

TRAFFORD COUNCIL

Report to: Council
Date: 29th January 2025
Report for: Information
Report of: Executive Member for Health and Wellbeing and Equalities

Report Title

**6-month Corporate Report on Health, Safety & Wellbeing
– 1 April to 30 September 2024**

Summary

1. To provide information on council wide health and safety performance and delivery
2. To provide a summary of other key developments in relation to health, safety and wellbeing for the period 1 April – 30 September 2024

Recommendation(s)

1. That the report is noted.

Contact person for access to background papers and further information:

Name: Simon Whitehead – Interim Health and Safety Manager

1. Introduction

- 1.1 The Council remains committed to high standards of health, safety and wellbeing for staff, visitors, contractors, elected members and others who may be affected by our activities. This report covers the period 1 April-30 September 2024 and provides:
- Key health and safety performance information, highlighting proactive and reactive activities undertaken by the Health and Safety Unit (HSU) working with partners
 - Analysis of incident data
 - Activities and initiatives delivered with partners to support our workforce under the ‘*EPIC You* – Health and Wellbeing Strategy’
- 1.4 HSU provides a targeted proactive programme of interventions to manage existing and emerging risks to the workforce and others affected by the Council’s work activities. Work for April-September 2023 included:
- Continuing to promote the ‘Your Safety, Your Wellbeing’ health and safety initiative to ensure that colleagues safely finish their working day, every day.
 - Completing comprehensive full audits within our Trafford Schools.
 - Continued joint monitoring of our One Trafford Partnership contracted services

- Driving forward collaborative improvements to safety and security arrangements within our buildings through the Trafford Internal Security Review Group.
- Providing a range of face to face health and safety training to colleagues in addition to online training.
- Collaborative delivery of a range of health and wellbeing activities and opportunities to the workforce under the EPIC You Employee Health and Wellbeing Strategy.

1.5 Updates are provided to the relevant Corporate Directors and Joint Consultative Committees.

2. Proactive audits and support in council services and schools

2.1 Council service support

2.1.2 Ascot House: Ongoing support is being provided by our moving and handling lead to management to support the service.

- A review of risk assessments and procedures
- Additional work to support the role of the caretaker continues, this is to ensure his schedule of work is recorded and all the planned maintenance is being monitored. A review of his training needs has been completed.
- An onsite presence from the health and safety adviser will continue to happen, this allows any health and safety concerns to be dealt with and advice given promptly.
- Fire Evac chair train the trainer has been provided with additional refresher training planned in.
- A training record for the fire evac training has been produced to assist the staff with cascading the training down. A review of the Moving and Handling equipment, better storage, ease of access, provision and monitoring checks is also planned in.

Care at Home:

Support is being given to management to review their generic risk assessments.

Supported Living:

Support at Ross Grove with service user referrals and falls management. Future plans to review equipment on site.

All of provider services will continue to be trained in moving and handling in line with the guidance.

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2.1.3 Safe delivery of elections

HSU worked closely with Democratic Services throughout April, May and early June in a key supportive role to ensure the safe delivery of the Local and General Election arrangements including the polling stations, receipting and main count.

The team had representation at the weekly elections planning meetings. An event safety management plan was developed and coordinated, risk assessments were in place for each aspect of the elections and the service supported the implementation of security and contingency arrangements in co-ordination with the emergency planning lead officer.

2.1.4 Managing volatile incidents in our buildings

The Trafford Internal Security Review Group (TISRG) continues to work to review and improve the safety and wellbeing of staff from volatile and aggressive behaviour displayed from visitors and service users within our buildings.

To address the wide scope of work now being covered in managing safety and security, the group has been refreshed and incorporates a wider representation from relevant services and partners within our buildings. The group has now made some significant progress in the development of improved safety and security measures as

2.2 Schools Support and SLA Delivery

2.2.1 Schools continued to be supported through the health and safety SLA's which in addition to an on-site visit included:

- Unlimited advice and guidance through our duty officer system.
- Access to school specific guidance on our SLA portal.
- Access to a range online health and safety training.

2.2.2 The school Health and Safety SLA year 2023-24 closed in August with 80 schools having received competent support. Currently, 73 schools have purchased the Health and Safety SLA for 2024-25, including our community schools. The breakdown of schools is shown in table 2.

