

Newcastle-under-Lyme Borough Council

ANNUAL HEALTH AND SAFETY REPORT APRIL 2023 – MARCH 2024

1. INTRODUCTION

- 1.1 This report outlines the health and safety activity, progress and incidents during the twelve months from 1st April 2023 to 31st March 2024.

2. POLICIES AND GUIDANCE

- 2.1 The Corporate Health and Safety Policy was reviewed and updated in light of further alterations to the organisational structure and to reflect changes to other documents.
- 2.2 The Driving for Work Policy has also been reviewed and re-issued with corresponding significant alterations to driver documentation checks.

3. TARGET 100

- 3.1 T100 was updated to the latest version in January 24, training was subsequently provided to key employees who utilise the system regularly. Further cascade training for those who utilise on a lower frequency remains ongoing as required, delivered by the Corporate Health and Safety Officer or Technical Assistant.
- 3.2 Some problems were encountered after the initial transfer but additional actions appear to have remedied these.

4. HEALTH AND SAFETY TRAINING

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

First aid – the three yearly re-qualifications were completed in December 23 by those staff who wished to continue. Due to alterations in staffing levels some alterations in provision were identified and addressed. Four new staff were trained in first aid to counteract these moves and loss of existing trained staff. Staff were also offered training in the use of a defibrillator to cover sites where we have appointed persons rather than full first aid trained staff.

Evac chair – Jubilee 2 kindly assisted with training staff in the use of evac chairs across the council with a heavy focus on the Customer Hub team who work across a variety of sites

Manual handling – a corporate wide approach to manual handling was developed and a number of sessions held to cover all those staff who undertake regular manual handling as part of their role beyond a general office type level.

Controlling officer training – further to staff movements training in controlling officer role in case of fire / emergency was refreshed where necessary and new staff trained in locations as applicable.

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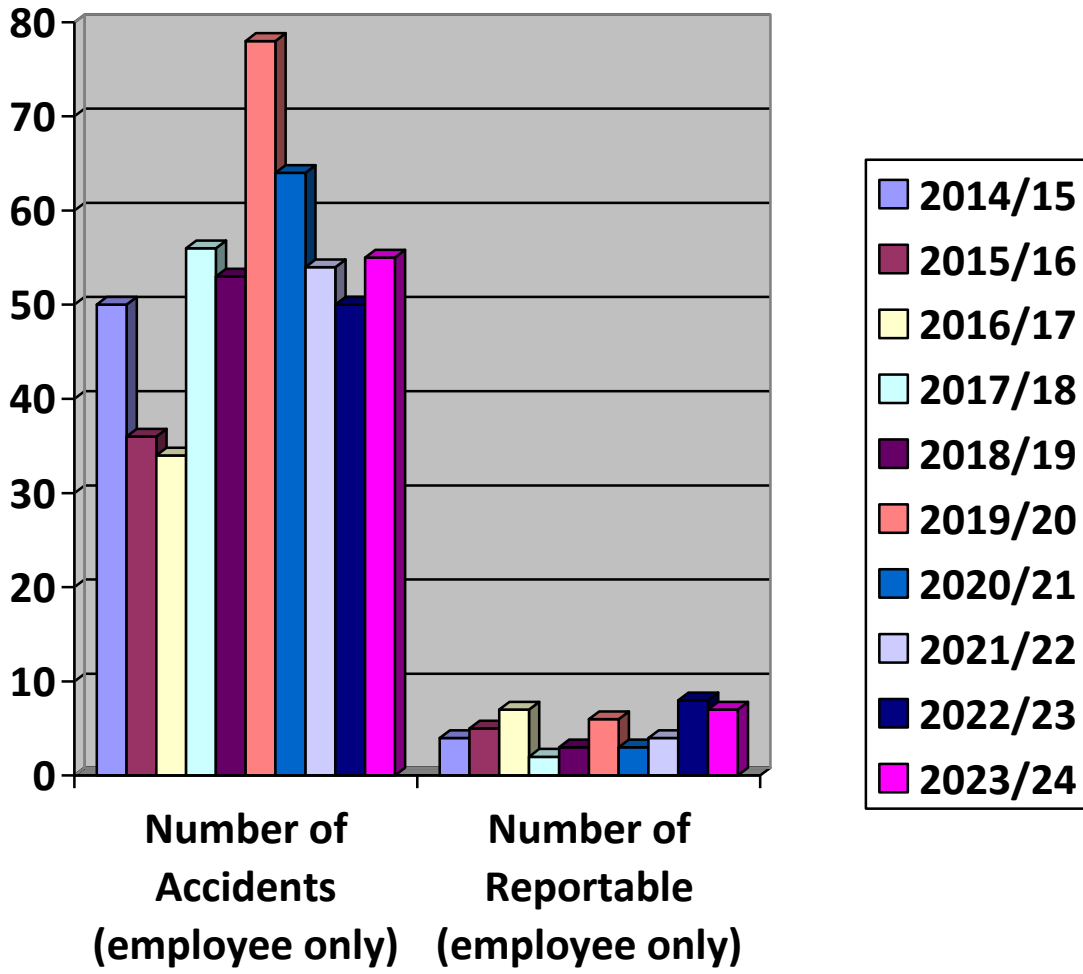
Online risk assessment and lone worker training – this remains available for new starters and for any staff member changing role

