

TRAFFORD COUNCIL

Report to: Council
Date: 11 November 2015
Report for: Information
Report of: Executive Member for Transformation and Resources

Report Title

Year End Corporate Report on Health and Safety – 1 April 2014 to 31 March 2015

Summary

1. To provide information on council wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the period 1st April 2014 to 31st March 2015.

Recommendations

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Richard Fontana – Health & Safety Manager
Extension: 4919

Background Papers: NONE

Relationship to Policy Framework/Corporate Priorities	The Council's approach to managing health and safety at work is set out in the Corporate Health and Safety Policy. This includes the arrangements for ensuring the health, safety and welfare of employees and reporting on performance.
Financial	There are no foreseeable financial implications arising out of this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit in the past year, together with on-going policy/guidance developments and training provision are designed to continually improve compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None
Risk Management Implications	The total number of accidents to staff this year has increased slightly; however, this still presents minimal levels of risk to the Council in terms of civil claims. The number of injuries reportable to

	the HSE (RIDDOR reportable) has remained stable.
Health & Wellbeing Implications	Improving the health and safety of staff contributes towards the Corporate objectives relating to Health and Wellbeing. RIDDOR reportable injuries are monitored in respect to the impact on sickness absence levels.
Health and Safety Implications	See Legal section above. The continuing auditing and monitoring arrangements combined with the mechanisms for the provision of advice and guidance are all focused on sensible and targeted risk management.

1. Introduction

The Council is committed to high standards in health, safety and wellbeing for all staff, visitors, contractors, Elected Members and others who may be affected by our activities. The Council accepts that reducing risks in the workplace reduces costs and that good health and safety is good business.

This report covers the period from 1 April 2014 to 31 March 2015. It identifies the key performance indicators that have been introduced to monitor health and safety performance across the organisation and highlights both proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period.

In addition to this report, separate detailed reports on Directorate performance will be provided to the relevant Corporate Directors and local Joint Consultative Committees.

2. Monitoring Statutory Compliance

2.1 Health and Safety Audits in Council Directorates and Schools

The purpose of the audits is to monitor statutory compliance and to identify areas of risk to the Council. A three-year rolling audit programme is in place, which is regularly reviewed. Health and safety compliance rates for the 1 April 2014–31 March 2015 period range between 99% and 61%.

The next series of audits has already been scheduled. Any services deemed ‘high risk’ and areas achieving less than 70% compliance, will receive a follow up monitoring visit. This process should lead to further improvements across the organisation, by highlighting what is being done well and where further improvements are needed.

Following all audits, the Health and Safety Adviser provides a summary of the findings and an action plan with priority timescales to address areas of non-compliance.

In 2014-15, 50 audits were undertaken across the organisation. Services and schools are given an overall compliance score and a rating of excellent, good, fair or poor.

Schools and Services achieving 'excellent' compliance rates

40% achieved an excellent score (between 91-100% compliance) as listed below:

Schools	Full Health and Safety Audit	4
	Premises Audit	13
	Risk Assessment Audit	1
	Sports and PE Audit	1
EGEI	Full Health and Safety Audit	1
Total		20

Schools and Services achieving 'fair or poor' compliance rates

There were no establishments that achieved a poor score (between 0-35% compliance) and 8% of establishments achieved a fair score (between 36 and 70% compliance). Those audit scores all ranged between 61-68% compliance and further details are listed in the table below:

Service	Name	Score	Main areas for development
CFW	Youth Offending Service	64%	<ul style="list-style-type: none"> Improved monitoring of work activities and risk assessments. Improved management of risks for driving at work.
Educational Premises	Stretford High School	68%	<ul style="list-style-type: none"> Improved management of risks for lone working, working at height and display screen equipment.
	St Hildas CE Primary School	67%	<ul style="list-style-type: none"> Review of the fire safety risks assessment and recording of inspections and tests. Review of risk assessments and instruction/training for the site manager.
	Trafford Medical Education Service	61%	<ul style="list-style-type: none"> Improved management of risks for driving at work, control of contractors and display screen equipment.

All the services and community schools achieving less than 70% compliance will be prioritised and additional monitoring visits scheduled throughout the 2015 Audit programme.

The remainder of establishments achieved a good score of between 71 – 90% compliance.

