy has been revised and published.
- 2.4 A Draft Employee Protection Policy (how the Council will manage Potentially Violent Persons) has been written and is due to start the consultation process.

3. TARGET 100

- 3.1 Target 100 is the safety management system which the Council uses to manage and record health and safety policies, procedures, assess risk and organise routine assessments and tasks for the management and control of Health and Safety across the Council. This also provides practical Health and Safety advice and guidance to comply with the law. This was introduced in late 2010 and its use continues to be developed throughout the Council.
- 3.2 The Target 100 system providers undertake monthly independent audits on the Councils use of the system and score the performance of Health and Safety management. The monthly system usage audit reports are presented at, and monitored by, the Corporate Health and Safety Committee.

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- 3.3 The use of Target 100 includes the reporting and investigation of workplace accidents, incidents and near misses and has recently been developed to allow the recording of complaints, vehicle accidents and occupational health risk assessments.
- 3.4 To enable the Council to utilise the system fully Corporate Health and Safety have provided a number of workshops to provide 121 support for Target 100 users.

4. HEALTH AND SAFETY TRAINING

4.1 The following Health and Safety Training has been completed –

- ◆ First Aid at Work
- ◆ Streetscene/Waste services Refresher
- ◆ Fire Marshal Training (Guildhall / J2)
- ◆ Evac Chair Train the Trainer
- ◆ Fire Evacuation – Controlling Officers
- ◆ Apprentice Inductions
- ◆ Corporate Health & Safety Induction
- ◆ First Aid Refresher Training
- ◆ De-Fibrillator
- ◆ Evac Chair – operator training
- ◆ Target 100

5. ACCIDENT REPORTS

5.1 Please see below for a summary of average days lost per employee to date

Year	Number of Accidents	Number of Reportable	Total days lost	Average days lost per employee
2010/11	31	4	150	0.23
2011/12	35	3	60	0.10
2012/13	36	3	132	0.26
2013/14	43	4	355*	0.77

* The increase in numbers of days lost and subsequently average days lost per employee is mainly due to four long term lost time accidents where incidents have led to absence periods of 21 days, 26 days, 82 days and one absence of 184 days

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5.2 All accidents (staff & members of public)

Month	RIDDOR * Reportable	Non- Reportable	Near Miss	Dangerous Occurrence
April 2013	2	9	0	0
May 2013	0	6	0	0
June 2013	0	13	1	0
July 2013	1	22	2	0
August 2013	0	21	1	0
September 2013	0	18	0	0
October 2013	1	30	1	0
November 2013	2	23	0	0
December 2013	0	13	0	0
January 2014	2	25	0	0
February 2014	0	18	1	0
March 2014	0	22	0	0
TOTAL	8	220	6	0

* RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (Accidents which result in over a 7 day absence from work of an employee; a member of the public taken from the premises by ambulance and major injuries (broken bones etc) would all be reportable to the Health & Safety Executive by the Local Authority.)

5.3 RIDDOR Summary

Month	Injured Person	Location	Incident Type
April 2013	Employee	Off Site Visit	Slip, trip or fall
April 2013	Member of the Public	Civic Centre	Hit by falling object
July 2013	Member of the Public	Kidsgrove Sports Centre	Hit by falling object
October 2013	Member of the Public	Kidsgrove Sports Centre	Slip, trip or fall
November 2013	Employee	Streetscene	Fall from Height
November 2013	Employee	Jubilee 2	Injured while handling
January 2014	Member of Staff	Jubilee 2	Other
January 2014	Employee	Jubilee 2	Slip, trip or fall

All RIDDOR Accidents have been reported to the HSE and full investigations have been completed by management.

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6. HEALTH AND SAFETY AUDITS & INSPECTIONS

6.1 The Corporate Health and Safety service, as part of the annual work plan, undertakes routine inspections of Council premises to identify and advise on any health and safety matters within the workplace. The following workplace inspections have been carried out during the year –

- Bradwell Crematorium
- Knutton Depot
- Museum and Art Gallery
- Kidsgrove Recreation Centre
- Knutton Lane Garage Workshops
- Knutton Recreation Centre

6.2 The Corporate Health and Safety Committee members also undertake inspections of Council premises to identify any Health and Safety matters, in order to remedy or alter the matters identified. Members of the committee carried out the following inspection –

- Kidsgrove Recreation Centre
- Customer Access – Guildhall
- Bradwell Crematorium
- Knutton Lane Garage Workshops
- Jubilee 2
- Kidsgrove Town Hall

6.3 Following the above inspections, reports were sent to the premises manager or other responsible officer outlining the findings and advising on any necessary corrective action.

6.4 The HSE carried out their final visit to Knutton Lane Depot on 28th June 2013. There were no further works required and the HSE were satisfied with the health and safety management within the service.

