

Newcastle-under-Lyme Borough Council

ANNUAL HEALTH AND SAFETY REPORT APRIL 2020 – MARCH 2021

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the twelve months from 1st April 2020 to 31st March 2021.
- 1.2 The year has been considerably different due to COVID and planned workloads have altered considerably to accommodate vast changes to the working environment.

2. POLICIES AND GUIDANCE

- 2.1 A review of the employee protection policy continues with a working group established to identify the most appropriate lone worker device and agree alterations to the policy which has now incorporated the separate lone working policy.
- 2.2 The employee handbook and Workplace Policy on Smoking were agreed at Corporate Health and Safety Committee and an additional COVID addendum was also introduced. The release of the approved documents was highlighted to staff via Connexus and cascaded via team meetings.

3. TARGET 100

- 3.1 The change-over to version 6.1 has been placed on hold as workloads due to COVID did not permit resources to be allocated to this project.
- 3.2 It is anticipated that once COVID restrictions are eased and workloads return to normal there will be sufficient opportunity to continue to move this project to general release.

4. HEALTH AND SAFETY TRAINING

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

First aid training – a mixture of three day and one day courses were provided to enable full coverage in normal occupancy, due to COVID it is acknowledged that first aid provision levels may be depleted and this is detailed in all COVID risk assessments, which are communicated regularly via Connexus for cascade to all staff. The course also highlighted temporary restrictions in treatments due to COVID.

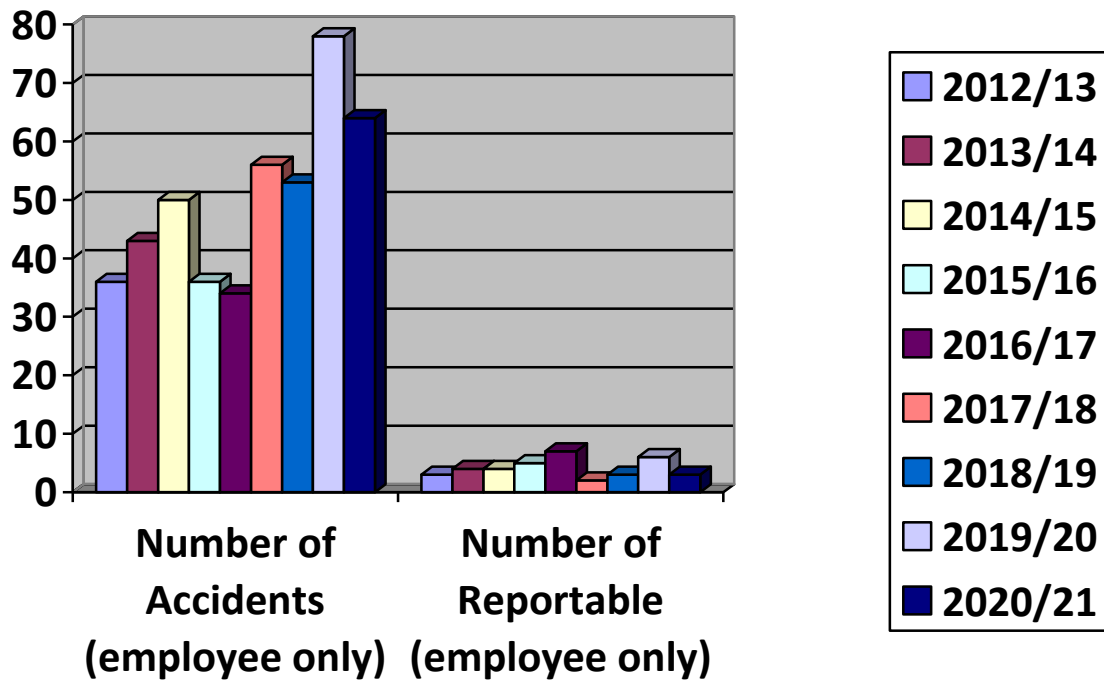
Conflict management training – The Environmental Health department have trialled this course with a view to extending it across all sectors to any staff involved in lone working over the upcoming year.

