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**Newcastle-under-Lyme Borough Council**

**HEALTH AND SAFETY SIX MONTH REPORT APRIL 2020 – SEPTEMBER 2020**

**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 2020 to 30<sup>th</sup> September 2020.
- 1.2 The effect of COVID-19 on the Council has been vast and resulted in a considerable change to how health and safety resources have been directed.

**2. POLICIES AND GUIDANCE**

- 2.1 A review of the Lone Working policy remains outstanding at present but a complete review on how the current lone worker devices are being used and how this may be optimised together with investigating the viability of body cameras for certain staff is being undertaken to incorporate into this policy.
- 2.2 The employee handbook has been reviewed and released to employees as well as being readily available on Connexus.
- 2.3 The Workplace Policy on Smoking has also been reviewed and is also available to employees.

**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 A move to version 6.1 has been delayed due to re-directed priorities relating to COVID-19. When moving over to 6.1 there will be training requirements for employees which will need to be addressed, which will more than likely need to be available remotely with COVID-19 still requiring home working wherever possible.

**4. HEALTH AND SAFETY TRAINING**

- 4.1 Corporate Health and Safety training has been on hold with the presence of COVID-19 however as staff have moved departments in some areas, there has been ongoing training where essential in the operational areas to ensure a safe transition.
- 4.2 Central COVID risk assessments have been completed and as staff have undertaken associated duties they have completed training records to confirm they have read and understood the contents – these have been logged on either T100, or on a database created by ICT for those able to access the online versions, which has proved popular and may be utilised further for other similar scenarios.

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**5. ACCIDENT REPORTS –**

5.1 All accidents (staff & members of public)

Month	RIDDOR*	Non-Reportable	Near Miss	RTA	Dangerous Occurrence	Totals
April 2020	0	0	1	1	0	2
May 2020	0	3	1	2	0	6
June 2020	1	2	1	2	0	6
July 2020	2	1	0	1	0	4
August 2020	0	3	2	3	0	8
September 2020	0	1	1	1	0	3

<b>TOTAL</b>	<b>3</b>	<b>10</b>	<b>6</b>	<b>10</b>	<b>0</b>	<b>29</b>
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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 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
June	Member of public	Hit fixed object Member of public taken to hospital	Investigation identified all inspections completed Update to safe working procedure No further actions required
July	Employee	Hit fixed object Over 7 day injury	Investigation confirmed the safe working procedure had been followed Reminder to report all accidents at time of accident issued No further actions required
July	Member of public	Slip, trip, fall Member of public taken to hospital	Investigation completed Site inspections confirmed as complete No further actions 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 Formal site inspections have been placed on hold during the last six months due to COVID-19.

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- 6.2 Many of the sites were non-operational for a period of time, including the Museum, Jubilee 2 and Kidsgrove Customer Services Centre which remains out of use by the NULBC employees. The remaining sites have been vastly less occupied than normal as staff have been working from home wherever possible.
- 6.3 All NULBC buildings have been subjected to the rigorous COVID-19 risk assessment process prior to opening, or indeed as they continued to operate. As each building has been visited by the Chief Executive, they have each received a COVID-secure certificate which are displayed adjacent to the main entrances. The assessments have been updated as government guidance has altered or usage has changed. A separate update has been prepared to advise on the measures taken for COVID-19.

## 7. KNUTTON DEPOT

7.1 The Knutton Lane Health and Safety Committee held meetings on:

- 9<sup>th</sup> July 2019
- 8<sup>th</sup> October 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
- COVID related site/ procedure changes

## 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

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

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- 23<sup>rd</sup> April 2020
- 23<sup>rd</sup> July 2020

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 ongoing issues
- Drug and Alcohol Policy – Manager' Guide
- Facilities Management Updates
- Leisure and Cultural SHE
- First Aid provision
- Fire marshal provision
- Review of CCTV provision at the Depot

## 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 undertaken on 8<sup>th</sup> October, this had been delayed due to COVID-19 and slight adaptations to procedures.

## 11. EVENT SAFETY

- 11.1 The 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 has been vastly reduced due to COVID-19. However there was assistance provided in the set-up of temporary testing stations on both the Rycroft site and the former Knutton Recreation Ground.
- 11.2 Advice has also been provided in relation to many queries from various organisers requesting assistance on determining if their events are able to proceed or not.

## 12. LONE WORKING REVIEW

- 12.1 In order to complete the policy review a questionnaire has been developed for all users of the lone working devices to identify any failings and areas for improvement. There has also been consideration given to the introduction of body cameras for those in high risk areas such as enforcement roles.
- 12.2 Once data is returned the system can be analysed and comparative quotes obtained from other providers as part of the contract renewal process.
- 12.3 The policy can then be updated to reflect the alterations.

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**13. CASTLE HOUSE**

- 13.1 Castle House has been minimally occupied over the last six months. Until re-occupation is undertaken by NULBC staff it is difficult to identify if a trial blind fitted to the ground floor area have been successful or not. A similar delay is attached to any works to the ventilation system which are carried out.
- 13.2 A one-way system has been introduced around the buildings together with numerous other COVID-related controls to allow safe re-occupation by the staff who wish or need to use the facility. These remain under regular review in line with government advice.

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