

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 20<sup>th</sup> January 2016  
**Report for:** Information  
**Report of:** Corporate Director - Resources

### Report Title

**6-month Corporate Report on Health and Safety – 1 April to 30 September 2015**

### Summary

1. To provide information on council wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the period 1<sup>st</sup> April 2015 to 30 September 2015.

### Recommendation(s)

1. That the report is noted.

### Contact person for access to background papers and further information:

Name: Richard Fontana Health & Safety Manager  
Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	The Council's approach to managing health and safety at work is set out in the Corporate Health and Safety Policy. This includes the arrangements for ensuring the health, safety and welfare of employees and reporting on performance.
Financial	There are no foreseeable financial implications arising out of this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit, together with on-going policy/guidance developments, training provision and investigations of accidents and incidents are designed to continually improve compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	None
Risk Management Implications	The total number of accidents to staff over the 6 month period has fallen compared to the same period in 2014. This presents reduced levels of

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

## 1. Introduction

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

This report covers the 6 month period from 1 April to 30 September 2015. It identifies the key performance indicators that have been introduced to monitor health and safety performance across the organisation and highlights both proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period.

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

## 2. Monitoring Statutory Compliance

### 2.1 Health and Safety Audits in Council Directorates and Schools

The purpose of the audits is to monitor statutory compliance and to identify areas of risk to the Council. A three-year rolling audit programme has been in place, which is regularly reviewed. The Service is currently developing an increasingly risk-based and targeted approach to prioritising the nature and frequency of audits. Health and safety compliance rates for the 1 April–30 September 2015 period range between 58% and 99% and the focus in the first six months has been towards school audits.

Following all audits, the Health and Safety Adviser provides a summary of the findings including areas of good practice and an action plan with priority timescales to address areas of non-compliance. Services and schools are given an overall compliance score and a rating of excellent, good, fair or poor.

Subsequent monitoring is undertaken where compliance falls below 70% or there are significant issues identified. This process aims to drive continuous improvement in health and safety performance across the organisation.

In April-September 2015, 34 audits were undertaken within schools.

## Schools achieving 'excellent' compliance rates

46% of schools audited achieved an excellent score (between 91-100% compliance) as listed below:

Schools	Full Health and Safety Audit	5
	Premises Audit	2
	Risk Assessment Audit	4
	Sports and PE Audit	1
	Play area	1
<b>Total</b>		<b>13</b>

## Schools and Services achieving 'fair or poor' compliance rates

There were no establishments that achieved a poor score (between 0-35% compliance) and 18% of establishments achieved a fair score (between 36 and 70% compliance). Those audit scores all ranged at the higher end of the fair category, between 58 and 70% compliance and those premises are developing the areas highlighted with the support of the Health and Safety Unit.

School Name	Audit Type	Score	Main areas for development
Trafford High School	Risk Assessment	58	<ul style="list-style-type: none"> <li>Further development of risk assessments for certain work activities at the premises and monitoring of those risk assessments</li> </ul>
Wellfield Infants	Play Area	67	<ul style="list-style-type: none"> <li>Further development of play area risk assessments</li> <li>Further implementation of periodic inspections for the play area</li> <li>Minor defects requiring attention</li> </ul>
Flixton Junior School	Play Area	67	
Egerton	Premises	70	<ul style="list-style-type: none"> <li>Reviewing the maintenance schedules for plant and equipment within the premises</li> <li>Further development of risk assessments for certain work activities at the premises</li> </ul>

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

### 3. Accident Statistics

Overall, the total number of accidents reported to the Health and Safety Unit (HSU) involving staff has shown a decrease of 52% in the first 6 months of 2015, compared to the same period in 2014.

It must be noted that approximately 250 staff transferred under the Joint Venture arrangements to Amey LG at the start of July 2015 and as such the figures are not directly comparable. However, taking into account the proportion of staff that have transferred to Amey, compared to the remaining workforce, the decrease in accidents is still significant.

The Council process for reporting incidents is a well established and embedded procedure within the Council's Health and Safety management arrangements. As such, the level of reported accidents should provide an accurate picture of reduced incidents across services and schools rather than indicating potential issues of non-reporting. The HSU continues to reinforce the importance of accident reporting and investigation as part of the corporate safety management arrangements.

