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**Newcastle-under-Lyme Borough Council**

**ANNUAL HEALTH AND SAFETY REPORT APRIL 2021 – MARCH 2022**

**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 2021 to 31<sup>st</sup> March 2022.
- 1.2 The year has been affected by the ongoing presence of COVID and the resultant effects of changing guidance and legislative requirements have had an impact on staff availability and welfare together with differing working methods and procedures.

**2. POLICIES AND GUIDANCE**

- 2.1 A review of the Employee Protection Policy was completed and finalised documents issued to Connexus for ease of staff access. The procurement of the lone working devices was also completed in conjunction with this review.
- 2.2 The Alcohol, Drugs and Substance Misuse policy was reviewed and the introduction of more stringent testing was also approved.
- 2.3 The Corporate Health and Safety Policy was also updated to reflect the alterations to the other policies.
- 2.4 The Driving for Work policy review has commenced and is ongoing.

**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 Once the finalised organisational structure and staff locations have been agreed a piece of work will be required to alter the structure on T100. This is a large piece of work which may require additional input from Business Safety Solutions due to reduced staffing within the Corporate Health and Safety function.

**4. HEALTH AND SAFETY TRAINING**

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

First aid refresher training – to ensure our first aiders maintained their knowledge a course with St John's Ambulance was identified online and feedback has been positive from the staff. It provided an easier route for staff to update knowledge at their own pace when it was convenient for them.

Lone worker training – an online lone working package was introduced and take up has been positive, with most applicable staff completing the course.

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Risk assessment training – an online risk assessment course was cascaded to those staff who have responsibility to undertake the risk assessments for their sections and many relevant staff have now completed the short course.

IOSH Leading Safely – Executive Management Team and other key members of staff completed the IOSH Leading Safely course which assisted in reminding all that health and safety responsibilities start from the top down.

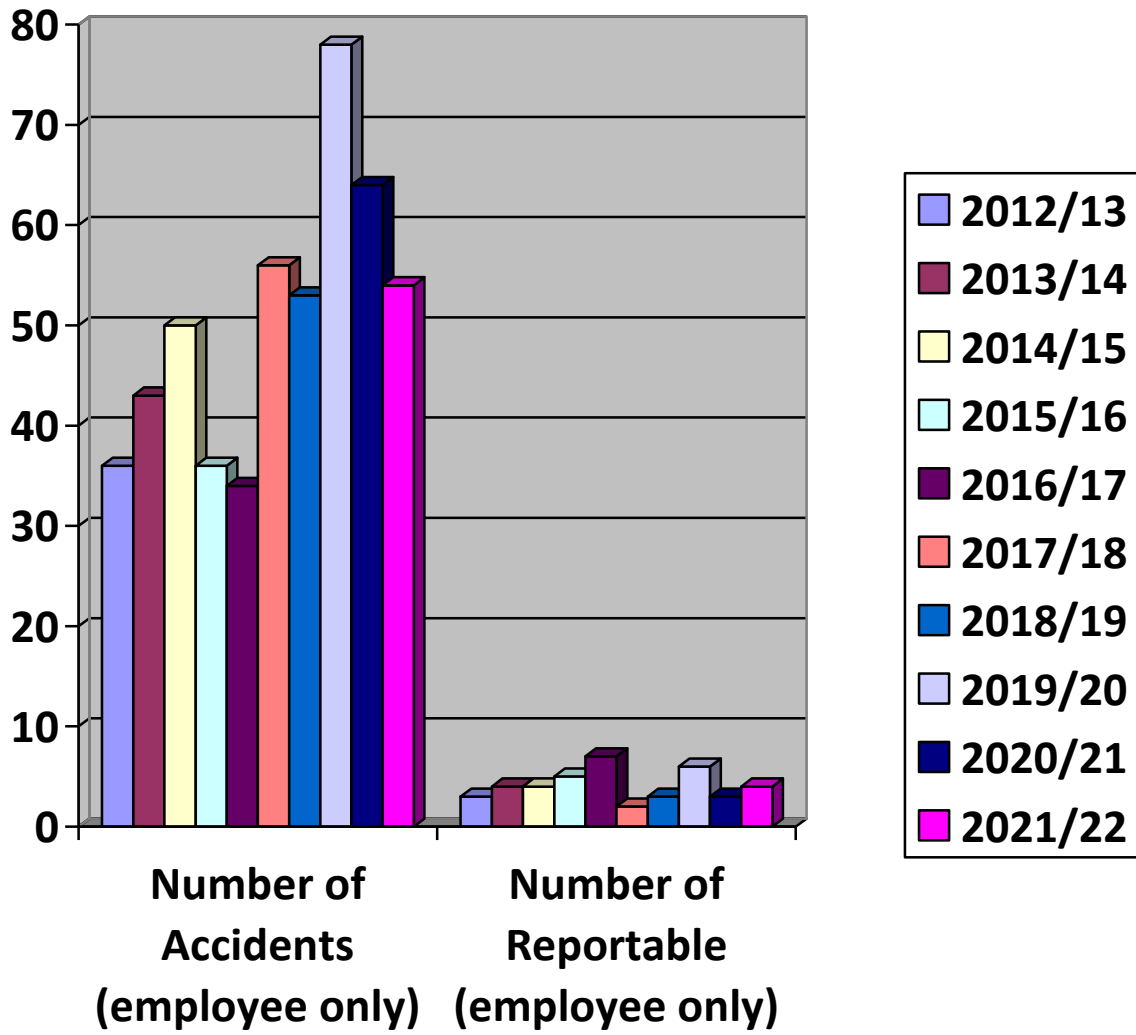
IOSH Managing Safely – two cohorts of key staff were identified as suitable for this course. The first cohort have completed the course, with results pending. A second cohort is planned for the following financial year. This provided the second tier of management with key skills and reinforced the responsibilities they have within their roles.