3. Accident Statistics

This report provides a direct comparison of the total number of accidents that occurred between 2012-13, 2013-14 and 2014-15 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-maintained schools in line with statutory requirements. Pre-2010, all schools were included in the council-wide accident statistics, whereas now, only maintained schools (where the Council is the employer) are included in the statistics.

Appendix 1 provides details of the accident statistics broken down by Directorate and Service Area for the period 1 April 2014 to 31 March 2015. A summary of the findings is detailed below.

The overall total number of accidents involving staff reported to the HSU has increased by 18%, with 231 accidents reported in 2014-15, compared to 196 accidents in 2013-14 (see

Table 1 below). The overall rate of accidents has also increased, up from 3.29 per hundred employees in 2013-14 to 4.02 per hundred.

Much of this increase can be accounted for by a rise in the number of violence and aggression incidents involving one service user who has a learning disability (see section 3.2.1 for more details). Another increase of note relates to accidents involving objects, although there are no significant trends for these incidents in terms of their cause or location.

It should be noted that whilst the number of accidents has increased in 2014-15, there is still a general trend of a reduction in incidents since 2009-10.

Table 1: Overall number and rate of accidents to staff

Indicators - Year End Results	2009-10	*2010-11	2011-12	2012-13	2013-14	2014-15
Total number of accidents to employees (as reported to the HSU)	259	217	174	238	196	*231
Overall rate of accidents to employees/100 employees	3.5	3.5	3.0	4.05	3.29	4.02

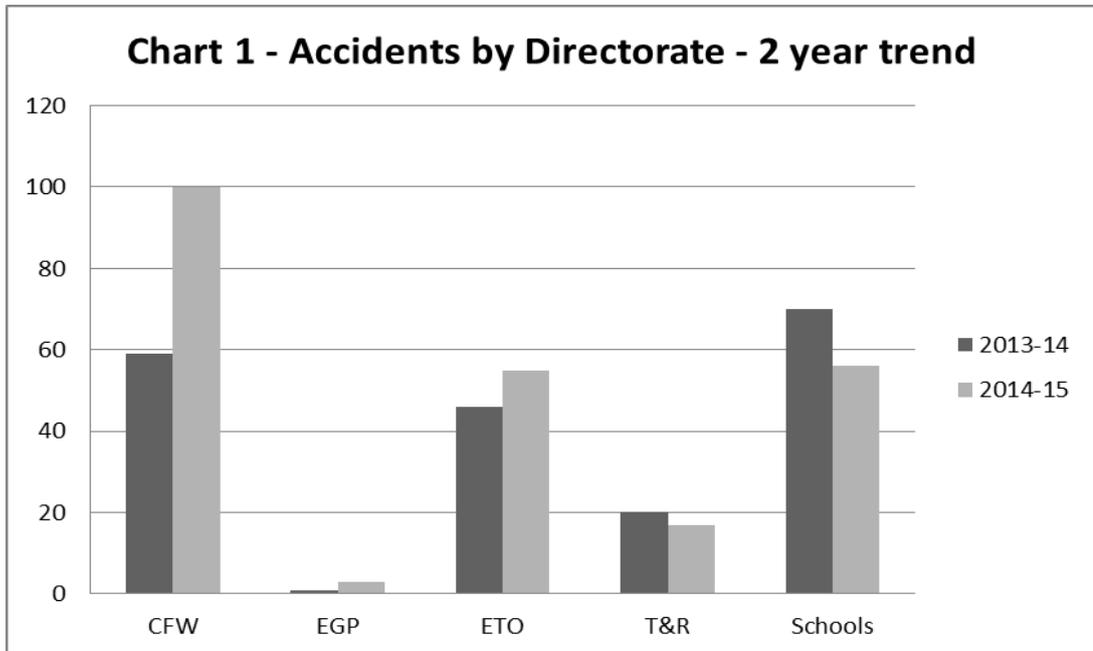
Rate based on number of staff at 1 April at the start of each reporting period.

**Please note that of these 231 accidents, there were 38 incidents of violence and aggression, which related to one service user. These all took place between April and September 2014 and none have occurred since this date. When these are taken out of the total, there were 193 accidents, which is a stable position when compared to 2013-14.*

3.1 Numbers of Accidents by Directorate

Compared to 2013-14, the total number of reported accidents has increased within Children Families and Wellbeing (CFW) and Economic Growth, Environment and Infrastructure (EGEI) There was a decrease in reported accidents in Transformation and Resources (T&R) and within community schools (see Chart 1 below)

Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion of the reported accidents in each Directorate. These are generally the areas where we would expect higher numbers of accidents, due to the nature of the work undertaken in these services. Patterns at service level will be reviewed and reported on in more detail in separate Directorate Health and Safety reports.



