

Appendix 1 -

NEWCASTLE UNDER LYME BOROUGH COUNCIL - ANNUAL HEALTH & SAFETY REPORT APRIL 2025 – MARCH 2026

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the twelve months from 1st April 2025 to 31st March 2026.

2. POLICIES AND GUIDANCE

- 2.1 The Corporate Health and Safety Policy was reviewed to ensure the responsible person for fire was identified as the Chief Executive and further alterations to staff changes and management structure.
- 2.2 The Driving for Work Policy requires review with additional information to be added. Grey fleet driver registration has now also been implemented in conjunction with TTC Continuum to ensure all those driving for work purposes in their own vehicles are adequately licensed with all applicable vehicle inspections and insurance in place.

3. TARGET 100

- 3.1 The contract was renewed with T100, and support pages have been developed on Connexus on several key subjects. Development calls have also revealed that the accident form and accident investigation form can be tailored to better suit our requirements and ways of working. Development of forms is an ongoing project.

4. HEALTH AND SAFETY TRAINING

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

First aid – Lists in each building were updated. Provision was evaluated and a proposal for refresher training drafted for consideration by CLT.

Evac chair –Ongoing training will need to be resourced externally due to the constraints of staff availability from Jubilee2.

Manual handling – training sessions will take place before the end of 2026 delivered by a third party.

Controlling officer – refresher training was delivered at Castle House, Kidsgrove and Knutton Lane Depot.

Fire Marshal Training- Knutton Lane depot has returned to designated fire marshals in each area, and the evacuation process has been updated with a tag board system. The next evacuation to include the new process is in the Autumn.

Online mandatory training – the new online training package was finalised, and all staff have been reminded to complete the mandatory sections such as health and safety, fire training and display screen equipment. Uptake is being monitored via Human Resources.

5. ACCIDENT REPORTS –

- 5.1 Please see table and graph below for a summary of employee accidents excluding verbal abuse cases.
The number of accidents also excludes road traffic accidents (including those on private property classed as “hit fixed”), near misses, ill health incidents and accidents involving contractors including agency staff.

Year	Number of Accidents (employee only)	Number of Reportable (employee only)
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
2024/25	75	4
2025/26	77	10

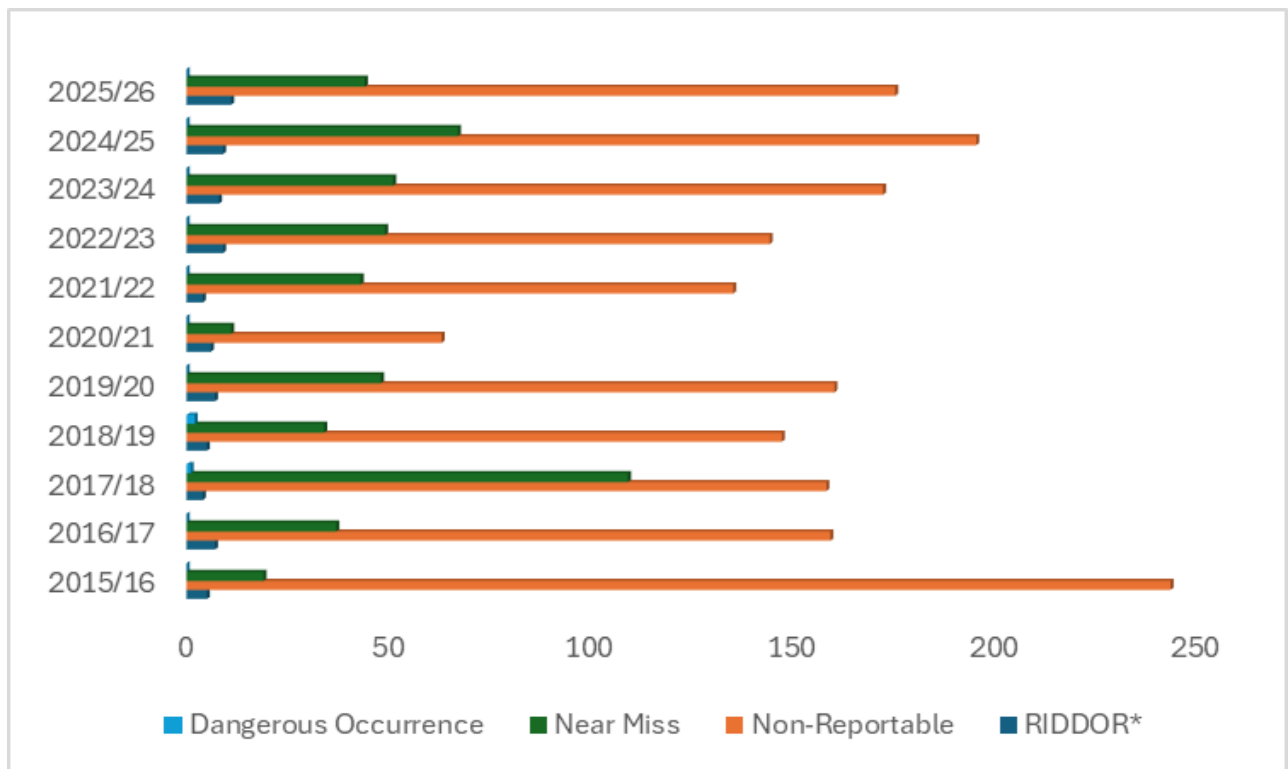
5.2 The table and graph below shows trends in all accidents (staff & members of public)

