

## TRAFFORD COUNCIL

**Report to:** Executive  
**Date:** 26<sup>th</sup> January 2015  
**Report for:** Discussion  
**Report of:** Executive Member for Transformation and Resources

### Report Title

**6-month Corporate Report on Health and Safety – 1 April to 30 September 2014**

### Summary

**This report provides information on council-wide health and safety performance and trends in workplace accidents and provides a summary of other key developments in health and safety over the 6-month period.**

### Recommendation(s)

- 1. That the report is noted.**
- 2. That the report goes to Full Council on 25<sup>th</sup> March 2015.**

Contact person for access to background papers and further information:

Name: Lisa Hooley  
Extension: 4670

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 are set out in the Corporate Health and Safety Policy.
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 within Trafford schools, together with on-going policy developments and training arrangements will ensure 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 increase in the number of accidents over the 6-month period may result in slightly higher levels of risk to the Council in terms of civil claims and the risk of prosecution.

Health & Wellbeing Implications	The health, safety and wellbeing of all staff involved in any accident is of the upmost importance and support is offered, as appropriate i.e. counselling, Occupational Health provision and physiotherapy.
Health and Safety Implications	See Legal Implications section above. There is an emphasis placed on continuous improvement through the Corporate Health and Safety Improvement Plan.

## **1.0 Background**

This report covers the 6-month period from 1<sup>st</sup> April 2014 to 30<sup>th</sup> September 2014. It highlights changing trends in accidents and major activities and points of interest in relation to health and safety. In addition to this report, separate reports on Directorate health and safety performance will be made available to the relevant Corporate Directors and local Health and Safety or Joint Consultative Committees.

Please note that this report provides a direct comparison of the total number of accidents that occurred between 2011 and 2014 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 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 2014**

Overall, the total number of accidents reported to the Health and Safety Unit (HSU) involving staff has shown an increase of 36% in the first 6 months of 2014, compared to the same period in 2013.

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 2014 to 30<sup>th</sup> September 2014. A summary of the findings is detailed below.

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

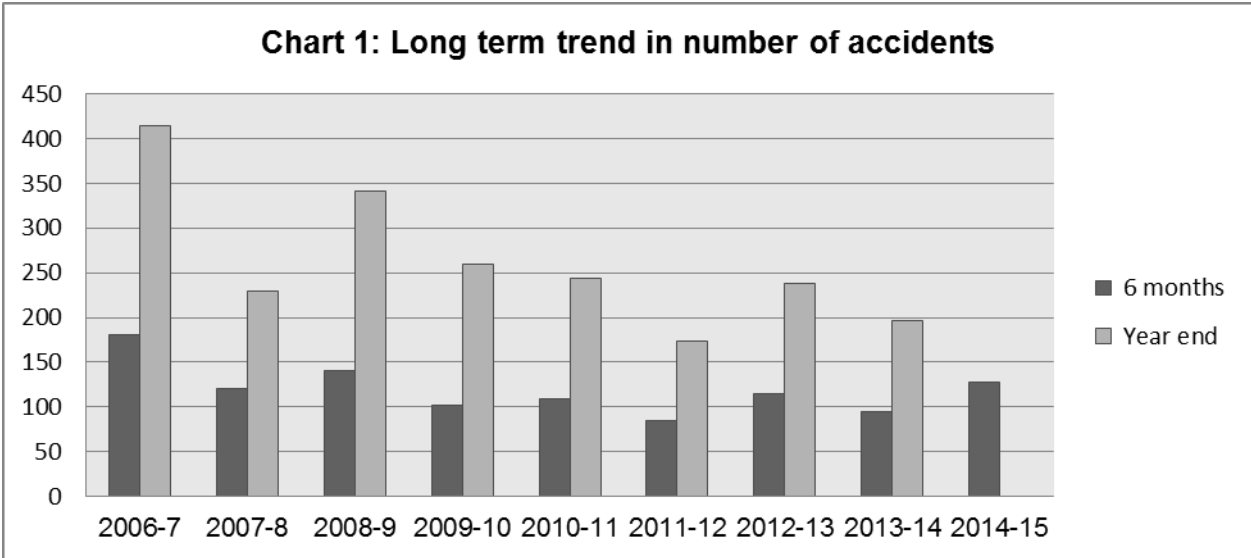
The overall total number of accidents to staff reported to the HSU has increased by 36%, up by 34 from 94 in the same period of 2013, to 128 in 2014 (see Table 1 and Chart 1 below). The overall rate of accidents has also increased, up from 1.60 per hundred staff in the same period in 2013, to 2.22 per hundred in 2014. Although there were 128 reports of accidents made, 4 of these accidents involved two or more people, so in fact these accident reports relate to 123 incidents.

