

Health & Safety Quarterly Update

VERSION 1
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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 Executive Leadership 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 1st July to 30th September 2023

2. UPDATE

2.1 Accidents and Incidents

There were no accidents or near misses involving SYMCA staff during this reporting 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](#). Although it was requested by Audit, Standard and Risk Committee (ASRC), to include those incidents a Doncaster Interchange which is managed under a PFI (Private Finance Initiative) agreement, due to discrepancies in the reporting process, the figures have NOT been included.. This should be resolved from January 2024 following the implementation of a new combined database.

The total number of accidents and incidents for the period has slightly increased again by 4% compared to the last quarter, which is comparable to the slight increase in footfall. Slips trips and falls have remained the same at 22% of all accidents.

There were 9 near misses recorded during this period. One of these was where contractors were working in the roof void above office space at Rotherham Interchange, which resulted in a breezeblock coming through the ceiling. Luckily nobody was hurt, and the Health & Safety Advisor carried out a full and thorough investigation which has resulted in changes to working practices and procedures being implemented within the Facilities and Asset Team. There were also 4 instances of private vehicles being in unauthorised areas of Meadowhall and Sheffield Interchanges.

Analysis of Crime & Disorder Incidents by location and type are summarised in [Appendix 2](#).

There has been a slight increase in incidents on the last quarter by just under 6%, which is slightly higher than the increase in footfall. The percentage of those incidents being violence related incidents again remain static at 79%. Barnsley again has the highest percentage of violence related incidents with 86% of crime and disorder incidents being recorded falling into this category. The other main interchanges are around 73/76%.

There were also 273 reports of damage to bus stops and shelters in this period, details of which can be found in [Appendix 4](#), which is an increase of just over 7% on the last period.

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

There were two RIDDOR incidents for the relevant period, which is the same as the last period. Details of these can be found in [Appendix 3](#). These were both slips/ trips and appear to be pure accidents potentially caused by the members of the public rushing. There were no defects found or any errors on the organisation's area of responsibility.

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 16th September and this shows that there were 5 incidents reported under RIDDOR during this period all of which were where trams passed bar (going against the signal)

2.3 Premises Audits

The Health & Safety Advisor continues with the schedule of premises audits for the organisation, with many being due again in the coming weeks. Most actions identified are usually housekeeping issues and are dealt with in a timely manner, and all sites have a compliance score of over 90%.

2.4 Fire Risk Assessments

The Health & Safety Advisor continues to monitor the status of actions identified on the fire risk assessments carried out for all sites. Of the actions identified just over 83% have been completed. The majority of those still outstanding are at the Advanced Manufacturing Park, work is currently underway and is expected to be completed by the end of the year.

2.5 Emergency Evacuation Plans

The Health & Safety Advisor has rewritten these for all of the interchanges in anticipation of the roll out of the signing in system, currently in operation at Broad Street West.

2.6 Health & Safety Training Plan/ Mandatory Training

The Health & Safety Advisor normally studies the information on the completion of mandatory health and safety training provided by People Services. Due to a new platform being introduced recently that information has not been accurate and therefore details of those people who are not compliant cannot be provided at this time. Once People Services can provide the correct information the Health & Safety Advisor will chase those who are outstanding.

People Services have now sourced the next level of training required, as defined in the competencies section of the Health & Safety policy, and those employees have been given until 30th October to complete the online training.

People Services have also now arranged those mandatory courses for certain roles that were required in order to ensure the organisation is compliant with legislation.

2.7 Health & Safety Compliance

The Health & Safety Advisor continually monitors, and chases, the completion of DSE assessments for both in the offices and to cover working from home. It is important that these are completed so that any issues raised can be dealt with in a timely manner, given that musculoskeletal disorders account for around 25% of ill health in the workplace. The

completion rate for home working assessments is 91%, with office assessments having a completion rate of 96%

Since the Health & Safety Standards were signed off and communication was circulated in relation to teams doing their own monthly safety checks the Health & Safety Advisor has been monitoring completion closely. Unfortunately, despite reminders including in the last staff briefing, completion rates are very low with only 39% of teams in BSW completing any checks at all.

3. RECOMMENDATION

The Executive Leadership 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
4. Vandalism to Shelters and Stops