Year	RIDDOR*	Non-Reportable	Near Miss	Dangerous Occurrence
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
2024/25	9	195	67	0
2025/26	11	175	44	0

The number of RIDDOR's has increased but the nature of the injuries, a mixture of strains and sprains from slips, trips and falls and muscular sprains and strains from manual handling and walking are the same as the previous year. Where trends have been identified risk assessments and SSOW have been reviewed.

The number of accidents and near misses relating to contact with a vehicle has increased and this is an ongoing project to train, educate and investigate design mechanisms to prevent contact with moving vehicles.

There has also been a decrease in near miss reporting this year unfortunately. This may be due to staff turnover rates; the multiple heat waves this year or time constraints to report issues. There is a trend within the near miss reports which include contact with moving vehicles and damage to structures at Knutton Lane Depot.

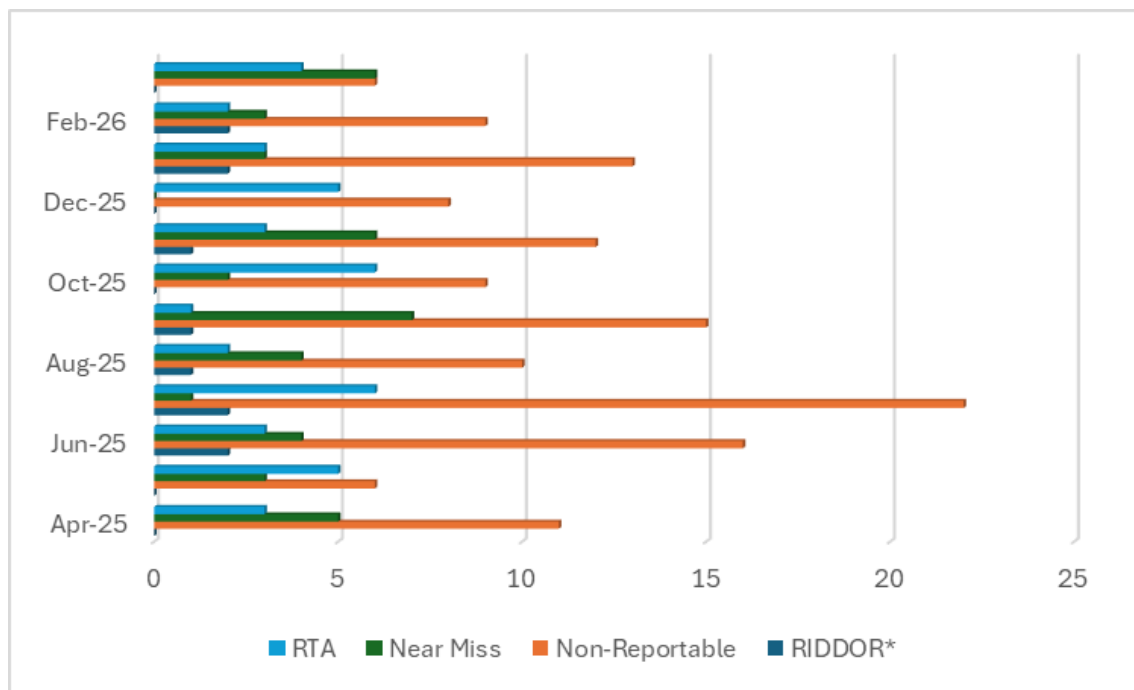


5.3 The table and graph below show a monthly breakdown of all accidents in 2025/26.

Month	RIDDOR	Non-Reportable	Near Miss	RTA	Dangerous Occurrence	Totals
April	0	11	5	3	0	19
May	0	6	3	5	0	14
June	2	16	4	3	0	25
July	2	22	1	6	0	31
August	1	10	4	2	0	17
September	1	15	7	1	0	24
October	0	9	2	6	0	17
November	1	12	6	3	0	22
December	0	8	0	5	0	13
January	2	13	3	3	0	21
February	2	9	3	2	0	16
March	0	6	6	4	0	16
Totals	11	137	44	43	0	235

* 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.