### 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
2020/21	64	3
2021/22	54	4

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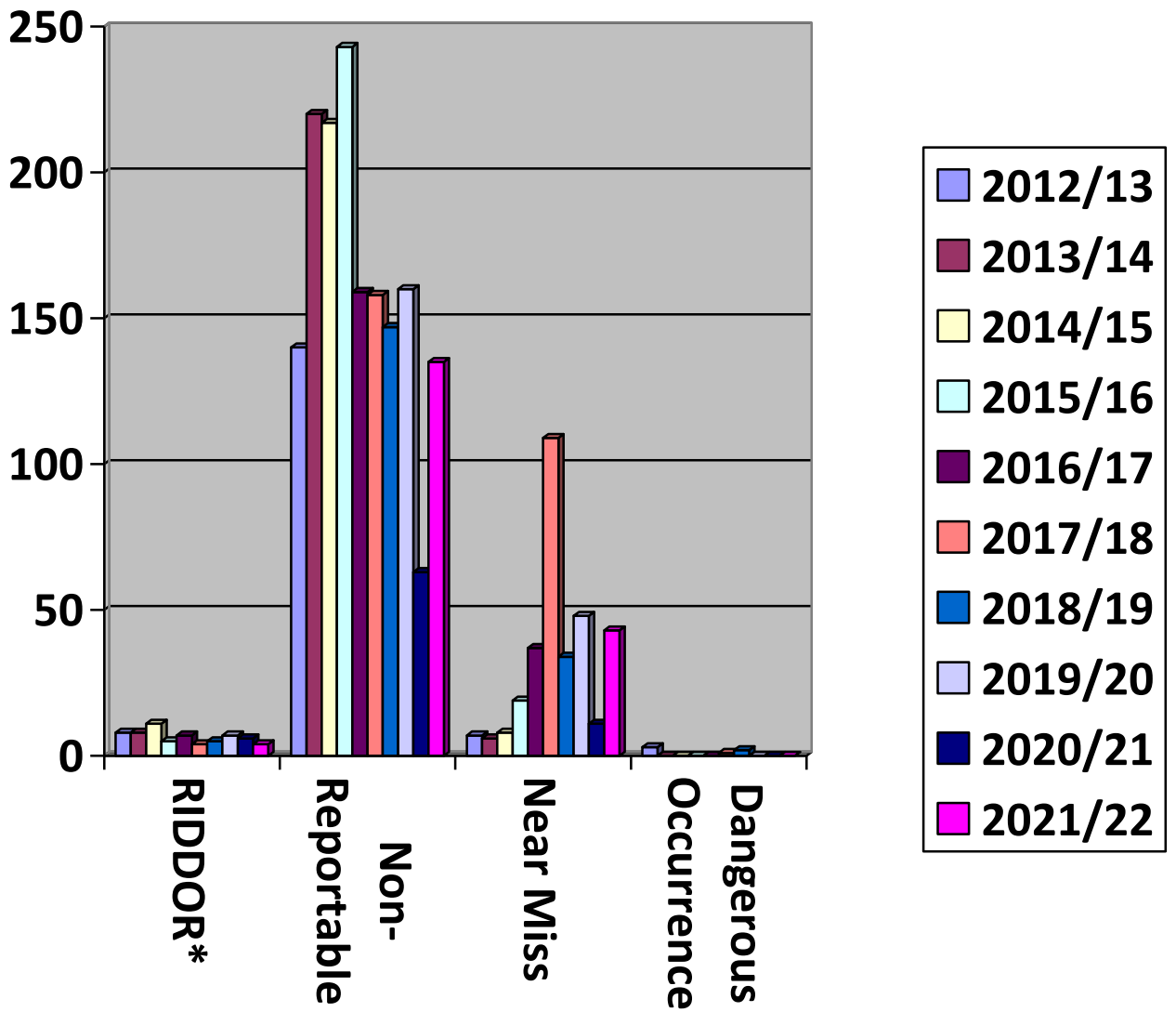
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5.2 The table and graph below shows trends in all accidents (staff & members of public)

