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**Newcastle-under-Lyme Borough Council**

**HEALTH AND SAFETY SIX MONTH REPORT APRIL 2019 – SEPTEMBER 2019.**

**1. INTRODUCTION**

- 1.1 This report outlines the current state of health and safety matters during the six months from 1<sup>st</sup> April 2019 to 31<sup>st</sup> September 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 review of the Lone Working policy is being undertaken to reflect changes brought about by the introduction and implementation of the Skyguard MySOS lone worker protection devices.
- 2.2 The employee handbook is also currently under review.
- 2.3 The above documents, once agreed, will be 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 has continued with individuals requiring assistance, to create, review and monitor risk assessments and safe systems of work
- 3.3 A meeting with T100 was established to identify current issues with the system in which it was discussed about transferring over to version 6.1. This transfer may provide solutions to many of the issues users are currently experiencing with version 6.0. Some work is required to the organisational structure following the recent departmental changes so that users and staff are allocated to the correct area prior to the introduction of the new version.

**4. HEALTH AND SAFETY TRAINING**

- 4.1 The following Health and Safety Training has been completed –
  - Fire Marshal
  - Evac Chair
  - Controlling Officer
  - Target 100 Version 6

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- 4.2 The following training has been scheduled following site inspections where it was identified the last practical sessions had not been completed for considerable time.
- Manual handling training – Museum, Jubilee2 and Waste all scheduled
  - Streetscene and remaining departments to be scheduled for the New Year

**5. ACCIDENT REPORTS –**

5.1 All accidents (staff & members of public)

Month	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
April 2019	1	16	4	0
May 2019	0	19	7	0
June 2019	0	19	6	0
July 2019	1	13	10	0
August 2019	0	23	6	0
September 2019	0	10	4	0
<b>TOTAL</b>	<b>2</b>	<b>100</b>	<b>37</b>	<b>0</b>

\* 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 specified injuries (broken bones etc) would all be reportable to the Health & Safety Executive by the Local Authority.)

**5.2 RIDDOR Summary**

Month	Injured Person	Incident Type	Remedial Action
April	Staff	Slip whilst tipping waste	Staff stood on plastic bottle and stumbled, turning ankle over Correct footwear in use, vehicle and surrounding floor inspected and no issues identified Only action is to remind staff to take care when they are walking and be vigilant for slip, trip hazards
July	Member of public	Slip on poolside	Area and CCTV inspected, nothing untoward identified, no remedial actions required Staff checked on MOP welfare, no fracture identified by hospital, provided with sling and advised to take painkillers

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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 Officer has completed inspections of the following properties –
- Brampton Museum
  - Jubilee2
  - Streetscene sections of Knutton Depot
  - Garage workshops of Knutton Depot
  - Waste transfer section of Knutton Depot
  - Bradwell Crematorium
  - Chesterton Park
  - Westlands Tennis Centre
  - Clough Hall Park
- 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 The Corporate Health and Safety Officer will review the progress on the remedial actions recommended within these inspections at the three month mark, items identified as incomplete will be forwarded to the Head of Service.

### 7. KNUTTON DEPOT

- 7.1 The Knutton Lane Health and Safety Committee held meetings on:
- 13<sup>th</sup> June 2019
  - 26<sup>th</sup> September 2019
- 7.2 Matters arising from the meetings included:-
- Accidents, Incidents and Near Misses
  - Target 100
  - Training
  - Site Rules
  - HAVS update
  - 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).
- 8.2 During the Meetings the following points (regarding health and safety) are discussed
- Accident Statistics

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- 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

- 4<sup>th</sup> April 2019
- 18<sup>th</sup> July 2019

9.2 The committee discussed the following items, throughout past six months:

- HAVS working group
- Fire Prevention Policy
- Accidents, Incidents and Near Misses
- Accident & Insurance claims
- Target 100 update
- Health and Safety Matrix
- Castle House Invac Procedures and ongoing issues
- Portable Ladder Policy
- Facilities Management Updates
- Leisure and Cultural SHE
- Driving at Work Policy / Vehicle Familiarisation
- First Aid provision

### 10. FIRE

10.1 A number of evacuations have taken place in the last 6 months including

- 6 month programmed Fire Drills across the majority of sites.

### 11. EVENT SAFETY

11.1 There have been a number of events over the past six 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:

- Lyme Valley play day
- Wild play events (multiple)
- Funtopia
- Praise in the park
- Lymelight
- Bradwell Fun Day
- Party in the Park
- Aspire family Fun Day

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**12. LONE WORKING REVIEW**

- 12.1 Further to the lone working device review and the implementation of Skyguard as the lone worker device, further trials are planned to investigate the man-down function as an additional service. The current trial is planned for 10 units and will monitor the number of false alarm activated in comparison to the current units with no man-down function.

**13. CASTLE HOUSE**

- 13.1 As the transition to Castle House has now completed and staff have been in the building for over 12 months there have been a number of ongoing issues noted.

The first is with regards to the lift where breakdowns were regular. This issue appears to have now been resolved and no further issues have been reported.

General health complaints, many in respect of headaches, migraines and general ill health have been noted by a number of NULBC staff across all occupied areas. Investigations are ongoing as initial reading for light (lux) levels do highlight that levels are excessive in some areas and may be part of the problem. BSRIA have been requested to complete a variety of testing across all levels of the building, to include thermal comfort as an additional measurement to identify if any other remaining issues are contributing to the ongoing health complaints recorded.