

Newcastle-under-Lyme Borough Council

**ANNUAL HEALTH AND SAFETY REPORT APRIL 2019 – MARCH 2020**

**1. INTRODUCTION**

- 1.1 This report outlines the current state of health and safety matters during the twelve months from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.
- 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 employee protection 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 has been further updated to incorporate input from the hand arm vibration (HAVS) and noise working group.
- 2.3 The Workplace Policy on Smoking is also in the process of review to include vaping and similar items.
- 2.4 The above documents, once agreed, will be communicated to staff and made available on the intranet.

**3. TARGET 100**

- 3.1 Work has been ongoing to complete the background data alterations to progress to version 6.1 of the Target 100 IT system.
- 3.2 Alterations are complete, but further work is required on the system in preparation for the changeover by the software company BSS and further work will then commence on arranging training for key staff members on the new version. This will be provided initially by BSS followed by additional sessions by the Corporate Health and Safety Officer and Technical Assistant as deemed necessary. This was due to be completed by the end of March but has been delayed due to the Coronavirus pandemic.
- 3.3 Communication of this information will be directed towards the key staff as soon as dates and training are finalised.

**4. HEALTH AND SAFETY TRAINING**

- 4.1 The following Health and Safety Training has been undertaken –

Manual Handling – Museum, Jubilee 2, Streetscene and Waste now completed, a few “mop-up” sessions will be required

Evac Chair

Controlling Officer

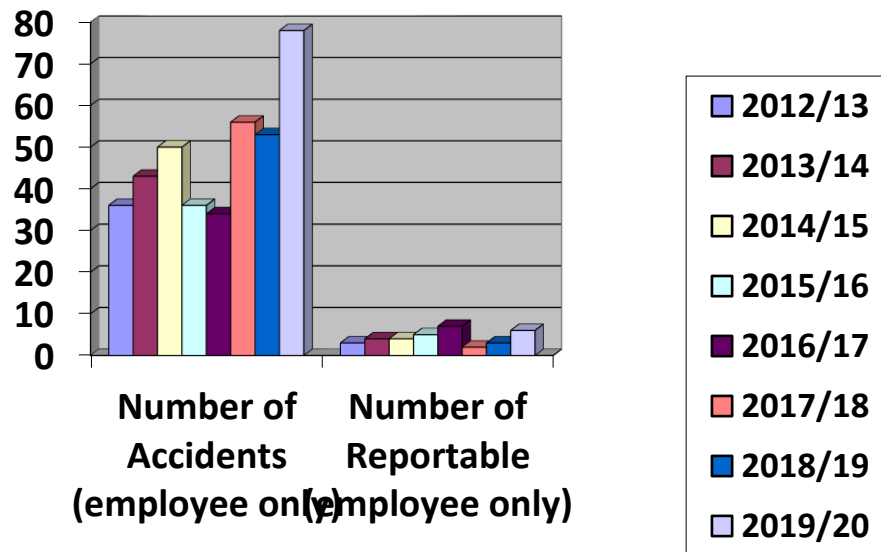
Target 100 Version 6

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5. ACCIDENT REPORTS –

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

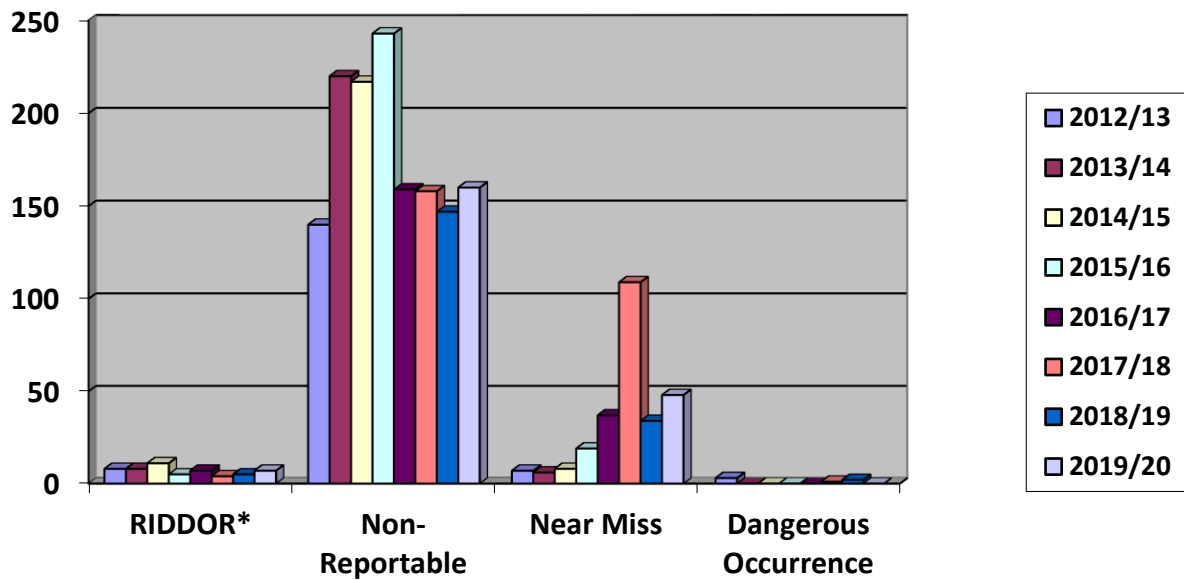
Year	Number of Accidents (employee only)	Number of Reportable (employee only)
2012/13	36	3
2013/14	43	4
2014/15	50	4
2015/16	36	5
2016/17	34	7
2017/18	56	2
2018/19	53	3
2019/20	78	6