<b>Year</b>	<b>RIDDOR*</b>	<b>Non-Reportable</b>	<b>Near Miss</b>	<b>Dangerous Occurrence</b>
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
2021/22	4	135	43	0

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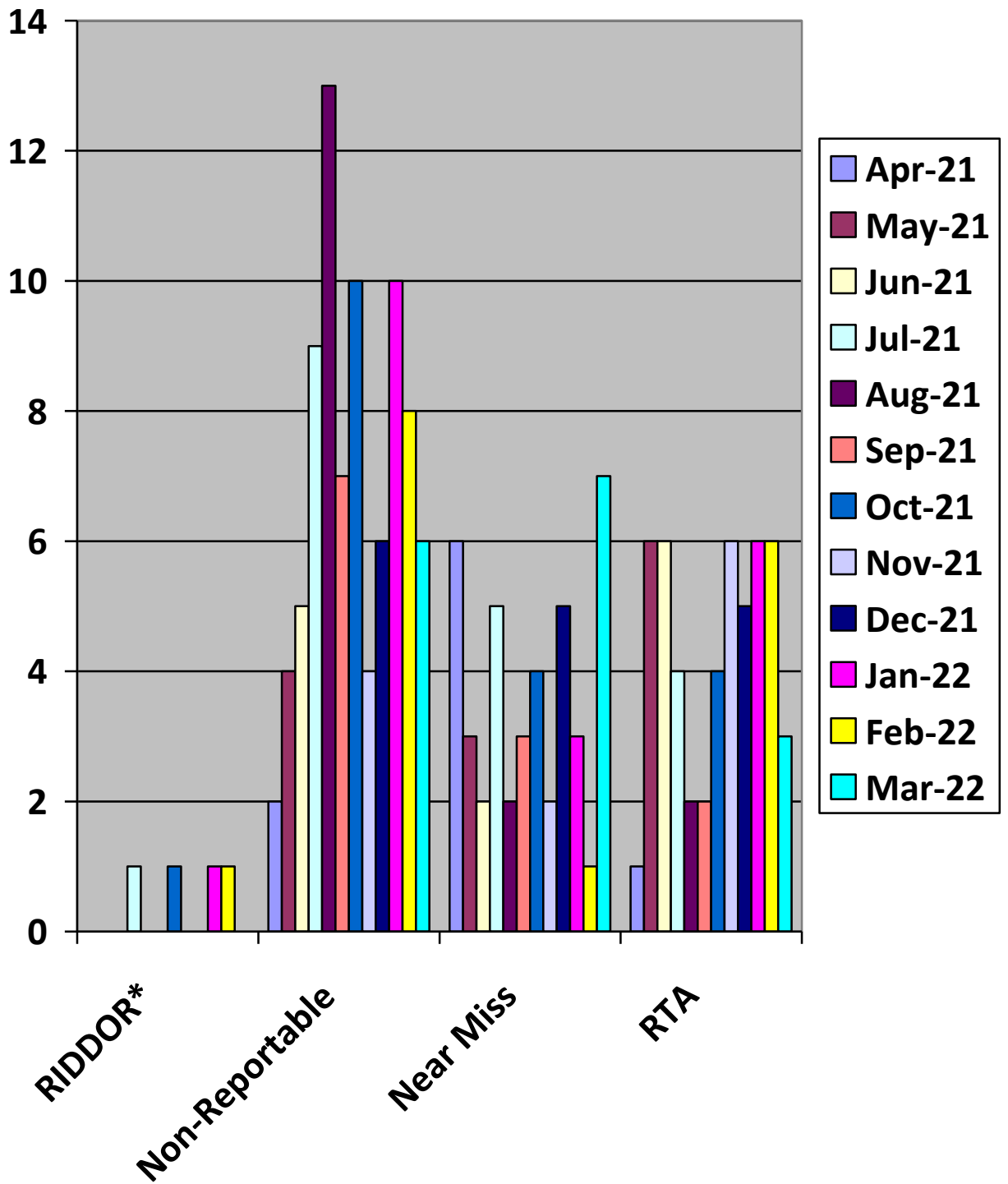
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5.3 The table and graph below shows a monthly breakdown of all accidents in 2021/22.

