

TRAFFORD COUNCIL

Report to: Executive
Date: 4th March 2013
Report for: Information and Discussion
Report of: Executive Member for Transformation and Resources

Report Title

Six month Corporate report on Health and Safety – 1st April 2012 to 30th September 2012
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Summary

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| <ol style="list-style-type: none">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 past six months. |
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Recommendation(s)

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| <ol style="list-style-type: none">1. That the report is noted. |
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Contact person for access to background papers and further information:

Name: Josh Arnold
Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Improving the health and safety of staff contributes towards the corporate objective to improve health and wellbeing and relates to the Council's Health and Wellbeing strategy. Health and safety arrangements, including reporting arrangements are set out in the Corporate Health and Safety Policy.
Financial implications	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 within Trafford schools in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation within the schools.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None

Risk Management Implications	The increase in the total number of accidents to staff this year is not likely to indicate higher levels of risk to the Council in terms of civil claims and the risk of prosecution, due to the nature of the accidents. The number of reportable injuries has reduced.
Health and Safety Implications	See legal section above. The implementation of the Corporate Health and safety improvement plan in the coming year will ensure that an emphasis is placed on continuous improvement.

Key Decision (as defined in the Constitution): No

Finance Officer Clearance (type in initials)...ID.....

Legal Officer Clearance (type in initials)...MJ.....



[CORPORATE] DIRECTOR'S SIGNATURE (electronic)...

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

1.0 **Background**

This report covers the period from 1st April 2012 to 30th September 2012. It highlights changing trends in accidents and major activities and points of interest. In addition to this report, separate reports on Directorate performance will be made available to the relevant Corporate Directors and local Health and Safety or Joint Consultative Committees.

The overall total number of accidents involving staff reported to the Health and Safety Unit (HSU) has shown an increase of 37% in 2012, compared to the same period in 2011. However, it should be noted that almost all of this increase (27 of the 31 additional accidents) is accounted for by occurrences of violence and aggression involving one service user who has a learning disability (see section 2.3.1 for more details).

Please note that this report provides a direct comparison of the total number of accidents that occurred between 2011 and 2012 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-Community schools in line with statutory requirements. Pre 2011, all schools were included in the CYPS and total council-wide accident statistics, whereas now, only community schools (where the Council is the employer) are included in the statistics.

2.0 **Accident Statistics: April to September 2012**

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1st April 2012 to 30th September 2012. A summary of the findings is detailed below.

2.1 **Overall Numbers and Rates of Accidents**

The overall total number of accidents to staff reported to the HSU has increased by 37%, up from 84 in 2011 to 115 in the same period of 2012 (see Table 1 and Chart 1 below). The overall rate of accidents has also increased, from 1.05 per hundred staff in the same

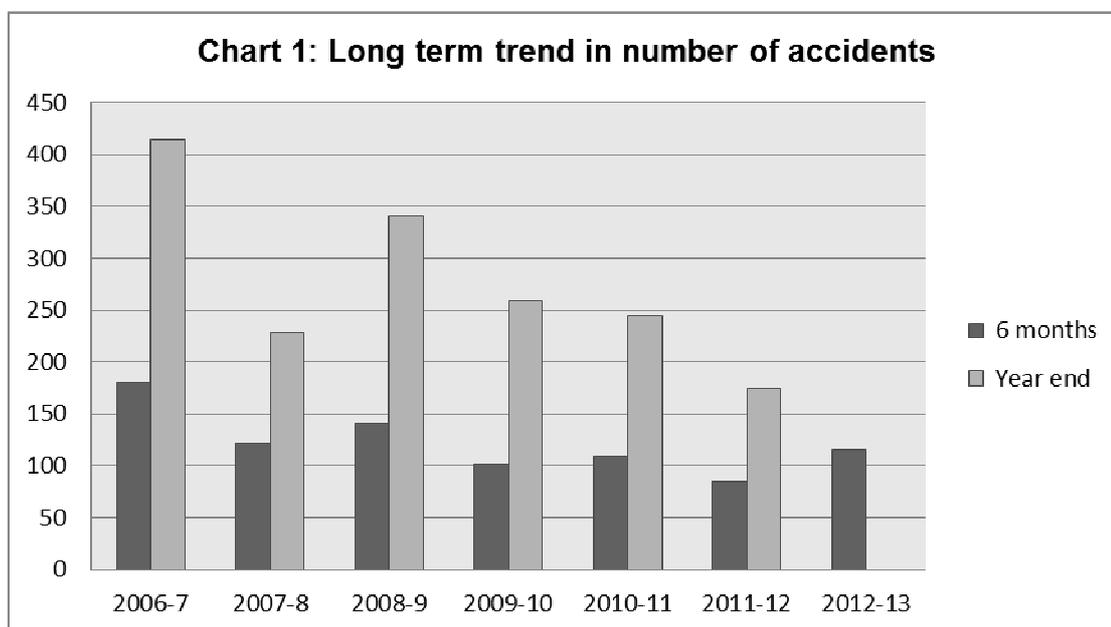
period last year, to 1.96 in 2012. However, 27 incidents relate to violence and aggression from one Communities and Wellbeing service user, accounting for 87% of the increase.