5. ACCIDENT REPORTS –

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

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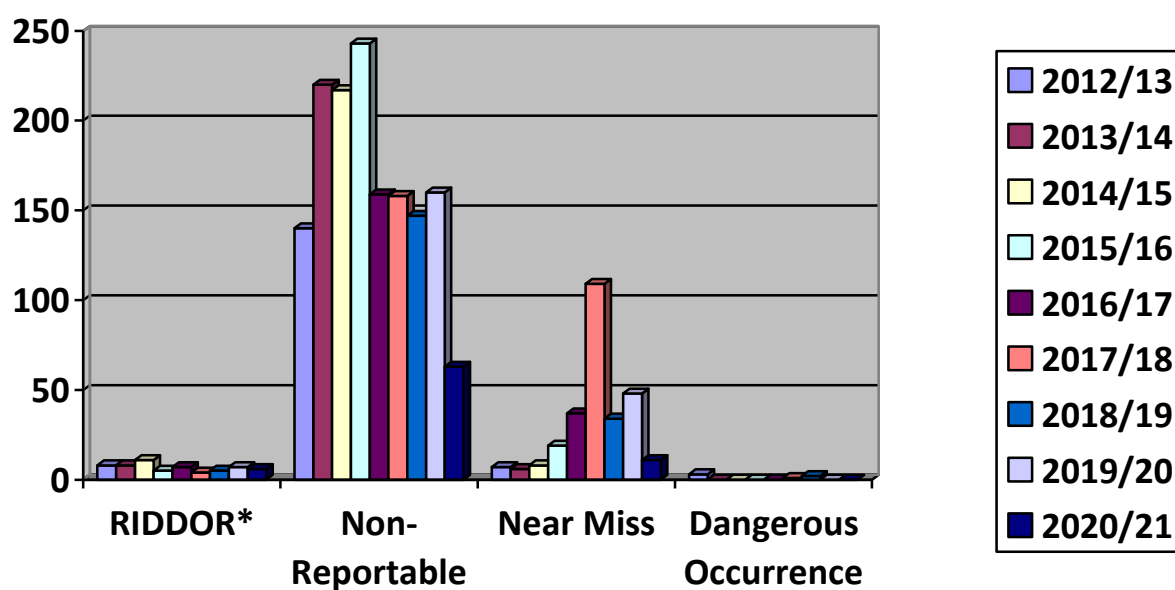
Year	Number of Accidents (employee only)	Number of Reportable (employee only)
2012/13	36	3
2013/14	43	4
2014/15	50	4
2015/16	36	5
2016/17	34	7
2017/18	56	2
2018/19	53	3
2019/20	78	6
2020/21	64	3



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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
2019/20	7	160	48	0
2020/21	6	63	11	0



