

## TRAFFORD COUNCIL

Report to: Executive  
Date: 28<sup>th</sup> July 2014  
Report for: Discussion  
Report of: Executive Member for Transformation and Resources

### Report Title

**Year End Corporate Report on Health and Safety – 1 April 2013 to 31 March 2014**

### 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 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

### Recommendation(s)

1. That the report is noted.
2. That the report goes to Full Council on 17<sup>th</sup> September 2014.

### 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 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 in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation. Whilst the Council has achieved compliance with the improvement notice served by the HSE regarding working at height, services need to ensure that their risk assessments and safe working practices are regularly reviewed and monitored.
Equality/Diversity Implications	None

Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	The total number of accidents to staff this year indicates minimal levels of risk to the Council in terms of civil claims. However, the number of reportable injuries has increased slightly and as these are the more serious accidents, they are more likely to lead to civil claims.
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.

## **1.0 Introduction**

This report covers the period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014. It highlights changing trends in accidents, major activities and points of interest, as well as providing a summary of accidents to Council staff. In addition to this report, separate reports on Directorate performance will be made to the relevant Corporate Directors and local Joint Consultative Committees.

The overall total number of accidents involving staff reported to the Health and Safety Unit (HSU) has decreased by 17%, with 196 accidents reported in 2013-2014, compared to 238 accidents in 2012-13. The most common type of reported accident remains those due to violence and aggression; the majority of these occurred within schools (particularly special schools) and adult services within Children, Families and Wellbeing (CFW).

This report provides a direct comparison of the total number of accidents that occurred between 2010-11 and 2013-14 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.

## **2.0 Accident Statistics: April 2013 to March 2014**

### **2.1 Summary**

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014. A summary of the findings is detailed below.

### **2.2 Overall Numbers and Rates of Accidents**

The overall total number of accidents to staff reported to the HSU has decreased by 42 accidents from 238 in 2012-13, to 196 in 2013-14 (see Table 1 below). It should be noted that 8 of these accidents involved more than one person, so although there appears to be 196 accidents, there were in fact only 185 incidents.

The overall rate of reported accidents per hundred employees has also fallen when compared to 2012-13, from 4.05 accidents per hundred employees to 3.29 per hundred employees in 2013-14.

Twenty nine accidents in the previous reporting period (2012-13) were accounted for by occurrences of violence and aggression involving one service user who has a learning disability. There have only been a few incidents involving this service user in this reporting period (see Section 2.5 for more details), following a review of how his behaviour was being managed, which may account for some of the overall reduction in accidents this year.

Overall, there has been an increase in the number of reported accidents involving objects and exposure to hot surfaces/substances. There has been a decrease in the number of reported assaults, manual handling accidents and in the number of accidents involving objects, animals or insects. The number of reported slips, trips and falls and road traffic accidents remains static.

**Table 1: Overall number and rate of accidents to staff**

<b>Indicators - Year End Results</b>	<b>2007-8</b>	<b>2008-9</b>	<b>2009-10</b>	<b>*2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Total number of accidents to employees (as reported to the HSU)	229	341	259	217	174	<b>238</b>	<b>196</b>
Overall rate of accidents to employees/100 employees	3.04	4.65	3.5	3.5	3.0	<b>4.05</b>	<b>3.29</b>

*Rate based on number of staff at 1<sup>st</sup> April at the start of each reporting period.*