Table 1: Overall number and rate of accidents to staff

Indicators - first 6 months results	2007	2008	2009	2010	2011	2012
Total number of accidents to employees (as reported to the HSU)	121	147	102	109	84	115
Overall rate of accidents to employees/100 employees	1.6	2.0	1.38	1.43	1.14	1.96

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

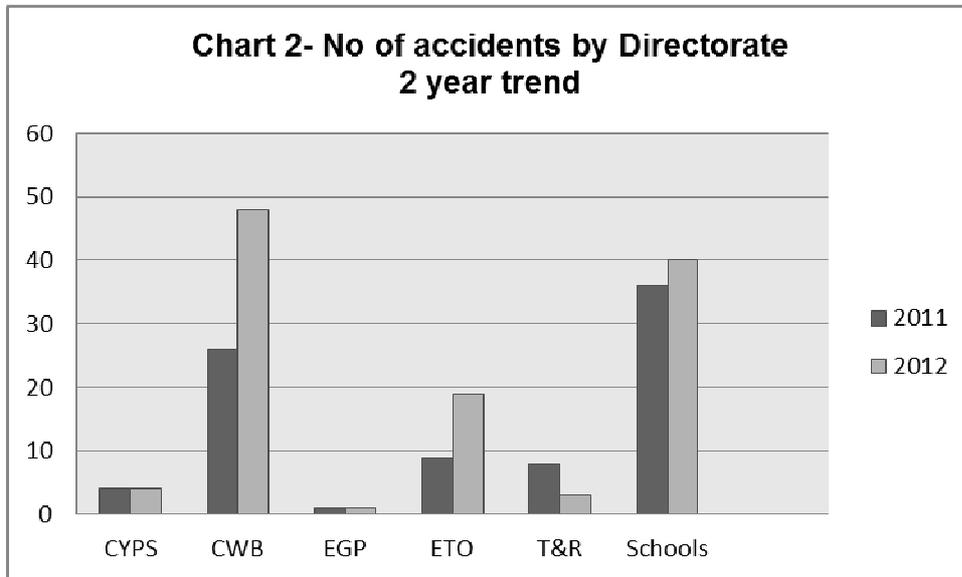
The audits carried out by the HSU indicate that accidents are being reported appropriately in most service areas and schools, but that improvements are required in a small number of areas.



2.2 Numbers of Accidents by Directorate

Compared to the same period last year, the total number of reported accidents has increased in the Environment, Transport and Operations Directorate (ETO), the Communities and Wellbeing Directorate and within Community schools. The number of accidents has reduced in Transformation and Resources (T&R) and has remained level in CYPS and the Economic Growth and Prosperity (EGP) Directorates, see Chart 2 below.

Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion of the 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 in more detail in separate Directorate Health and Safety reports.



2.2.1 Communities and Wellbeing

The overall number of accidents reported in Communities and Wellbeing (CWB) has risen from 14 to 48. Thirty three of these were occurrences of violence and aggression (27 involving one service user). The rate of accidents in CWB is 7.88 per hundred employees.

2.2.2 Children and Young People's Service

The overall number of accidents reported in the Children and Young People's Service (CYPS) has remained static at 4 accidents. The rate of accidents in CYPS is 0.33 per hundred employees.

2.2.3 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations (ETO) has increased (from 9 in 2011 to 19 in 2012). The rate of accidents in ETO is 1.51 per hundred employees. This increase in accidents in ETO is mainly made up of small increases in many different types of accident (see Appendix 3 for more details).