7. KNUTTON DEPOT

7.1 The Knutton Lane Health and Safety Committee held meetings on

- 14th June 2013
- 6th September 2013
- 4th December 2013
- 5th March 2014

7.2 Matters arising from the meetings included:-

- Traffic Management
- Site Safety Instructions
- Statutory Inspections
- Depot Inspection
- Training
- Accidents and Incidents
- Target 100

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- Visit from HSE Inspectors (Waste and Recycling Services) – health and safety in waste services is a priority area for the HSE. Following their previous inspection of the service a further and final follow up visit was undertaken. They did not identify any further works required and were satisfied with the management of health and safety within the service.

8 LEISURE (SHE) Safety, Health and Environment Meetings

The meetings have been established to oversee and monitor the implementation of British Standards for the management of Quality (ISO 9001), Environment (ISO 14001) and ISO 18001 (Health & Safety). Prior to each meeting the Corporate Health & Safety Officer meets with a service area manager to review the Health & Safety Documentation on Target 100.

During the Meetings the following points (regarding health and safety) are discussed

- Accident Statistics
- Accident / Incident Investigations
- Risk Assessments
- COSHH

9. CORPORATE HEALTH AND SAFETY COMMITTEE

- 9.1 The Corporate Health and Safety Committee held the following meetings during the period 1st April 2013 to 31st March 2014
- 25th June 2013
 - 24th September 2013
 - 17th December 2013
 - 26th March 2014

- 9.2 Matters arising from the meetings included:-

- Kidsgrove Sports Centre – management of health and safety
- Winter Gritting
- Tenant Liaison Group
- Fire Evacuation and Training
- First Aid Provision and Training

- 9.3 The committee also discussed the following items, throughout the year:

- Identicom / Guardian 24
- Occupational Diseases
- Noise and Vibration
- Employee Protection Policy and Database
- Target 100
- Statutory Inspections
- Communications to / from the HSE
- Accident / Incident Statistics

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10. FIRE

- 10.1 A number of evacuations have taken place in the last 12 months including
- 6 month programmed Fire Drills across all sites
 - Evening evacuation for Elected Members and Officers
 - Evacuation of the Civic Centre due to an incident on Monday 14th October 2013
 - Evacuation of the Civic Centre due to an incident on Tuesday 20th May 2014

10.2 Incident on Monday 14th October 2013.

The Porters raised concerns that a strong smell of smoke was moving up the stairwell from the porters lodge, but the source could not be identified. The alarm was raised, building evacuated and the fire brigade was contacted. Further investigations by the fire service identified a smouldering electrical fire in a light fitting. Remedial action that has been completed as a result of this incident is

- Replacement of the faulty light fitting
- All similar fittings across the organisation have been checked for any defects.

10.3 Incident on 14th May 2014.

An evacuation of the Civic Offices (and other Council buildings) was undertaken on 14th May 2014. This was triggered by the following events; an explosion at an electricity substation in Burslem, Stoke-on-Trent, caused a power failure across the region. This power failure triggered the generator at the Civic Offices to start up, as intended. It is understood that upon the start-up of the generator there were emissions of dark smoke, upon observing this smoke, the fire alarm was activated at the Civic Offices at 17:09.

The evacuation of the building was undertaken and the controlling officer recorded that the building was reoccupied at 18:04.

11. FIRST AID

A review of First Aid Provision was undertaken to ensure that statutory obligations were being met. The review considered the following

- The need for primary base to be a specific location
- Number of employees at the location
- The risk at that location
- Current qualification and
- The individual being prepared to volunteer as a first aider

The review resulted in a number of first aiders no longer being required in some areas, whilst some areas required first aiders training where there were none already in place.

In addition to the First Aiders, the arboriculture team have undertaken job specific First Aid Training and as part of the Commercial Fleet Drivers Certificate of Professional Competence (CPC) all drivers undertake Emergency First Aid Training.

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All first aid training has now been completed.

12. EVENT SAFETY

There have been a number of events over the past 12 months where Corporate Health & Safety Services and partners from Staffordshire Police and Staffordshire Fire and Rescue Service have provided advice and assistance to help event organisers carry out a safe event, including

- Mayors Charity Fireworks
- Rotary Club Bonfire / Fireworks – Clough Hall Park
- Betley Bonfire
- Global Groove
- Lyme Light Event
- Here and Now Event
- Christmas Light Switch on
- Lantern Parade

The Event Safety Guidance Document has been revised and made available for Event Organisers through the Borough Council Website.

13. CORPORATE HEALTH AND SAFETY SERVICES

- 13.1 Claire Dodd has been appointed as the Corporate Health & Safety Officer reporting to the Head of Environmental Services. Claire started in post on 1st July 2013. Claire has previously worked at Stoke on Trent City Council in the Health, Safety and Emergency Planning Team.