5. ACCIDENT REPORTS –

5.1 Please see table and graph below for a summary of employee accidents. The number of accidents excludes road traffic accidents, near misses, ill health incidents and accidents involving contractors including agency staff.

Year	Number of Accidents (employee only)	Number of Reportable (employee only)
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
2023/24	55	7

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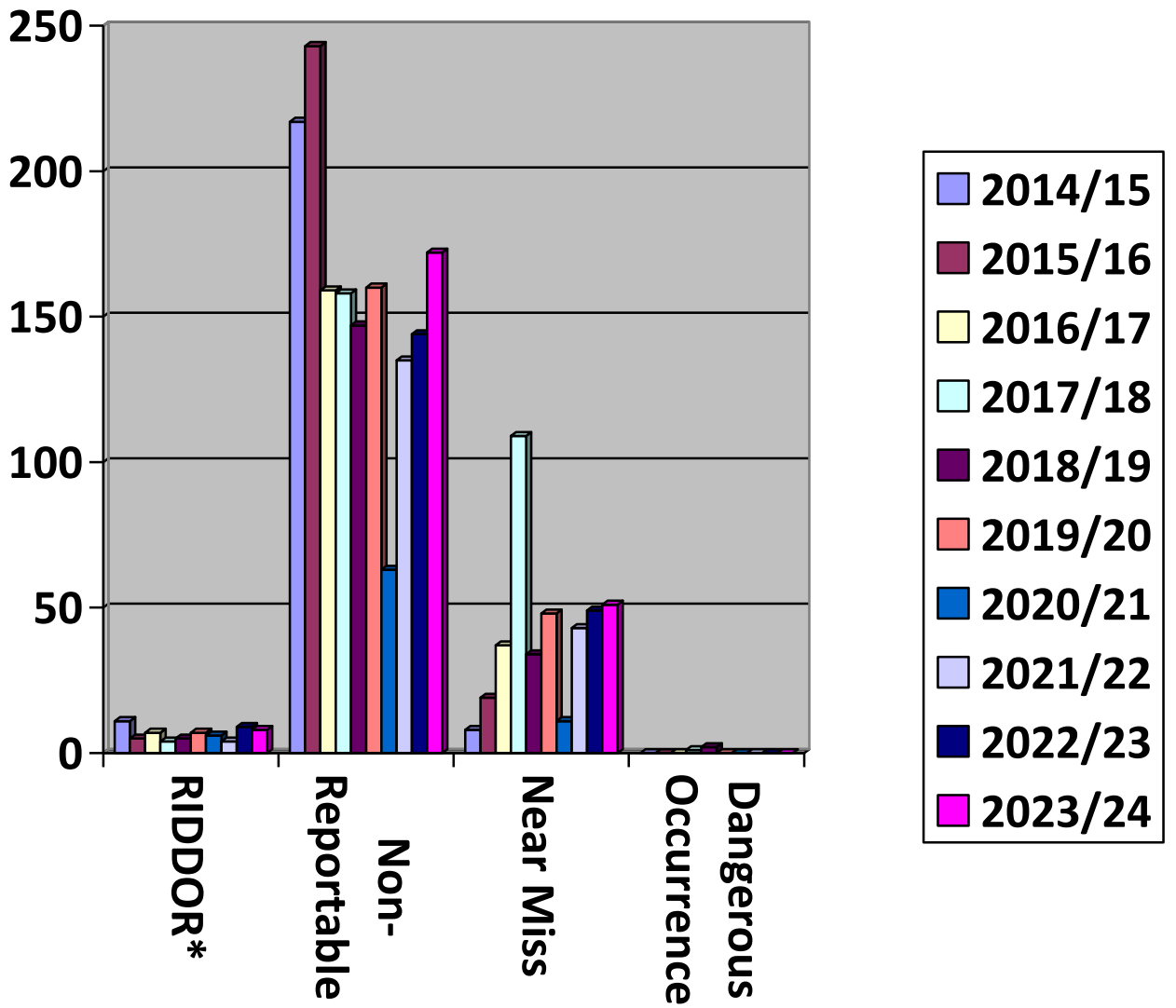
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5.2 The table and graph below shows trends in all accidents (staff & members of public)