3.1.1 Children, Families and Wellbeing (CFW)

The overall number of accidents reported in CFW has risen by 69% (from 59 to 100). Sixty-five of the 100 reported accidents can be accounted for by an increase in occurrences of violence and aggression (38 of these involving the same service user as reported in the six month report for April-September 2014).

The rate of accidents in CFW in 2014-15 is 5.98 per hundred employees, compared to 3.27 in the same period of 2013-4.

3.1.2 Economic Growth Environment and Infrastructure (EGEI)

The overall number of reported accidents in services under EGEI has increased by 19% from 47 to 58. There was an increase in road traffic accidents (involving Groundforce Officers) which are up by 4 this year and an additional 4 reported slips and trips involving Catering staff. The increase will be explored further in the Directorate report. The rate of reported accidents under EGEI is 4.35 per hundred employees compared to 3.43 per hundred employees for those services in 2013-14.

3.1.3 Transformation and Resources (T&R)

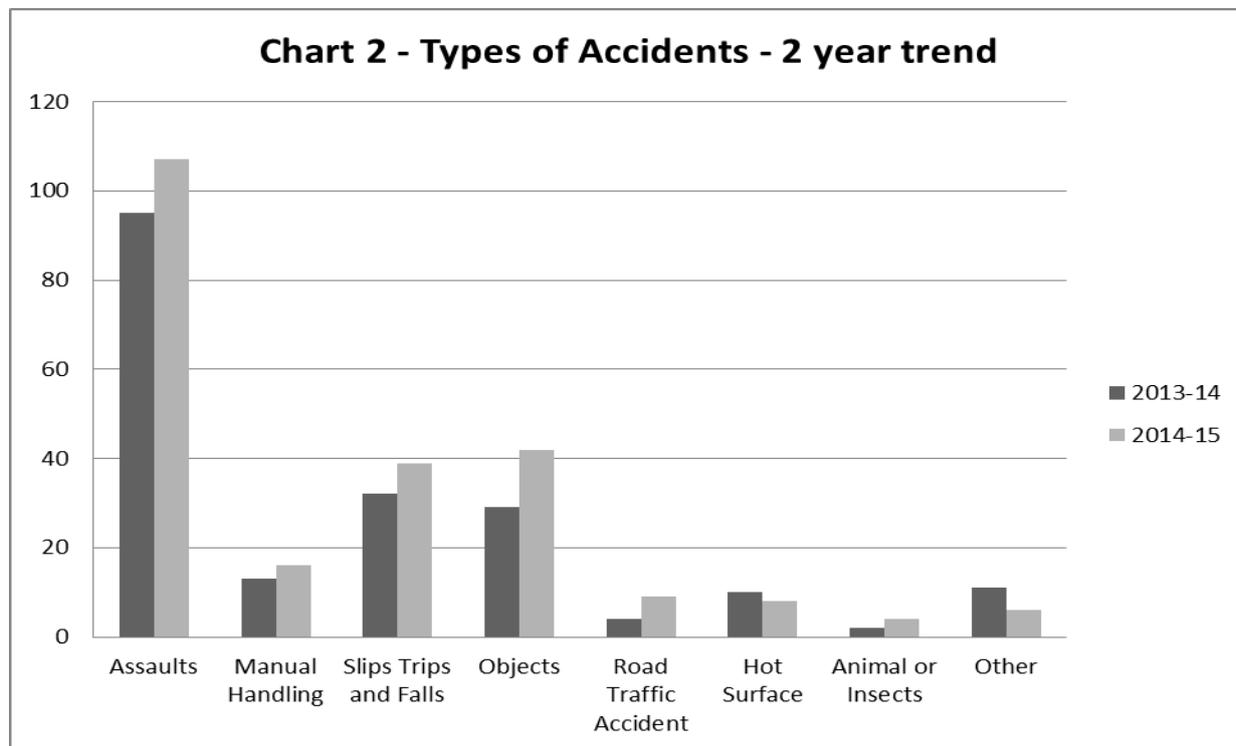
The overall number of accidents reported in Transformation and Resources (T&R) has decreased by 15% (from 20 to 17). The rate of reported accidents in T&R is 2.74 accidents per hundred employees, compared to 3.1 accidents per hundred employees in 2013-14.