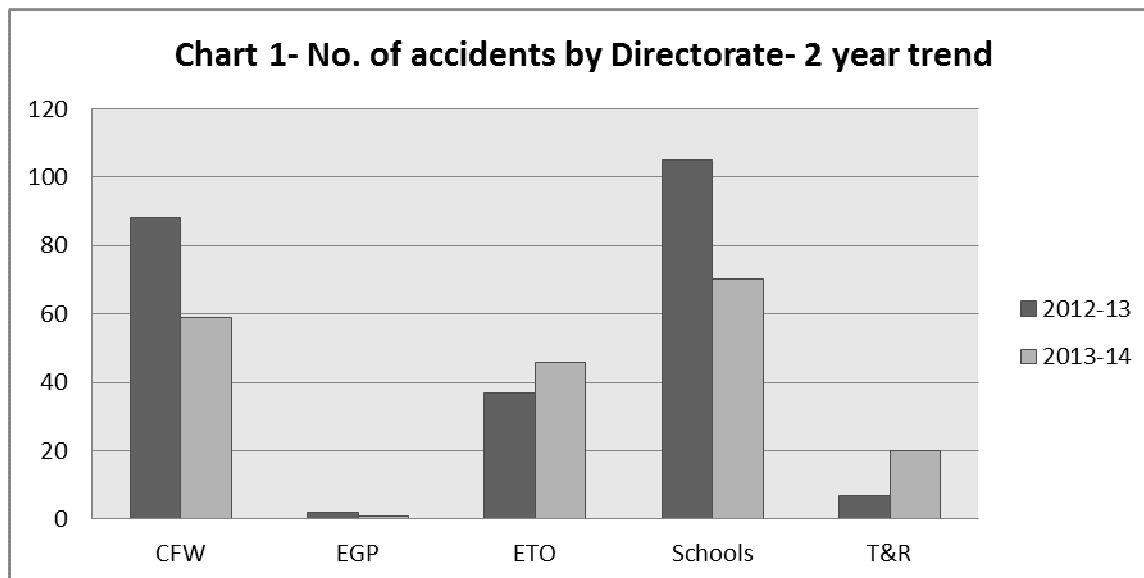
*\*Please note that due to a change in reporting arrangements, the total number of accidents to employees from 2010-11 onwards has been amended to include reported accidents for community schools only (where the Council is the employer), in order to give a direct comparison with accident levels in the last 3 years.*

**2.3 Numbers of Accidents by Directorate**

Compared to 2012-13, the total number of reported accidents increased in Environment, Transport and Operations and in Transformation and Resources (T&R), see Chart 1 below. There was a decrease in reported accidents in Children, Families and Wellbeing, Economic Growth and Prosperity and within maintained schools.

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 in more detail in separate Directorate Health and Safety reports.



### 2.3.1 Children, Families and Wellbeing

The overall number of accidents reported in Children, Families and Wellbeing (CFW) has decreased by 33%, down from 88 reported accidents in 2012-13 to 59 reported accidents in 2013-14. As seven of these accidents involved more than one person, this actually relates to only 52 incidents. Much of this decrease can be accounted for by a 31% decrease in incidents of verbal and physical assault, which are down from 52 in 2012-13 to 36 in 2013-14. The majority of accidents reported by CFW (86%) occurred within Provider Services, which is not unexpected due to the nature of the work carried out within this service.

The rate of reported accidents in CFW has fallen from 4.85 per hundred employees in 2012-13, to 3.27 accidents per hundred employees in 2013-14. However, it should be noted that numbers and rates of accidents within this Directorate are very sensitive to fluctuations in rates of violence and aggression from individual service users. This is explored in more detail in Section 2.5.

### 2.3.3 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations (ETO) has increased by 24%, from 37 in 2012-13 to 46 in 2013-14. The reasons for this increase will be explored further in the Directorate report.

The rate of reported accidents in ETO is also up to 3.72 per hundred employees in 2013-14, compared to 2.93 per hundred employees in 2012-13. The main types of accident, which occurred were: seven incidents involving contact with a hot surface or substance, 7 manual handling injuries, 6 incidents involving being hit by a moving, flying or falling object and 6 slips, trips and falls (on the level).

The reasons for the increased number and rate of accidents in ETO are complex, with mainly small increases and decreases in many different types of accident (of only 1 accident in each case). The only significant area of increase is in contact with a hot surface and substance, which are up by 6 this year, compared to the same period in 2012. The reasons for this are explored further in Section 2.9.

### **2.3.4 Economic Growth and Prosperity**

There was 1 reported accident within EGP in 2013-14, compared with 2 in 2012-13. Within EGP, the rate of reported accidents per hundred employees is 1.45 per hundred employees.

### **2.3.5 Transformation and Resources**

The overall number of accidents reported in Transformation and Resources (T&R) has increased by 185%, up from 7 in 2012-13, to 20 in 2013-14. However, it should be noted that four staff were involved in one incident (of verbal assault), so the number of incidents is actually 17.

There was a decrease of 56% in 2012-13 compared to 2011-12, so the number of reported accidents this year is close to the number from 2011-12, where there were 16 accidents reported from T&R services. The rate of reported accidents in T&R in 2013-14 is 3.1 accidents per hundred employees, up from 1.04 accidents per hundred employees in 2012-13.