Much of this increase can be accounted for by a rise in the number of occurrences of violence and aggression involving one service user who has a learning disability (see section 2.3.1 for more details).

**Table 1: Overall number and rate of accidents to staff – 5 year trend**

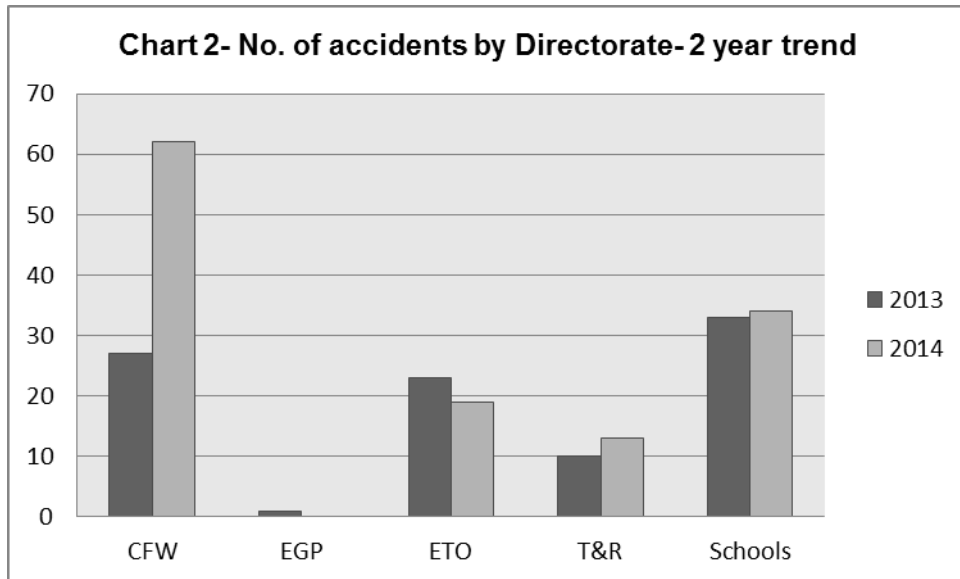
Indicators - first 6 months results	2010	2011	2012	2013	2014
Total number of accidents to employees (as reported to the HSU)	109	84	115	94	<b>128</b>
Overall rate of accidents to employees/100 employees	1.43	1.14	1.96	1.60	<b>2.22</b>

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



**2.2 Numbers of Accidents by Directorate**

Compared to the same period last year, the total number of reported accidents has increased within the Children Families and Wellbeing (CFW) and Transformation and Resources (T&R) Directorates and community schools, see Chart 2 below. The number of reported accidents has reduced in the Economic Growth and Prosperity (EGP) and Environment, Transport and Operations Directorates (ETO). Please note that the Economic Growth, Environment and Infrastructure Directorate had not been formed during the period of this report.



Whilst this information gives an indication of the number of reported accidents within each Directorate, a better indicator is the rate of accidents in each Directorate, as this takes into account differences in the number of staff. These rates are explored in the sections below for each Directorate.

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 Children, Families and Wellbeing

The overall number of accidents reported in CFW has risen by 129%, up by 35 from 27 in the same period of 2013 to 62 in the first 6 months of 2014. Twenty-six of the 62 reported accidents can be accounted for by an increase in occurrences of violence and aggression. In 2014, the number of occurrences of violence and aggression has increased to 43 (25 of these involving the same service user as reported in 2012), from 17 in the same period in 2013.