3.1.4 Maintained Schools

The overall number of accidents reported by maintained schools has decreased by 20%, down from 70 to 56. The rate of reported accidents in schools is 2.63 per hundred employees, compared to 3.27 per hundred employees in 2013-14.

3.2 Types of Accidents

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2013-14. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate and service area.



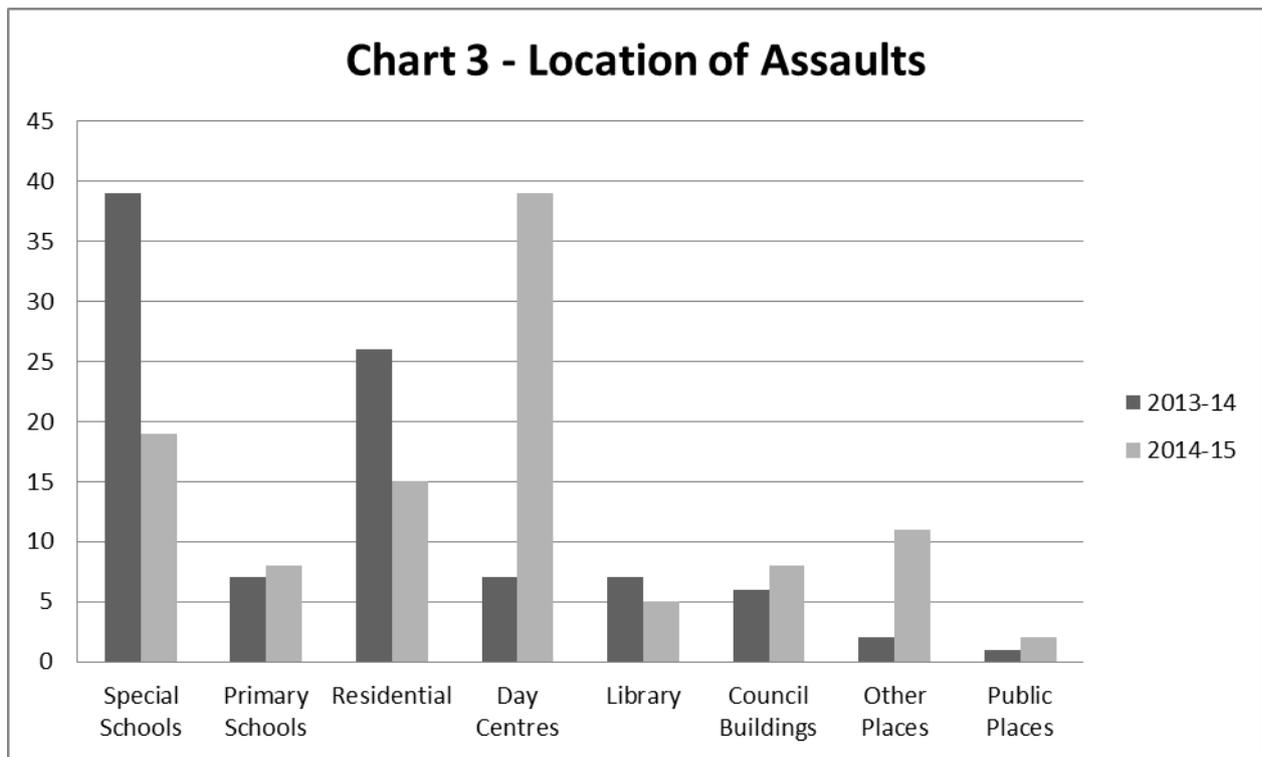
3.2.1 Violence and Aggression

There has been a 13% increase in the number of reported assaults (from 95 in 2013-14 to 107 in 2014-15). The majority of assaults were physical (86 compared to 75 last year). The number of reported threats of assault or intimidation has remained static with 21 reported compared to 20 last year. One incident was reported to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

The number of reported incidents against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual service users and pupils' behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users or pupils.

