

Newcastle-under-Lyme Borough Council

HEALTH AND SAFETY ANNUAL REPORT APRIL 2012 – MARCH 2013

1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from April 2012 to March 2013.
- 1.2 There is considerable progress to report, including the completion of works at the Civic offices to accommodate the police and Staffordshire County Council partnership groups, and the development of Target 100, the Council's health and safety management system

2. POLICIES AND GUIDANCE

- 2.1 The General Health and Safety Policy has been revised and updated. The Policy was signed by the Chief Executive on the 4th April 2013 and republished on the intranet and Target 100.

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 Council's 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, incidents and near misses whilst being developed to allow the recording of complaints, inspections, vehicle accidents and occupational health risk assessments.
- 3.4 Waste Management have been working closely with the Target 100 provider to use the Target 100 system to risk assess and monitor all of the waste collection routes.

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- 3.5 Training for users continued in early 2013 with a further 8 sessions being run to provide a general update on the system and develop knowledge on -
- ◆ Action Planning and updating
 - ◆ Risk Assessment development, updating and monitoring
 - ◆ Accident & Near miss recording and investigation

4. HEALTH AND SAFETY TRAINING

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

- ◆ First Aid Refresher – May2012/ January 2013
- ◆ First Aid at Work – June/ July 2012
- ◆ Target 100 user training – February/ March 2013
- ◆ Streetscene/Waste services Refresher – January/June 2013
- ◆ Fire Marshal Training – 6 courses

- 4.2 Further training courses planned for 2013/14 include further fire evacuation training for controlling officers, Defibrillator training, use of evac+chair, First Aid at Work for the Museum, Cemetery, Crematorium and all other service areas requiring trained staff.

5. ACCIDENT REPORTS

- 5.1 During the year 36 work-related accidents were reported, in the following categories –

- | | |
|--------------------------|----|
| ◆ Musculo-skeletal | 5 |
| ◆ Hit fixed/other object | 8 |
| ◆ Slip/trip/fall | 10 |
| ◆ Cuts/bruises/grazes | 11 |
| ◆ Other | 2 |

Three of the injuries were reportable to the HSE. Two as Major Injuries (one fractured wrist and one fractured ribs) and the other as an injury resulting in lost of work for more than 7 days due to post traumatic headache concussion.

- 5.2 These three reportable injuries resulted in a total of 132 days lost from work, with an average of 0.26 days lost per employee. This is a considerable increase on last year's figure and those recorded in previous years, these accidents were investigated and appropriate remedial measures put in place where necessary. The results are shown below -

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Year	Number of accidents	Number reportable	Total days lost	Average days lost per employee
2006/7	36	3	88	0.14
2007/8	35	2	73	0.11
2008/9	30	3	71.5	0.11
2009/10	38	1	18.5	0.03
2010/11	31	4	150	0.23
2011/12	35	3	60	0.10
2012/13	36	3	132	0.26

5.3 All accidents (staff & members of public)

Month	RIDDOR * Reportable	Non-Reportable	Near Miss	Dangerous Occurrence
April 2012	0	1	0	0
May 2012	0	0	0	1
June 2012	1	3	0	0
July 2012	0	5	1	0
August 2012	1	8	1	0
September 2012	1	10	0	0
October 2012	1	14	1	1
November 2012	0	23	0	0
December 2012	1	11	0	0
January 2013	0	13	1	0
February 2013	2	40	3	1
March 2013	1	12	0	0
TOTAL	8	140	7	3

* RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – 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 major injuries (broken bones etc) would all be reportable to the Health & Safety Executive by the Local Authority.

The accident figures appear to show an increase in the number of accidents occurring throughout the year. It is believed that there is better reporting of accidents (major and minor) due to the introduction and promotion of the Target 100 accident reporting procedure.

5.4 A Dangerous Occurrence was also reported to the HSE, under the requirements of RIDDOR, as follows –

- ◆ During the installation of security cameras at the Civic Offices, the contractor drilled a hole in the wall through a conduit. The hole was

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directly in line with a structural column within the building which is known to be sprayed with an asbestos resin.

- 5.5 Over the year, 7 near misses were reported and investigated in order to prevent future accidents.
- 5.6 Two incidents of abusive behaviour by the same member of the public towards council employees have been reported.