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1st April to 30th September 2015. A summary of the findings is detailed below.

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

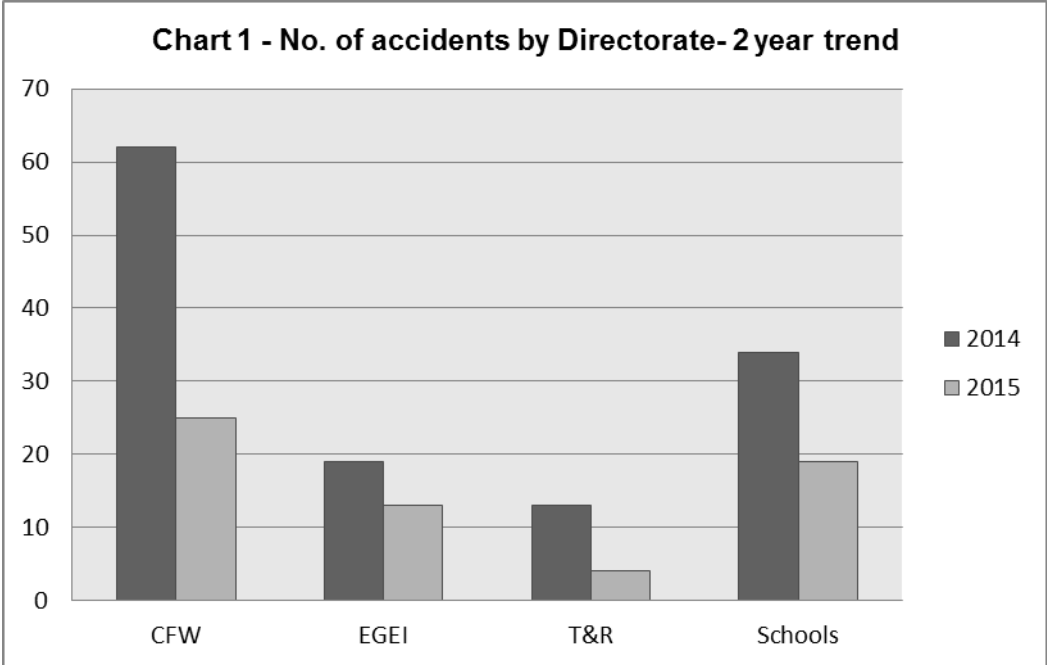
Indicators – First 6 months Results	2010	2011	2012	2013	2014	2015
Total number of accidents to employees (as reported to the HSU)	109	84	115	94	128	61
Overall rate of accidents to employees/100 employees	1.43	1.14	1.96	1.60	2.22	1.26

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

**3.1 Numbers of Accidents by Directorate**

Compared to 2014, the total number of reported accidents has decreased across all services; Children Families and Wellbeing (CFW), Economic Growth, Environment and Infrastructure (EGEI), Transformation and Resources (T&R) and community schools.

Analysis of service areas (see Appendix 1) show continued trends of a higher proportion of incidents in particular service areas, as would be expected due to the particular work activities undertaken and associated risks. However, it is encouraging to see a significant reduction in incidents particularly within CFW. Further detail and analysis per Service area will be provided in the Directorate reports.



**3.1.1 Children, Families and Wellbeing (CFW)**

The overall number of accidents reported in CFW, which mainly relate to violence and aggression, has reduced by 60% (from 62 to 25). The number of incidents can be very sensitive to managing particular service users and as detailed in the previous end of year

report a high number of incidents in 2014/15 did relate to one individual. Strategies were put into place to support the service user and prevent any further incidents taking place.

The rate of accidents in CFW in 2015 is 1.91 per hundred employees, compared to 3.71 in the same period of 2014.

**3.1.2 Economic Growth Environment and Infrastructure (EGEI)**

The overall number of reported accidents in services under EGEI has decreased by 32% from 19 to 13. As with previous trends, the majority of incidents (8) took place within the cleaning and catering services and related to common accidents involving these work activities. Four incidents involved Greenspace & Streetscape Operations which have now transferred to Amey LG.

The rate of reported accidents under EGEI is 1.31 per hundred employees compared to 1.43 per hundred employees for those services in the same period of 2014.