It should be noted that 38 of the 107 incidents involved the same service user who has a learning disability as reported in the six month report (April to September 2014). In the six month report, it was noted the service user had transferred to an external provider in October 2014. The provider knows the service user and specialises in accessing community activities. The service user's Social Worker has reported that the service user has settled in very well and is engaging with the activities that they have been used to, as well as engaging in some new activities. To date, there have been no further incidents reported by the provider.

A high proportion of the reported assaults came from services dealing with adults or children displaying challenging behaviour (see Chart 3 below).



Within Special Schools, there has been a 51% decrease in the number of incidents reported (from 39 to 19) and within Primary Schools the number remains static with 8 reported compared to 7 last year.

There has been a 29% decrease in the number of incidents reported within libraries (from 7 to 5). There has been a slight increase in the number of incidents at other Council buildings from 6 to 8. Of those, 3 incidents occurred at Trafford Town Hall, 4 at Sale Waterside and one at Altrincham Children’s Centre. The incidents have included verbal threats or inappropriate behaviour over the telephone, aggressive behaviour by service users to Council staff within premises and aggressive behaviour to an employee driving a council vehicle from another driver. Of particular note were three incidents of violent and aggressive behaviour by service users arriving unannounced at premises. Arrangements and training for staff can assist them in effectively responding to such incidents to manage the risks of violence and post event support should also be considered. At Sale Waterside, a security guard has recently been appointed by Cofely and Customer Services staff have advised there have been no incidents reported since the appointment.

In ‘other places’, there has been an increase in the number of incidents from 2 to 11. The majority (7) of the incidents occurred in service user’s homes, whilst social care staff were providing assistance to service users. Other incidents involving staff occurred at non-Council premises, such as Manchester City Council and commercial properties.

All incidents involving violence and aggression will continue to be monitored by the HSU, together with the service to ensure appropriate strategies are in place to minimise the risk of further incidents.

3.2.2 Objects

The second common cause of accidents involves objects. There has been a 49% increase in the total number reported (42 compared to 29). The category includes being struck by objects, striking against objects, stepping or kneeling on objects and contact with a sharp object. These occurred in a variety of settings and services.

3.2.3 Slips, Trips and Falls

Slips, trips and falls are the third common cause of accident, with 39 reported compared to 32 last year (an increase of 22%).

There were a total of 6 incidents involving slips, trips and falls reportable under RIDDOR. The majority (4 out of 6) resulted in injuries causing over 7 days absence.

A few slips occurred at the entrance to Urmston Library, which were investigated further by the HSU using a slip assessment tool and remedial action was recommended.

3.3 Rate of Reportable Injuries to Staff

From the overall number of accidents / incidents (231), the number of incidents reportable to the HSE under the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) has remained stable with 14 reported compared to 13 last year (an increase of 8%). This is shown in Table 2 below:

Table 2: Rate of reportable injuries to staff

Local performance indicator-	2008-9	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Total Number of reportable accidents	24	18	19	18	9	13	14
Target for rate of reportable accidents/100 employees	0.40	0.38	0.36	0.34	0.32	0.30	0.28
Actual rate of reportable accidents/100 employees	0.32	0.24	0.31	0.31	0.15	0.21	0.24

The rate of reportable injuries per hundred employees has increased from 0.21 to 0.24. The overall accident rate remains below the performance indicator target for this year of 0.28 accidents per hundred employees.

4. Performance against 2014-15 Corporate and HSU Team Health and Safety Plan

Key actions that were contained within the Corporate Health and Safety Improvement Plan for 2014-15 included:

- Review Control of Substances Hazardous to Health Guidance.
- Review Moving and Handling of People Guidance.
- Review Monitoring Health and Safety Guidance.
- Review Risk Assessment Guidance.
- Review Selection and Monitoring of Contractors Guidance.
- Provision of health and safety training, including a calendar of training.

In line with the HSU rolling programme of policy/guidance review, all the above have been refreshed.

In addition, the HSU has developed the following specific arrangements and guidance for community schools and non-community schools who purchase the Health and Safety SLA:

- Control of Substances Hazardous to Health.
- Display Screen Equipment.
- First Aid and Work.
- Lone Working.
- Monitoring Health and Safety.
- Moving and Handling of Pupils.
- Risk Assessment, including reviewing the example risk assessments for schools.
- Selection and Monitoring of Contractors.

