

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2016 – MARCH 2017.

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2016 to 31st March 2017.
- 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 2016.
- 2.2 A review of the workplace smoking policy has been undertaken to reflect current guidance from Public Health England regarding electronic cigarettes and vaping.
- 2.3 The above policies, once agreed have been communicated to staff and made available on the intranet.
- 2.4 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.
- 2.5 Work on the review of the Drug and Alcohol policy has commenced, it is anticipated that this will be completed over the summer months.

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 was implemented in summer 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
 - Evac Chair

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- Controlling Officer
- Elected Members Induction
- Dosimeter Training
- IOSH Managing Safely
- Apprentice Inductions
- Health and Safety Training for Porters
- Health and Safety for Museum Staff
- Target 100 Version 6

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
2016/17	34	7	105***	0.17

* 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.

*** The higher number of days lost are mainly due to 3 specific absence periods, one period of 33 days, one period of 29 days and one of 17 days.

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5.2 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
October 2016	0	12	2	0
November 2016	2	17	7	0
December 2016	0	9	2	0
January 2017	0	9	1	0
February 2017	0	17	8	0
March 2017	0	20	8	0

TOTAL	7	159	37	0
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* 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	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.

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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.
Nov	MOP	Jubilee 2	Hit by Moving Object	Equipment checked for defaults. Member induction training reviewed.
Nov	Staff	Streetscene	Slip, Trip or Fall	The area was checked for defaults and any remedial action undertaken. Inspections undertaken of area during icy conditions.

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
- Former Knutton Recreation Centre
- Guildhall
- Jubilee 2

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

- 16th June 2016
- 12th September 2016
- 29th November 2016
- 27th Feb 2017

7.2 Matters arising from the meetings included:-

- Accidents, Incidents and Near Misses

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- 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

- 14th April 2016
- 30th June 2016
- 6th October 2016
- 15th December 2016
- 9th March 2017

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
- Accident and incident guidance and reporting procedures
- Accident & Insurance claims
- Target 100
- Fire – Risk Assessments, Evacuation, Training
- Health and Safety Training & record management
- Dealing with aggressive members of the Public Procedures
- 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 7th September 2016.

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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 Lymelight
- Food, Folk and Real Ale
- Jazz and Blues Festival
- Global Groove
- Homecoming
- Carnival & Party in the Park
- Lyme Light Festival.

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 2015 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.

Business Managers have then been 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.

A working party of lone working officers has been set up to review the lone working products available in the market place, they have received demonstrations from suppliers and have undertaken a trial of two different lone worker devices. Following the trial the working group have met to evaluate the products, to determine the need for devices and they have chosen a preferred device.

Business managers are now determining the number of devices required for their lone workers, so that a procurement process can be commenced.

13. Accident / Incident Procedures

Guidance documentation for employees who would respond to incidents has been developed and implemented. 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.

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