The rate of accidents in CFW in 2014 is 3.7 per hundred employees, compared to 1.59 in the same period of 2013, so the rate of accidents has also significantly increased.

### 2.2.2 Environment, Transport and Operations

The overall number of accidents reported within ETO has decreased (down from 23 in 2013, to 19 in 2014), back to the level that accidents were at in the same period of 2012. The rate of accidents in ETO is 1.57 per hundred employees, compared to 1.96 in the same period of 2013. Therefore, the rate of accidents has decreased, as well as the number of accidents.

### 2.2.3 Economic Growth and Prosperity

There were no reported accidents within EGP in the reporting period, compared to 1 accident for 2013. Within EGP, the rate of accidents is zero accidents per hundred employees in 2014, compared to 0.74 per hundred for the same period in 2013.

**2.2.4 Transformation and Resources**

The overall number of accidents reported in T&R has increased by 3, from 10 in 2013 to 13 in the same period of 2014. The rate of accidents in T&R is 2.09 per hundred employees, compared to 1.60 in the same period of 2013. Therefore, the rate of accidents has increased as well as the numbers of accidents.

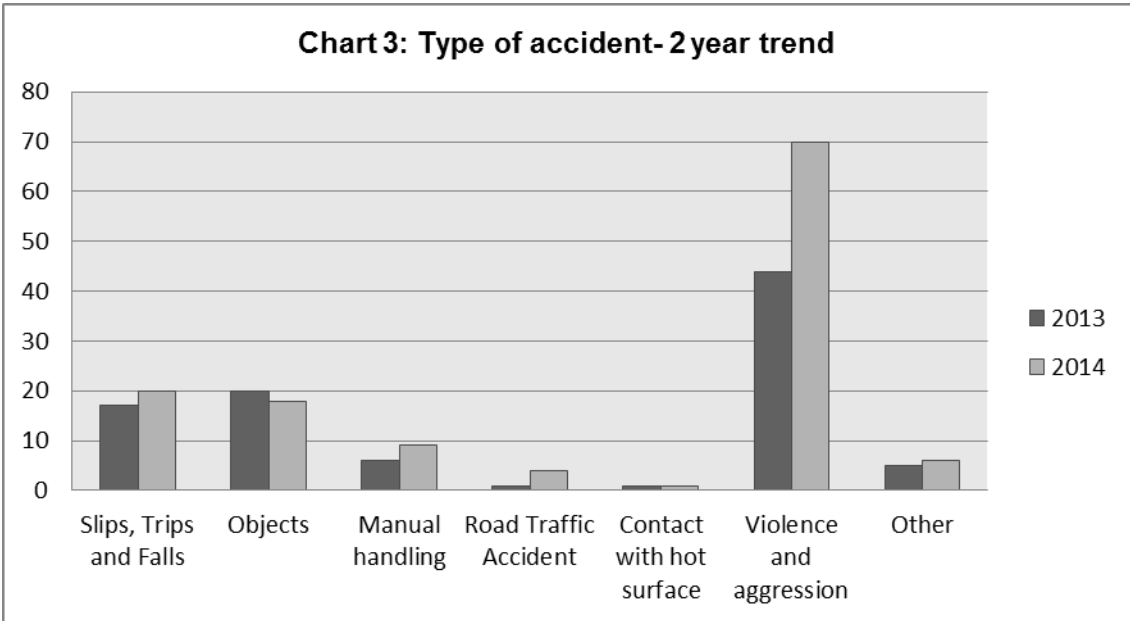
**2.2.5 Community Schools**

The overall number of accidents reported in community schools has seen a slight increase by 1 accident, from 33 accidents in the same period of 2013, to 34 in 2014. The rate of accidents in schools is 1.6 per hundred employees, compared to 1.56 in the same period of 2013. Therefore, the rate of accidents has also slightly increased.