The main area of increase within T&R has been in the number of reported verbal assaults, threats or intimidation, which has risen from 1 in 2012-13, to 9 in 2013-14. However, as mentioned above, it should be noted that four staff were involved in one incident of verbal assault, so this is actually 6 incidents. All of these incidents occurred either within libraries (4) or involving staff at the contact centre (2). Most involved threats from customers.

There were slight increases in slips, trips and falls, up from 4 in 2012-13 to 6 in 2013-14. Six of these reported accidents were slips, trips and falls, and four of these occurred at Trafford Town Hall (TTH). Of the accidents at TTH, none required any remedial action.

Other areas where there have been increases in accidents in T&R include staff being hit by moving objects, three accidents occurred, all of these were reported in detail in the 6 month report. Two accidents involved lifting and handling; both involved ICT staff. All ICT staff were offered refresher training in moving and handling in October 2013 and three ICT staff attended, including these two individuals. Further courses will be arranged for after the summer holiday period.

### **2.3.6 Maintained Schools**

The overall number of accidents reported by maintained schools has seen a 33% decrease, down from 104 in 2012-2013 to 70 in 2013-14. This means that the level of accidents within maintained schools is at a similar level to 2011-12, when there were 72 accidents reported.

The rate of reported accidents in schools is 3.27 per hundred employees in 2013-14, compared to 5.27 per hundred employees in 2012-13.

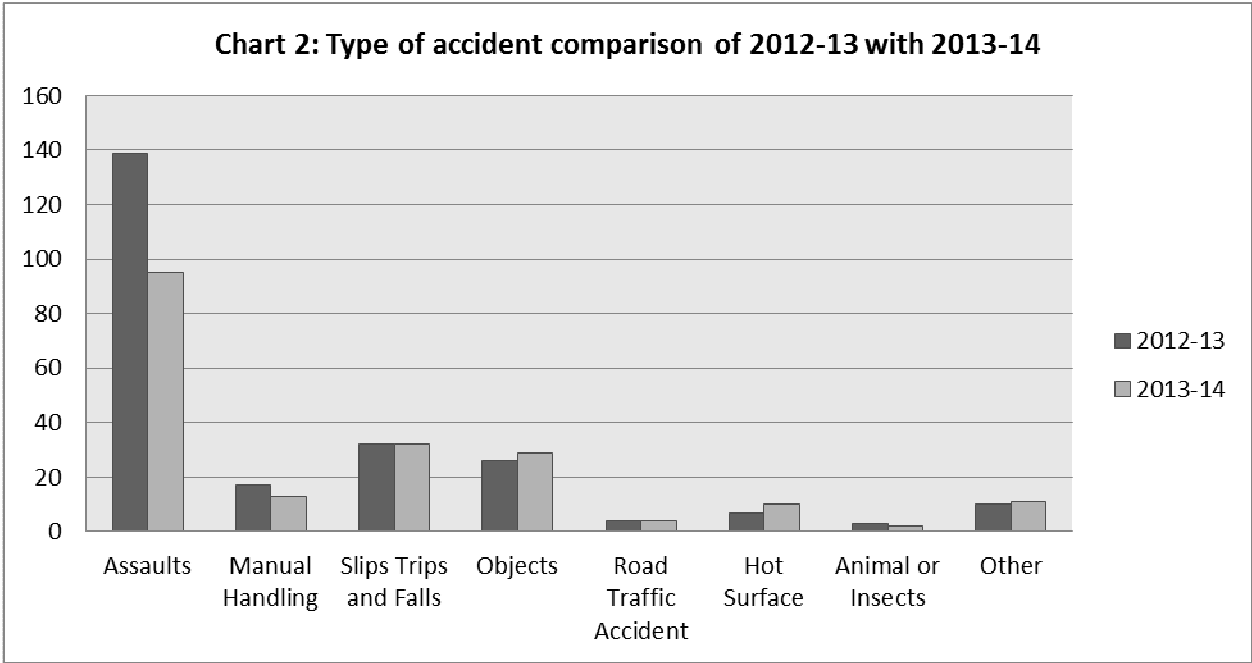
## **2.4 Types of Accidents**

Chart 2, below, shows a summary of the main types of accidents compared to the same period last year.

