

Newcastle-under-Lyme Borough Council

ANNUAL HEALTH AND SAFETY REPORT APRIL 2022 – MARCH 2023

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the twelve months from 1st April 2022 to 31st March 2023.

2. POLICIES AND GUIDANCE

- 2.1 The Corporate Health and Safety Policy, Corporate Health and Safety Committee Terms of Reference and Employee Handbook were all reviewed and updated in light of the key alterations to the organisational structure.
- 2.2 Knutton Lane Traffic Management Plan was devised and implemented in conjunction with the updated Visitor and Contractor Safety Guide. With the removal of a Reception function from the site, new procedures for site induction and associated records were also introduced.
- 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 remains ongoing.

3. TARGET 100

- 3.1 Work remains ongoing to refresh assessments in anticipation of the update to the new version in due course. Difficulties have been identified with imported the new staffing lists which require further assistance from Business Safety Systems.

4. HEALTH AND SAFETY TRAINING

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

First aid refresher training – this has once again been refreshed utilising the free, on-line resource courtesy of St John's Ambulance. It has been identified that additional first aiders will be required at two sites due to a change of use and services delivered. This will be accommodated in the new financial year. Some first aiders fed back that the lack of practical face to face training during COVID and since has affected their confidence in their ability to deliver first aid, the decision has therefore been made to provide annual refreshers sessions to those who express a preference.

IOSH Managing Safely – the second cohort of staff have now completed their training with results pending. There does remain a few further staff who will require training, due to organisational re-structures, promotions and general unavailability for the previous courses. Prices will be obtained for a further session in the new financial year.

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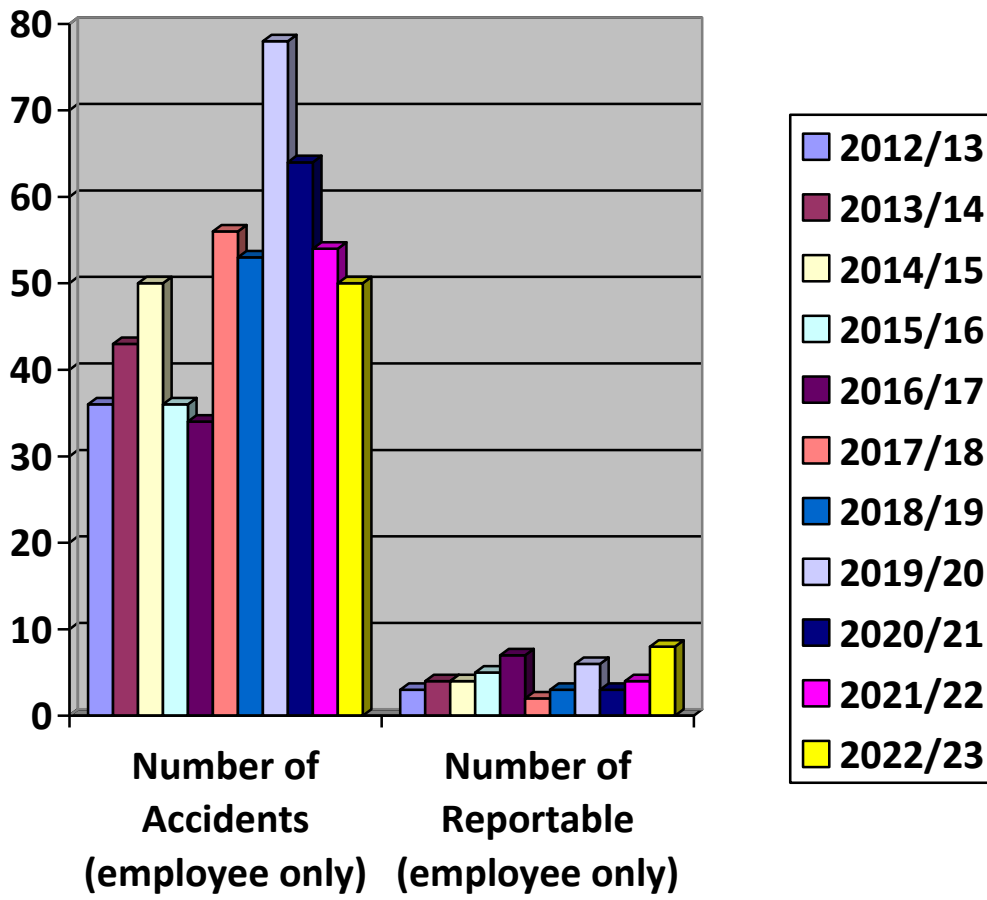
Jubilee 2 staff have extended their Evac chair training to incorporate our Customer Hub staff, Museum staff and additional staff within Castle House to cover the return to the office post-COVID.

