

# Health & Safety Quarterly Update

VERSION 5.0  
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## Contents:

1. Introduction
2. Update
3. Recommendation
4. Appendices

### 1. INTRODUCTION

This paper, submitted by the Health & Safety Advisor, presents to the Management Board an update on health and safety issues and highlights any areas of concern, work currently being undertaken and remedial actions taken during the period 1<sup>st</sup> October to 31<sup>st</sup> December 2021.

### 2. UPDATE

#### 2.1 Accidents and Incidents

There were no accidents, incidents or near misses involving any SYMCA staff during the period.

#### 2.2 Transport Operations

##### **Accidents and Incidents - Interchanges**

Analysis of Accidents and Incidents by location and type for the period are summarised in Appendix 1. The total number of accidents and incidents for the period has increased by 77.4%, compared to the last quarter, with near misses increasing by 100%. This increase is due to more staff awareness and more accurate reporting.

Analysis of Crime & Disorder Incidents by location and type are summarised in Appendix 2. There has been an overall increase in incidents on the last quarter by 134.7%, with an increase in violence related incidents up by 143.4%. Most disturbing is the increase in those types of incidents at Meadowhall which has seen an increase of 509% on the last quarter with an increase in footfall of only 23%. Most other sites have seen an increase comparative with their footfall increase.

The Health & Safety Advisor has spoken with customer service managers at Meadowhall in relation to the increase to ascertain any possible reason or trends. The managers agree that despite more reporting, due to a change in contract staff and management, the increase is worrying. However they are in regular contact with the South Yorkshire Police Travel Safe Officer, who has no cause for concern and does not feel there is any need for any additional police resource. As expected a larger number of incidents take place at weekends but this only correlates with the increase in footfall at this time. The East End Partnership (made up of representatives from large businesses in the area and South

Yorkshire Police) has recently recommenced with meetings, so it is hoped that this may assist with any regular offenders or sharing of information between members.

### **RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)**

There were four RIDDOR incidents for the relevant period. Details of these can be found in Appendix 3. All of these appear to be pure accidents and give no area of concern.

### **Transport Operator Accident Details**

The Health & Safety Advisor has obtained details from South Yorkshire Supertram Limited (SYSL) in relation to their accident statistics. Due to a difference in their reporting periods details are only available up to 13<sup>th</sup> November. However the data shows that there were no incidents that needed to be reported under RIDDOR during that time.

Information has been provided from First but Stagecoach have not submitted any information in relation to accidents. The Health & Safety Advisor is to contact both operators to try and get a formalised reporting structure with the same information for both operators.

#### **2.3 Premises Audits**

The Health & Safety Advisor has continued to carry out premises audits for the organisation and can report that the vast majority of issues found are housekeeping issues. A visit was also made to the Advanced Manufacturing Park Technology Centre (AMPTC) and it can be reported that the vast majority of issues identified in the past are now being dealt with and their compliance with health and safety legislation no longer gives the Health & Safety Advisor any concern.

#### **2.4 Fire Risk Assessments**

The Health & Safety Advisor monitors the status of actions identified on the fire risk assessments carried out for all sites. There are still a number of actions outstanding on a few interchanges however these are scheduled in with the contractor to be completed in the next few weeks. The next round of assessments will start on 17<sup>th</sup> January, with the exception of Broad Street West and Rotherham which were completed in November.

#### **2.5 Emergency Evacuation Plans**

The Health & Safety Advisor has received clarification on the minimum numbers of staff to be on site at any given time that the main interchanges are open. The Emergency Evacuation Plans written will now be circulated and discussed at sites and their effectiveness monitored.

A planned emergency evacuation was scheduled to take place at BSW in December. Due to the government implementing Plan B and asking everyone to work from home, this had to be cancelled. This will be rescheduled for the New Year.

#### **2.6 Ventilation**

Planned works on the ventilation system at Broad Street West were completed successfully. The ventilation system's efficiency has been increased (incoming fresh air and the extraction thereof) and is working as designed across all floors of the building.

#### **2.7 Covid 19**

The Health & Safety Advisor has continued to monitor the national information and advice in relation to Covid 19 and advise accordingly. Risk assessments are reviewed on a regular basis, particularly when restrictions change.

The recent email switch over project, which involved staff attending Broad Street West in person, gave some cause for concern. A review has taken place of the process put in place and lessons learned. When the project recommences, there will be clear communication to staff about the Covid Secure measures in place, particularly in relation to the mandatory wearing of a face covering (unless exempt). These instructions will also

be visible in the designated switch over area on 3<sup>rd</sup> floor and IT staff will verbally make staff aware as they arrive for their appointment.

#### 2.8 **Other Business**

Following a visit to BSW from the Counter Terrorism Unit of South Yorkshire Police, and subsequent security recommendations for holding public facing meetings, a meeting plan is currently being produced. The plan will include a Standard Operating Plan (SOP) with an Emergency Plan for Management Board to consider. Once the plan is agreed and put in place, the Health and Safety Advisor intends to run a “mock” MCA meeting to identify any weaknesses.

Training in dealing with suspicious packages and counter terrorism awareness for staff who work closely with the Mayor and in front line positions in interchanges has been arranged to take place in January

### 3. RECOMMENDATION

The Management Board is asked to note the contents of the report.

### 4. APPENDICES

1. Analysis of Accidents and Incidents
2. Analysis of Crime and Disorder Incidents
3. RIDDOR Incidents