

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY HALF-YEARLY REPORT APRIL-SEPTEMBER 2012

1. INTRODUCTION

- 1.1 This is a short report giving a brief outline of progress in health and safety matters during the half year from April to September 2012. It forms part of the Health and Safety Annual Report 2012/13 which will be reported to the Committee in June 2013.

2. POLICIES AND GUIDANCE

- 2.1 The General Health and Safety Policy was updated and presented for approval at the Corporate Health and Safety Committee meeting on 18 September 2012. The two significant alterations were that the roles and responsibilities for some Heads of Service was expanded to reflect the responsibility for Health AND Safety at the Depot and Leisure centres, and secondly that the Head of Environmental Health Services would be the competent person for Health & Safety in the absence of the Corporate Health & Safety Officer. The Policy is to be signed by the Chief Executive and published.

3. TARGET 100

- 3.1 Target 100 is the safety management system which the Council uses to manage and record health and safety policies, procedures, assess risk and organise routine assessments and tasks for the management and control of Health and Safety across the Council. This also provides practical Health and Safety advice and guidance to comply with the law. This was introduced in late 2010 and its use continues to be developed throughout the Council.
- 3.2 The Target 100 system providers undertake monthly independent audits on the Councils use of the system and score the performance of Health and Safety management. The monthly system usage audit reports are presented at, and monitored by, the Corporate Health and Safety Committee.
- 3.3 The use of Target 100 has been expanded to include the reporting and investigation of workplace accidents and incidents.

4. HEALTH AND SAFETY TRAINING

4.1 The following health and safety training has been completed –

- First Aid refresher – May 2012
- First Aid at Work– June/July 2012

4.2 Further training courses to be completed during the remainder of the year will include fire marshal refresher training, use of evac+chair, defibrillator training and in early 2013 the annual training programme for Streetscene employees.

5. ACCIDENT REPORTS

5.1 Between April and September, 10 work-related accidents were reported, one of which was reportable to the HSE as an over 7 day workplace injury.

5.2 Additionally, two near misses were reported and investigated in order to prevent future accidents.

5.3 No dangerous occurrences were reported within this period.

6. HEALTH AND SAFETY AUDITS & INSPECTIONS

6.1 The Corporate Health and Safety Officer, as part of their annual work plan, undertakes routine inspections of Council premises to identify and advise on any Health and Safety matters within the workplace. The following workplace inspections have been carried out between April and September –

- Depot
- Bradwell Crematorium
- Civil Enforcement Services

6.2 Following all of the above inspections, reports were sent to the premises manager or other responsible officer outlining the findings and advising on any necessary corrective action.

7. KNUTTON DEPOT

7.1 The Knutton Lane Health and Safety Committee held meetings on 7 June and 13 September 2012.

7.2 Matters arising from the meetings included:-

- Round-specific risk assessments for Collection Services.
- Leptospirosis guidance cards printed and distributed to staff.
- Lighting in offices, corridors and stairwells and the need to ensure adequate safe lighting.
- Provision of hepatitis B vaccinations.
- Vehicle and traffic management system including speed of vehicles.
- Provision of female showers for operatives.
- Repair and maintenance of tarmac at site.

8. CORPORATE HEALTH AND SAFETY COMMITTEE

8.1 The Corporate Health and Safety Committee held two meetings during the period, on 20 June and 18 September 2012.

8.2 Matters arising from the meetings included:-

- Continuing to drive forward the use of Target 100, as outlined in section 3 above and the future reporting of Target 100 use at Departmental management meetings.
- Review and endorsement of the Council's general health and safety policy.
- The proposed introduction of a Use of Violent Warning Markers policy and database maintenance programme.
- A review of the lone working arrangement at the Council and the proposed future use of the identicom lone worker device following a trial use of the devices.
- Assessment of noise and vibration at work throughout the Council and the introduction of a programme of monitoring and health surveillance where necessary.
- Hepatitis B vaccination programme has been tendered and quotations received, a preferred contractor to undertake the work has been identified, final staff numbers are being collated. Once final numbers are established the costs and budget options will be reported.
- A review of statutory inspections at the Council's premises.
- Review and endorsement of asbestos policy and procedure for the Civic Offices.
- A review of the findings of the independent health and safety audit undertaken (as detailed in sec 10 below).

10. INDEPENDENT HEALTH AND SAFETY AUDIT

10.1 An independent audit was undertaken of both the Council Health and Safety Management and operations at the Depot in 2009, this resulted in a number of recommendations all of which has been implemented.

APPENDIX

10.2 A further independent audit has been undertaken in April 2012 and the findings and an action plan of recommended works was reported to corporate Health and Safety committee in June 2012.

10.3 There were significant improvements in Health and Safety arrangement at the Council since the last Audits, these included:

- The profile of Health and Safety throughout the organisation has been raised.
- Health and Safety has been integrated into all areas of the Council.
- The Health and Safety policy has significantly improved, is communicated and regularly reviewed.
- Target 100 provides the tools for managers to effectively review and manage Health and Safety.
- There are good examples of management of health and safety across the organisation including the outcome of the HSE inspection of waste services and the prompt development of health and safety systems at Jubilee 2.

10.4 There were also some Areas for improvement identified, these were reported to the Corporate Health and Safety Committee and an action plan developed. Notably the improvements recommended included:

- Consistency in the use of Target 100 across the organisation.
- Use of Target 100 for the reporting of accidents and near misses.
- The review of the general health and safety policy to include specific responsibilities for Heads of Service for depot and leisure services.
- Completion of comprehensive audits/inspections across the council.
- Increased detail in the reporting of statutory inspections across the organisation.

10.5 Progress against the audit recommendations will be reported to the Corporate Health and Safety Committee in December and in the annual report 2012-13.

11. FORTHCOMING LEGISLATION/HSE GUIDANCE

11.1 Health and Safety Executive are currently consulting on their proposals for amendment to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, they are proposing to reduce the extent of the regulations such as excluding reporting for self employed persons and occupational diseases and also reducing the list of reportable major injuries.

11.2 Health and Safety Executive are currently consulting on their proposals for revising approved codes of practice that give guidance and interpretation of

legal requirements. The number and length of approved codes of practice are to be reduced.

12. Corporate Health & Safety Services

- 12.1 The Corporate Health and Safety Officer recently retired from the Authority. A review of the future delivery of the service is currently being undertaken and discussions with other public and private sector organisations is ongoing to determine potential partners for the future delivery of this service.

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October 2012