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
2022/23	50	8

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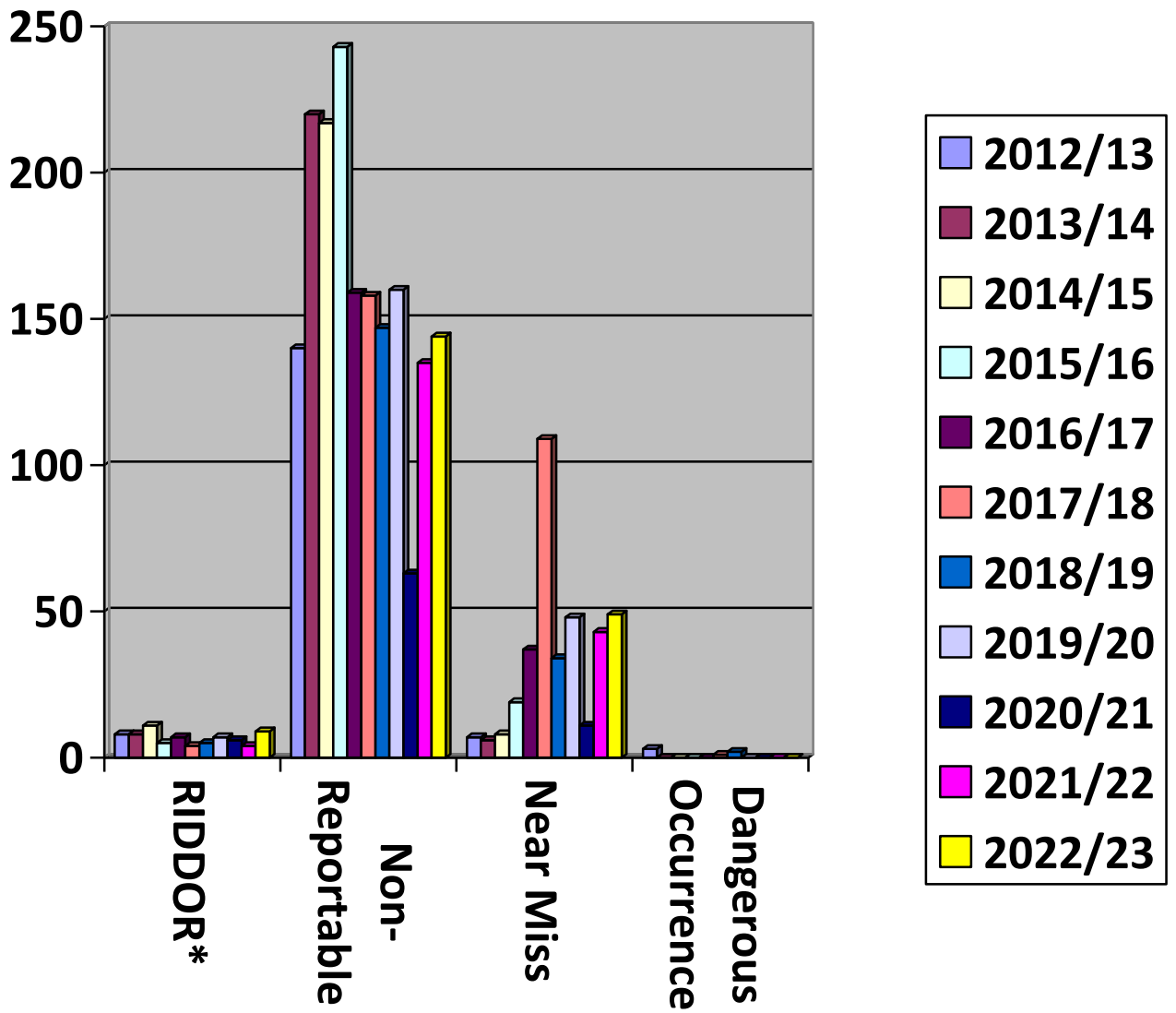
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5.2 The table and graph below shows trends in all accidents (staff & members of public)

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
2021/22	4	135	43	0
2022/23	9	144	49	0