The most common types of reported accidents involving staff this year (2013-14) are violence and aggression against staff (48% of all reported accidents – see Section 2.5) and slips, trips and falls (16% of reported accidents - see Section 2.7). When taken together with the next most common causes of accidents, those involving objects (15% of reported

accidents- see section 2.8) and manual handling (7% of reported accidents-see section 2.6); these account for 86% of all accidents involving staff.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate and service area.



**2.5 Violence and Aggression**

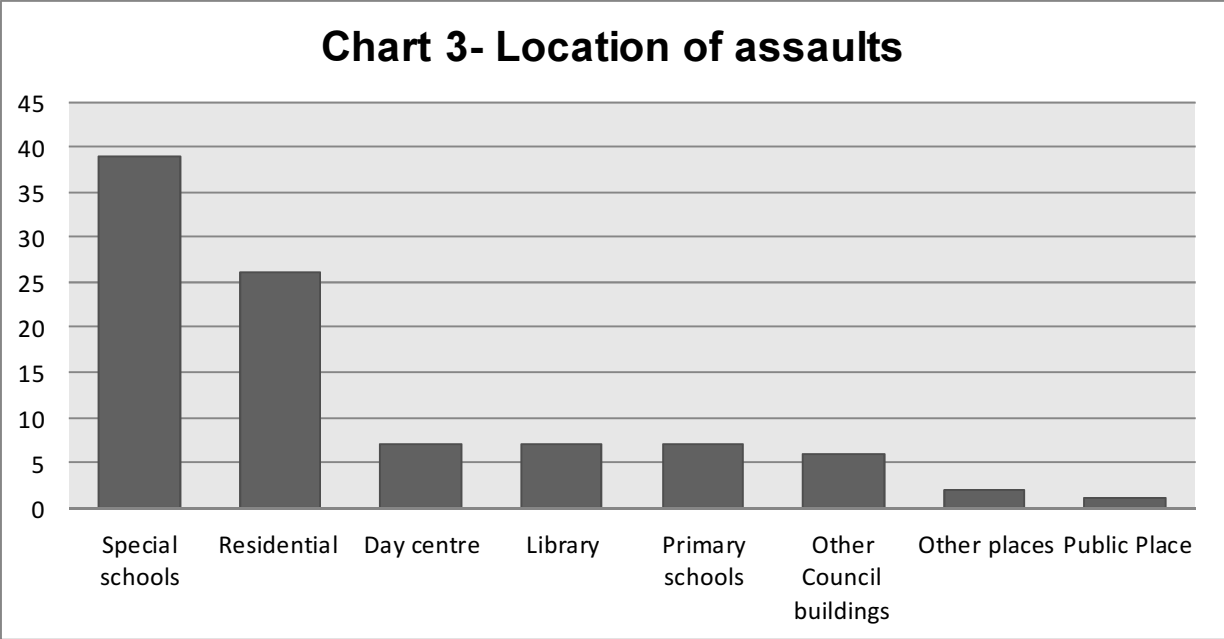
There has been a decrease in the number of reported assaults, down 32% from 140 in 2012-13, to 95 in 2013-14. As in previous years, the majority of reported assaults in 2013-14 were physical assaults (79%). The number of reported physical assaults has decreased by 35% (down from 116 to 75) from 2012-13. The number of reported threats of assault or intimidation (a new category this year, replacing verbal assault) has also decreased from 23 in 2012-13 to 20 in 2013-14. It should be noted that the number of incidents of violence and aggression is actually lower than this, since 7 of the 95 recorded occurrences involved multiple members of staff, making this 84 incidents. None of the occurrences of violence and aggression led to an injury severe enough to be reportable to the HSE under RIDDOR.

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 clients’ behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users. It should be noted that 36% of the increase in assaults last year (in 2012-13) was due to one service user, within the learning disability service, who was involved in 29 reported assaults, which accounted for 21% of the overall total number of reported assaults.

As a result of a review by the service, together with the Community Learning Disability Team (CLDT) and the HSU, revised strategies for the management of this individual were implemented. Subsequently, there have been only 4 further incidents involving this individual since that time and only 7 incidents of assault were reported overall in the Learning Disability Day Centre.

A high proportion (80%) of the reported assaults in 2013-14 came from services dealing with adults or children displaying challenging behaviour. Forty one per cent of all reported assaults occurred within special schools, involving children with challenging behaviour.

However, the numbers of assaults reported from special schools has dropped by 40% this year.