**2.3 Types of accidents**

The most common types of reported accidents involving staff are occurrences of violence and aggression (responsible for 55% of all accidents - see section 2.3.1 below). The next most common types of accidents are those involving slips, trips and falls (16% - see section 2.3.3), followed by objects (14%- see section 2.3.2) and manual handling (7%- see section 2.3.4). Taken together, these account for 92% of all accidents.

Chart 3, below, shows a summary of the main types of accidents, compared to the same period in 2013.



Occurrences of violence and aggression were the most common type of accident reported involving Council staff and these have increased this year by 59%. The majority (57%) of these occurred within the Provider Services part of the CFW Directorate and within special schools (20%), where clients and pupils often display challenging behaviour. Slips, trips and falls were the next most common type of accident with 20 occurring, up from 17 in the same period last year. Manual handling injuries have also increased since last year, up 50% from 6 to 9.

There has been a slight decrease in the number of accidents reported involving objects, which have dropped from 20 to 18, compared to the same period last year, see section 2.3.2 for more information. The numbers of all other types of accidents reported this year

are lower than last year, with the exception of “other” accidents, which has risen slightly; see section 2.3.5 for more information.

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 from 44 in the same period 2013 to 70 in 2014, which is a 59% increase. It should be noted that the number of incidents of violence and aggression is actually lower than this, since 3 of the 70 recorded occurrences involved 2 or more members of staff, making this 66 incidents.

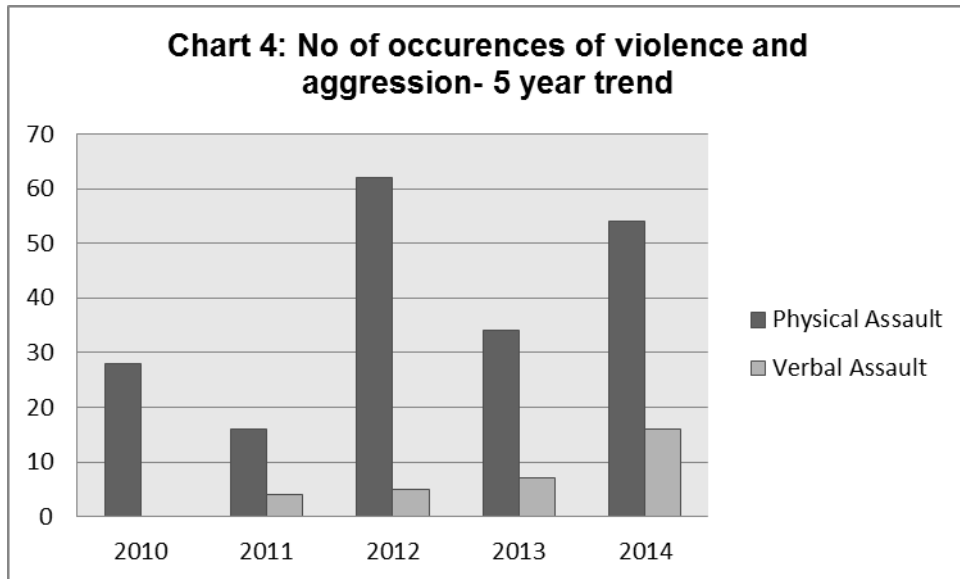
The number of reported occurrences of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual client’s behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; as did the significant increase in 2012, where 27 occurrences were due to violence and aggression involving one service user. The total dropped in 2013 to 17, as the occurrences of violence and aggression involving this service user reduced to 2 at the 6 month point in 2013.

There has been a significant increase in the number of incidents reported within Provider Services (30 in total, compared to 4 last year). Twenty-six of these incidents involved the same service user as in 2012. The behavioural incidents involving this service user have fluctuated over recent years, and the Service has worked in conjunction with the Community Learning Disability Team (CLDT) to identify the triggers, which resulted in a reduction in incidents in these areas.