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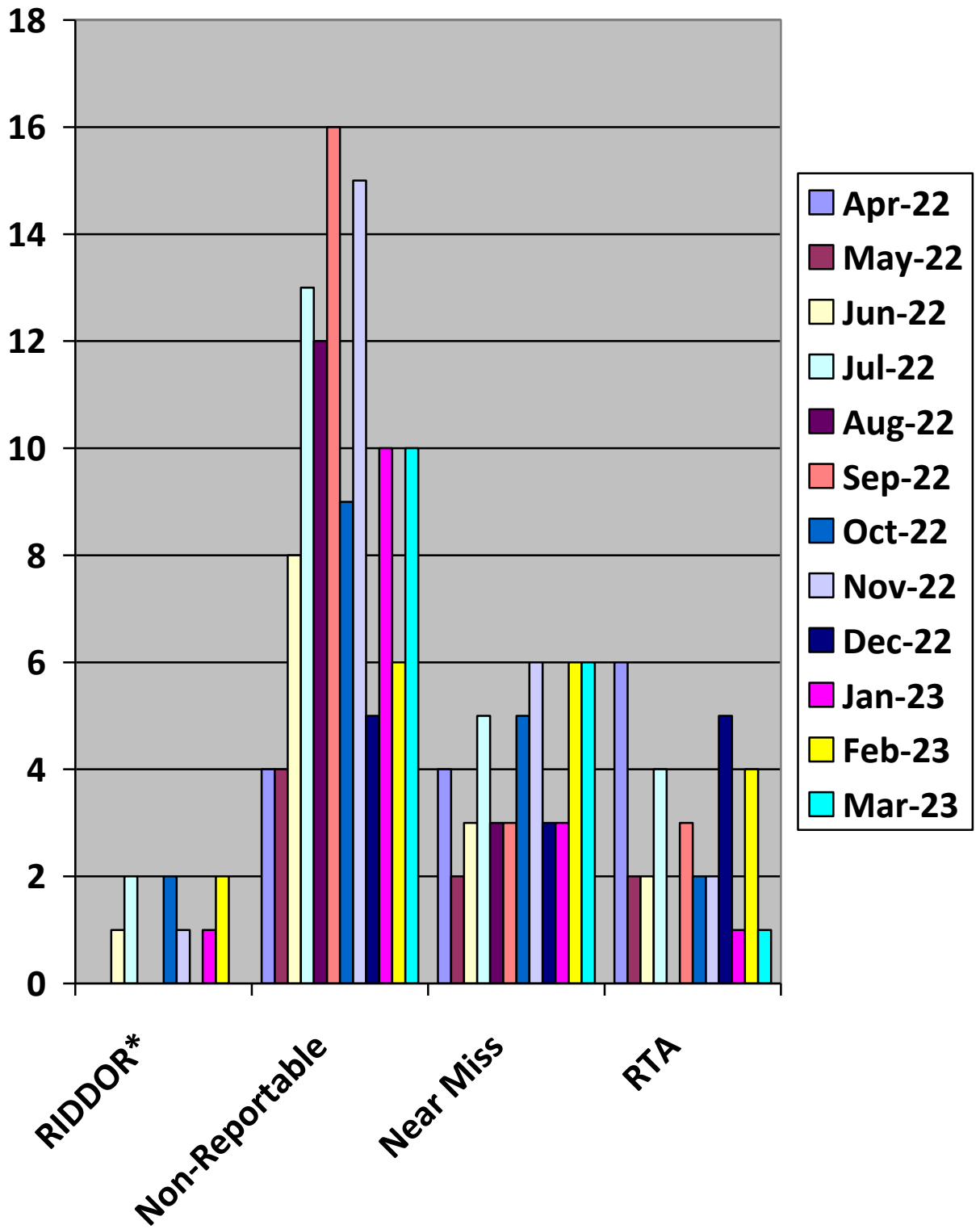
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5.3 The table and graph below shows a monthly breakdown of all accidents in 2022/23.