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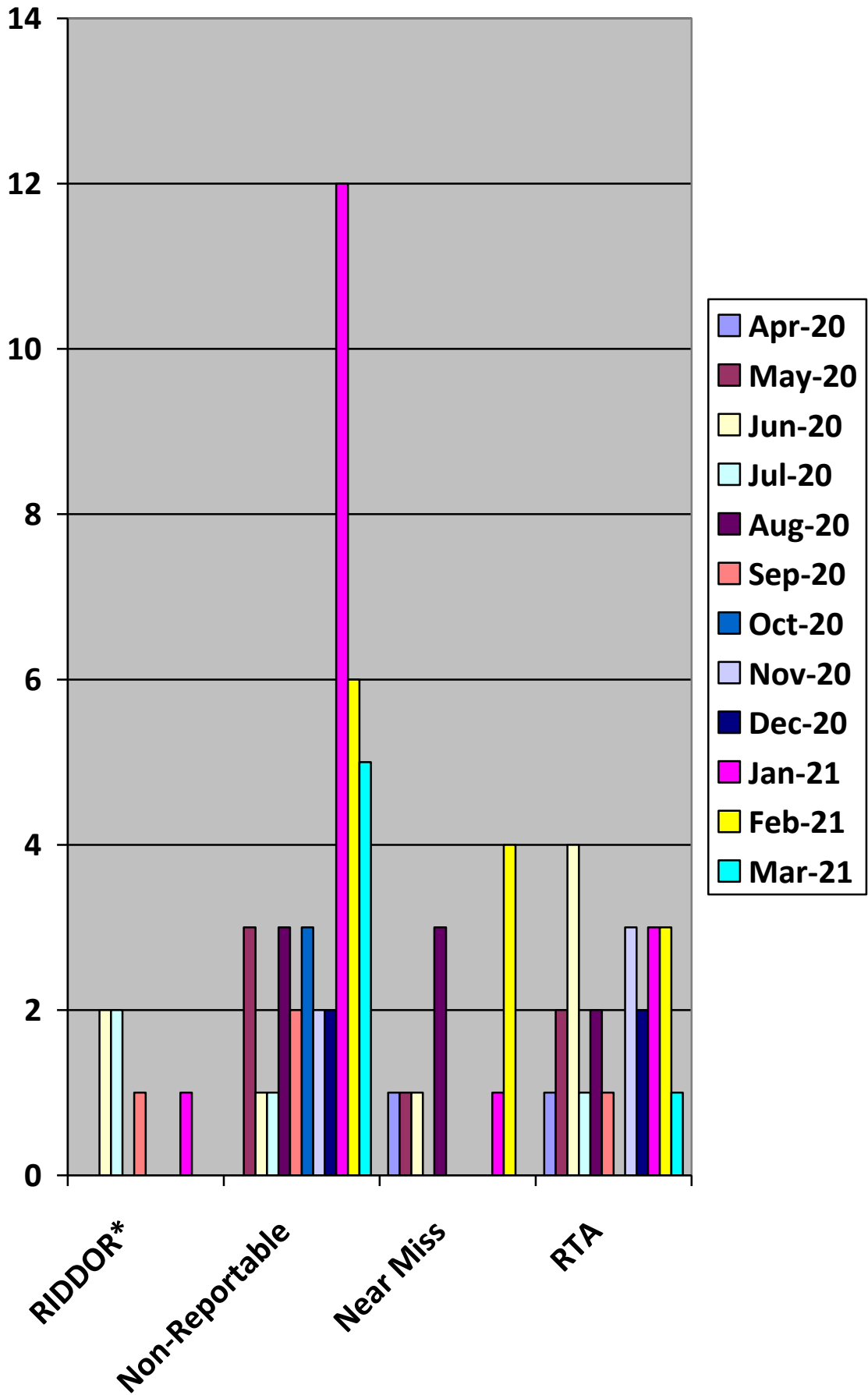
5.3 The table and graph below shows a monthly breakdown of all accidents in 2020/21.

Month	RIDDOR	Non-Reportable	Near Miss	RTA	Dangerous Occurrence	Totals
April	0	0	1	1	0	2
May	0	3	1	2	0	6
June	2	1	1	4	0	8
July	2	1	0	1	0	4
August	0	3	3	2	0	8
September	1	2	0	1	0	4
October	0	3	0	0	0	3
November	0	2	0	3	0	5
December	0	2	0	2	0	8
January	1	12	1	3	0	17
February	0	6	4	3	0	13
March	0	5	0	1	0	6
Totals	6	40	11	23	0	80

* 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.

Although the figures are significantly lower than in previous years, it should be noted that not all services were open during the period and services were running at depleted levels for many months of the year.