Year	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
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
2023/24	8	172	51	0

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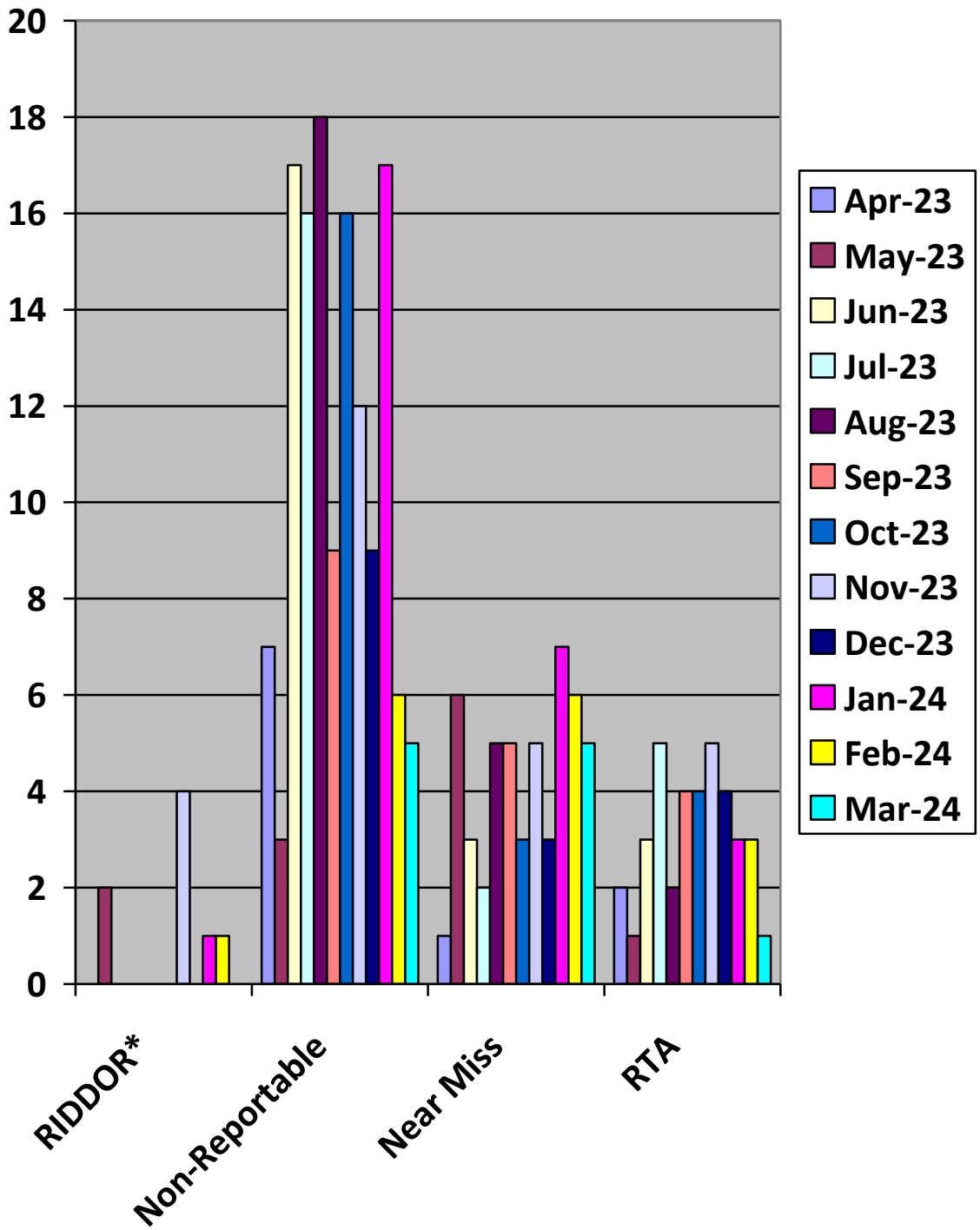
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5.3 The table and graph below shows a monthly breakdown of all accidents in 2023/24.

