

Audit and Standards Committee

Health and Safety 6 Monthly Report (April 2017 to September 2017).

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2017 to 30th September 2017.
- 1.2 There is considerable progress to report, including the delivery of training, fire evacuation, progress with lone working protection, Castle House and the review of a Corporate Drug and Alcohol Policy.

2. POLICIES AND GUIDANCE

- 2.1 A significant amount of work has been undertaken to assist the Facilities Management team to prepare fire evacuation and first aid policies and procedures for Castle House. These documents have been prepared so as to align so far as possible with Staffordshire County Council requirements as the building landlord. However, implementation of these will form part of the Facilities Management agreement being undertaken by NULBC.
- 2.2 Work on the review of the Drug and Alcohol Policy is continuing. It is anticipated that this will be completed over the next few months and will then go to Corporate Health & Safety Committee for consultation. Trade Unions are represented on the Committee.

3. TARGET 100

- 3.1 Work continues with the use of Target 100, user and administrator training has recently been delivered by the software provider Business Safety Systems. The system is used to record all risk assessments, accidents and incidents. It is also used to record risk assessment monitoring and review activity.
- 3.2 A number of report templates have been requested from the provider to assist in monitoring trends and to allow further reporting.

4. HEALTH AND SAFETY TRAINING

- 4.1 The following Health and Safety Training has been completed –
 - Evac Chair
 - Target 100 Version 6 (User and Administrator)

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
2017/18 (6 months)	83	2	183****	0.31

* 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.

**** This is mainly due to 2 incidents, one period of 118 days and one period of 42 days to end of September.

5.2 All accidents (staff & members of public)

Month	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
April 2017	0	9	8	0
May 2017	0	13	5	0
June 2017	1	14	25	0
July 2017	0	15	12	0
August 2017	1	19	8	0
September 2017	0	13	11	0
TOTAL	2	83	69	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
June	Member of public	Jubilee 2	Slip – reported as a precaution	None required
August	Member of public	Wolstanton Marsh	Fall	Inspection of play equipment undertaken, no defect(s) identified

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 –

- Brampton Museum
- Jubilee 2 – focussed on wet areas and water

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

- 15th June 2017
- 21st September 2017

7.2 Matters arising from the meetings included:

- Accidents, Incidents and Near Misses
- Target 100
- Training
- Buildings, Utilities and Infrastructure
- External Yard, Waste Transfer Station, Salt Yard
- Feedback from depot walk around inspection
- Yard operations reorganisation

8 LEISURE (SHE) Safety, Health and Environment Meetings

These meetings continue to be held, during which the following points (regarding health and safety) are discussed

- Accident Statistics
- Accident / Incident Investigations
- Risk Assessments
- COSHH

The Corporate Safety Officer attends the meetings if requested.

9. CORPORATE HEALTH AND SAFETY COMMITTEE

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

- 21st July 2017
- 28th September 2017

9.2 The committee discussed the following items during this period:

- Noise and Vibration
- 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
- Communication of Health and Safety Procedures
- Health and safety arrangements for Castle House

10. FIRE

10.1 Following a fire within the bailing shed at Knutton Lane depot on 7th July 2017 the fire risk assessment has been reviewed which identified a number of action points.

10.2 As a result of the review, additional fire extinguishers have been provided in the waste transfer station area and work is currently being undertaken to source a provider for bespoke practical training in the use of fire extinguishers for some of the waste transfer operatives and garage staff.

10.3 As the cause of the fire was found to be batteries mixed in with paper recycling material, the recycling team are currently reviewing the types of materials collected for recycling, with a view to withdrawing collection of batteries from the recycling/kerb side collection scheme.

11. Lone Working Review

11.1 A corporate working group was established to undertake a review of lone working arrangements. This group includes staff representatives from all service areas and Trade Unions. As part of this review process, Business Managers completed a lone working survey which has helped to populate risk assessments and safe working procedures.

11.2 Business Managers were also 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.

11.3 During the review period, Business Managers have reviewed their lone working risk assessments to ensure that they reduce the risks associated with lone working.

- 11.4 A working party of representative lone working officers was set up to review the lone working products available in the market place, these were demonstrated by the various suppliers, as a result of which, trials of two different lone worker devices were undertaken. Following the trial the working group met to evaluate the products, to determine the need for devices and gave feedback regarding a preferred device.
- 11.5 Business Managers have since reviewed the numbers of devices required and costings have been obtained in accordance with procurement requirements. A report is currently being prepared to present to EMT for consideration due to an increase in the cost of the lone working scheme. This increase is the result of an increased number of devices required due to greater uptake of agile working across the authority. In addition, as a result of the relocation to Castle House, sharing or pooling devices has been made more difficult due to a lack of 'cross-over' of staff; this too has meant an increase in the number of devices required.