The more significant areas of increase were slips, trips and falls, which rose from 2 to 5 and mainly occurred within Catering Operations and physical occurrences of violence and aggression, which rose from none in the same period of 2011, to 4 in 2012. Two of these occurrences of violence and aggression involved members of staff in Trafford Transport Provision, who were assisting the service user (referenced in section 1 above) during transport to day care. The reasons for the increased number of accidents in ETO will be explored in more detail in the Directorate's report.

2.2.4 Economic Growth and Prosperity

There was 1 reported accident within EGP in the reporting period, the same as for last year. Within EGP, the rate of accidents is 0.73 per hundred employees.

2.2.5 Transformation and Resources

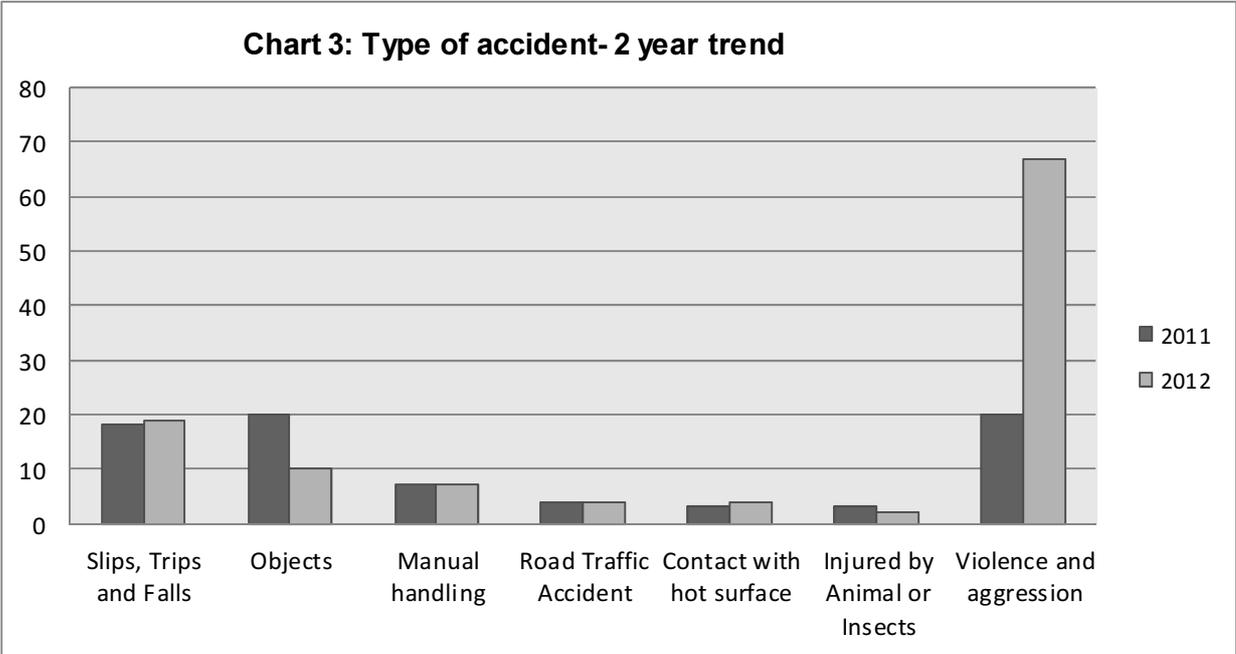
The overall number of accidents reported in Transformation and Resources (T&R) has seen a decrease from 8 accidents in 2011 to 3 in 2012. The rate of accidents in T&R is 0.45 per hundred employees.

2.2.6 Community Schools

The overall number of accidents reported in schools has seen an increase from 35 accidents in 2011 to 40 in 2012. The rate of accidents in schools is 2.01 per hundred employees.

2.3 Types of accidents

The most common types of reported accidents involving staff are occurrences of violence and aggression (responsible for 58% of all accidents - see section 2.3.1 below). The next most common types of accidents are slips, trips and falls (17% - see section 2.3.2). Then those involving objects (9%- see section 2.3.3) and manual handling (6%- see section 2.3.4). Taken together, these account for 89% of all accidents. Chart 3, below, shows a summary of the main types of accidents, compared to the same period last year.



Occurrences of violence and aggression were the most common type of accident involving Council staff and have more than trebled this year, from 20 in 2011 to 67 in 2012. The majority of these occurred within the Children and Young People’s Service (CYPS) and Communities and Wellbeing (CWB) Directorate, where clients and pupils often display challenging behaviour (see Chart 1 below). However, it should be noted that 40% (27) of these occurrences involved one service user who has a learning disability (Autism).

