

# Health & Safety Quarterly Update

VERSION 4.0  
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### 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> July to 30<sup>th</sup> September 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 slightly by almost 5%. The main reason for this increase is the number of 'near misses' recorded at Barnsley Interchange. Anyone trying to gain access to the railway station by following Google maps, are directed straight across the runways. The Health & Safety Advisor has requested consideration be given to erecting a suitable sign to mitigate this risk.

A significant proportion of accidents (13%) were caused by slips and trips at Barnsley Interchange. However, the Health & Safety Advisor has reviewed these and can find no correlation.

Analysis of Crime & Disorder Incidents by location and type are summarised in Appendix 2. There has been a decrease of nearly 11% compared to the last quarter. This seems to be due to there being no incidents reported at Midland Road. There is no explanation to this – it would seem that the vandalism has simply stopped.

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

There were three RIDDOR incidents for the relevant period. Details of these can be found in Appendix 3. Although all of these incidents took place at Barnsley Interchange, they are all very different and give no cause for concern.

### **Transport Operator Accident Details**

The Health & Safety Advisor has obtained details from South Yorkshire Supertram Limited (SYSL) in relation to their accident statistics. Whilst details are only available from 1<sup>st</sup> July to 21<sup>st</sup> August, they show that there were four RIDDOR incidents in that period, the most significant being the RTC at Bernard Road which resulted in two people being taken to hospital and three near misses. The Health & Safety Advisor has looked at the RIDDOR incidents and is confident that there are no issues of concern for the MCA. The near misses reported are where the brake has had to be applied (e.g. car opened its door into the pathway of the tram).

It is hoped to include details of accidents and incidents from the main bus operators in the next report.

### **2.3 Premises Audits**

The Health & Safety Advisor has continued to carry out site audits and compliance scores continue to increase. There are no areas for concern.

### **2.4 Fire Risk Assessments**

The Health & Safety Advisor monitors the status of actions identified on all sites' fire risk assessments. Overall, there are still 54% of actions outstanding, with only 4% of actions still falling within the recommended timescale for completion. The annual fire risk assessments will be due again within the next six weeks so, in order to ensure that the assessor does not find the same actions, the Health & Safety Advisor has requested an urgent update in relation to the non-completion of actions from the Customer Service Area Manager and Facilities Manager.

The Health & Safety Officer is aware of all outstanding actions, none of which are classed as 'high risk' or a cause for concern. They are mainly in relation to signage or the recording of checks and training carried out.

### **2.5 Emergency Evacuation Plans**

The Health & Safety Advisor recently started to rewrite the emergency evacuation plans for Broad Street West and the main interchanges as the current ones are outdated. Whilst the plan for Broad Street West is fairly straight forward, the minimum staffing levels at other sites does not allow the organisation to be able to guarantee safe evacuation at any given time. This risk has been entered on the risk register and the matter has been raised with both the Head of Facilities & Infrastructure and the Customer Service Area Manager.

### **2.6 Ventilation**

Planned works on the ventilation system at Broad Street West commenced on Monday 6<sup>th</sup> September and will be completed by Friday 15<sup>th</sup> October. These works will result in the system's efficiency being increased and a rebalancing of airflow across all floors.

### **2.7 Mandatory H&S Training**

There are a number of staff across the organisation who have not completed all four mandatory H&S training modules (Slips, trips and falls/Manual Handling/Fire Safety/DSE). The way in which reminders are circulated has been changed to now include line managers, which should result in a reduction in outstanding modules.

### **2.8 Covid 19**

The Health & Safety Advisor recently updated the risk assessments following the decision by Management Board to remove some of the control measures in place. These include the removal of one-way systems in offices and the mandatory wearing of a face covering whilst moving around the building. Communication has been circulated to staff in relation

to these changes. Monitoring of the national Covid situation continues and the associated government advice.

### 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