The next highest number of reported assaults (accounting for 35% of all assaults) occurred within Provider Services, either within the reablement community service or in the Learning Disability residential or day care setting. The number of assaults within Provider Services remains level overall, although there has been an increase in the number of reported assaults in the residential setting and a decrease within the day care setting, see Chart 3 above.

Within the Learning Disability residential setting the reported incidents involved 6 different service users, at 6 different homes. The majority of the assaults within Provider Services in CFW occurred whilst supporting service users and residents with tasks such as personal care, dressing and dealing with challenging behaviour. A more detailed analysis of these issues will be contained within the CFW Directorate report.

There were seven assaults reported within Primary Schools, all involving pupils with challenging behaviour. This year, there were no incidents involving parents. A more detailed analysis of these will be contained within the CFW Directorate report.

There have been some increases in reports of assault in other areas, such as some libraries and a children’s centre, but after initial analysis, these seem mainly to be isolated incidents across a number of locations and with no common themes, although this will continue to be monitored by the HSU, together with the respective services. There were seven reported assaults in libraries, although 4 of these relate to one incident involving a library volunteer (where the volunteer was the perpetrator and as a result of this, appropriate measures have been taken), so this actually relates to 4 incidents and involves three different libraries. None of these were physical assaults.

An analysis of the perpetrators of assaults shows that the vast majority (86%) are either pupils or service users displaying challenging behaviour; only 13% of these assaults were perpetrated by customers or members of the public, see Table 2 below. Please note that there was only one incident involving a volunteer, which involved 4 staff.

**Table 2: Perpetrators of assaults against staff**

<b>Group</b>	<b>No of assaults</b>
Pupil	46
Adult Service User	33
Member of the public	9
Volunteer	4
Child Service User	3

The Council's violence and aggression policy is currently being revised by the HSU and the policy wording has been updated in order to strengthen the message about violence and aggression in any form not being tolerated or accepted. The policy also states the Council's commitment to ensuring that the likelihood of employees being exposed to violence and aggression whilst at work is kept to a minimum.

**2.6 Manual Handling**

The number of reported manual handling accidents has decreased by 23%, from 17 in 2012-13 to 13 in 2013-14. Lifting and handling operations were responsible for 7% of all accidents in 2013-14.

The majority of these occurred in the Ground-force team within ETO (six incidents involving a variety of tasks related to gardening; lifting, carrying or reaching). These staff all received refresher training in object handling in April and May of this year.

The next highest numbers are within CFW services (3), mainly as a result of people handling whilst assisting service users. Annual refresher training continues for staff in services involved in people handling, within Children, Families and Wellbeing (CFW) and schools.

Of the remaining reported moving and handling accidents, most involved lifting objects. Object handling refresher training continues to be offered to all staff who carry out significant manual handling as part of their job.

The long term trend is that manual handling accidents have considerably reduced (see Appendix 2) down 68% from 41 in 2008-9 to 13 in 2013-14.

**2.7 Slips, Trips and Falls**

Slips, trips and falls remain the second most commonly reported cause of injury, responsible for 16% of all accidents in 2013-14. The numbers of slips, trips and falls remains level with the previous year (2012-13), at 32 accidents.

Of the slip, trip and fall accidents, 4 were known to slip on a spillage of food or liquids, 8 tripped over an object or person, 6 slipped up or on stairs, 5 slipped on a wet surface and 4 simply went over on their ankle or lost their footing. The remaining accidents were slips, with no clear cause given for the slip.

The most common place that the reported slips, trips and falls (37.5%) occurred was within Primary Schools. The others occurred in a variety of settings, including the street, service users' homes, Sale Waterside and Trafford Town Hall (TTH).



## 2.8 Objects

The number of reported accidents involving objects has increased by 11%, up from 26 in 2012-13, to 29 in 2013-4, bringing the levels back to a similar level to the year before (2011-12). Taken together, these are responsible for 15% of the accidents reported.

Eighteen of these incidents involved being struck by objects, 5 involved striking against objects and 5 involved contact with sharp objects and one involved fingers trapped in a folding table, see below. These occurred in a variety of settings, but 16 occurred in schools.

Four of the reported accidents involved folding tables used in school dining rooms. As a result of identifying this emerging trend, the HSU has worked with the Catering Service to refresh their information given to staff regarding safe systems of work. The HSU has also issued a safety alert to schools via the schools bulletin, advising them to issue the same advice to any other users of the school premises; such as before and after-school clubs.