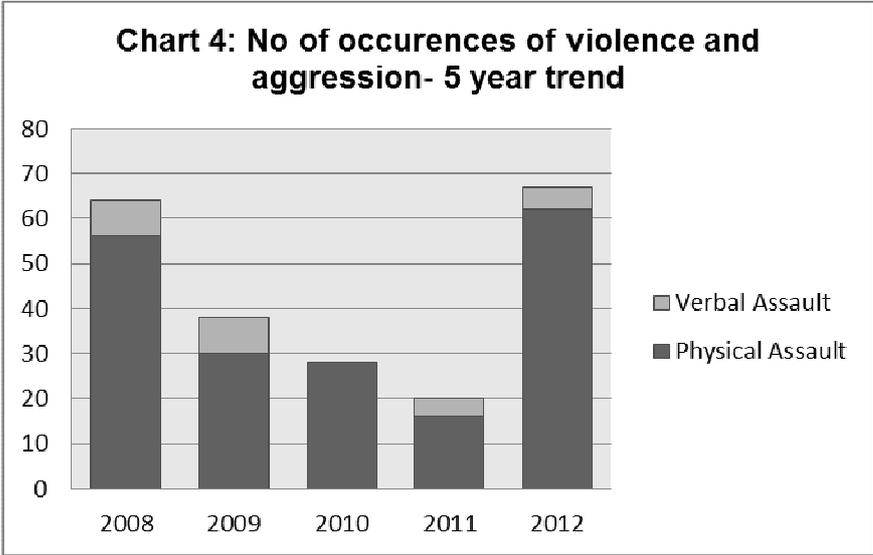
The number of occasions of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual client’s behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; the significant increase in 2012 relates to a different service user than in previous years.

There has been a significant decrease in the number of accidents reported involving objects, down 50% at 10 accidents, compared to 20 in the same period last year. The other two main types of accident - slips, trips and falls and manual handling - are at broadly similar levels to last year. The numbers of all other types of accidents reported this year are lower than last year, with the exception of road traffic accidents, which remains level and contact with hot surfaces/substances, which is up 1 from 3 to 4 accidents. Please see Appendix 2 for more details.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate by accident type.

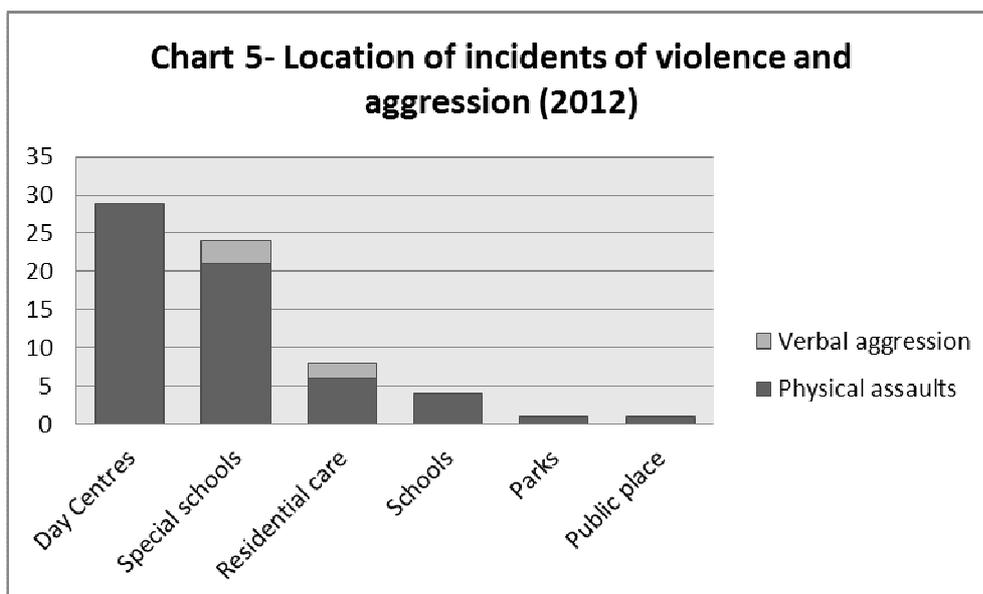
2.3.1 Violence and Aggression

There has been a significant increase in the number of reported occurrences of violence and aggression, up 235% overall this year (from 20 to 67). The majority (62) of the reported occurrences in 2012 were physical occurrences of violence and aggression; these have almost trebled in number (up from 16 in 2011 to 62 in 2012). The number of reported occurrences of verbal aggression has stayed fairly level, with 4 reported in 2011 and 5 reported in the same period of 2012. See Chart 4 below for more details.



