

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2018 – MARCH 2019.

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from 1st April 2018 to 31st March 2019.
- 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 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.
- 2.5 A use and management of portable ladders policy has been created and approved, the policy reflects the Councils position regarding the use and inspection of such equipment.

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.
- 3.3 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

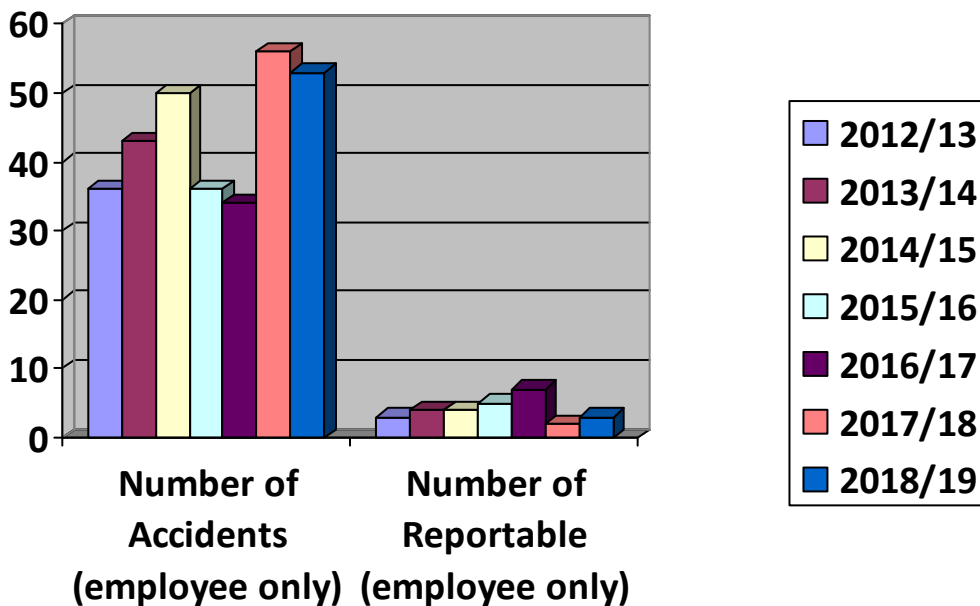
4.1 The following Health and Safety Training has been completed –

- Target 100 Version 6 User and Administrator
- Castle House Inductions
- Elected Members General Health & Safety Awareness
- Fire Marshal
- Evac Chair
- Controlling Officer
- Target 100 Version 6

5. ACCIDENT REPORTS

5.1 Please see table and graph below for a summary of employee accidents.

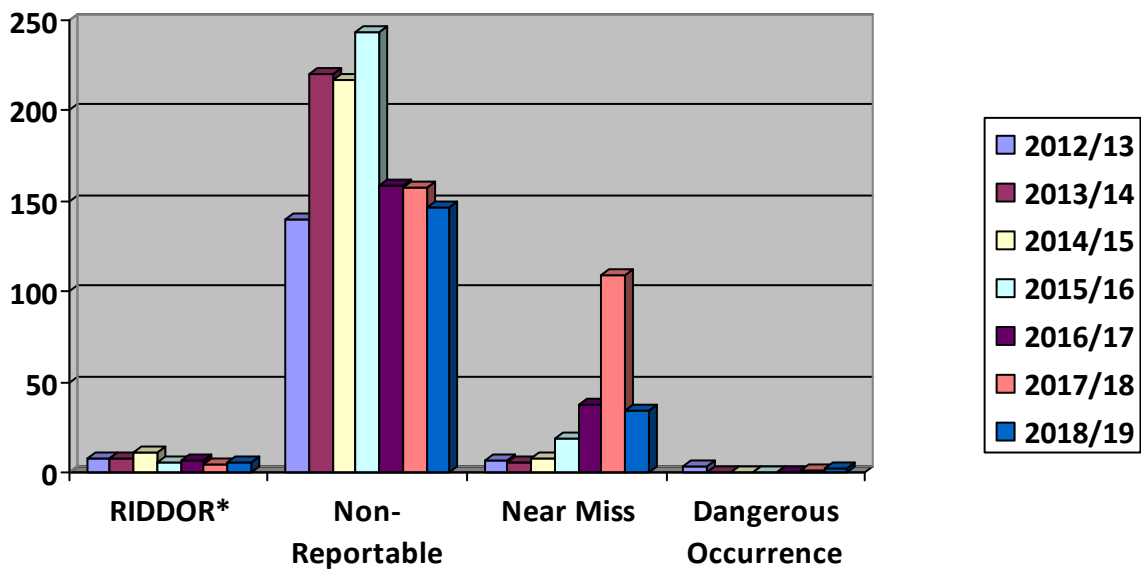
Year	Number of Accidents (employee only)	Number of Reportable (employee only)
2012/13	36	3
2013/14	43	4
2014/15	50	4
2015/16	36	5
2016/17	34	7
2017/18	56	2
2018/19	53	3



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5.2 The table and graph below shows trends in all accidents (staff & members of public)

Year	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
2012/13	8	140	7	3
2013/14	8	220	6	0
2014/15	11	217	8	0
2015/16	5	243	19	0
2016/17	7	159	37	0
2017/18	4	158	109	1
2018/19	5	147	34	2