Month	RIDDOR	Non-Reportable	Near Miss	RTA	Dangerous Occurrence	Totals
April	0	4	4	6	0	14
May	0	4	2	2	0	8
June	1	8	3	2	0	14
July	2	13	5	4	0	24
August	0	12	3	0	0	15
September	0	16	3	3	0	22
October	2	9	5	2	0	18
November	1	15	6	2	0	24
December	0	5	3	5	0	13
January	1	10	3	1	0	15
February	2	6	6	4	0	18
March	0	10	6	1	0	17
Totals	9	112	49	32	0	202

* 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
June 22	Member of staff	Streetscene	Contact with equipment Over 7 day absence	Staff training and review of applicable risk assessment and safe working procedures
July 22	Member of staff	Waste and Recycling	Manual handling Over 7 day absence	None required – training and procedures were all correct
July 22	Member of staff	Arboriculture	Hit by flying object Fracture	This incident was reported to err on the side of caution. Late reporting of incident by employee. Lack of witnesses and no observed damage to personal protective equipment. All training, risk assessments and safe working procedures were in place and appropriate. Reminder that all staff must report accidents in a timely manner.
October 22	Member of staff	Waste and Recycling	Manual handling Over 7 day absence	Training refresher scheduled Risk assessments and safe working procedures were under review at the time of the accident and have since been completed and staff trained in their content
October 22	Member of the public	Facilities	Falling object Member of public treated in hospital	Repairs undertaken to the equipment All inspections were in place and showed no faults or concerns Advised to issue reminder to hirers that any accidents or damage to equipment must be reported, with guidance on how to report
November 22	Member of staff	Waste and Recycling	Trip Over 7 day absence	Defect reported to landowner – placed on the non-urgent repair list All training and risk assessments in place and suitable Protective footwear in use

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Month	Injured Person	Location	Incident Type	Remedial Action
January 23	Member of staff	Streetscene	Failure of safety equipment Over 7 day absence	All other identical fleet removed from service immediately Workshop reviewed safety mechanism on all other vehicles Reported to manufacturer who have since inspected and undertaken remedial repairs on a number of units Staff training and increased inspection regime by both users and workshop
February 23	Member of staff	Streetscene	Other cause – sweeper related Over 7 day absence	All vehicles in the fleet are under regular inspection regimes and are due to be replaced with another manufacturer in the near future.
February 23	Member of staff	Waste and Recycling	Trip Over 7 day absence	Protective footwear was in use and three points of contact were used to exit the vehicle Road is currently still under construction, raised ironworks are present, this will resolve as the road is completed No further remedial actions required

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
 - Streetscene Areas of the Knutton Depot
 - Brampton Museum
 - Knutton Lane Garage Workshop
- 6.2 Knutton Lane Depot was also inspected as part of the quarterly Knutton Depot Committee walk-round regime
- 6.3 The inspection schedule has been reviewed and updated to reflect report findings, accident levels and risk levels.
- 6.4 All recommendations as a result of the inspection were directed to relevant parties for action.
- 6.5 The Waste and Recycling department, have contracted a third party to undertake regular audits via their vehicle CCTV systems to identify areas of concern with regards to health and safety concerns. This has been an impressive tool and it is hoped to expand this system across the other Operational sections in due course.

7. KNUTTON DEPOT

- 7.1 The Knutton Lane Health and Safety Committee held meetings on:
- 14th May 2022
 - 7th July 2022
 - 13th October 2022
 - 19th January 2023
- 7.2 Matters arising from the meetings included:-
- Depot walk around findings
 - Depot accommodation review – this may result in major alterations to the site and functionality depending on the options chosen
 - Site security and the removal of the site reception
 - Site lighting and signage review
 - Accidents, incidents and near misses
 - Target 100
 - Training
 - Site rules
 - Buildings, utilities and infrastructure
 - External yard, waste transfer station, salt yard

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8 Leisure, Culture and Bereavement Services (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 45001 (Health & Safety).

Meetings held on:

- 7th July 2022
- 13th September 2022
- 5th January 2023
- 9th March 2023

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
- Feasibility study on pool blanket
- Inspections and servicing including: pool drowning detection service, climbing wall, environmental pool tests, memorial and headstone inspections, cremator emissions testing and general health and safety inspections
- Plans for extensions to the petal works
- Risk assessments / COSHH, safe systems of work
- Staff training for lifeguards, first aid and corporate Evac chair training
- Community centres – work on going with management packs, handbook and procedures

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

- 4th May 2022
- 21st July 2022
- 20th October 2022
- 26th January 2023

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

- Insurance reports
- Accidents, incidents and near misses
- Accident & insurance claims
- Target 100
- Castle House Tenants Liaison Meetings – invacuation, security
- Facilities Management updates
- Leisure and Cultural SHE / Leisure and Bereavement SHE

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- Knutton Lane Depot Committee - Drug and alcohol policy: Managers' guidance, Driving for work policy, Traffic management plan and site inductions, accommodation review
- Trade Unions
- Staff training – IOSH, Evac chair, controlling officer, manual handling
- Policy reviews – CHSC Terms of Reference, Employee Handbook, Corporate Health and Safety Policy
- Personal protective equipment review
- Legislative updates
- Events management
- Annual health and safety report
- Staff wellbeing survey
- Fire drill summaries
- COVID considerations