A high number of these occurrences of violence and aggression involved the same service user in a day care setting and also involving transport providers. Excluding the incidents relating to this service user, there was a 100% increase on the number of incidents of violence and aggression, compared to the previous year. None of these occurrences of violence and aggression led to an injury severe enough to be reportable to the HSE under RIDDOR (see Section 3.1). Chart 5 below provides more details of the locations where the physical occurrences of violence and aggression took place.

The highest number of reported occurrences of violence and aggression (46%) occurred within the learning disability day care setting, either involving staff at the centre or staff involved in the transport from home. All but two of the 29 occurrences of violence and aggression in the day care setting relate to the service user above, who has autism. Service managers have investigated what has led to this high number of occurrences involving this service user. The triggers that led to the service user’s behaviour have been identified as: when the service user has been waiting for their transport, or for an activity to start, or when changes have been made to their routine.



In order to mitigate these occurrences, the Community Learning Disability Team (CLDT) is involved and behaviour support plans are in place. The CLDT is also currently investigating if there are any underlying issues, which may be affecting the service user's behaviour. In addition, arrangements have been made for all relevant staff to attend autism awareness training. The service will ensure that all staff are supported in managing this service user. A more detailed analysis of these issues will be contained within the CWB Directorate report.

The next most common location of occurrences of violence or aggression was within Special and Primary Schools, with 25 accidents involving either children with challenging behaviour, or parents. Most of these (21) occurred within special schools. A more detailed analysis of these will be contained within the CYPs Directorate report.

2.3.2 Slips, Trips and Falls

Slips, trips and falls remain the second most commonly reported cause of accident, responsible for 17% of all accidents. The numbers of slips, trips and falls are relatively static compared to 2011. The majority of the slips, trips and falls occurred within Primary and Special schools. The HSU has produced an example risk assessment for cleaning activities and in the coming year, will produce tools for managers and staff to help them avoid slips and trips.

2.3.3 Objects

The number of accidents involving objects has dropped considerably this year, from 20 to 10. This includes being struck by objects, striking against objects and contact with sharp objects and these are responsible for 9% of the accidents reported. These occurred in a variety of settings. Four of the accidents involved repairs and maintenance activities and 3 were simple bumps or banged heads.

2.3.4 Manual Handling

The number of manual handling accidents has remained static this year at 7. This number remains low, from a high point of 31 in 2008. The work of the Moving and Handling Trainer in delivering a programme of training and ensuring adequate arrangements are in place has contributed to this reduction.

3.0 Health and Safety Performance

3.1 Rate of Reportable Injuries to Staff

Over this reporting period, there were 7 reportable accidents to staff (those which have to be notified to the National Accident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 2 below:

Table 2: Rate of reportable injuries to staff at the 6 month point

Local performance indicator- First 6 months (April to September)	2007-8	2008-9	2009-10	2011-12	2012-13
Total Number of reportable accidents	9	10	9	9	7
6 month target for rate of reportable accidents/100 employees	0.22	0.20	0.19	0.18	0.17
Actual rate of reportable accidents/100 employees	0.12	0.13	0.12	0.15	0.12

This represents a slight decrease in the total number of reportable injuries from last year (2011), down from 9 to 7. The rate of reportable injuries per hundred employees has also reduced, to 0.12, which remains below the 6 month performance indicator target for this year of 0.17 accidents per hundred employees.

However, it should be noted that from April 2012 the criteria for reporting accidents under RIDDOR changed and now accidents involving staff absences of over 7 days are reportable, whereas previously only those over 3 days were reportable.

4.0 Audit Programme

Following the introduction of a Service Level Agreement (SLA) for schools in April 2011, the HSU focused on carrying out a full health and safety audit of each school that signed up to the SLA within the academic year 2011-2012. The schools have generally performed very well in the health and safety audits and feedback from schools has been very positive and the audits have been welcomed.