The remaining incidents showed no clear pattern of causes, although several involved being struck by footballs, two involved being struck by wheelchairs and there were two needle-stick injuries; one in a social care setting and one involving staff assisting a pupil to give themselves an insulin injection.

## 2.9 Exposure to hot surfaces/substances

This year there has been another increase in incidents involving contact with a hot surface or substance, up from 7 reported accidents in 2012-13 to 10 reported accidents in 2013-14. This is in part due to increased awareness on the part of the (remotely located) staff within school kitchens of the need to report accidents involving their staff, as 7 of the 10 accidents reported in 2013-14 involved catering staff, mainly involving contact with hot liquids.

Two of the remainder occurred in social care, whilst making food or drinks for service users in their own homes in the community. The final accident involved a member of staff who burnt themselves on the toaster in the staff restaurant at TTH.

## 3.0 Health and Safety Performance

### 3.1 Rate of Reportable Injuries to Staff

Over this reporting period, there were 13 reportable accidents to staff (those which have to be notified to the national Incident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 3 below:

**Table 3: Rate of reportable injuries to staff**

Local performance indicator-	2006-7	2007-8	2008-9	2009-10	2010-11	2011-12	2012-13	2013-14
Total Number of reportable accidents	30	22	24	18	19	18	9	13
Target for rate of reportable accidents/100 employees	0.44	0.42	0.40	0.38	0.36	0.34	0.32	0.30
Actual rate of reportable accidents/100 employees	0.36	0.29	0.32	0.24	0.31	0.31	0.15	0.21

This represents an increase of 44% in the total number of reportable injuries from last year, up from 9 in 2012-13 to 13 in 2013-14. It should be noted that from April 2012, the criteria for reporting accidents under RIDDOR changed. Now only accidents involving staff absences of over 7 days are reportable, whereas previously those over 3 days were reportable. A reduction in the numbers of reportable accidents is therefore to be expected for the years after 2011-12 and the result for 2013-14 therefore deviates from this trend.

The rate of reportable injuries per hundred employees has increased from 0.15 to 0.21. The overall accident rate remains below the performance indicator target for this year of 0.30 accidents per hundred employees.

Further information on the RIDDOR-reportable injuries is provided in Appendix 4.

### **3.2 Performance against 2013-14 Corporate Health and Safety Improvement Plan**

Key actions that were contained within the Corporate Health and Safety Improvement Plan for 2013-14 included:

- Revise guidance for managers on health and safety training requirements;
- Review of arrangements for the provision of health and safety training and ensure a calendar of suitable training is in place to support the implementation of the revised guidance;
- Approval and implementation of an updated display screen equipment (DSE) framework and guidance and process for staff experiencing health issues relating to DSE use;
- Approval and implementation of the Lone Worker framework and guidance;
- Review of First Aid arrangements and produce a first aid toolkit, including guidance for managers;
- Review of the Corporate Health and Safety Policy, in line with changes to organisational structure

To coincide with the move back into the Town Hall, the HSU has updated the display screen equipment guidance, to support the move towards more agile working. The HSU has also put in place a new system to ensure that we are meeting our responsibilities towards staff with health problems relating to display screen equipment use.

A review of the arrangements in place for the provision of first aid at all of our buildings has been undertaken, to ensure that a robust list of existing first aiders remains available, together with their location and the type and expiry date of their training qualification, now that a large number of staff moves has been completed. This list is now monitored by the HSU and Learning and Development (L&D) teams to ensure that the level of first aid provision remains adequate and first aiders keep their training up to date.

New frameworks and guidance for Lone Working and First Aid have been produced by the HSU and the Corporate Health and Safety Policy has been updated in line with changes to organisational structure and this has been signed by the new Leader and current Chief Executive.

A refresh of health and safety training available to staff has been undertaken, which included a review of the existing Health and Safety training strategy by the HSU, which has now been converted to guidance for managers on the standards of health and safety training that should be in place. The HSU has also worked with the L&D team to ensure that

a calendar of suitable training is in place to support the implementation of the guidance. Courses have recently been provided in risk assessment, working at height, managing work at height, first aid and the moving and handling of people and loads.