10. FIRE

- 10.1 Fire evacuations were last undertaken across corporate sites in August 2022. Overall compliance was obtained but some areas for development included:
- Training / refreshing additional controlling officers for Castle House
 - Reminding marshals to sweep areas and report to controlling officers
- 10.2 Additional training was completed with EMT and Heads of Service for Castle House and a repeat drill in December showed improvements had been achieved.
- 10.3 Email reminders were issued out via Connexus and relevant Heads of Service / Business Managers to cascade information to all staff involved in sweeping buildings that there was a requirement to report actions undertaken. This will be assessed for effectiveness in the next planned drills.
- 10.4 With changes to the provision of front faced customer service roles, the decision was made to train all Customer Service Hub staff who undertake reception duties and were physically able to do so in Evac chair evacuation techniques. This ensures that where we have members of public in our buildings and manned receptions, there should be coverage available. Any staff attending outside of the core business hours who would require the use of an Evac chair should partake in a personal emergency evacuation plan with their line manager and areas of access will most likely be restricted to ground level for such period.

11. EVENT SAFETY

- 11.1 Events that have been held on Borough land by external organisations and therefore subject to review by health and safety include:
- Funtopia X 3 events
 - Dougie Mac Duck Race
 - Keele Run
 - Clayton 10k
 - Christmas light switch on
 - Kidsgrove Charity Bonfire
 - Mayors Charity Bonfire
 - Space 2022
 - Bradwell Lodge Funday
 - Queens Baton Relay

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- Platinum Jubilee Beacon Lighting
- Jubilee in the Park
- Crackley Fun Event
- Britain in Bloom Event
- Celebrate Castle
- Borderlines Parade
- Remembrance Parade
- Medieval re-enactment
- Kidsgrove 10k
- It's a Knockout
- Boot Camp at the Marsh

12. CASTLE HOUSE

- 12.1 During the course of the year there have been a number of incidents involving aggressive behaviour. Measures have been implemented such as the screen to reception and the panic alarms are also planned to be checked. A review of how the tenants are now utilising their areas is due to be completed which may result in alterations to the building structure to improve safety for all.
- 12.2 Work continues on invacuation. The sounders have been deemed unsuitable at their current level and there have been significant delays waiting for the installers to agree if amendments to them would indemnify the warrant, which it has been agreed it would. Another company has now agreed to take on the work to lower the sound levels but a date for these works is still outstanding. A procedure has been developed in the meantime in conjunction with the counter-terrorism officer from Staffordshire Police. Once the alarm work is finalised the procedure can be implemented and staff training completed.
- 12.3 Lighting has been raised by some individuals but lighting is to the general office standards and staff have been instructed to make use of the local switches, request dark desk mats to reduce glare and failing those measures move to more suitable desk for their personal preference as all sections are hot desks. A reminder to undertake DSE assessments to gain a full picture of the issues encountered and to ensure eye tests are up to date were also issued via the tenants' liaison committee.
- 12.4 Ground floor fan coil valves works were delayed but are hoped to commence as soon as a suitable date can be identified with all parties.
- 12.5 Some intumescent strips to fire doors have been noted as damaged and require replacement, Facilities Management are aware and arranging for this to be resolved.

13. FIRST AID

- 13.1 The online St John's Ambulance first aid refresher course was completed by our current first aiders to ensure they retain up-to-date knowledge and continue to provide techniques safely.
- 13.2 Our first aiders are due to requalify in November / December 2023 and quotes will be obtained and courses scheduled in due course to accommodate the continued assistance from our volunteers.

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13.3 Due to alterations in the provision of some services there will be a requirement to extend first aid cover in some areas at renewal, notably the Museum where exercise based classes are now planned and to extend coverage at the Crematorium to cover upcoming staff changes.

14. COVID-19

14.1 COVID affected services to a much lesser extent this year. Following the removal of restrictions by Government, the Corporate approach towards any COVID related absences ceased as did the requirement to be absent from work if symptomatic or testing positive.

14.2 Any member of staff suffering from a respiratory disease was requested to consider working from home if possible, maintaining a distance from others by working in a more isolated location, wearing a face mask if possible and following the guidance on good hand hygiene techniques. Consideration was also made towards any COVID-vulnerable employee where colleagues were attending the workplace with possible COVID symptoms.