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5.4 RIDDOR Summary

Month	Injured Person	Location	Incident Type	Remedial Action
June 20	Member of public (MOP)	Streetscene	MOP taken directly to hospital Struck fixed object	Routine inspections in place Gate replaced No further actions required
June 20	Member of staff	Waste	Over 7 day injury Slip, trip, fall	Safety footwear in place at the time of the incident No further action required
July 20	Member of staff	Streetscene	Over 7 day injury Contact with material	Safe working procedure in place and followed No further action required
July 20	Member of public	Streetscene	MOP taken directly to hospital Slip, trip fall on same level	Footpath inspections in place Repairs as required No further action required
Sept 20	Member of public	Streetscene	MOP taken directly to hospital Struck fixed object	Ramps all removed / replaced throughout Council properties No further action required
Jan 21	Member of staff	Waste	Over 7 day injury Injured whilst handling, lifting or carrying	Safe working procedure in place and followed No further actions 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
- 6.2 All other planned inspections were postponed due to COVID-19.
- 6.3 In line with COVID-19 requirements all buildings which were open underwent a strict review to ensure procedures were in place to ensure the building was COVID secure prior to occupation by our staff. All occupied buildings were inspected as part of this process.

7. KNUTTON DEPOT

- 7.1 The Knutton Lane Health and Safety Committee held meetings on:
- 9th July 2020
 - 8th October 2020
 - 21st January 2021

- 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
- COVID Considerations

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:

- 12th May 2020
- 7th June 2020
- 17th September 2020
- 8th December 2020

- 8.2 During the Meetings the following points (regarding health and safety) are discussed
- Accident Statistics
 - Accident / Incident Investigations
 - Remedial works to roof
 - Remedial works regarding pool leak
 - Risk Assessments

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- COSHH
- Staff training
- COVID actions required, plant closing and recommissioning

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

- 23rd April 2020
- 23rd July 2020
- 22nd October 2020
- 23rd January 2021

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

- 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
- Staff training
- Policy reviews
- Lone working device review and establishing working group

10. FIRE

10.1 Fire evacuations were undertaken across all occupied Council properties, in light of alterations to fire marshals during COVID the drills were undertaken efficiently with no significant concerns.

10.2 Kidsgrove Customer Service Centre was not completed since no staff are in occupation at present. Should this centre be re-occupied one will be scheduled soon after work commences.

11. EVENT SAFETY

11.1 Events have not been occurring due to COVID-19 restrictions.

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12. CASTLE HOUSE

- 12.1 As previously reported there have been a number of ongoing concerns noted regarding Castle House. Over the past year, due to Covid-19 the occupancy of the building has been significantly reduced.

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

Blinds have been installed including one to the ground floor, but until staff re-occupy the area feedback on this product is limited.

Works being undertaken by Staffordshire County Council on the ground floor section remain ongoing after which point this should assist with customers flow through the building.

Staffordshire County Council are currently reviewing the emergency alert system to identify if it remains fit for purpose.

13. FIRST AID

- 13.1 First aid training was undertaken in November and December.

Once re-occupation of buildings is increased first aid provision will be sufficient, the only area which requires additional training will be the Crematorium where releasing staff has been difficult in terms of the pressures on the service due to COVID. One operative was trained in the Cremator but another would be required to cover absences.

14. COVID-19

- 14.1 COVID-19 risk assessments have been reviewed on numerous occasions in line with altering guidance and lockdown / tiers as they have occurred.
- 14.2 A lateral flow test centre was brought in to Castle House primarily for Members prior to a meeting in December and subsequently a lateral flow test centre is now operating from the Depot on Fridays. This is however subject to review as funding will only be available until June after which it is unknown at present what the support level will be. Staff are encouraged to attend the community test centres on a regular basis and are permitted to do so during working hours.
- 14.3 Shielding of the clinically vulnerable staff finally came to an end at the end of March 2021 with most having at least one vaccination if not two. All will partake in individual risk assessments prior to returning to their duties to ensure sufficient risk controls are in place to assist their safe return.
- 14.4 Elections are due to take place in May and preparation is well under way to ensure they are completed in a COVID secure manner from start to finish.

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