#### **4.0 Other Key Developments in Health and Safety**

The Council is reviewing its arrangements for planning, risk assessing, managing and monitoring work at height, following an Improvement Notice being served on the Council after an HSE Inspector observed a member of Council staff working on a flat roof of a school without (in her opinion) adequate protection measures in place. All roof work has been temporarily suspended and refresher training has been provided to 40 managers who manage staff who work at height. An action plan is in place to ensure that all roofs on Council premises are risk assessed and a safe system of work is put in place for accessing and working on the roofs.

#### **5.0 Fire Safety**

The Fire Safety Advisor has been undertaking audits of maintained schools, to ensure that any identified actions have been completed. The Fire Risk Assessment for Trafford Town Hall has been reviewed, following the move back into the building.

With the recent movement of staff between premises, a review has been carried out to assess the location and numbers of Fire Marshals at Trafford Town Hall and further marshals are being recruited and trained. All existing marshals who have recently moved in will be offered an update briefing in the new procedure. Drills have been carried out to ensure that all new staff are familiar with the procedure. Further drills will be carried out until staff, marshals and incident controllers are fully familiar with the procedure.

Initial and refresher training has been carried out for Incident Controllers and Fire Marshals at all administrative buildings and where necessary, disabled evacuation training has also been undertaken.

#### **6.0 Conclusion**

The overall total number of accidents to staff reported to the HSU has decreased by 17%, in 2013-14, compared to the previous year, largely due to a decrease in the number of incidents of violence and aggression against staff. Some of this decrease can be explained by a decline in the number of assaults involving one service user, which were responsible for a large portion of the increase seen in last year's accidents (in 2012-13).

As well as the reduction in reported assaults, there have been reductions in the number of moving and handling accidents, which is a welcome improvement that builds on the long-term downward trend in overall accident rates and improvements in health and safety management.

More school and service audits scheduled to take place in 2014-15 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Senior managers must ensure that managers treat health and safety as a core business area, in order to meet the required standards. The HSU will continue to support and assist managers in this process.

## Corporate Accident Statistics 2013-14

### Appendix 1: Numbers of accidents by Directorate and Service Area

<b>Directorate</b>	<b>Service Area</b>	<b>No of incidents</b>
Children, Families and Wellbeing	Education & Early Years' Service	1
	Provider services	51
	Services For Children Young People & Families	6
	Commissioning Performance & Strategy	1
<b>Total CFW</b>		<b>59</b>
Economic Growth and Prosperity	Asset Management	1
<b>Total EGP</b>		<b>1</b>
Environment, Transport and Operations	Highways Bridges & Structures	2
	Public Protection	4
	Strategic Business Unit	40
<b>Total ETO</b>		<b>46</b>
Schools	Special schools	47
	Primary schools	23
<b>Total Schools</b>		<b>70</b>
Transformation and Resources	Customer Services	12
	Finance	2
	Human Resources	1
	ICT Services	3
	Legal & Democratic Services	1
	Stronger Communities	1
<b>Total T&amp;R</b>		<b>20</b>
<b>Grand Total</b>		<b>196</b>

Appendix 2: Type of accident 2008- 2014

<b>Accident Type</b>	<b>2008-9</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>Assaults</b>					
Physical Assault	137	76	45	116	75
Assault, Threats or Intimidation (previously Verbal Assault)	20	1	15	23	20
<b>Total Assaults</b>	<b>157</b>	<b>77</b>	<b>60</b>	<b>139</b>	<b>95</b>
Manual handling (lifting, moving, manoeuvring etc.)					
<b>Manual handling</b>	<b>41</b>	<b>28</b>	<b>14</b>	<b>17</b>	<b>13</b>
<b>Slips, Trips and Falls</b>					
Slipped, tripped or fell on same level (new category 12-13)	N/a	N/a	N/a	28	24
Slip on the same level	43	30	34	N/a	N/a
Fall down steps/stairs	4	4	4	3	7
Trip	10	9	0	N/a	N/a
Fall from height	1	3	1	1	1
<b>Total Slips, Trips and Falls</b>	<b>58</b>	<b>46</b>	<b>39</b>	<b>32</b>	<b>32</b>
<b>Incidents involving objects</b>					
Hit by a moving, Flying or falling object	17	12	15	12	18
Striking against object/hit something fixed or stationary	15	10	9	9	5
Cut by a sharp object	6	8	6	5	5
Stepping / Kneeling on Object	0	0	0	0	1
<b>Total Objects</b>	<b>38</b>	<b>30</b>	<b>30</b>	<b>26</b>	<b>29</b>
<b>Others</b>					
Contact with a moving person (new category 12-13)	N/a	N/a	N/a	1	2
Other	15	5	9	4	7
Road Traffic Accident	11	16	7	4	4
Animal/Insect	5	2	6	3	2
Hot surface/substance	10	10	3	7	10
Trapped	2	2	3	1	1
Exposed to, or in Contact With, a Harmful Substance	0	0	2	0	0
Electricity	0	0	1	1	0
Plant & machinery (including hand and power tools)	0	2	0	2	1
Sports Injury	1	0	0	1	0
<b>Total Others</b>	<b>44</b>	<b>37</b>	<b>31</b>	<b>24</b>	<b>27</b>
<b>Overall Total</b>	<b>341</b>	<b>217</b>	<b>174</b>	<b>238</b>	<b>196</b>