<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	0	2	6	1	0	<b>9</b>
May	0	4	3	6	0	<b>13</b>
June	0	5	2	6	0	<b>13</b>
July	1	9	5	4	0	<b>19</b>
August	0	13	2	2	0	<b>17</b>
September	0	7	3	2	0	<b>12</b>
October	1	10	4	4	0	<b>19</b>
November	0	4	2	6	0	<b>12</b>
December	0	6	5	5	0	<b>16</b>
January	1	10	3	6	0	<b>20</b>
February	1	8	1	6	0	<b>16</b>
March	0	6	7	3	0	<b>16</b>
<b>Totals</b>	<b>4</b>	<b>84</b>	<b>43</b>	<b>51</b>	<b>0</b>	<b>182</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.

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5.4 RIDDOR Summary

Month	Injured Person	Location	Incident Type	Remedial Action
July 21	Member of staff	Streetscene	Over 7 day absence- Road traffic accident	Correct procedure was followed by our staff, no further measures were identified as necessary
October 21	Member of staff	Streetscene	Over 7 day absence – Trip	Staff training was reviewed and visibility of the hazard improved
January 22	Member of staff (agency)	Waste and recycling	Serious injury (fracture) - Slip	Induction training and correct PPE was established, no further measures identified as required
February 22	Member of staff	Waste and recycling	Over 7 day absence – Manual handling	Reminder to member of staff to follow controls established during training

All RIDDOR Accidents have been reported to the HSE and investigations have been completed with remedial actions undertaken where necessary as detailed above.



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### 6. HEALTH AND SAFETY AUDITS & INSPECTIONS

- 6.1 The Corporate Health and Safety Officer has completed inspections of the following properties –
- Jubilee 2
  - Kidsgrove Customer Service Centre
  - Keele Cemetery
  - Bradwell Crematorium
  - Waste Transfer Sections, Knutton Depot
- 6.2 The inspection programme has re-commenced in March 2022, with COVID preventing them before this date.
- 6.3 All recommendations as a result of the inspection were directed to relevant parties for action.
- 6.4 In addition to the regular internal inspections the Environment Agency also completed a site audit on 15<sup>th</sup> July 2021 of the Knutton Lane waste transfer sections. They were pleased with the site and no remedial measures were instructed.
- 6.5 The Fire Service completed an audit of Kidsgrove Customer Service Centre on the 8<sup>th</sup> March 2022. Apart from a few minor recommendations they were content with the infrastructure and procedures in place. Remedial measures have been placed on order.
- 6.6 An external audit was commissioned by Waste and Recycling with Synergy Environmental Solutions which reviewed their health and safety. Recommendations were heavily focused around T100 and the lack of knowledge / use by managers. Training sessions were arranged with T100 to encourage improved usage by managers and supervisors which were quite well attended by the waste section. It is anticipated that further improvement will be made when version 6.1 is introduced.
- 6.7 In June 2021 the results of an external audit undertaken by Stoke on Trent City Council to assess the corporate health and safety provision were received. There were two recommendations, one of which has been completed, the other is almost complete, barring finalisation of a monitoring scheme for new starters.

