

Newcastle-under-Lyme Borough Council**HEALTH AND SAFETY 6 MONTHLY REPORT APRIL 2015 – SEPTEMBER 2015.****1. INTRODUCTION**

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2015 to 30th September 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 Councils health and safety management system

2. POLICIES AND GUIDANCE

- 2.1 There has been an update to the Corporate Health and Safety Policy and Employees Handbook, which incorporated changes to Health and Safety Legislation and the revision of some internal Health and Safety Policies.

The above documents will be communicated to employees via Core Brief and E-voice.

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 is now to ensure that service areas, continue to review and monitor their risk assessments to ensure that they remain suitable and sufficient.

4. HEALTH AND SAFETY TRAINING

- 4.1 The following Health and Safety Training has been completed –
- First Aid at Work Refresher
 - First Aid Renewals
 - First Aid at Work for New First Aiders
 - Fire Marshall Training
 - Evac Chair
 - Apprentice Inductions
 - Health and Safety Training for Porters
 - Dosimeter User Training

5. ACCIDENT REPORTS

- 5.1 Please see overleaf 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
2015/16 (6 months)	32	2	84	0.18

* 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	Non-Reportable	Near Miss	Dangerous Occurrence
January 2015	0	11	1	0
February 2015	1	23	1	0
March 2015	4	23	0	0
April 2015	1	16	1	0
May 2015	0	23	0	0
June 2015	1	30	6	0
July 2015	0	23	0	0
August 2015	0	19	3	0
September 2015	0	18	0	0
TOTAL	7	186	12	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
APRIL 2015	Employee	Collection Services	Slip, Trip or Fall	Investigation was undertaken, no faults were found.
June 2015	No Injury	Kidsgrove Sports Centre	Chemical Leak	Chemicals were cleaned up by an external company. Replacement tanks and pipework have been installed by the County Council.

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 undertook inspections of Council premises listed below to identify any Health and Safety issues, in order to remedy or alter the matters identified.

- St Georges Chamber
- Knutton Lane Depot

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

- 10th June 2015
- 9th September 2015

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 CORPORATE HEALTH AND SAFETY COMMITTEE

8.1 The Corporate Health and Safety Committee held the following meetings during the period

- 24th June 2015

- 24th September 2015

8.2 The committee discussed the following items, over the past six months:

- Lone Working
- Fire Evacuation
- Accidents, Incidents and Near Misses
- Target 100
- Health and Safety Training
- Corporate Health and Safety Policy
- Employee Handbook
- Communication of Health and Safety Procedures

9. FIRE

9.1 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 9th September.

10. 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

- Lymelight
- Food, Folk and Real Ale
- Jazz and Blues Festival
- Global Groove
- Midsummer Mayhem
- Homecoming

11. Lone Working Review

A corporate working group has been established to undertake a review of lone working arrangements. The first meeting of this group took place in September attended by staff representatives from all service areas and Trade Unions. As part of this ongoing review, Business Managers will be required to complete a lone working survey which will help us to complete an overarching risk assessment. We will then produce a suite of template risk assessments for the different categories of lone working our staff are involved in. Using these documents Business Managers will then be asked to complete a specific lone working risk assessment which will assess the adequacy of their existing controls and help us to identify if further control measures are needed such as lone working devices.

During this review period, Business Managers have been requested to review their lone working risk assessments to ensure that they reduce the risks associated with lone working

12. Climbing Wall Audit

A Health and Safety Audit of the Climbing Wall was undertaken in June of this year, which led to a temporary closure of the climbing wall whilst some of the recommendations were implemented. A comprehensive action plan was put into place and the majority of the actions have been completed.