

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2015 – MARCH 2016.

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2015 to 31st March 2016.
- 1.2 There is considerable progress to report, including the delivery of training, Fire Evacuation Drills the revision of health and safety policies and health and safety handbooks for employees.

2. POLICIES AND GUIDANCE

- 2.1 A light touch review of the Corporate Health and Safety Policy was undertaken in September 2015.
- 2.2 A full review of the Employee Health and Safety Handbook has been undertaken in October 2015.
- 2.3 The Terms of Reference for the Corporate Health and Safety Committee have been reviewed and updated.
- 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. A new version of the system is due to be implemented in June 2016.
- 3.2 Work continues with the use of Target 100, in particular the focus has been on risk assessments and ensuring that they are regularly monitored and reviewed 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
 - Fire Marshal
 - Controlling Officer
 - Apprentice Inductions
 - First Aid at Work
 - Elected Members Induction
 - Dosimeter Training

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– Health and Safety for Porters

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
2015/16	36	5	160**	0.34

* 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

** one incident resulted in a period of absence of 78 days.

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5.2 All accidents (staff & members of public)

Month	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
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
October 2015	1	40	0	0
November 2015	0	12	3	0
December 2015	1	8	1	0
January 2016	1	22	3	0
February 2016	0	22	1	0
March 2016	0	10	1	0
TOTAL	5	243	19	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.)

** This incident was reported to the HSE as a RIDDOR Incident in accordance with Schedule 2, it was classed as a Dangerous Occurrence (The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.)

5.3 RIDDOR Summary

Month	Injured Person	Location	Incident Type	Remedial Action
April	Staff	Recycling	Slip, Trip or Fall	A review of the footwear and incident scene was undertaken.
June	None	Leisure	Chemical Leak	Replacement of tank and pipework.
October	Staff	Recycling	Slip, Trip or Fall	A check of the area was undertaken.
December	Staff	Recycling	Hit by Moving Object	Incident was investigated. Toolbox talk was carried out to remind staff on the procedure for the reporting of hazards.
January	Staff	Recycling	Injured while Handling	Staff Training (reminder of correct safe working procedures in regard to handling of Euro Containers

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All RIDDOR Accidents have been reported to the HSE and 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 Lane Depot
 - St Georges Chamber
 - Kidsgrove Sports Centre
 - Knutton Lane – New Recycling Facility
- 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
 - 17th March 2016
- 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

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9. CORPORATE HEALTH AND SAFETY COMMITTEE

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

- 24th June 2015
- 25th September 2015
- 17th December 2015

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

- Noise and Vibration
- Occupational Diseases
- Employee Protection
- Lone Working
- Fire Evacuation
- 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 9th September 2015.

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
- Kidsgrove Carnival
- Christmas Light Switch on

12. 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 have completed a lone working survey which has helped to populate risk assessments and safe working procedures. 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.

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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

13. Climbing Wall Audit

A Health and Safety audit of the Climbing Wall at Jubilee 2 was undertaken in June 2015, 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.

14. Accident / Incident Procedures

Work is underway in producing guidance documentation for employees who would respond to incidents. The documents will provide guidance for employees on what actions need to be taken in response to an accident and also guides Business Managers and Heads of Service through the Accident Investigation Procedure.

15. Training Needs Analysis

Operational Services (Streetscene) are currently in the process of undertaking a training analysis review of health and safety training. They have recorded all historical health and safety training records, which will help to identify any training needs required. This will be rolled out across the organisation.