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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
2019/20	7	160	48	0



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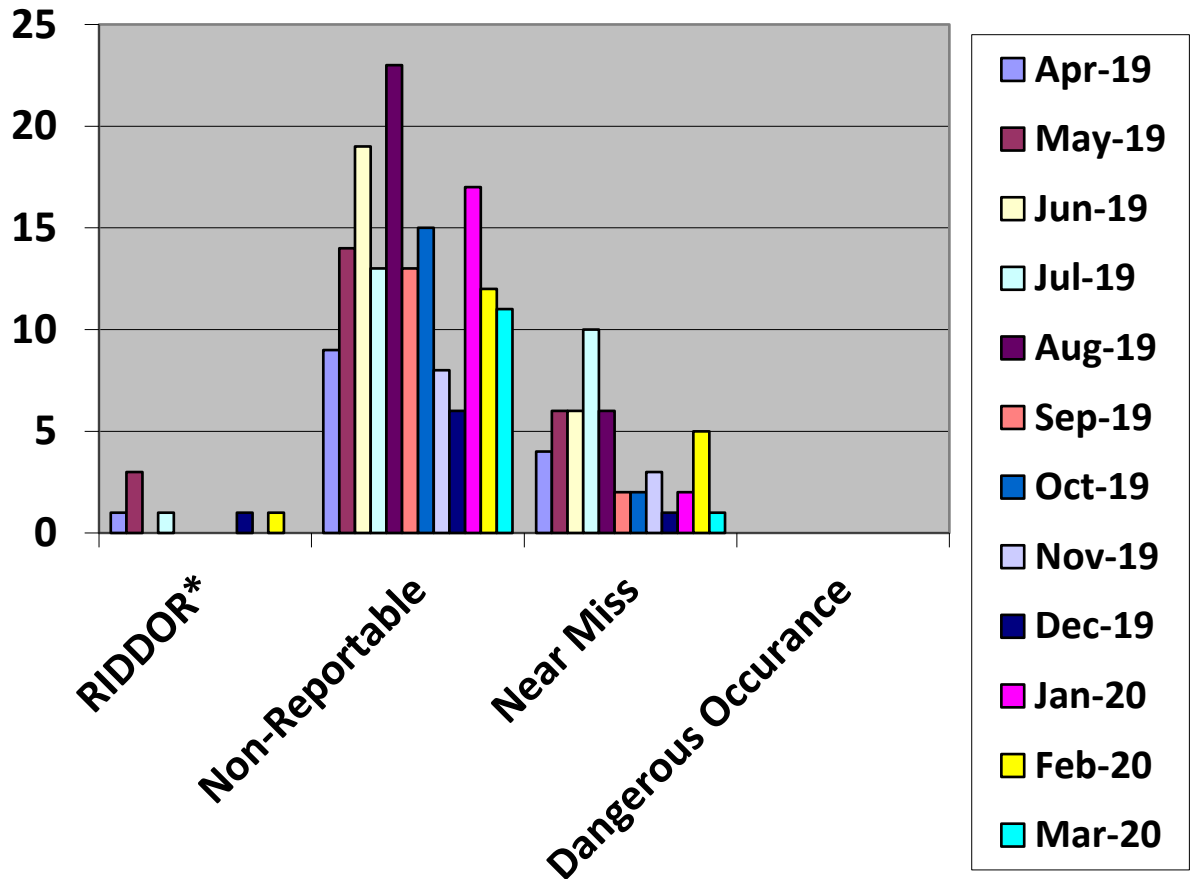
5.3 The table and graph below shows a monthly breakdown of all accidents in 2019/20.

<b>Month</b>	<b>RIDDOR</b>	<b>Non-Reportable</b>	<b>Near Miss</b>	<b>RTA</b>	<b>Dangerous Occurrence</b>	<b>Totals</b>
April	1	9	4	N/A	0	<b>14</b>
May	3	14	6	N/A	0	<b>23</b>
June	0	19	6	N/A	0	<b>25</b>
July	1	13	10	N/A	0	<b>24</b>
August	0	23	6	N/A	0	<b>29</b>
September	0	13	2	N/A	0	<b>15</b>
October	0	15	2	N/A	0	<b>17</b>
November	0	8	3	N/A	0	<b>11</b>
December	1	6	1	N/A	0	<b>8</b>
January	0	15	2	2	0	<b>19</b>
February	1	12	5	0	0	<b>18</b>
March	0	10	1	1	0	<b>12</b>
<b>Totals</b>	<b>7</b>	<b>157</b>	<b>48</b>	<b>3</b>	<b>0</b>	<b>215</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.