**3.1.3 Transformation and Resources (T&R)**

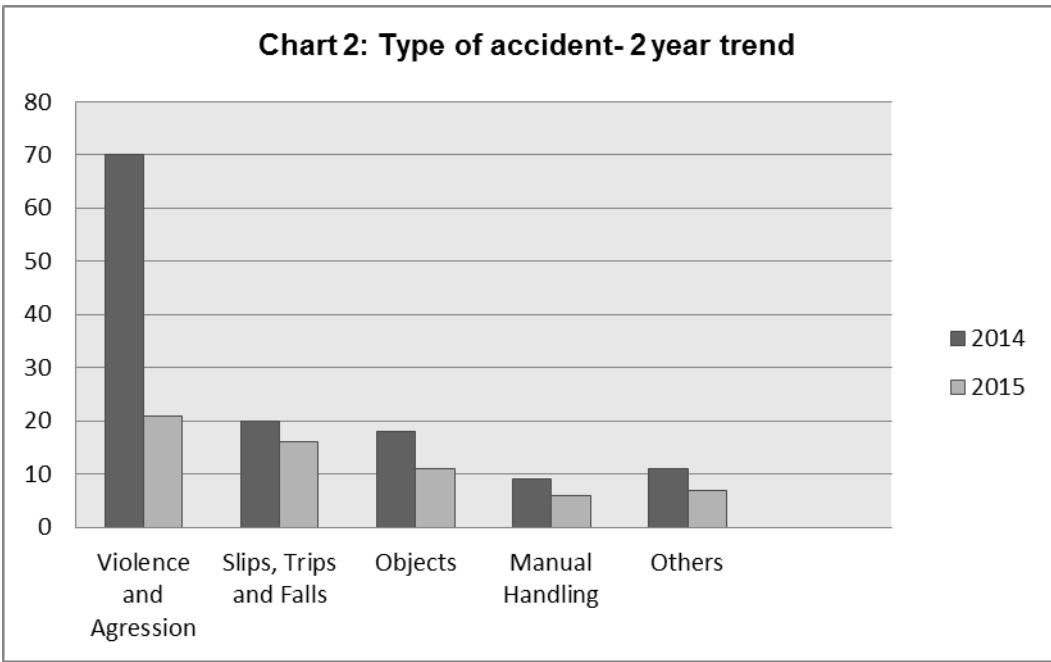
The overall number of accidents reported in Transformation and Resources (T&R) has decreased by 69% (from 13 to 4). The rate of reported accidents in T&R is 0.68 accidents per hundred employees, compared to 2.10 accidents per hundred employees in 2014.

**3.1.4 Maintained Schools**

The overall number of accidents reported by maintained schools has decreased by 44%, down from 34 to 19. The rate of reported accidents in schools is 0.98 per hundred employees, compared to 1.59 per hundred employees in 2014.

**3.2 Types of Accidents**

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2014-15. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate and service area.



### 3.2.1 Violence and Aggression

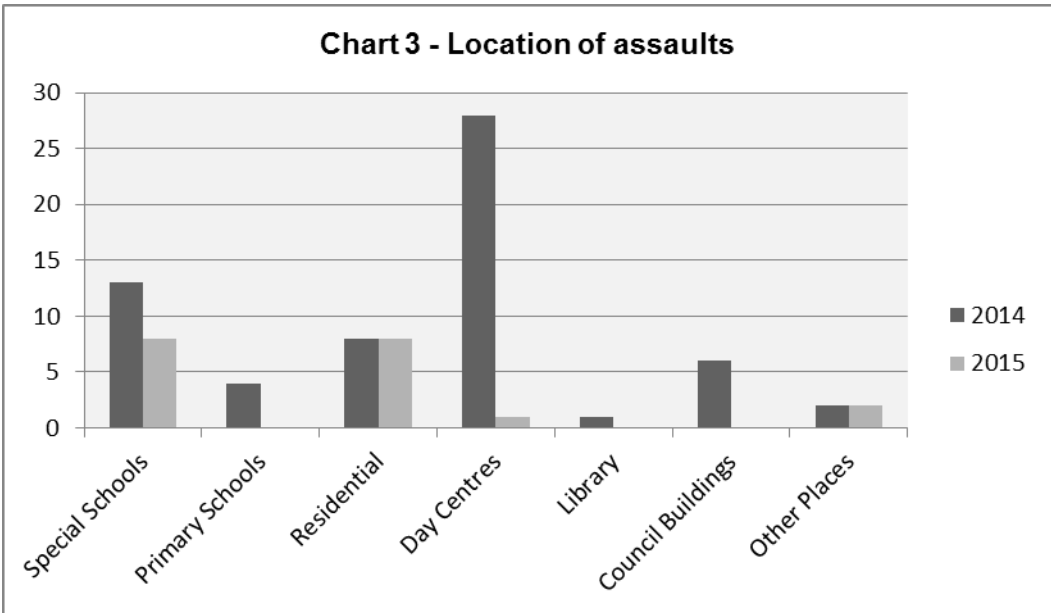
Incidents involving violence and aggression still remain the most reported incident type; however, there has been a 65% decrease in the number of reported assaults (from 54 in 2014 to 19 in 2015). The number of reported threats of assault or intimidation has also fallen significantly with 2 reported compared to 16 last year. One incident was reported to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