5.4 RIDDOR Summary

Month	Injured Person	Location	Incident Type	Remedial Action
June 2025	Employee – over seven day injury	Collection Rounds	collection operative struck by manoeuvring waste vehicle, calf crush injury	An extensive investigation which led to a review of training for working in and around vehicle crush zones and a review of accident escalation and investigation processes. Contractors have been approached regarding vehicle proximity alarms and Dennis Eagle are designing an interlocked system to prevent access to the danger zone. SSOW and risk assessment for individual streets has been reviewed. Driver must have visual sight of all crew members and clear communications.

Month	Injured Person	Location	Incident Type	Remedial Action
June 2025	Employee – over seven day injury	Collection Rounds	sprained ankle as operative exited the vehicle to the floor	Toolbox talk on safe access and egress of vehicles
July 2025	Employee – over seven day injury	Collection rounds	rib muscular injury from manual handling food waste	Supervisor briefed IP regarding manual handling and Safe Working Practices
July 2025	Employee – over seven day injury	Collection rounds	walking on uneven ground, knee muscular injury (previous knee injury)	Ground conditions are not always stable. Where necessary they are reports to SCC.
August 2025	Employee – over seven day injury	Collection Rounds	exiting the cab on vehicle ankle sprain injury	Toolbox talk on safe access and egress of vehicles
September 2025	Employee – over seven day injury	Training provider	Manual Handling activity sprain/strain.	Within the arboriculture team it is anticipated that this could not be avoided as it is manual handling technique which workers have received training and scheduled refresher training for.
November 2025	Employee – over seven day injury	Collection Rounds	IP was in the road directing traffic as part of collection duties. The third-party vehicle hit the worker in the knee with the vehicle	There is no trend to further investigate. The safe working practice for positioning as part of collection duties has been reviewed and will be shared with the waste teams.
January 2026	MOP on NULBC land	Adjacent J2 Car Park	Slip trip and fall at same level. Injury was potentially dislocated hip.	Staff members provided first aid and escorted the MOP to A&E.
January 2026	Employee – over seven day injury	Collection Rounds	Slip, trip and fall at same level/ Back strain/sprain	Icy conditions are unavoidable at this time of year. IP had anti-slip boots on.

Month	Injured Person	Location	Incident Type	Remedial Action
February 2026	Employee – over seven day injury	Streetscene	slipped on the step when entering the vehicle resulting in knee strain/sprain	Toolbox talk on safe access and egress of vehicles
February 2026	Employee – over seven day injury	Collection Rounds	Over stretching, rib muscular strain/sprain	Not a work-related task, therefore unforeseeable.

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

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
- Markets Office
- Queen Elizabeth Park Pavilion
- Silverdale Pavilion
- Westlands Tennis Pavilion
- Wolstanton Tennis and Bowls Pavilion

6.2 The following community centres were also inspected –

- Audley Community Centre
- Butt Lane Community Centre
- Chesterton Community Centre
- Marsh Hall Community Centre
- Silverdale Community Centre
- Whitfield Community Centre
- Wye Road Community Centre

6.3 All recommendations as a result of the inspection were directed to relevant parties for action.

7. KNOTTON DEPOT

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

- 10th April 2025
- 10th July 2025
- 22nd October 2025
- 9th January 2025
- 16th April 2026
- 12th August 2026

7.2 Matters arising from the meetings included:-

- Site visits such as those undertaken by the Environment Agency
- Depot walk around findings
- Depot refurbishment project- pedestrian walkways
- Accidents, incidents and near misses
- Target 100
- Fire, evacuation and strategy
- Training including first aid and manual handling
- Site rules, inductions, P.P.E and parking requirements
- Buildings, utilities and infrastructure and site security
- External yard, waste transfer station, salt yard
- Insurance issues for the depot and fire risk
- Results of third-party monitoring
- Aspire continue to attend the first section of the meeting as site tenants – mutual concerns are raised within this section