6. HEALTH AND SAFETY AUDITS & INSPECTIONS

- 6.1 The Corporate Health and Safety service, as part of the 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 during the year –

- ◆ Bradwell Crematorium
- ◆ Knutton Depot
- ◆ Madeley Rural Hub
- ◆ Civil Enforcement Services
- ◆ Jubilee 2

- 6.2 The Corporate Health and Safety Committee members also undertake inspections of Council premises to identify any Health and Safety matters, in order to remedy or alter the matters identified. Members of the committee carried out the following inspections –

- ◆ Kidsgrove sports centre
- ◆ Contact Centre & post room
- ◆ Guildhall

- 6.3 Following 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 7th June and 13th September, 6th December and 15th March.

- 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

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- ◆ Vehicle and traffic management system including speed of vehicles
- ◆ Provision of female showers for operatives
- ◆ Repair and maintenance of tarmac at site.

7.2 The noise and vibration assessment and monitoring programme for Streetscene has commenced. This was identified in the light of an internal noise measurement report and also following advice from the HSE Inspector who conducted the inspection of the waste and recycling service in early 2012.

8. CORPORATE HEALTH AND SAFETY COMMITTEE

8.1 The Corporate Health and Safety Committee held four meetings during the period, on 20th June, 18th September, 18th December and 26th March.

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 have being collated and an overall cost has been calculated.
- ◆ A review of statutory inspections at the Councils premises.
- ◆ Review and endorsement of asbestos policy and procedure for the Civic Offices.
- ◆ A review of the fire evacuation policy and procedure for all the Councils premises within the Borough.
- ◆ A review of the findings of the independent health and safety audit undertaken (as detailed in sec 10 below)

8.3 The committee also discussed the following items, throughout the year:

- ◆ Accident statistics
- ◆ New/forthcoming legislation

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- ◆ Statutory inspections/testing
- ◆ Tenant Partnerships
- ◆ Workplace inspections by the Committee
- ◆ Standing agenda items on safety at other sites
- ◆ Review of policies
- ◆ Information from outside sources such as Trade Unions
- ◆ Facilities inspections
- ◆ Health and Safety Service - replacement
- ◆ Monitoring of Target 100
- ◆ Fire risk assessment Civic offices
- ◆ Health and Safety Executive reports/information

9. FIRE AUDIT/ INSPECTION

9.1 An independent review of the fire risk assessment for the Civic Offices was under taken in April. The review was prompted by the additional tenants in the building which has resulted in changes to the way the building operates.

9.2 The assessment identified the Civic Offices as having a “tolerable “ risk rating overall, however there are a number of recommendations that have been made which are as follows –

- ◆ Removal of excessive clutter, Vending machines, cabinets and combustible material from all fire escape routes.
- ◆ Rearrange offices to ensure the best use of current sockets in order to reduce the excessive number of extension leads and trailing cables.
- ◆ The use of wedges on fire doors must cease and a process adopted to ensure that they are not used.
- ◆ Combustible material must stop being stored on or over electric cabling throughout the building.
- ◆ A number of physical alterations have been recommended in order to improve fire safety throughout the building.

9.3 The report was presented to the Corporate Health and Safety Committee in March to move forward with the recommendations over 2013/2014.

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 have been implemented.

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- 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 has commenced and will continue throughout 2013/2014.

11. INTERNAL AUDIT OF HEALTH AND SAFETY

- 11.1 A further audit of the Corporate health and safety was undertaken in October/November 2012 by the Councils Internal Audit Services. The audit review has an overall audit opinion of 'adequately controlled'.
- 11.2 The action plan identified a number of medium level risks, these included:
- ◆ Risk assessments to be updated and monitored by all Heads of Service & Business Managers
 - ◆ Health & safety induction information
 - ◆ First Aid information to be updated

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◆ Training for fire marshals

Considerable work and training has been undertaken to action the updating and monitoring of risk assessments. To further assist a report on the individual service areas performance is currently being developed.

All of the other actions have been completed. In addition there were some low risk actions identified, in relation to the publication of the health and safety policy and employees handbook, most of these have already been completed and all will be undertaken within the recommended timescales.

12. FORTHCOMING LEGISLATION/HSE GUIDANCE

12.1 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.

12.2 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.

13. CORPORATE HEALTH AND SAFETY SERVICES

13.1 The Corporate Health and Safety Officer retired from the Authority in August 2012. A review of the future delivery of the service has been undertaken with a decision being made to re appoint a fulltime Officer to the position.

13.2 The interviews were undertaken in April and the new Corporate Health and Safety Officer will Commence work on the 1st July 2013.