In the academic year 2012-13, 82% of schools (including Academies) have to-date signed up for the Health and Safety and Fire Safety Services SLA. Primary schools who have bought the service this year are being offered a detailed audit/inspection of their playground areas and secondary schools are being offered an audit/inspection of the management of their Sports and PE activities and facilities, as an alternative to a full audit. The majority of schools have chosen to take this option and audits are currently being scheduled. Other schools are choosing to have alternative bespoke visits from the HSU, focusing on an area of their choosing.

The HSU is currently contacting those schools who have not bought back the SLA, setting out the benefits of the service.

5.0 Conclusion

The overall total number of accidents involving staff (including occurrences of violence and aggression) reported to the Health and Safety Unit (HSU) has shown an increase of 37% in 2012, compared to the same period in 2011. However, it should be noted that almost all of this increase (27 of the 31 additional accidents) is accounted for by occurrences of violence and aggression involving one service user who has a learning disability.

There have been reductions in the number of certain types of accidents, in particular those involving objects and the numbers of the other main types of accident are static, such as slips and trips and manual handling injuries.

More service audits scheduled to take place in 2012-13 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Further corporate policies will be introduced, including revised guidance on using Display Screen Equipment, a Driving at Work Framework, a Lone Working Framework and further guidance on slips and trips. Senior managers must continue to focus on maintaining these standards and particularly during a period of change and transformation. The HSU will continue to work to support these new ways of working and to assist managers in planning for change.

Appendix 1: Numbers of accidents (including occurrences of Violence and Aggression) by Directorate and Service Area (April to September 2012)

Directorate	Service Area	No of accidents
	Education & Early Years' Service	2
	Services For Children Young People & Families	2
CYPS	Total	4
	Provider Services	48
CWB	Total	48
	Asset Management	1
EGP	Total	1
	Environment Operations	9
	Business Support	1
	Catering Operations	7
	Trafford Transport Provision	2
ETO	Total	19
	Special schools	28
	Primary schools	12
Schools	Total	40
	Human Resources	1
	Policy Performance & Improvement	2
T&R	Total	3
Overall	Total	115

Appendix 2: Type of accident 2007- 2012

Accident Type	2007	2008	2009	2010	2011	2012
Occurrences of violence and aggression						
Physical Assault	28	56	30	28	16	62
Verbal Assault	20	8	8	0	4	5
Total Occurrences of violence and aggression	48	64	38	28	20	67
Manual handling (lifting, moving, manoeuvring etc.)						
Manual handling	10	31	13	17	7	7
Slips, Trips and Falls						
Slip on the same level	15	14	14	15	8	18
Fall down steps/stairs	2	1	3	3	3	1
Trip	4	2	3	3	7	0
Fall from height	2	0	1	2	0	0
Total Slips, Trips and Falls	23	17	21	23	18	19
Accidents involving objects						
Struck by moving object	9	7	5	9	12	5
Striking against object	11	8	6	9	4	3
Contact with sharp object	0	1	1	7	4	2
Stepping/kneeling on object	0	2	0	1	0	0
Total Objects	20	18	12	26	20	10
Others						
Other	8	7	9	4	6	1
Road Traffic Accident	3	3	5	8	4	4
Animal/Insect	3	2	0	1	3	2
Contact with hot surface/substance	2	4	2	2	3	4
Trapped	0	0	1	0	1	0
Plant, machinery, tools or electricity	0	0	1	0	1	1
Contact with chemical agent	1	0	0	0	1	0
Sports Injury	3	1	0	0	0	0
Total Others	20	17	18	15	19	12
Overall Total	121	147	102	109	84	115

Appendix 3: Type of accident by Directorate (April to September 2012)

Type of Accident	CYPS	CWB	EGP	ETO	Schools	T&R	Total
Another Kind of Accident		1					1
Verbal Assault, Threats or Intimidation		3			2		5
Contact with a Hot Surface/Substance		2	1	1			4
Contact With Moving Plant and Machinery or Material Being Machined				1			1
Cut by a Sharp Object	1			1			2
Fall From Steps / Down Stairs	1						1
Hit by a Moving, Flying or Falling Object	1			2	1	1	5
Hit something Fixed or Stationary					3		3
Injured by an Animal or Insects				2			2
Injured while Handling, Lifting or Carrying		1		3	3		7
Physically Assaulted by a Person	1	33		4	24		62
Road Traffic Accident		4					4
Slipped, Tripped or Fell on the Same Level		4		5	7	2	18
Grand Total	4	48	1	19	40	3	115