Table 1: Breakdown of school SLA buy-back 2024-25

School Type	Number
Community	36
Voluntary Aided	18
Independent	1
Academy	18
Total	73

2.2.3 New SLA delivery

A new Schools SLA was introduced this year. The schools now have two SLA options to choose from:

Gold. Full SLA Support with Audit visit to school

Silver. (reduced cost) Full access to all support resources a named advisor available on the phone- no annual audit visit option is included with the silver package.

The new SLA allows schools to have structured H&S audit support. Schools are encouraged to follow the audit structure:

Year 1 GOLD package Full H&S Audit

Year 2 GOLD package Fire Risk Assessment

Year 3 SILVER package

Package	Number
Gold	38
Silver	35

Schools benefit from the Full H&S audit and Fire Risk assessment, the silver option allows the schools a year of savings as the price is cheaper than the gold. This also allows the health and safety unit to have recourse to spend time with our internal services to support with Health and Safety.

3. Health and Wellbeing Support

3.1 The wider HR Service in conjunction with partners and staff groups has continued to deliver a range of interventions for our workforce and promote a wealth of support in line with our *EPIC You* Health and Wellbeing Strategy.

4. Accident statistics

4.1 Overview

4.1.1 Reviewing incidents and accident data remains an important aspect of our reactive health and safety monitoring arrangements. Tables 6 and 7 provide a breakdown of these incidents by service area, directorate, and type of accident.

4.1.2 During the six-month period of this report, we have seen an increase in incidents reported compared to the same period in the previous year. A total of 104 incidents were reported in this period compared to 80 incidents in 2023.

4.1.3 Some considerations of note in relation to the increase are:

- We have been using improved data and reporting from our security teams to ensure we accurately record incidents within our buildings, particularly around violent and aggressive occurrences.
- We have worked to encourage managers and staff to report incidents of verbal abuse or threats through a 'Don't accept it, Report it' initiative.
- We have continued to promote incident reporting and our online form with schools to ensure incidents are appropriately recorded and submitted to HSU.

Table 2: Numbers of accidents by directorate and service area

Directorate	Service Area	No of incidents
Adults Services	Adults Neighbourhood Teams (Supported Living)	2
Total		2
Childrens Services	Education Standards, Quality and Assurance	6
Total		6
Place	Growth Communities & Housing	3
Total		3
Strategy and Resources	Customer Services	5
	Strategic Business Unit	3
Total		8
Schools	Special Schools	72
	Community Schools	13
Total		85
Total Accidents		104

Table 3: Type of accident by directorate

Type of accident	Directorates – See Key Below							Total
	A	B	C	D	E	F	G	
Assault Threats or Intimidation	0	1	0	0	2	2	2	7
Contact with a Hot Surface/Substance	0	0	0	0	0	0	1	1
Cut by a Sharp Object	0	0	0	0	0	1	0	1
Fall from a Height	0	0	0	0	0	0	1	0
Power tool injury	0	0	0	0	0	1	0	1
Hit by a Moving, Flying or Falling Object	0	0	0	0	0	1	1	2
Moving and Handling	0	0	0	0	0	0	0	1
Physically Assaulted by a Person	1	3	0	0	0	0	76	80
Slipped, Tripped or Fell on Same Level	0	2	0	0	1	3	5	9
Striking Against an Object	1	0	0	0	0	0	0	1
Totals	2	6	0	0	3	8	85	104

- A - Adults
- B - Childrens
- C - Finance and Systems
- D - Governance & Community Strategy
- E - Place
- F - Strategy and Resources
- G - Schools

4.2 Types of accidents

- 4.2.1 Violence and aggression accounts for most incidents mainly in relation to front line services and schools managing challenging behaviour. An overall upward trend was noted from 56 incidents reported in 2023 to 80 incidents in 2024. The increased incidents noted will in part be due to the improved reporting as detailed in point 4.1.2, but do provide an ongoing area of focus to ensure management strategies proactively reduce this risk and related incidents to staff.
- 4.2.2 Physical assault (including a wide range of physical incidents due to aggressive behaviour) accounted for 41 incidents at one specialist education school and 31 incidents at another specialist education school. The increase is due to improved reporting from previous years. Most of these incidents related to children with challenging behaviour. The schools regularly review care plans and update information to staff, the SEN team at TMBC can offer support to the schools.
- 4.2.2 There were 8 reported incidents of verbal assault, threats or intimidation compared to 10 reported in 2023. From our front-line services who we have worked with to ensure that volatile behaviour from the public/service users accessing our buildings is recorded. This data has been vital in supporting the progression of improved physical security work at Trafford Town Hall and Sale Waterside via the Trafford Internal Security Review Group.

