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Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2014 – MARCH 2015.

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2014 to 31st March 2015.
- 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 Council's health and safety management system

2. POLICIES AND GUIDANCE

- 2.1 The General Health and Safety Policy has been agreed and communicated to staff.
- 2.2 The Employee Protection Policy has been agreed and communicated to staff
- 2.3 The Driving at Work Policy is currently under review.
- 2.4 The above policies, once agreed have been communicated to staff and made available on the intranet.

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 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.
- 3.3 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
 - Fire Marshal Training Guildhall – August 2014
 - Fire Marshall Training St Georges Chamber – September 2014
 - Evac Chair (J2, Guildhall, Porters, Museum)
 - Apprentice Inductions
 - Streetscene Health and Safety Refresher

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- Waste Services Health and Safety Refresher
- Park Wardens Health and Safety Refresher
- Controlling Officer – Civic Centre
- Garage Workshops Health and Safety Awareness
- First Aid at Work

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	50	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

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5.2 All accidents (staff & members of public)

Month	RIDDOR	Non-Reportable	Near Miss	Dangerous Occurrence
April 2014	0	18	1	0
May 2014	1	22	1	0
June 2014	1	12	1	0
July 2014	1	20	0	0
August 2014	0	17	2	0
September 2014	1	8	0	0
October 2014	0	43	0	0
November 2014	2	12	1	0
December 2014	0	8	0	0
January 2015	0	11	1	0
February 2015	1	23	1	0
March 2015	4	23	0	0
TOTAL	11	217	8	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	A full investigation and clean-up was undertaken.

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November	Member of the Public	Bereavement Services	Slip, Trip or Fall.	The area was checked for defects, none were found
November	Member of the Public	Jubilee 2	Slip, Trip or Fall.	The IP had had a full demonstration on how to use the equipment; but did not follow the instructions thoroughly.
February	Member of the Public	Jubilee 2	Slip, Trip or Fall.	The area was checked for defects, none were found
March	Member of the Public	Jubilee 2	Medical Condition	No remedial action required.
March	Member of the Public	School Street Car Park	Slip, Trip or Fall.	The area was checked for defects, none were found
March	Member of the Public	Kidsgrove Sports Centre	Medical Condition	No remedial action required.
March	Member of the Public	Jubilee 2	Medical Condition	No remedial action required.

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

6. HEALTH AND SAFETY AUDITS & INSPECTIONS

6.1 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 inspections –

- Knutton Depot
- Kidsgrove Town Hall
- Birchenwood Pavilion
- Roe Lane Pavilion
- Alexandra Street Changing Room
- Knutton Community Centre
- Silverdale Community Centre
- Museum and Art Gallery

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- 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.
- 6.3 Action Plans from these reports are reviewed as part of the Corporate Health and Safety Committee Agenda

7. KNUTTON DEPOT

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

- 5th June
- 5th September
- 4th December
- 11th March

- 7.2 Matters arising from 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 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

- 25th June 2014
- 1st October 2014
- 17th December 2014
- 25th March 2015

- 9.2 The committee discussed the following items, throughout the year:

- Noise and Vibration
- Occupational Diseases
- Employee Protection
- Lone Working

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- Fire Evacuation
- Credit Controller Procedure
- Water Quality at Sports Pavilions
- Accidents, Incidents and Near Misses
- Target 100
- Fire – Risk Assessments, Evacuation, Training
- Driving at Work
- Health and Safety Training
- Dealing with aggressive members of the Public Procedures
- Terms of Reference
- Communication of Health and Safety Procedures

10. FIRE

- 10.1 A number of evacuations have taken place in the last 12 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.

11. 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
- Here and Now Event
- Christmas Light Switch on
- Lantern Parade
- Lymelight
- Food, Folk and Real Ale
- Winter Wonderland

12. Near Miss Reporting

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

13. Water Quality at Sports Pavilions

During the summer after routine water quality sampling at Birchenwood Sports Pavilion, it was noted that legionella was present in the water system. While investigation work was undertaken, the Sports Pavilion remaining closed to the public for a few weeks. The facilities remained closed for the majority of the summer months whilst a specialist water treatment company was on site carrying out remedial works.

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. This has included the introduction of self-flushing showers and site specific water management plans.

14. 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

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provided with information on what controls should be in place to reduce the risk of exposure.

Employees have received information during Team Briefs and provided with information cards, on what to do in the event of discovering a needlestick or sharp.

15. Health Surveillance

Noise and Vibration Screening continues with the assistance our Occupational Health Provider (Hobson Health).