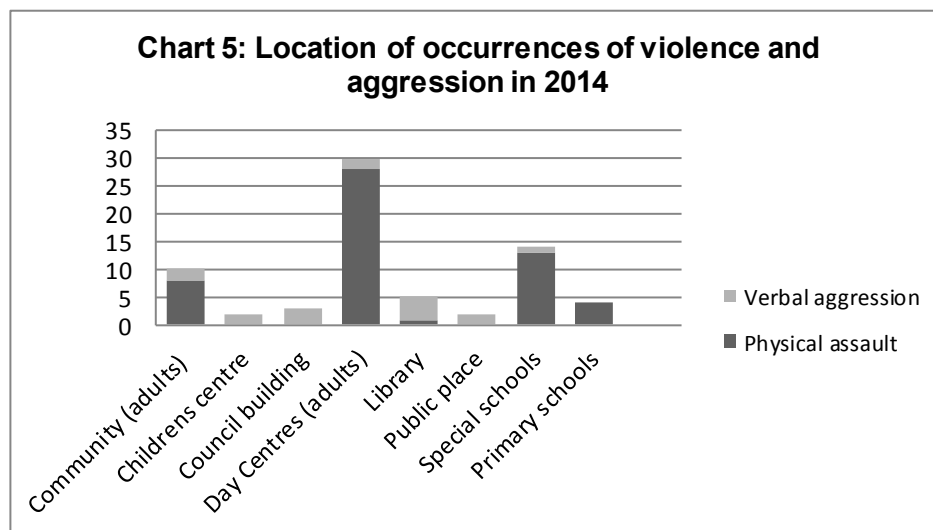
Over recent months, the number of incidents involving this service user has increased significantly, and the Service has continued to work with CLDT to identify the triggers. In addition, the CLDT have been investigating if there are any underlying health issues, which may also be affecting their behaviour.

However, following the most recent serious incident, it was agreed at a professionals’ meeting that this individual required one to one support. Arrangements were made for the service user to transfer to an external provider, which is known to the individual and specialises in accessing community activities. A support plan has been developed for the individual. To date, there have been no incidents reported by the provider. On-going monitoring and regular reviews of the strategies in place will ensure they remain effective.

The majority of the reported occurrences of violence and aggression in 2014 were physical violence; occurrences of physical violence have increased 58%; up from 34 in 2013, to 54 in the same period of 2014. The number of reported occurrences of verbal aggression has also increased, with 7 reported in 2013 and 16 reported in the same period of 2014. See Chart 4 below for more details.



None of the 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 (42%) occurred within the learning disability day care setting. This was an increase of 650%, up from 4 occurrences in 2013 to 30 in 2014. Twenty five out of the 30 reported assaults in this setting were involving the same service user who was involved in 27 incidents in the same period in 2012, as described above. The 5 other incidents involved 4 other service users.

The next most common setting was in the council's special schools, where 20% (14) of occurrences of violence and aggression were reported. However, compared to the same period in 2013, the number of occurrences in special schools has reduced slightly, down by 3, from 17 to 14 occurrences. All of these occurrences involved children with challenging behaviour; none involved parents, as has been the case in previous years. A more detailed analysis of these will be contained within the separate (community) schools' report.

The next most common setting for violence and aggression was within the community, whilst working with vulnerable adults in Provider Services. These residential and

community-based occurrences fall across two different services; 6 incidents within the Supported Living Learning Disability Service and 1 incident within the Reablement Service and three in service users' homes. Taken together, these involve 6 different premises and 5 different service users.

There have been some slight increases in other areas, such as some libraries and other Council buildings, but after initial analysis, these seem mainly to be isolated incidents across a number of locations and with no common themes. The libraries involved are 4 different libraries and involved different perpetrators, except in one case where there were two incidents involving the same person.

All of these will continue to be monitored by the HSU, together with the service, to ensure that appropriate mitigation strategies are in place to minimise the risk of further incidents.

### **2.3.2 Slips, Trips and Falls**

Slips, trips and falls were the second most commonly reported cause of accident, responsible for 16% of all accidents. The numbers of reported slips, trips and falls have increased slightly compared to the same period in 2013, up 3 from 17 to 20. These occurred in a variety of settings, including 6 in primary or special schools.

