

Audit and Standards Committee

Health and Safety 6 Monthly Report (April 2018 to September 2018).

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2018 to 30th September 2018.
- 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 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 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 The Corporate Health and Safety policy has been reviewed and approved, the policy sets out the Councils commitment to health and safety and sets out responsibility at different levels.
- 2.3 The Drug, Alcohol and Substance Misuse policy has been reviewed, updated and approved, the policy now includes arrangements for alcohol and drug testing of employees.
- 2.4 The Lone Worker policy has been reviewed and approved, the policy review reflects changes to procedures following the implementation of new lone worker devices.

3. TARGET 100

- 3.1 The council continues to use the Target 100 system to record all risk assessments, accidents and incidents. It is also used to record risk assessment monitoring and review activity. A number of refresher training sessions have been provided throughout the year to ensure that users remain familiar with use of the system.
- 3.2 A number of report templates have been developed to assist in monitoring trends and to allow reporting to Corporate Health & Safety Committee and Directorate Management Team's.

4. HEALTH AND SAFETY TRAINING

- 4.1 The following Health and Safety Training has been completed –
 - Target 100 Version 6 User and Administrator
 - Castle House Inductions
 - Elected Members General Health & Safety Awareness

5. ACCIDENT REPORTS

5.1 Please see below for a summary of average days lost per employee for complete financial years.

| 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 | 56 | 2 | 344** | 0.58 |
| 2018/19 6 months | 33 | 2 | 185 | 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

** This is mainly due to 2 incidents, one period of 118 days and one period of 78 days.

5.2 All accidents (staff & members of public)

| Month | RIDDOR* | Non-Reportable | Near Miss | Dangerous Occurrence |
|----------------|----------|----------------|-----------|----------------------|
| April 2018 | 0 | 9 | 1 | 0 |
| May 2018 | 1 | 10 | 9 | 0 |
| June 2018 | 0 | 14 | 2 | 0 |
| July 2018 | 0 | 19 | 4 | 0 |
| August 2018 | 2 | 24 | 1 | 0 |
| September 2018 | 0 | 19 | 3 | 0 |
| TOTAL | 3 | 95 | 20 | 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 |
|--------|----------------|-------------------|-----------------|--|
| May | Employee | Waste & Recycling | Handling Injury | Investigation and refresher training |
| August | Employee | Garage | Slip/Trip | None required |
| August | Public | Park | Slip/Trip/Fall | Investigation, inspection and remedial works undertaken. |

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

6. **HEALTH AND SAFETY AUDITS & INSPECTIONS**

- 6.1 As a result of the reduction in the number of premises now used and/or occupied by the Council, there has been a review of the way in which health and safety audits will be conducted. The new programme will include a mix of physical premises inspections and also reviews or audits of the health and safety management within services or teams.

Following the above inspections and audits reports will be sent to the premises manager or other responsible officer outlining the findings and advising on any necessary corrective actions.

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:

- 14th June 2018
- 13th September 2018

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:

- 28th June 2018
- 27th September 2018

The committee discussed the following items during this period:

- Health and safety arrangements for Castle House
- Fire – Risk Assessments, Evacuation, Training
- Lone Working
- Noise and Vibration
- Accidents, Incidents and Near Misses
- Accident and incident guidance and reporting procedures
- Accident & Insurance claims
- Target 100
- Health and Safety Training & record management

10. LONE WORKING REVIEW

10.1 Following completion of the procurement exercise, Skyguard MySOS lone worker devices have been purchased and rolled out to those staff identified as lone workers across the Council. Training in the use of the devices has been provided in-house.

Additional Lone working training is being provided to officers via an e-learning package.