Appendix 3: Type of accident by Directorate 2013-14

<b>Type of accident</b>	<b>CFW</b>	<b>EGP</b>	<b>ETO</b>	<b>T&amp;R</b>	<b>Schools</b>	<b>Total</b>
Animal/Insect			2			2
Assault Threats or Intimidation	7		3	9	1	20
Contact with a moving person					2	2
Cut by a sharp object	1		3		1	5
Exposed to, or in Contact With, a Harmful Substance						
Fall down steps/stairs	3		1	1	2	7
Fall from height					1	1
Hit by a moving, Flying or falling object	2		6	3	7	18
Hit something Fixed or Stationary		1	1			2
Hot surface/substance	3		7			10
Manual handling- lifting, moving, manoeuvring	4		7	2		13
Other	1		4		2	7
Physically Assaulted by a Person	29		2		44	75
Plant & machinery (including hand and power tools)			1			1
Road Traffic Accident	3		1			4
Slipped, tripped or fell on same level	4		6	5	9	24
Stepping / Kneeling on Object	1					1
Striking against object	1		1		1	3
Trapped			1			1
<b>Totals</b>	<b>59</b>	<b>1</b>	<b>46</b>	<b>20</b>	<b>70</b>	<b>196</b>

Appendix 4: Breakdown of RIDDOR reportable accidents (April 2013-March 2014)

Directorate	Reason reportable	Days lost	Service/school	Specific Location	Type of Incident	Description of Incident
<b>CFW</b>	Over 7 day injury	24	Provider Services	Service users house	Slipped, Tripped or Fell on the Same Level	Employee was leaving the property by the back door when she slipped on the wooden ramp.
<b>ETO</b>	Over 7 day injury	70	Greenspace & Streetscape Operations	Park	Injured while Handling, Lifting or Carrying	Emptying bin by lifting bag out aggravated a previous back injury.
	Over 7 day injury	7	Greenspace & Streetscape Operations	Park	Another Kind of Accident	Stepped out of sweeper vehicle resulting in sprain to ankle.
	Over 7 day injury	15	Catering Operations	School kitchen	Hit by a Moving, Flying or Falling Object	Whilst putting equipment away a dough hook fell & hit employee.
	Over 7 day injury	15	Catering Operations	School kitchen	Contact with a Hot Surface/Substance	Spilt gravy whilst transferring it from pan to server.
	Over 7 day injury	7	Catering Operations	School kitchen	Contact with a Hot Surface/Substance	Burnt arm on cake tin.
	Over 7 day injury	47	Catering Operations	School dining hall	Trapped finger in table	Putting out dining tables trapped finger in mechanism.
	Over 7 day injury	32	Catering Operations	School dining hall	Injured while Handling, Lifting or Carrying	Trapped finger when the small exam table she was putting up collapsed.
<b>Schools</b>	Over 7 day injury	183	School	School cellar steps	Fall From Steps / Down Stairs	Tripped over cleaning machine at top of stairs.
	Over 7 day injury	13.5	School	School classroom	Physically Assaulted by a Person	Child pushed employee into ball pool and fell on top of her whilst also trying to reach another child.
	Major Injury	52	School	School ball pool	Fall from a Height	Stood on wall fixture and it fell off.
	Over 7 day injury	24	School	School classroom	Slipped, Tripped or Fell on the Same Level	Child dropped to the floor and caused employee to trip over the mat.
<b>T&amp;R</b>	Major Injury	26	Trafford Town Hall	Trafford Town Hall	Slipped, Tripped or Fell on the Same Level	Employee's shoe stuck on the carpet and she fell over.