### 7. KNUTTON DEPOT

- 7.1 The Knutton Lane Health and Safety Committee held meetings on:
- 8<sup>th</sup> April 2021
  - 8<sup>th</sup> July 2021
  - 7<sup>th</sup> October 2021
  - 6<sup>th</sup> January 2022

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### 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 security
- 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:

- 4<sup>th</sup> May 2021
- 5<sup>th</sup> October 2021
- 7<sup>th</sup> December 2021

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

- Legislation / guidance updates
- Hazards / incidents
- Accident Statistics
- Accident / Incident Investigations
- Remedial works to roof
- Plans for the installation of drowning detection system
- Plans for gym refurbishment
- Risk Assessments / 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.

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### 9. CORPORATE HEALTH AND SAFETY COMMITTEE

9.1 The Corporate Health and Safety Committee held the following meetings during the period

- 22<sup>nd</sup> April 2021
- 29<sup>th</sup> July 2021
- 21<sup>st</sup> October 2021
- 20<sup>th</sup> January 2022

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, Driving for Work Policy, Site Security
- HAVS working group
- Trade Unions
- Staff training
- Policy reviews
- Lone working device and policy review and establishing working group
- Legislative updates
- COVID considerations

### 10. FIRE

10.1 Fire evacuations were undertaken across all occupied Council properties over the period December 2021 to January 2022 and all were executed well by the staff and controlling officers.

10.2 Brampton Museum and Kidsgrove Customer Service Centre were brought back into the regime following their recent closures for varying reasons. Staff at the Museum were also provided with general fire training and controlling officer training and Evac chair training to include the new staff working at the site.

### 11. EVENT SAFETY

11.1 Despite COVID there were a limited number of events held as detailed below:

- Tuck In – two events held in Goose Street car park
- Homecoming - Town Centre
- Bangkok Lady Boys - Ryecroft
- Astley Fest - Town Centre
- Funtopia - two events held in Brampton Park
- Kidsgrove Rotary Fireworks – Clough Hall Park
- Fresh & Tasty Event - Brampton Park
- Mayor's Charity Fireworks - Lyme Valley Park
- Christmas Lights switch on - Town Centre
- Gandy's Circus - Ryecroft

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### 12. CASTLE HOUSE

- 12.1 COVID has resulted in lower levels of occupation for the majority of the time however re-occupation has now started to increase again. Measures remained in place until 1<sup>st</sup> April at which point most were scaled back considerably.
- 12.2 The invacuation project had stalled due to COVID but works have now been undertaken on the sounder / beacon alerting system with final audibility adjustments yet to be completed. Thumb-turns have been identified for certain key access doors and mock-ups demonstrated to all tenants. Once the infrastructure is in place the procedure will be finalised followed by staff training and drills. Any identified improvements can then be implemented to ensure the system is fully functioning.
- 12.3 The rear barrier and intercom have been identified as latent defects and work is ongoing to remedy the issues.
- 12.4 Ground floor fan coil valves have been identified as requiring remedial work, this will be scheduled to fit around the needs of the tenants.

### 13. FIRST AID

- 13.1 First aid refresher training was completed between November and March to ensure continued knowledge for our first aid team.

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 has had a varying impact on the services of the Council during the last twelve months. Lockdowns and staff illness have resulted in numerous services running under-staffed and with agency workers commonplace. Risk assessments have been consistently reviewed in line with the guidance and legislative changes.
- 14.2 As the key legislation is now easing the requirements around COVID controls in the workplace are also relaxing however the necessity to continue to treat it as any other biological workplace hazard will remain under standard health and safety legislation.
- 14.3 Under RIDDOR we have had to report three incidents of work-related ill health where transmission at work was the most likely cause. These have not been included within the standard RIDDOR data above as this is likely to be a temporary reporting requirement.

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