Month	RIDDOR	Non-Reportable	Near Miss	RTA	Dangerous Occurrence	Totals
April	0	7	1	2	0	10
May	2	3	6	1	0	12
June	0	17	3	3	0	23
July	0	16	2	5	0	23
August	0	18	5	2	0	25
September	0	9	5	4	0	18
October	0	16	3	4	0	23
November	4	12	5	5	0	26
December	0	9	3	4	0	16
January	1	17	7	3	0	28
February	1	6	6	3	0	16
March	0	5	5	1	0	11
Totals	8	135	51	37	0	231

* 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
May 23	Member of staff	Streetscene	Hit fixed object Over seven day absence	Replacement equipment purchased
May 23	Member of public	Bathpool Park	Trip Fracture	Line marking fluid no longer to include additional weed-killer
Nov 23	Member of staff	Streetscene	Manual handling Over seven day absence	All training and assessments were in place. No further actions required
Nov 23	Member of staff	Streetscene	Manual handling Over seven day absence	Training in place and correct PPE in use Specific risk assessment required Lifting equipment to be considered for any similar activities.
Nov 23	Member of staff / apprentice	Waste	Hit by moving vehicle Specified injury	All induction / training in place Correct PPE in use All warning beacons / lights an signage in place on vehicles Incident reported to Police
Nov 23	Member of staff	Waste	Trip Over seven day absence	Training in place Safety footwear in use Pre-existing medical condition identified as one casual factor
Jan 24	Member of staff	Waste	Slip Over seven day absence	Safety footwear was in use Training in place Reminder not to run during collections issued to staff
Feb 24	Member of staff	Streetscene	Hit by moving object Over seven day absence	Training in place Improvements to safe working procedure and toolbox talk completed, this will also extend to a review of all departmental documents

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 / Technical Assistant 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. This programme was altered with effect from the 1st January 2024 to include a full six-monthly site inspection with the quarterly walk-round altered to a simple hazard spotting exercise.
- 6.3 The inspection report format was updated to include relevant pictorial evidence of the hazards observed and aid the process of remediation by managers.
- 6.4 All recommendations as a result of the inspection were directed to relevant parties for action.

7. KNUTTON DEPOT

- 7.1 The Knutton Lane Health and Safety Committee held meetings on:
- 20th April 2023
 - 13th July 2023
 - 12th October 2023
 - 11th January 2024
- 7.2 Matters arising from the meetings included:-
- Depot walk around findings
 - Depot alterations – including department movements and proposed alterations to site infrastructure
 - 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:

- 6th June 2023
- 1st August 2023
- 3rd October 2023
- 7th November 2023
- 12th December 2023
- 6th February 2024