5. Training

The HSU has continued to work with the Learning and Development Team to ensure that a calendar of training is in place across the organisation. In addition, the Team has provided dedicated training sessions to in house Trafford employees, community schools and other schools purchasing the Health and Safety SLA. Courses have recently been provided in risk assessment, safe use of ladders, managing work at height, first aid and the moving and handling of people and loads. The table below details the nature, number of courses and number of attendees throughout the reporting period.

Course	Number of Courses	Number Attended
Health and Safety for Site Managers and Caretakers (Schools)	3	33
Emergency First Aid at Work	6	53
Fire and Security Training for Headteachers	1	5
Fire and Security Training for Site Managers and Caretakers (Schools)	1	10
First Aid at Work	3	27
First Aid at Work Refresher	2	17
Managing the Risk of Public Events	1	4
Moving and Handling Induction (Adult Services)	1	4
Moving and Handling Update (Adult Services)	34	226
Moving and Handling Induction (Children Services)	4	15
Moving and Handling Update (Children Services)	5	47
Moving and Handling (Objects) Update	17	312
Moving and Handling for Site Managers and Caretakers (Schools)	1	5
Moving and Handling (Special Schools)	3	30
Moving and Handling Ceiling Track	1	5
Moving and Handling for TTP Staff	13	105
Risk Assessment (Corporate)	1	7
Risk Assessment (Schools)	3	24
Managing Work at Height	6	53
Work at Height Training (Ladders)	1	19

6. Additional Planned Health and Safety Activity

The information below outlines the 2015–16 planned activity.

- Introduce Driving at Work Policy and Guidance.
- Review Manual Handling (Object) Guidance.
- Review Work at Height Guidance.
- Review Managing Health and Safety in Construction Work Guidance for Schools.
- Review Control of Contractors Guidance.
- Review Fire Safety Guidance.
- Review Homeworking Guidance.
- Produce Young Persons Guidance.
- Review Pregnant Workers Guidance.

- Review First Aid Provision in the council.
- Revised SLA provision for schools.
- Review Health and Safety Management System Audit Tools.
- Develop additional topic audits, i.e. Fire Safety Audit, Design and Technology Audit for schools.
- Merge information from Fronter onto Trafford's Services for Education portal.

7. Legislative Changes

The Construction, Design and Management (CDM) Regulations 2015 came into force on the 6 April 2015.

The most significant change to the Regulations is that the CDM Co-ordinator role has been revoked. A new role of Principal Designer has been introduced, which can either be an organisation or individual who manages the pre-construction phase of a project. In addition, where there is, or likely to be, more than one contractor on site the 'client' must appoint a Principal Designer and a Principal Contractor for the project.

The Council's Asset Management Provider (Amey) will be responsible for providing assistance to ensure the Council complies with its 'client' responsibilities within the CDM Regulations and other related legislation, such as Asbestos.

8. Key Achievements and Added Value

8.1 Audit Programme

The planned HSU audit and inspection programme was successfully completed by March 2015.

8.2 SLA buy-back

73% of schools purchased the Health and Safety SLA and associated 'pay as you go' provision – generating additional income for the Council.

8.3 Legislative changes and HSE Guidance

Legislative changes and HSE guidance has been incorporated into Corporate and School specific Policy, Arrangements and Procedures.

8.4 Display Screen Equipment (DSE) Assessments

A total of 32 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues, including two specialist assessments by the Council's Moving and Handling/Ergonomic Consultant. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

8.5 Fire Risk Assessments

Fire risk assessments have been provided to Council premises, including schools.

8.6 Event Applications

The HSU has reviewed a total of 98 event applications; following Council approval these community events take place at numerous locations across Trafford.

8.7 Procurement Evaluations

A total of 4 procurement evaluations of the health and safety documentation submitted by contractors and service providers applying for tenders or framework agreements have been carried out.

8.8 First Aid Contract

The first aid training contracts have been evaluated and renewed this year with three companies being awarded contracts. These are:

- Emergency First Aid at Work was awarded to Eduk8 Partnership.
- First Aid at Work Certification was awarded to The Training Company.
- First Aid at Work Renewal Certification awarded to Manchester College.

8.9 Moving and Handling Assessments

The table below details the number of 'complex' moving and handling assessments carried out by the Council's Moving and Handling Lead and Consultant. The assessments carried out are mainly in relation to service users within CFW and pupils within schools who require assistance with a moving and handling task. The Consultant has also carried out two DSE assessments for employees who have complex health related issues.