There were 3 falls from a height, two from ladders and one from step ladders. None of these were reportable under RIDDOR.

There were 9 slips. 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. Three were slips on wet floors (different premises), 2 involved falling down stairs and the remainder had a variety of causes, including a few slips off curbs, on equipment and food spills. One of these was reportable under RIDDOR.

There were 6 trips, three of these involved tripping over objects and there were several accidents involving missed footing. One of these was reportable under RIDDOR.

### **2.3.3 Objects**

There has been a slight decrease in the number of reported accidents involving objects, which are down to 18 from 20, compared to the same period in 2013. Accidents involving objects are responsible for 14% of the accidents reported; this makes them the third most common cause of accident in this period of 2014. This category includes being struck by objects, striking against objects, stepping or kneeling on objects and contact with sharp objects. These occurred in a variety of settings and services.

Accidents involving staff being hit by a moving, flying or falling object have reduced this year, from 12 to 9. These occurred across all Directorates and schools, in a variety of circumstances. Accidents involving hitting something fixed or stationary are up 150%, up from 2 in 2013, to 5 this year.

Accidents involving contact with sharp objects have decreased by 50% this year (down from 8 in 2013 to 4 accidents this year). Two of these were reportable under RIDDOR.

### **2.3.4 Manual Handling**

The number of reported manual handling accidents has increased from 6 accidents in 2013 to 9 in 2014. This number remains low, from a high point of 31 in 2008. The majority (5) of



these accidents occurred within operational services within ETO. Three of these occurred in the Ground-force team and 2 were in highways maintenance. These staff all received refresher training in object handling in April and May of 2013. The HSU will monitor this situation and if the number of these accidents occurring within these services continues to cause concern, a decision will be made about whether additional training is required.

The remaining 4 accidents all occurred in a variety of situations and settings, including moving a piano in a school, moving boxes and hoisting a child. Three of these were reportable under RIDDOR.

**2.3.5 Other Accidents**

Within the “other” category, only road traffic accidents (RTAs) and accidents as a result of an animal or insect are higher in numbers in 2014, compared to the same period in 2013. The number of road traffic accidents has risen this year compared to last year (up from 1 to 4).

Three of the 4 RTAs were staff who were travelling whilst at work in their private cars and were hit by other road users. The remaining RTA involved a member of staff driving a Road Sweeper, which was also hit by another road user.

**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 - 5 year trend**

<b>Local performance indicator- First 6 months (April to September)</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Total Number of reportable accidents	9	9	7	4	<b>7</b>
6 month target for rate of reportable accidents/100 employees	0.19	0.18	0.17	0.16	<b>0.15</b>
Actual rate of reportable accidents/100 employees	0.12	0.15	0.12	0.07	<b>0.12</b>

This represents an increase in the total number of reportable injuries from last year (2013), up from 4 to 7, which is at the same level as the previous year. The rate of reportable injuries per hundred employees has also increased, to 0.12, which remains below the 6 month performance indicator target for this year of 0.15 accidents per hundred employees. Three of these injuries occurred while Handling, Lifting or Carrying. Two were slips, trips and falls and one involved a collision with another person and finally a member of staff was hit by a table, which collapsed.

*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, so only figures for 2012, 2013 and 2014 are directly comparable.*

#### **4.0 Conclusion**

The overall total number of accidents to staff reported to the HSU has increased by 36%, up by 34 from 94 in the same period of 2013, to 128 in 2014. Much of this increase can be accounted for by a rise in the number of occurrences of violence and aggression, which has increased by (26 accidents) or 59% from the same period last year. Nearly all of this increase can be accounted for by one service user who has a learning disability, which accounts for 25 of these additional accidents.

However, there have also been increases in accidents due to Slips, Trips and Falls, Manual Handling and Road Traffic Accidents. The only area where accidents have decreased is those involving objects.

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.

Guidance for managers has been issued on managing violence and aggression and first aid has been reviewed since April, which should assist managers in managing these areas. Training is ongoing for staff involved in manual handling, working at height and first aid.