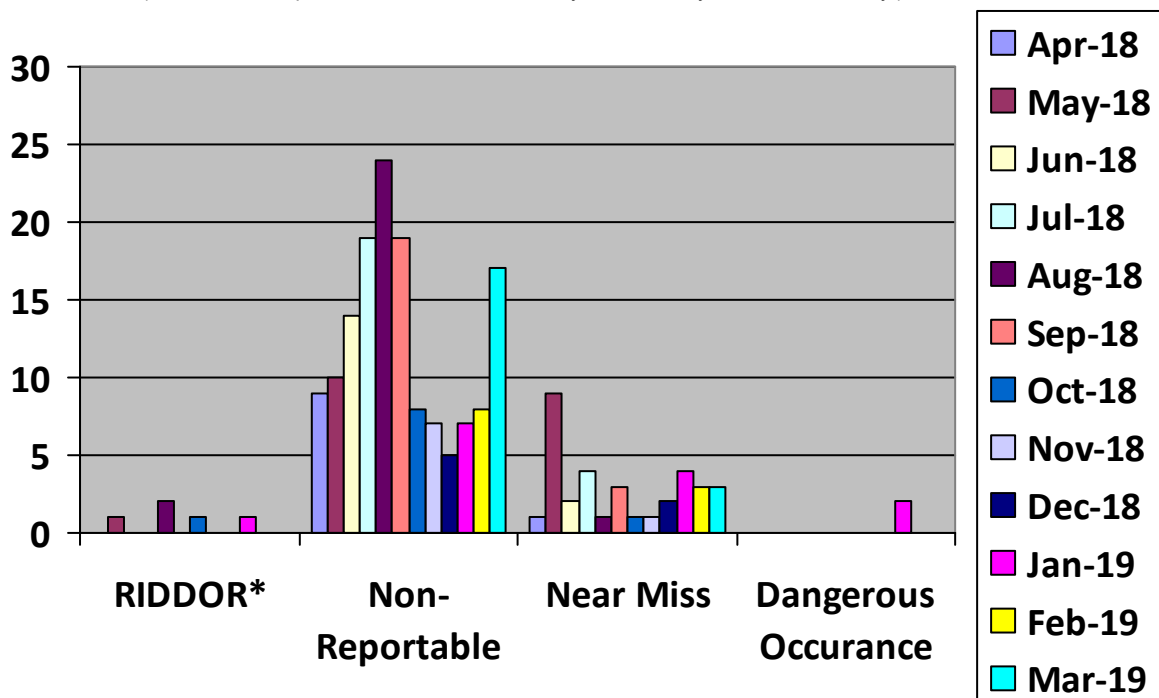


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5.3 The table and graph below shows a monthly breakdown of all accidents in 2018-19

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
October 2018	1	8	1	0
November 2018	0	7	1	0
December 2018	0	5	2	0
January 2019	1	7	4	2
February 2019	0	8	3	0
March 2019	0	17	3	0
TOTAL	5	147	34	2

* 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.)



5.4 RIDDOR Summary

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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.
October	Public	Leisure	Slip/trip/Fall	Investigation and remedial works undertaken.
January	Employee	Waste & Recycling	Slip/Trip/Fall	None Required

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 –

- Castle House
- 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:

- 14th June 2018
- 13th September 2018
- 13th December 2018
- 14th March 2019

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
- Asbestos disposal procedures
- Site rules
- Fire evacuation and response

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).
- 8.2 During the Meetings the following points (regarding health and safety) are discussed
- Accident Statistics
 - Accident / Incident Investigations
 - Risk Assessments
 - COSHH
- 8.3 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:
- 28th June 2018
 - 27th September 2018
 - 20th December 2018
 - 4th April 2019

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
- Portable ladder policy
- Accidents, Incidents and Near Misses
- Accident and incident guidance and reporting procedures
- Accident & Insurance claims
- Target 100
- Health and Safety Training & record management
- Corporate H&S service delivery

10. FIRE

- 10.1 A number of evacuations have taken place in the last 12 months including
- Six month programmed Fire Drills across all sites.

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)

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- Midsummer Wakes Event
- Street Games
- Fun Day (Bradwell Lodge)
- Mayors Charity Firework Display
- Newcastle Dales Dash
- Kidsgrove 10K
- No Fit State Circus
- Christmas at Bradwell
- Kidsgrove Bonfire
- Funtopia

12. CASTLE HOUSE

- 12.1 A significant amount of work has been undertaken to support Facilities Management and the Council in preparation for the relocation to Castle House.
- 12.2 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.
- 12.3 Written procedures have been prepared in respect of fire evacuation, bomb threat and first aid. Fire evacuation test have been completed to test the procedures and amendments made where necessary.
- 12.4 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 and the relocation to Castle House.

13. CORPORATE H&S SERVICE DELIVERY

- 13.1 The delivery of corporate health and safety services for the Council has been provided via contract with South Staffs District Council, this equated to 0.6fte. This contract ends in May 2019.
- 13.2 A review of the service delivery has been undertaken and the recruitment of a permanent in-house fte post is currently underway. It is anticipated that the post holder will commence in June 2019.