All of the reported assaults have been reported by services and schools dealing with adults or children displaying challenging behaviour. Chart 3 below gives a comparison of the numbers and location of the incidents in the first 6 months of 2014 and 2015.

The most common circumstances for violence and aggression were staff working with vulnerable adults in the community through Provider Services. A total of 11 incidents were reported including two within Ascot House, 6 incidents with service users being supported in residential properties, 1 incident at Pathways Day Centre and two incidents in other places (in the community). This was a similar number to the 10 incidents that took place last year in such settings.

The remaining incidents all took place within Special Schools. However, there was a reduction in reports in 2015 with 8 incidents taking place compared to 14 in the same period last year.

There were no obvious trends in relation to particular service users or children. There continues to be arrangements and training for staff to assist them in effectively responding to such incidents and managing the risks of violence. Post event support is also implemented to support staff and review such incidents.



Encouragingly there have been no reported incidents within Council Buildings, libraries or other schools in April-September 2015

**3.2.2 Slips, Trips and Falls**

The second common cause of accidents involves slips, trips and falls. There was a 20% decrease in reported incidents from 20 last year to 16 in 2015. There were no particular trends and the incidents took place in variety of settings. There were no fall from height accidents reported between April and September 2015 compared to 3 in 2014.

Two of the incidents required notification under RIDDOR, which included a trip over a flagstone and a member of staff losing their footing and falling on the stairs.

**3.2.3 Objects**

Objects are the third common cause of accident, with 11 reported compared to 18 last year (a decrease of 39%).

Such incidents included being hit by or striking against an object and contact with a sharp object. No incidents required reporting under RIDDOR and no particular trends were identified for the incidents.

**3.3 Rate of Reportable Injuries to Staff**

From the overall number of accidents / incidents (61), the number of incidents reportable to the HSE under the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) has reduced with 4 reported compared to 7 last year (a decrease of 43%). This is shown in Table 2 below:

**Table 2: Rate of reportable injuries to staff**

<b>Local performance indicator-</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Total Number of reportable accidents	9	9	7	4	7	<b>4</b>
Target for rate of reportable accidents/100 employees	0.19	0.18	0.17	0.16	0.15	<b>0.14</b>
Actual rate of reportable accidents/100 employees	0.12	0.15	0.12	0.07	0.12	<b>0.08</b>

The rate of reportable injuries per hundred employees has decreased from 0.12 to 0.08. The overall accident rate remains below the performance indicator target for this year of 0.14 accidents per hundred employees.

**4. Current Performance against 2015-16 Corporate and HSU Team Health and Safety Plan**

In line with the current Corporate Health and Safety Plan and to ensure continuous review and improvement in HSU service delivery, the following key actions have been completed or are being progressed within HSU:

- **Corporate and schools Health and Safety Guidance review:**
  - Managing Health and Safety in Construction Work and Construction, Design and Management (CDM) Regulations 2015 – Guidance for schools
  - Managing the Health and Safety Risks to New and Expectant Mothers.
  - Manual Handling Guidance – Objects.
  - Work at Height.
  - Fire Safety Toolkit.
  