Senior managers must continue to focus on maintaining quality standards in the management of health and safety and the HSU will continue to work to support services in managing on-going health and safety risks.

**Key Decision** No

**Finance Officer Clearance** ID

**Legal Officer Clearance** HAK

**CORPORATE DIRECTOR'S SIGNATURE**



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

**Appendix 1: Numbers of accidents (including occurrences of Violence and Aggression) by Directorate and Service Area (April to September 2014)**

<b>Directorate</b>	<b>Service Area</b>	<b>No of accidents</b>
	Commissioning, Performance & Strategy	1
	Nexus Education Centre	1
	Services For Children Young People & Families	6
	Provider services	54
<b>CFW</b>	<b>Total</b>	<b>62</b>
	Highways Bridges & Structures	2
	Catering operations	3
	Greenspace & Streetscape Operations	10
	Public Protection	3
	Trafford Transport Provision	1
<b>ETO</b>	<b>Total</b>	<b>19</b>
	Primary schools	11
	Special schools	23
<b>Schools</b>	<b>Total</b>	<b>34</b>
	Customer Services	10
	Communications and marketing	1
	Legal and Democratic	1
	Human Resources	1
<b>T&amp;R</b>	<b>Total</b>	<b>13</b>
<b>Overall</b>	<b>Total</b>	<b>128</b>

**Appendix 2: Type of accident 2010- 2014 (5 year trend)**

<b>Accident Type</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Occurrences of violence and aggression</b>					
Physical Assault	28	16	62	37	54
Assault, Threats or Intimidation	0	4	5	7	16
<b>Total Occurrences of violence and aggression</b>	<b>28</b>	<b>20</b>	<b>67</b>	<b>44</b>	<b>70</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>17</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>9</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	18	15	18	12	15
Fall down steps/stairs	3	3	1	4	2
Fall from height	2	0	0	1	3
<b>Total Slips, Trips and Falls</b>	<b>23</b>	<b>18</b>	<b>19</b>	<b>17</b>	<b>20</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	9	12	5	12	8
Striking against object	9	4	3	2	6
Contact with sharp object	7	4	2	4	4
Stepping/kneeling on object	1	0	0	1	0
<b>Total Objects</b>	<b>26</b>	<b>20</b>	<b>10</b>	<b>19</b>	<b>18</b>
<b>Others</b>					
Another kind of accident	4	6	1	3	2
Road Traffic Accident	8	4	4	1	4
Animal/Insect	1	3	2	1	3
Contact with hot surface/substance	2	3	4	1	1
Collision with a moving person	0	0	0	1	1
Trapped	0	1	0	0	0
Plant, machinery, tools or electricity	0	1	1	1	0
Contact with chemical agent	0	1	0	0	0
<b>Total Others</b>	<b>15</b>	<b>19</b>	<b>12</b>	<b>8</b>	<b>11</b>
<b>Overall Total</b>	<b>109</b>	<b>84</b>	<b>115</b>	<b>94</b>	<b>128</b>

**Appendix 3: Type of accident by Directorate (April to September 2014)**

<b>Type of accident</b>	<b>CFW</b>	<b>ETO</b>	<b>Schools</b>	<b>T&amp;R</b>	<b>Total</b>
Animal/Insect	3				3
Collision with Moving Person			1		1
Contact with hot surface/substance		1			1
Contact with sharp object		2	2		4
Fall down steps/stairs			1	1	2
Fall from height	1	1	1		3
Manual handling- lifting, moving, manoeuvring	1	5	2	1	9
Another kind of accident		1	1		2
Physical Assault	37		17		54
Road Traffic Accident	3	1			4
Slip or trip on the same level	5	4	4	2	15
Striking against object	2	1	2	1	6
Struck by moving object	4	1	2	1	8
Verbal Assault	6	2	1	7	16
<b>Total</b>	<b>62</b>	<b>19</b>	<b>34</b>	<b>13</b>	<b>128</b>