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services	65
CFW Children's Services	5
Schools	13
Direct Payments	3
DSE Workstation Assessments	2
Vocational Rehabilitation	1
TOTAL	89

9. Key Health and Safety Data

Key data for reference is provided in the tables set out in Appendices 1, 2 and 3.

10. Conclusion

The programme of audits carried out by the Health and Safety Unit in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation.

The total number of accidents to staff this year indicates minimal levels of risk to the Council in terms of civil claims.

Corporate Accident Statistics 2014-15

Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Children, Families and Wellbeing	Assessment and Care Management	2
	Education, Health and Care Commissioning	2
	Provider Services	78
	Services For Children Young People and Families	18
Total CFW		100
Economic Growth Environment and Infrastructure	Asset Management	2
	Planning Services	1
	Highways Bridges and Structures	2
	Public Protection	4
	Strategic Business Unit	48
	Waste Management	1
Total EGEI		58
Schools	Special Schools	37
	Primary Schools	19
Total Schools		56
Transformation and Resources	Communications	1
	Customer Services	11
	Human Resources	2
	STaR Procurement	1
	Legal and Democratic Services	1
	Transformation	1
Total T&R		17
Grand Total		231

Appendix 2: Type of accident 2008- 2015

Accident Type	2008-9	2010-11	2011-12	2012-13	2013-14	2014-15
Assaults						
Physical Assault	137	76	45	116	75	86
Assault, Threats or Intimidation (previously Verbal Assault)	20	1	15	23	20	21
Total Assaults	157	77	60	139	95	107
Manual handling (lifting, moving, manoeuvring etc.)						
Manual handling	41	28	14	17	13	16
Slips, Trips and Falls						
Slipped, tripped or fell on same level (new category 12-13)	N/a	N/a	N/a	28	24	33
Slip on the same level	43	30	34	N/a	N/a	N/A
Fall down steps/stairs	4	4	4	3	7	3
Trip	10	9	0	N/a	N/a	N/A
Fall from height	1	3	1	1	1	3
Total Slips, Trips and Falls	58	46	39	32	32	39
Incidents involving objects						
Hit by moving vehicle (new category 14-15)	N/A	N/A	N/A	N/A	N/A	1
Hit by a moving, Flying or falling object	17	12	15	12	18	19
Striking against object/hit something fixed or stationary	15	10	9	9	5	10
Cut by a sharp object	6	8	6	5	5	9
Stepping / Kneeling on Object	0	0	0	0	1	3
Total Objects	38	30	30	26	29	42
Others						
Contact with a moving person (new category 12-13)	N/a	N/a	N/a	1	2	2
Other	15	5	9	4	7	3
Road Traffic Accident	11	16	7	4	4	9
Animal/Insect	5	2	6	3	2	4
Hot surface/substance	10	10	3	7	10	8
Trapped	2	2	3	1	1	0
Exposed to, or in Contact With, a Harmful Substance	0	0	2	0	0	1
Electricity	0	0	1	1	0	0
Plant & machinery (including hand and power tools)	0	2	0	2	1	0
Sports Injury	1	0	0	1	0	0
Total Others	44	37	31	24	27	27
Overall Total	338	218	174	238	196	231

Appendix 3: Type of accident by Directorate 2014-15

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	3	1	0	0	4
Assault threats or intimidation	7	5	8	1	21
Physically assaulted by a person	58	1	0	27	86
Contact with a moving person	1	0	0	1	2
Cut by a sharp object	0	7	0	2	9
Exposed to, or in contact with, a harmful substance	0	1	0	0	1
Fall down steps/stairs	1	0	1	1	3
Fall from height	1	1	0	1	3
Hit by a moving, flying or falling object	5	5	1	8	19
Hit by moving vehicle	0	0	0	1	1
Hit something fixed or stationary	0	2	0	2	4
Hot surface/substance	2	6	0	0	8
Manual handling(lifting, moving, manoeuvring)	2	10	1	3	16
Other	1	1	0	1	3
Road traffic accident	5	4	0	0	9
Slipped, tripped or fell on same level	10	10	5	8	33
Stepping/kneeling on object	1	2	0	0	3
Striking against object	3	2	1	0	6
Totals	100	58	17	56	231