8. Leisure, Culture and Bereavement Services (SHE) Safety, Health and Environment Meetings –

8.1 These 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:

- 1st April 2025
- July 2025
- October/Nov 2026
- April 2026

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

- Hazards or incidents that have occurred in the organisation – pool blanket and roof repairs, sewer flies, tree damage in cemeteries following storms
- Inspections – internal and external - climbing wall inspected Mar 25, pool hoist condemned on inspection, emissions test at crematorium Aug 24, LOLER test for trollies
- 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 – Museum trialling invacuation procedure, crematorium technician continues to gain qualification
- Corporate Health and Safety Committee
- Any other business – solar panels fitted a the crematorium and cemetery

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

- 20th February 2025
- 24th April 2025
- 24th July 2025
- 30th October 2025
- 29th January 2026
- 23rd April 2026
- 30th July 2026

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, lift concerns, security and Martyn’s law requirements
- Facilities Management update
- Leisure and Cultural SHE / Leisure and Bereavement SHE
- Knutton Lane Depot Committee – the collision incident and the risk to pedestrians, insurance and fire strategy
- Trade Unions
- Insurance renewal commencement
- Staff training
- Policies and procedures – Driving for work requires update and publishing along with public protection and lone working

10. FIRE

10.1 Fire evacuations have been completed across all sites, including community centres at various points throughout the year.

Overall compliance was obtained but some areas for development included:

- Training Staffordshire county council staff and police staff to be controlling officers for out of hours and weekend evacuations.
- Fire risk strategy for site required further to Aspire tenancy commencement
- Castle Car Park electric car charging bay requires risk assessment, fire assessment completed but with outstanding issues to resolve

10.2 Evac chair training has been difficult to achieve, namely due to difficulties with staff availability from Jubilee2 to deliver the training. The training will now need to be provided by a third party to all staff.

11. EVENT SAFETY

11.1 Environmental Health received and reviewed approximately 27 events during the 2025-26 period. Events that have been held on Borough land by external organisations and therefore subject to review by health and safety include:

- Charity Ball
- Community Safety Day
- Civic Service
- Civic Reception
- Civic Mass
- Freedom Ceremony
- Andy's man club
- Art slam
- Business Festival
- Carols by Candlelight
- VE day Beacon
- Remembrance Parade
- Lantern Parade
- Madeley Half Marathon

12. CASTLE HOUSE

12.1 The invacuation alarm system has been tested and measured 82 dB which is within the tolerance level for an alarm system. There has been no feedback from the other tenants after sharing the draft invac plan for the building. Communications with Stafford safety officers suggest that we do not need an extensive plan just the "run hide tell" approach and staff have received training online Act and Scan. Risk assessments will be required for each building, and a template has been requested from SCC for this purpose.

12.2 A security review of the building is required, and an escalation process requires drafting for both customer hub staff and senior staff on site. This has been added to the corporate risk register.

12.3 The lifts continue to be problematic with both taken out of service simultaneously for a period of time. This has had a considerable impact on the accessibility of the building for tenants, and the new manager will work with SCC to provide a consistent service.

12.4 There continues to be issues with fire evacuation and unappointed fire marshals sweeping areas and reporting them in as clear to the controlling officer. Evacuations are therefore lengthy and ineffective.

13. FIRST AID

- 13.1 A review of provision has taken place with additional trained members required for Knutton Lane Depot and the Brampton Museum.
- 13.2 First aid training will take place before the end of this year to ensure the provision is in place. However, payments were not made to first aiders this year due to a clerical error.
- 13.3 Online training for both cardio-pulmonary resuscitation and the use of defibrillators was published on Connexus with local managers encouraged to share as a training package with those employees who are not online regularly.

14. AUDIT BY STAFFORDSHIRE COUNTY COUNCIL

- 14.1 The audit by Staffordshire County Council is now complete after multiple reviews of their findings. The main improvements are:
- A fire action plan that summarised the findings from each building fire risk assessment
 - Some department risk assessments did not have target review dates or were overdue their review dates
 - A formal process to benchmark performance against other councils and national HSE data to provide context and potential areas for improvement

15. LONE WORKING DEVICES

- 15.1 The new contract was awarded to Orbis, Managers have received training to update personnel records directly. However, the audit by Staffordshire County council revealed:
- Create a stand-alone, lone working policy
 - Review and publish the employee protection policy
 - Ensure there is a register of all lone working risk assessments for relevant departments
 - Some lone working risk assessments were beyond their deadline for review
 - Lone working is not integrated into one formal channel for risk assessment, and the public protection register
 - Emergency arrangements should be periodically tested
 - Performance monitoring of Orbis the provider needs to be programmed