- **Schools Health and Safety SLA**
  - Revision and development of the HSU auditing toolkit.
  - Transfer of schools health and safety guidance from Fronter onto Trafford Services for Education.
  - Completion of programmed School SLA audits.
  
- **First Aid**
  - Full review of first aid provision across the Council.

Further work and achievements of the Service are detailed below.

## 5. Training

The HSU has continued to work with the Learning and Development Team to ensure that a calendar of training is in place across the organisation. HSU has also provided direct training sessions to Trafford employees, schools and manual handling training to a private organisation. The table below details the nature, number of courses and number of attendees throughout the reporting period.

<b>Course</b>	<b>Number of Courses</b>	<b>Number Attended</b>
First Aid at Work (1 day)	1	11
First Aid at Work (3 day)	1	9
First Aid Paediatric (2 day)	1	13
Moving and Handling (Adults) Update	1	3
Moving and Handling (Objects) Update	1	5
Moving and Handling (Adults) - Private Provider	4	20
Working at Height Training	1	10
Manual Handling (Objects) – Site Managers	1	9
Risk Assessment – Schools	1	5



Further asbestos and fire safety awareness online training has also been made available through the 'Virtual College'.

## **6. HSE Enforcement Incident**

On 23 September 2015, an HSE Inspector travelling in the vicinity of a primary school observed the site manager, Amey contractor and other contractors on the roof of the school, which had no edge protection to prevent them from falling or any other precautions in place to minimise the risks of falls. The persons had accessed the roof from a leaning ladder to look at maintenance issues. The HSE inspector identified breaches of the Work at Height Regulations 2005 in failing to manage the risk of falls to those individuals accessing the roof.

The Council and Amey subsequently received a Notice of Contraventions from the HSE, outlining the offences and requesting further information on how the organisations manage safe work at height and control of contractors. A response to the HSE has outlined the following details:

- Guidance and risk assessments available to schools to manage safe work at height and the review of this documentation.
- Guidance on selecting and monitoring contractors.
- Communication to all schools on ensuring staff to not access onto roofs.
- Direct support to the school to review risk assessments and arrangements.
- Health and Safety training provided to staff and a proposal for further training for head teachers and site managers.
- A self audit questionnaire to be issued to schools to assess how work at height and contractors are managed.
- Audits undertaken at schools throughout 2015-16 will include assessments of work at height and contractor issues.
- HSU are working closely with Amey with the potential development of an 'Access Control System' to improve how contractual work is monitored at schools.

The Council has now received confirmation from the HSE that they are pleased to see that Trafford Council has taken action following the incident to ensure that schools are aware of the dangers from working on roofs.

## **7. Legislative Changes**

As detailed in the Corporate Health and Safety Year End Report 2014-15, the Construction, Design and Management (CDM) Regulations 2015 came into force on the 6 April 2015. This revokes the role of CDM Co-ordinator and a new role of Principal Designer has been introduced, which can either be an organisation or individual who manages the pre-construction phase of a project. In addition, where there is, or likely to be, more than one contractor on site the 'client' must appoint a Principal Designer and a Principal Contractor for the project.

HSU are liaising with Amey as the Council's Asset Management Provider to ensure the Council complies with its 'client' responsibilities within the CDM Regulations and other related legislation, such as Asbestos.

## 8. Key Achievements and Added Value

### 8.1 Audit Programme

The planned HSU audit and inspection programme for schools under the SLA has been successfully completed as detailed in section 2.1. Both schools and corporate audits are currently being scheduled.

### 8.2 SLA buy-back

74% of all schools purchased the Health and Safety SLA and associated 'pay as you go' provision, generating additional income for the Council.

### 8.3 Requests for Service

HSU responded to 102 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

### 8.3 Display Screen Equipment (DSE) Assessments

A total of 10 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues, including one specialist assessment by the Council's Moving and Handling/Ergonomic Consultant. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

### 8.4 Event Applications

The HSU has reviewed a total of 64 event applications; following Council approval these community events take place at numerous locations across Trafford.

