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### Newcastle-under-Lyme Borough Council

#### HEALTH AND SAFETY 6 MONTH REPORT APRIL 2013 – OCTOBER 2013

## 1. INTRODUCTION

- 1.1 This report outlines the current state of health and safety matters during the year from April 2013 to October 2013
- 1.2 There is considerable progress to report, including the completion of a large amount of training that has been carried out across the organisation, successful completion of Fire Evacuation Drills across the organisation and the development of Target 100, the Council's health and safety management system
- 1.3 Claire Dodd has also joined the organisation as the Corporate Health & Safety Officer reporting to the Head of Environmental Services.

## 2. POLICIES AND GUIDANCE

- 2.1 The General Health and Safety Policy is due to be revised and updated by December 2013, which will then be 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 includes the reporting and investigation of workplace accidents, incidents and near misses and has recently been developed to allow the recording of complaints, vehicle accidents and occupational health risk assessments.

## 4. HEALTH AND SAFETY TRAINING

- 4.1 The following Health and Safety Training has been completed –
  - ◆ First Aid at Work – January / September 2013
  - ◆ Streetscene/Waste services Refresher – August / October 2013
  - ◆ Fire Marshal Training Guildhall – August / September 2013

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- ◆ Evac Chair Train the Trainer – September 2013
- ◆ Fire Evacuation – Controlling Officers
- ◆ Apprentice Inductions - 2013
- ◆ Corporate Health & Safety Induction – October 2013

### 5. ACCIDENT REPORTS

5.1 Please see below for a summary of average days lost per employee to date

Year	Number of Accidents	Number of Reportable	Total days lost	Average days lost per employee
2010/11	31	4	150	0.23
2011/12	35	3	60	0.10
2012/13	36	3	132	0.26
2013/14	28	2	199	0.34

Employee days lost at work has increased over the previous year; this is due to long term periods of absence resulting from a low number of accidents. In addition the number of accidents throughout the year shows an increasing trend, with a peak in October, it is believed that this is attributable to the increased level of reporting and use of the Target 100 system.

5.2 All accidents (staff & members of public)

Month	RIDDOR * Reportable	Non-Reportable	Near Miss	Dangerous Occurrence
April 2013	2	9	0	0
May 2013	0	6	0	0
June 2013	0	13	1	0
July 2013	1	22	2	0
August 2013	0	21	1	0
September 2013	0	18	0	0
October 2013	1	30	1	0
<b>TOTAL</b>	<b>4</b>	<b>119</b>	<b>5</b>	<b>0</b>

\* 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 major injuries (broken bones etc) would all be reportable to the Health & Safety Executive by the Local Authority.)

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### 5.3 RIDDOR Summary

Month	Injured Person	Location	Incident Type	Remedial Action
APRIL	Employee	Off Site Visit	Slip, Trip or Fall	Review of the risk assessment and advice provided to the business.
APRIL	Member of the Public	Civic	Hit by Falling Object	Wall mounted tannoys have been reattached to the walls with new brackets.
JULY	Member of the Public	Kidsgrove Sports Centre	Hit by Falling Object	Door has been removed pending investigation.
OCTOBER	Member of the Public	Kidsgrove Sports Centre	Slip, Trip or Fall	No action required

All RIDDOR Accidents have been reported to the HSE and full investigations have been completed by management.

## 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
- Museum and Art Gallery
- Kidsgrove Recreation Centre

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 inspection –

- Kidsgrove Recreation Centre
- Customer Access – Guildhall
- Bradwell Crematorium

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

- 14<sup>th</sup> June
- 12<sup>th</sup> September

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### 7.2 Matters arising from the meetings included:-

- Traffic Management
- Site Safety Instructions
- Statutory Inspections
- Depot Inspection
- Training
- Accidents and Incidents
- Target 100
- Visit from HSE Inspectors (Waste and Recycling Services) – health and safety in waste services is a priority area for the HSE. Following their previous inspection of the service a further and final follow up visit was undertaken. They did not identify any further works required and were satisfied with the management of health and safety within the service.