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

- Hazards or incidents that have occurred in the organisation
- Inspections – internal and external e.g. climbing wall and memorials
- New/revised legislation and guidelines.
- Risk Assessments/COSHH/Method Statements/Safe systems of work
- Financial provision for health and safety and staff welfare (including PPE)
- Fire evacuations
- Instructions and training for staff
- Corporate Health and Safety Committee
- Any other business

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

- 27th April 2023
- 27th July 2023
- 26th October 2023
- 25th January 2024

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, water provision, first aid provision, signage
- Facilities Management updates
- Leisure and Cultural SHE / Leisure and Bereavement SHE
- Knutton Lane Depot Committee – College traffic concerns, site management and contractor works, driving for work policy, alcohol, drugs and substance misuse policy and establishing a flood management working group

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- Trade Unions
- Staff wellbeing survey
- Insurance renewal commencement

10. FIRE

- 10.1 Fire evacuations were last undertaken across corporate sites in March / April 24. Overall compliance was obtained but some areas for development included:
- Include café staff as marshals at the museum and cascade training to detail the expectations of this role
 - Consideration to re-instate fire marshals with designated zones at the Depot to be raised at Knutton lane Health and Safety Committee for further discussion following staff location alterations
- 10.2 Kidsgrove Customer Service Centre has been re-developed to include additional tenants (Aspire). The fire procedures have been reviewed and controlling officer training delivered across the tenants with a drill scheduled for May, shortly after occupation, to assess the procedure. Should any shortfalls be identified the procedure will be amended and further training communicated to relevant parties. Details on Evac chair training provision have also been offered to the tenants should they not have competent trainers in-house.

11. EVENT SAFETY

- 11.1 Events that have been held on Council owned land by external organisations and therefore subject to review by health and safety include:
- Hatha Bliss Yoga (Brampton)
 - Picnic in Paradise (Clough Hall)
 - Bath Pool Pop Up
 - Keele Eliminator Running Event
 - Castle Artisan Events
 - Goose Street Easter Fun Fair
 - Brampton Forest School
 - It's a Knock Out (Lyme valley)
 - Bradwell lodge Fun Day
 - Space 2023
 - Lantern Parade (town Centre)
 - Christmas Lights switch on
 - Mayors Charity Fireworks (Lyme valley)
 - Kidsgrove Charity Bonfire
 - Clayton 10k
 - Whammy Park Run
 - Keele Run
 - Dougie Mac Duck Race

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12. CASTLE HOUSE

- 12.1 There have been persistent issues in obtaining some form of shrouds for the invacuation alarms. Attempts have been made with numerous providers to investigate the possibility of custom made units to reduce the sound levels but so far solutions have proven elusive. Facilities management continue to attempt to locate suitable providers and in the interim the “run, hide tell” approach remains in place.
- 12.2 The provision of a constant water supply became an issue on a few occasions in 2024. The issue was raised with the landlord for rectification, bottled water was provided to our staff but there was also the proviso that staff should work from home or alternative locations should the problem persist to prevent health and safety complications in the provision of hygienic facilities.
- 12.3 Further to an incident with one of the main lifts it became apparent that the lifts had missed a statutory inspection. The landlord was asked to ensure this was rectified and both lifts were taken out of service until the relevant inspections had been completed. Staff who required the lift for access were advised they could work on the first floor utilising the lift via Libraries but working above the first floor would not be possible, using other work locations or to work from home were advised.

13. FIRST AID

- 13.1 First aid provision was reviewed as part of the Depot department moves and staff changes in other areas such as Bereavement Services.
- 13.2 The existing first aiders who wished to continue undertook the two day re-qualification in December and were all successful. The existing emergency first aiders plus another additional couple of staff from Bereavement Services attended and passed the one day course in November. Four new first aiders were recruited to replace those staff who had decided to step down or had moved sites, all four successfully gained a pass in December.
- 13.3 To help encourage all staff to feel more confident in the use of a defibrillator if required an online course provided by the British Heart Foundation was circulated for any staff member to complete. This remains available on Connexus. Additionally a course was provided by our Jubilee 2 manager to key members of the Museum where no full first aid is deemed necessary and Customer Hub staff who rotate sites, in particular focussing on those at Kidsgrove Customer Service Centre which again has no first aid due to low staff number and risk level.

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