### 8.5 Moving and Handling Assessments

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

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services	17
CFW Children's Services	4
Schools	3
<b>TOTAL</b>	<b>24</b>

## 9. Key Health and Safety Data

Key data for reference is provided in the following tables included in the appendices below:

### Corporate Accident Statistics April-September 2015

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

Directorate	Service Area	No of incidents
Children, Families and Wellbeing	Education, Health and Care Commissioning	1
	Provider Services	21
	Services For Children Young People and Families	3
<b>Total CFW</b>		<b>25</b>
Economic Growth Environment and Infrastructure	Public Protection	1
	Strategic Business Unit (Catering and Cleaning Operations)	8
	Strategic Business Unit (Greenspace & Streetscape Operations – Now Amey LG)	4
<b>Total EGEI</b>		<b>13</b>
Schools	Special Schools	13
	Primary Schools	6
<b>Total Schools</b>		<b>19</b>
Transformation and Resources	Customer Services	1
	Finance	1
	Human Resources	1
	Legal and Democratic Services	1
<b>Total T&amp;R</b>		<b>4</b>
<b>Grand Total</b>		<b>61</b>

## Appendix 2: Type of accident 2011- 2015

Accident Type	2011	2012	2013	2014	2015
<b>Occurrences of violence and aggression</b>					
Physical Assault	16	62	37	54	19
Assault, Threats or Intimidation	4	5	7	16	2
<b>Total Occurrences of violence and aggression</b>	<b>20</b>	<b>67</b>	<b>44</b>	<b>70</b>	<b>21</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>6</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	15	18	12	15	13
Fall down steps/stairs	3	1	4	2	3
Fall from height	0	0	1	3	0
<b>Total Slips, Trips and Falls</b>	<b>18</b>	<b>19</b>	<b>17</b>	<b>20</b>	<b>16</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	12	5	12	8	7
Striking against object	4	3	2	6	4
Contact with sharp object	4	2	4	4	0
Stepping/kneeling on object	0	0	1	0	0
<b>Total Objects</b>	<b>20</b>	<b>10</b>	<b>19</b>	<b>18</b>	<b>11</b>
<b>Others</b>					
Other kind of accident	6	1	3	2	1
Road Traffic Accident	4	4	1	4	1
Animal/Insect	3	2	1	3	1
Contact with hot surface/substance	3	4	1	1	3
Collision with a moving person	0	0	1	1	0
Trapped	1	0	0	0	1
Plant, machinery, tools or electricity	1	1	1	0	0
Contact with chemical agent	1	0	0	0	0
<b>Total Others</b>	<b>19</b>	<b>12</b>	<b>8</b>	<b>11</b>	<b>7</b>
<b>Overall Total</b>	<b>84</b>	<b>115</b>	<b>94</b>	<b>128</b>	<b>61</b>

### Appendix 3: Type of accident by Directorate April-September 2015

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	0	1	0	0	1
Assault threats or intimidation	1	0	1	0	2
Physically assaulted by a person	11	0	0	8	19
Contact with a moving person	0	0	0	0	0
Cut by a sharp object	0	0	0	0	0
Exposed to, or in contact with, a harmful substance	0	0	0	0	0
Fall down steps/stairs	1	1	1	0	3
Fall from height	0	0	0	0	0
Hit by a moving, flying or falling object	1	1	0	5	7
Hit by moving vehicle	0	0	0	0	0
Hit something fixed or stationary	0	1	0	1	2
Hot surface/substance	2	1	0	0	3
Manual handling(lifting, moving, manoeuvring)	3	2	0	1	6
Other	0	0	0	1	1
Road traffic accident	0	1	0	0	1
Slipped, tripped or fell on same level	4	4	2	3	13
Stepping/kneeling on object	0	0	0	0	0
Striking against object	2	0	0	0	2
Trapped	0	1	0	0	1
<b>Totals</b>	<b>25</b>	<b>13</b>	<b>4</b>	<b>19</b>	<b>61</b>

## **10. Conclusion**

The reduced incident rate across all services and schools for the period April-September 2015 compared to the same period in 2014 is encouraging. However, the Health and Safety Unit will continue to ensure a full programme of audits, guidance and policy development and training arrangements are implemented. Continuous improvement in health and safety compliance is a key driver for the service in ensuring the health, safety and welfare of staff and reduced financial risk from potential civil claims.

The Service will continue to engage with Members, Unions, Senior Management and the workforce through the relevant Council Committee forums, audits, guidance and day to day support provided by the Health and Safety Unit.