4.2.3 Slips and trips accidents accounted for 9 incidents. This is a reduction on the previous year (11) These involved a variety of circumstances and were not related. Only one report was submitted for moving and handling injuries. A comprehensive moving and handling assessment/training programme continues to be delivered by HSU to support this risk area.

4.3 Rate of reportable injuries to staff

4.3.1 There were two incidents that required a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report to the Health and Safety Executive. These incidents are shown in Table 8

Table 4: RIDDOR reportable incidents details

RIDDOR type	Details
Over 7-day absence	SEN teaching assistant, absence following injury.
Specified injury	Teaching assistant slipped tripped on same level

5. Continued delivery of health and safety support services

5.2 Your Safety, Your Wellbeing

5.2.1 This health and safety initiative has continued to be an integral message as part of our health and safety delivery programme including:

- A dedicated [intranet resource page](#) with bite size guides.
- Regular communications on key risk and wellbeing issues.

5.2.3 A 'team focus' included the work of Care at Home, who made some practical changes to working patterns and reviewed DSE/workstation arrangements to support the health and wellbeing of the team.

5.3 Training

The HSU has continued to work with the Learning and Development Team to directly deliver or procure the following training for the workforce. Details of the training provided are shown in table 5.

Table 5: Training delivered April-September 2024

Course/Training	Number of Courses	Number Attended/Trained
First Aid at Work (3 day)	1	5
Moving and Handling & Fire Safety Awareness Supported Living)	1	9
Moving and Handling updates (Adults)	3	22
Moving and Handling (objects)	1	4
Online General Manual Handling	-	47
Online Health & Safety in the workplace	-	233
Train the trainer Fire evac chair training	1	4
Online Health and Safety: Health and Social Care	-	55

5.4 Requests for service

HSU have continued to respond to a high level of requests for advice/support and other complaints, incidents or enquiries relating to health and safety at work issues.

5.5 Display screen equipment (DSE) assessments

A total of 19 complex DSE (computer) workstation assessments have been carried out by the HSU for employees. These included supporting colleagues working from home and those with more complex health needs.

5.6 Events consultation

HSU act an internal consultee for any organised events taking place on Council land. They also provide advice and guidance for events organised by the Council and attend multi-agency safety advisory groups as required. This includes the review of risk assessments and event safety plans for an event to be managed and run safely. A total of 47 events were reviewed during this 6-month period which included community fetes, sporting events, and outdoor productions.

5.7 Moving and handling support

5.7.1 The Moving and Handling Lead continues to deliver a range of support to our Adults and Children’s Services to provide staff with the competence and training in moving people safely. This protects both our staff and service users.

5.7.2 As detailed in Table 5, a programme of moving and handling training includes:

- Induction and updates for Ascot House and Care at Home staff.
- Awareness training for all Supported Living staff (includes fire safety awareness delivered in conjunction with the Fire Lead)
- Complex moving and handling assessments.

5.8 **Fire safety**

- 5.8.1 The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools to ensure we meet our duties under relevant fire legislation.
- 5.8.2 Fire safety evacuation communications have been provided through the year on the arrangements in place.
- 5.8.3 Fire evacuations drills were completed at both Trafford Town Hall and Sale Waterside to test the fire arrangements in place at our main administrative buildings.
- 5.8.4 The Fire Lead completed 22 fire risk assessments at school premises.

6. **Conclusion**

- 6.1 The report has highlighted a range of health, safety and wellbeing work delivered as part of the HSU work programme. The delivery of proactive audits will continue to be a focus both through the school SLA arrangements and also the prioritised service audit programme. The 'Your Safety, Your Wellbeing' health and safety initiative will remain an integral part of promoting positive health and safety culture across the organisation.
- 6.2 Managing violence and aggression is a key risk area for the Council. In addition to supporting effective management, reporting and investigation of incidents across services and schools, the Trafford Internal Security Review Group will continue to progress safety and security arrangements within our buildings including the significant physical improvements detailed. With regards to schools the GM Health and safety managers meeting will be discussing how further support may be offered by discussing and sharing information on support or advice provided.
- 6.3 A comprehensive summary and update of the corporate safety and wellbeing programme will be provided in the end of year report.