

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2017 – MARCH 2018.

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2017 to 31st March 2018.
- 1.2 There is considerable progress to report, including the delivery of training, fire evacuation drills and the revision of several health and safety policies.

2. POLICIES AND GUIDANCE

- 2.1 A light touch review of the Corporate Health and Safety Policy was undertaken in March 2017. A full review of the Policy is currently being undertaken and this will be completed over the coming months.
- 2.2 A review of the Lone Working policy has been undertaken to reflect changes brought about by the introduction and implementation of the Skyguard MySOS lone worker protection devices.
- 2.3 A review of the Drug and Alcohol policy has been undertaken, the revised policy has been subject to consultation process and will be finalised over the next few months.
- 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, risk assessments and to organise routine assessments and tasks for the management and control of Health and Safety across the Council. This system also provides practical Health and Safety advice and guidance to assist in ensuring compliance with the law. This system 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 has been on risk assessments and ensuring that these 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
 - Controlling Officer
 - Leading Health and Safety Management
 - Practical Fire Extinguisher Training
 - Target 100 Version 6

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– Castle House Induction

5. ACCIDENT REPORTS

5.1 Please see below for a summary of average days lost per employee to date

Year	Number of Accidents (employee only)	Number of Reportable (employee only)	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	56	2	344****	0.58

* 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 78 days.

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5.2 All accidents (staff & members of public)

Month	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
April 2017	0	8	9	0
May 2017	1	14	6	0
June 2017	1	13	25	0
July 2017	0	15	12	0
August 2017	1	19	9	0
September 2017	0	13	11	0
October 2017	1	13	7	1
November 2017	0	12	10	0
December 2017	0	10	5	0
January 2018	0	10	9	0
February 2018	0	14	5	0
March 2018	0	17	1	0

TOTAL	4	158	109	1
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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	Incident Type	Remedial Action
May	Staff	Injury whilst Handling	Review of risk assessment was undertaken, a safe system of work was reviewed.
June	Member of Public	Slip/Trip	Inspection of area – no defects observed. Reported as precaution
August	Member of Public	Fall from height	Inspection of play equipment undertaken. No defects identified
October	Staff	Dangerous Occurrence	Review of storage arrangements Review of risk assessment and Safe System of Work Staff trained in updated procedures

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October	Contractor	Fall from Height	Review of risk assessments Review of Safe Systems of Work Revised Contractor Management Arrangements/Procedures
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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 –

- Brampton Museum
- Jubilee 2
- Knutton Lane Depot, Waste Transfer Station

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
- 7th December 2017
- 15th March 2018

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

8.1 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).

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8.2 During the Meetings the following points (regarding health and safety) are discussed

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

Minutes/Action logs from the meetings are provided for review at Corporate Health and Safety Committee meetings.

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
- 14th December 2017
- 29th March 2018

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.

11. EVENT SAFETY

11.1 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. Examples of events receiving input include:

- Walk of Support (Lyme Valley Park & Town Centre)
- Midsummer Wakes Event
- Street Games
- Fun Day (Bradwell Lodge)
- Mayors Charity Firework Display

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- Newcastle Dales Dash
- Kidsgrove 10K
- No Fit State Circus

12. LONE WORKING REVIEW

- 12.1 A corporate working group has completed a review of lone working arrangements. The group comprised staff representatives from all service areas and Trade Unions. As part of the review, Business Managers have completed a lone working survey which has helped to inform risk assessments and safe working procedures.
- 12.2 Business Managers were also asked to complete a specific lone working risk assessment to assess the adequacy of their existing controls and help identify if further control measures were needed such as lone working devices.
- 12.3 A working party of lone working officers undertook trials of two lone working devices to determine the need for devices and to evaluate each device. The group were asked to select a preferred device.
- 12.4 As a result of the review, Skyguard MySOS devices were selected as the preferred option. These have now been procured and rolled out to those staff identified as requiring a lone working device by Business Managers.
- 12.5 An E-learning training package has also been procured and this is due to be rolled out to lone worker device users.

13. CASTLE HOUSE

- 13.1 A significant amount of work has been undertaken to support Facilities Management and the Council in preparation for the relocation to Castle House.
- 13.2 A first aid provision assessment has been undertaken for the building and first aiders, fire marshals and evac-chair users have been identified for each occupying organisation.
- 13.3 Written procedures have been prepared in respect of fire evacuation, bomb threat and first aid. Work has been undertaken with Staffordshire County Council and Facilities Management to make arrangements to undertake a fire evacuation within the first few weeks of occupation to test the procedures.
- 13.4 In addition, support and advice has also been provided to Facilities Management regarding the decant and close down of the Civic Offices, Guildhall and St Georges Chambers in preparation for vacating and relocation to Castle House.

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