## 8 LEISURE (SHE) Safety, Health and Environment Meetings

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 18001 (Health & Safety). Prior to each meeting the Corporate Health & Safety Officer meets with a service area manager to review the Health & Safety Documentation on Target 100.

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

- Accident Statistics
- Accident / Incident Investigations
- Risk Assessments
- COSHH

## 9. CORPORATE HEALTH AND SAFETY COMMITTEE

### 9.1 The Corporate Health and Safety Committee held two meetings during the period April to October 2013

25<sup>th</sup> June 2013

24th September 2013

### 9.2 Matters arising from the meetings included:-

- Kidsgrove Sports Centre – management of health and safety
- Winter Gritting
- Tenant Liaison Group
- Fire Evacuation and Training
- First Aid Provision and Training

### 9.3 The committee also discussed the following items, throughout the year:

- Identicom / Guardian 24
- Hepatitis B Vaccination Programme
- Target 100
- Statutory Inspections

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### 10. FIRE

- 10.1 A number of evacuations have taken place in the last 6 months including
- 6 month programmed Fire Drills across all sites
  - Evening evacuation for Elected Members and Officers
  - Evacuation of the Civic Centre due to an incident on Monday 14<sup>th</sup> October.

10.2 Incident on Monday 14<sup>th</sup> October.

The Porters raised concerns that a strong smell of smoke was moving up the stairwell from the porters lodge, but the source could not be identified. The alarm was raised, building evacuated and the fire brigade was contacted. Further investigations by the fire service identified a smouldering electrical fire in a light fitting. Remedial action that has been completed as a result of this incident is

- Replacement of the faulty light fitting
- All similar fittings across the organisation have been checked for any defects.

### 11. FIRST AID

A review of First Aid Provision was undertaken to ensure that statutory obligations were being met. The review considered the following

- The need for primary base to be a specific location
- Number of employees at the location
- The risk at that location
- Current qualification and
- The individual being prepared to volunteer as a first aider

The review resulted in a number of first aiders no longer being required in some areas, whilst some areas required first aiders training where there were none already in place.

All first aid training has now been completed.

### 12. FORTHCOMING LEGISLATION/HSE GUIDANCE

12.1 First Aid at Work (with effect from 01.10.13)

The regulations have been amended, to remove the requirement for the Health and Safety Executive (HSE) to approve first aid training and qualifications.

Changes are to make it easier for businesses and other users to understand how to comply with health and safety law, whilst maintaining standards.

It is still a legal requirement for an employer to ensure they make adequate provision for first aid, in accordance with their first aid needs assessment.

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Further support and guidance can be found at [www.hse.gov.uk/pubns/geis3.htm](http://www.hse.gov.uk/pubns/geis3.htm)

### 12.2 RIDDOR (with effect from 01.10.13)

The changes have simplified the mandatory reporting of workplace injuries.

The changes have included

- The classification of “major injuries” to workers is being replaced with a shorter list of “specified injuries”
- The existing schedule detailing 47 types of industrial disease is being replaced with eight categories of reportable work-related illness
- Fewer types of dangerous occurrence will require reporting

Further information can be obtained from  
<http://www.hse.gov.uk/pubns/indg453.htm>

## 14. **EVENT SAFETY**

There have been a number of events over the past 6 months where Corporate Health & Safety Services and partners from Staffordshire Police and Staffordshire Fire and Rescue Service have provided advice and assistance to help event organisers carry out a safe event, including

- Mayors Charity Fireworks
- Rotary Club Bonfire / Fireworks – Clough Hall Park
- Betley Bonfire
- Global Groove
- Lyme Light Event
- Here and Now Event

Work will be progressing with this over the next few months, including a review of our current Event Safety Guidance Document.

## 13. **CORPORATE HEALTH AND SAFETY SERVICES**

- 13.1 Claire Dodd has been appointed as the Corporate Health & Safety Officer reporting to the Head of Environmental Services. Claire started in post on 1<sup>st</sup> July 2013. Claire has previously worked at Stoke on Trent City Council in the Health, Safety and Emergency Planning Team.