

Audit and Risk Committee

Health and Safety 6 Monthly Report (April 2016 to September 2016).

1. INTRODUCTION

This report outlines the work undertaken in regard to health and safety matters during the year from 1st April 2016 to 30th September 2016.

Work has been progressing in regard to lone working, the introduction of the new version of Target 100. Other completed work streams include delivery of training and the completion of 6 monthly Fire Drills.

2. POLICIES AND GUIDANCE

A Health and Safety Booklet for young persons has been completed, these are issued to work experience students and apprentices to assist in them understanding the health and safety risks they may come across and how they can reduce the risk of harm to themselves and others.

3. TARGET 100

Target 100 is the safety management system which the Council uses to manage and record accidents, incidents and near misses, risk assessments, training records and safe systems of work.

Version 6 has been rolled out and is now live, there have been some significant changes to the system which will make the system more user friendly. Work will continue to assist users to familiarise themselves with the system.

Reports to DMT's on risk assessments are being provided to ensure that they remain suitable and sufficient (regularly reviewed and monitored).

4. HEALTH AND SAFETY TRAINING

The following Health and Safety Training has been completed –

- First Aid
- Evac Chair
- Fire Marshall
- Apprentice Inductions
- Health and Safety Training for Porters
- Health and Safety for Museum Staff
- Target 100 Version 6

5. ACCIDENT REPORTS

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
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
2016/17 (6 months)	30	5	63	0.14

* 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.

All accidents (staff & members of public)

Month	RIDDOR	Non-Reportable	Near Miss	Dangerous Occurrence
April 2016	2	18	3	0
May 2016	0	12	0	0
June 2016	2	18	0	0
July 2016	1	12	4	0
August 2016	0	8	2	0
September 2016	0	7	0	0
TOTAL	5	75	9	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.)

RIDDOR Summary

Month	Injured Person	Location	Incident Type	Remedial Action
April	Staff	Museum & Art Gallery	Fall from Height	Review of risk assessment was undertaken, a safe system of work was re-drafted. Staff have been retrained.
April	Staff	Markets	Injured while Handling	A review of the work practise has been undertaken.
July	Staff	Recycling	Hit by Moving Object	Doors on vehicles have been checked and remedial work has been undertaken.

				Bump caps are available for staff.
June	Staff	Neighbourhood	Injured whilst Handling	A risk assessment of the activity will be undertaken
June	Staff	Neighbourhood	Slip, Trip or Fall	Area was checked for defaults. Injured Person was wearing allocated footwear.

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

6. HEALTH AND SAFETY AUDITS & INSPECTIONS

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.

- Guildhall
- Knutton Lane Depot – Recycling Facility

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.

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

7. KNOTTON DEPOT

The Knutton Lane Health and Safety Committee held meetings on

- 16th June 2016
- 12th September 2016

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

There has been some significant work that has been undertaken in the implementation of the new site rules and reversal of the one way system.

8. CORPORATE HEALTH AND SAFETY COMMITTEE

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

- 14th April 2016
- 30th June 2016

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

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 7th 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

We invited 4 companies in, to demonstrate their lone working solutions. The lone working group consisted of representatives from a number of services areas, including environmental health, revenues and benefits, streetscene, recycling, parks, housing and landscape and community.

The group concluded that they required a device that was linked to an alarm receiving centre whose sole purpose was to monitor lone workers. With this in mind, a trial of devices from Sky guard and Alertcom is in place. Once the trial has been completed, an exercise will take place to determine how many lone working devices will be required and the costs associated with this.