The decision to separate RTA's was made in the New Year to assist in identifying any trends in relation to road traffic accidents relating to seasonal conditions.

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N.B. RTAs for both January and March have been included in the non-reportable section above to provide consistency across the year. Subsequent years will show RTAs as a separate entry.

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5.2.1 RIDDOR Summary

<b>Month</b>	<b>Injured Person</b>	<b>Location</b>	<b>Incident Type</b>	<b>Remedial Action</b>
April 19	Member of staff	Waste	Over 7 day injury Slip, trip, fall	Slipped over an aerosol can when exiting a vehicle Safety footwear worn at time of incident No further actions required
May 19	Member of staff	Waste	Over 7 day injury Slip, trip, fall	Twisted ankle stepping off a kerb. Safety footwear in place at the time of the incident No further action required
May 19	Member of staff	Fleet	Reportable disease HAVS	Removed from using vibrating tools upon diagnosis
May 19	Member of staff	Fleet	Reportable disease Carpal tunnel syndrome	Removed from using vibrating tools upon diagnosis
July 19	Member of public (MOP)	Leisure	MOP taken directly to hospital Slip, trip fall	MOP slipped on poolside No issues identified with surfaces or procedures No further action required
December 19	Member of staff	Waste	Over 7 day injury Slip, trip, fall	Trip over a hole in the public pavement. Injured Person wearing safety footwear at the time and the hole was reported to Staffordshire County Council for repair via their on-line portal. No further actions required.
February 20	Member of staff	Waste	Over 7 day injury Slip, trip, fall	Safety footwear were in use at the time of the accident. Previous injury thought to be a contributing factor. No further action required

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

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### 6. HEALTH AND SAFETY AUDITS & INSPECTIONS

- 6.1 The Corporate Health and Safety Officer has completed re- inspections of the following properties –
- - Waste Transfer Sections, Knutton Depot
  - Garages, Knutton Depot
  - Clough Hall Park
  - Brampton Museum
  - Streetscene Sections, Knutton Depot
  - Jubilee2
  - Kidsgrove Customer Services Centre
  - Clough Hall Park
  - Bradwell Crematorium
  - Westlands Tennis Courts
- 6.2 Improvements were noted to the vast majority of sites with outstanding issues progressed with managers or corporately.
- 6.3 Members of the Corporate Health & Safety Committee and Union representatives also attended the inspection of Jubilee2.

### 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
  - 9<sup>th</sup> January 2020
- 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).

Meetings held on:

- 21<sup>st</sup> May 2019
- 20<sup>th</sup> August 2019
- 21<sup>st</sup> November 2019
- 11<sup>th</sup> February 2019

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

- Accident Statistics
- Accident / Incident Investigations
- Ongoing works within the sauna / steam area
- Remedial works to roof
- Risk Assessments
- COSHH
- Staff training

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
- 4<sup>th</sup> July 2019
- 24<sup>th</sup> October 2019
- 23<sup>rd</sup> January 2020

9.2 The committee discussed the following items at the last meeting:

- Health and safety matrix
- Insurance reports
- Accidents, incidents and near misses
- Accident & Insurance claims
- Target 100 update
- Castle House
- Facilities Management Updates
- Leisure and Cultural SHE
- Knutton Lane Depot Committee - Drug and alcohol policy: Managers' guidance
- HAVS working group
- Trade Unions – Banksman training & asbestos collections

## 10. FIRE

10.1 Evacuations are in the process of being scheduled for the six monthly testing, however as buildings have remained closed due to Coronavirus this has been significantly delayed.

## 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)

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- Funtopia
- Praise in the park
- Lymelight
- Bradwell Fun Day
- Party in the Park
- Aspire family Fun Day

### 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.

The environmental testing from BSRIA has commenced and will be completed post Covid-19.

Blinds have been installed

Works being undertaken by Staffordshire County Council on the ground floor section is nearing completion.

### 14. FIRST AID

- 14.1 A review has been undertaken regarding the provision of First Aid across the organisation. This review has been agreed and it is in the process of being rolled-out. However some Staff first aid training, has been delayed in part due to the Coronavirus closures.

Additional volunteers have been identified and once normal service has resumed training will be arranged as soon as possible to ensure sufficient coverage is retained.

### 15. COVID-19

- 15.1 The COVID-19 pandemic had a huge impact on the operations both within the Council, with partnership organisations and with the public.

Health and Safety advice, risk assessments, safe systems of work and COSHH assessments have been undertaken to ensure that where services are operational, the health, safety and welfare of staff and service users in maintained in accordance with Government guidelines and advice.

Staff who were identified as suitable for re-deployment were trained in new roles to maintain service delivery wherever possible.

- 15.2 A helpline contact Vivup has also been established to help staff during the stressful time.

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