

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY 6 MONTH REPORT APRIL 2014 – September 2014

1. INTRODUCTION

1.1 This report outlines the current state of health and safety matters during the year from 1st April 2014 to 30th September 2014.

1.2 There is considerable progress to report, including the completion of some of the long standing project work that have been undertaken, delivery of training, the successful completion of Fire Evacuation Drills and the development of Target 100, the Councils health and safety management system.

2. POLICIES AND GUIDANCE

2.1 The General Health and Safety Policy is scheduled to be reviewed at the next Staffing Committee (1st December 2014).

2.2 The Employee Protection Policy is scheduled to be reviewed at the next Staffing Committee (1 December 2014)

2.3 The Driving at Work Policy has been reviewed and is starting the consultation process.

2.4 The above polices, once agreed will be communicated to staff and made available on the intranet.

3. TARGET 100

3.1 Work continues with the use of Target 100, in particular the focus has been on individual service areas Action Plans, where action plans do not reach 100% internal audit have actioned Heads of Service to review the Action Plans.

3.2 The next stage will be to ensure that all risk assessments on the system are up to date i.e. they have been reviewed on an annual basis and are monitored frequently to ensure that the control measures that are in place are still applicable.

4. HEALTH AND SAFETY TRAINING

4.1 The following Health and Safety Training has been completed –

- First Aid at Work Refresher – April 2014
- Fire Marshal Training Guildhall – August 2014
- Fire Marshall Training St Georges Chamber – September 2014
- Evac Chair (J2, Guildhall, Porters, Museum)
- Apprentice Inductions

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
2014/15 (6 months)	24	4	41	0.09

* 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

5.2 All accidents (staff & members of public)

Month	RIDDOR * Reportable	Non-Reportable	Near Miss	Dangerous Occurrence
April	0	18	1	0
May	1	22	1	0
June	1	12	1	0
July	1	20	0	0
August	0	17	2	0
September	1	19	1	0
TOTAL	4	108	7	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	Remedial Action
May	Member of the public	Jubilee 2	Slip, Trip or fall	Area was checked for defects, no defects were found.
June	Member of Staff	Waste Services	Injured while handling	A full investigation was undertaken to determine the cause of the incident. No defects were found.
July	Member of Staff	Streetscene	Injured while handling	No remedial action was required
September	Member of Staff	Environmental Health	Contact with Hazardous Substance	Member of staff was investigating a leak of hydraulic oil.

6. HEALTH AND SAFETY AUDITS & INSPECTIONS

6.1 The Corporate Health and Safety Committee members have undertaken 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 –

- Knutton Depot
- Kidsgrove Town Hall
- Birchenwood Pavilion
- Roe Lane Pavilion
- Alexandra Street Changing Room

6.2 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.

7. KNUTTON DEPOT

7.1 The Knutton Lane Health and Safety Committee were held meetings on

- 5th June
- 5th September

- 7.2 Matters discussed at the meetings included:-
- Accidents, Incidents and Near Misses
 - Target 100
 - Training
 - Site Rules
 - Buildings, Utilities and Infrastructure
 - External Yard, Waste Transfer Station, Salt Yard
 - Site re-organisation

8 CORPORATE HEALTH AND SAFETY COMMITTEE

- 8.1 The Corporate Health and Safety Committee were held on
- 25th June 2014
 - 1st October 2014

- 8.2 Matters discussed at the meetings included:-
- Noise and Vibration
 - Occupational Diseases
 - Employee Protection
 - Lone Working
 - Fire Evacuation
 - Credit Controller Procedure
 - Water Quality at Sports Pavilions
 - Accidents, Incidents and Near Misses
 - Target 100
 - Fire – Risk Assessments, Evacuation, Training

9. 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).

- 9.1 The leisure SHE Meetings were held on
- 2nd September 2014
- 9.2 Matters discussed were during the Meetings included:-
- Evac Chairs
 - COSHH
 - Accidents, incidents and near misses
 - Safe Systems of Work
 - Target 100

10. STAFFORDSHIRE NEWCASTLE ACCOMMODATION PARTNERSHIP (SNAP)

- 10.1 SNAP meetings are held every quarter chaired by Facilities Management, this is an opportunity for tenants in Newcastle-Under-Lyme Borough Council Customer facing buildings to meet to discuss building related issues.

10.2 Matters discussed at the meetings include

- Fire – Risk Assessments, Evacuation Procedures, Evac Chair Users
- Smoking Policy
- Credit Controller

11. FIRE

A number of evacuations have taken place in the last 6 months including

- 6 month programmed Fire Drills across the majority of sites.
- Evening evacuation for Elected Members and Officers took place on Wednesday 17th September 2014.

12. EVENT SAFETY

There have been a number of events over the past 6 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

- DJ Summer School
- The Homecoming
- Global Groove
- Lymelight
- Food, Folk and Real Ale

13. Near Miss Reporting

An awareness raising article was posted on the Core Brief to encourage employees to report near misses onto Target 100.

14. Water Quality at Sports Pavilions

During the summer after routine water quality sampling at Birchenwood Sports Pavilion, it was noted that legionella readings were raised. This led to the Sports Pavilion remaining closed to the public for a few weeks, whilst remedial action was taken to reduce the legionella levels.

Moving forward to prevent a reoccurrence Facilities Management and Operational Services are working together to undertake a review of water quality management in all sports pavilions across the borough.

15. Occupational Diseases

All employees who have been identified as being at risk of potentially coming into contact with substances that could expose them to biological hazards, have been provided with information on what controls should be in place to reduce the risk of exposure.

Employees have also been provided with information cards, on what to do in the event of discovering a needlestick or sharp.