

TRAFFORD COUNCIL

Report to: Council
Date: 27th July 2016
Report for: Discussion
Report of: Executive Member for Transformation and Resources

Report Title

Year End Corporate Report on Health and Safety – 1 April 2015 to 31 March 2016

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 April 2015 to 31 March 2016.

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 12 month period has fallen compared to 2014-15. This presents reduced levels of risk to the Council in terms of civil claims. The number of injuries reportable to the HSE (RIDDOR reportable) has also fallen. An enforcement incident involving the HSE resulted in formal action in the provision of a 'Notice of Contravention' to Trafford Council. A robust response of action was provided to mitigate any potential further legal proceedings. The HSE responded that they were satisfied with the Council response and the actions that were taken following the incident.
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 period from 1 April 2015 to 31 March 2016. 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 have been 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 rolling audit programme has been in place, which is regularly reviewed. The Service continues to develop an increasingly risk-based and targeted approach to prioritising the nature and frequency of audits. Health and safety compliance rates for the period 2015-16 range between 57% and 99%.

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.

After September 2015, the audit documentation and scoring bandings of schools and services was amended to better reflect the standard of compliance and drive continuous improvement in health and safety across the organisation. The change in scoring bandings is detailed in table 1 below:

Table 1: Audit scoring changes

Scoring band	New percentage score	Previous percentage score
Excellent	91-100	91-100
Good	75-90	71-90
Fair	50-74	36-70
Poor	0-49	0-35

Subsequent monitoring is now undertaken where compliance falls below 75% or there are significant issues identified.

In 2015-16, 54 audits were undertaken within schools and all services (total of 8) within the Council’s Regulatory Services were audited.

Schools or services achieving ‘excellent’ compliance rates

41% of all schools audited achieved an excellent score (between 91-100% compliance) as detailed in table 2.

Table 2: School audits by type of audit achieving an ‘excellent’ score

Schools audits achieving ‘excellent’	Number of audits
Full Health and Safety Audit	6
Premises Audit	2
Risk Assessment Audit	4
Play area	2
Sports and PE	2
Design and Technology	1
Total	17

Schools and Services achieving ‘fair or poor’ compliance rates

Even taking into account the changes to the scoring bands within the second half of the reporting period, there were still no schools or services that achieved a poor score. 14% of schools achieved a fair score. It must be noted that only one of the schools that would have previously achieved a ‘good’ rating under the previous scoring system fell into the ‘fair’ category as a result of the banding change. Just one service within Regulatory Services received a fair score.

Services and schools developing the areas highlighted from the audits with the support of the Health and Safety Unit are detailed in table 3.

The remainder of schools and Regulatory Services achieved a ‘good’ compliance rate.

Table 3: Schools and services achieving a fair score

Name	Audit Type	Score	Main areas for development
Schools			
Trafford High School	Risk Assessment	58	<ul style="list-style-type: none"> Further development of risk assessments for certain work activities at the premises and monitoring of those risk assessments
Wellfield Infants	Play Area	67	For both schools receiving the play area audit: <ul style="list-style-type: none"> Further development of play area risk assessments Further implementation of periodic inspections for the play area Minor defects requiring attention
Flixton Junior School	Play Area	67	
Egerton	Premises	70	<ul style="list-style-type: none"> Reviewing the maintenance schedules for plant and equipment within the premises Further development of risk assessments for certain work activities at the premises
Heyes Lane Primary School	Fire Audit	74	<ul style="list-style-type: none"> Further review and development of fire risk assessments
Services			
Building Control	Full Audit	57	<ul style="list-style-type: none"> Further development of risk assessments for certain work activities and monitoring of those risk assessments

3. Accident Statistics

The overall total number of accidents involving staff reported to the HSU has decreased by 46%, with 124 accidents reported in 2015-16, compared to 231 accidents in 2014-15.

There has been a reduction in the workforce, including staff transferred to Amey LG under the Joint Venture arrangements in June 2015. The decrease in the overall rate of accidents however is significant, down from 4.02 per hundred employees in 2014-15 to 2.57 per hundred as detailed in Table 4.

The Council process for reporting incidents remains 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.

Indicators – Year End Results	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Total number of accidents to employees (reported to HSU)	217	174	238	196	231	124
Number of employees	6200	5800	5875	5958	5749	4826
Overall rate of accidents to employees/100 employees	3.5	3.0	4.05	3.29	4.02	2.57

Table 4: Overall number and rate of accidents to staff

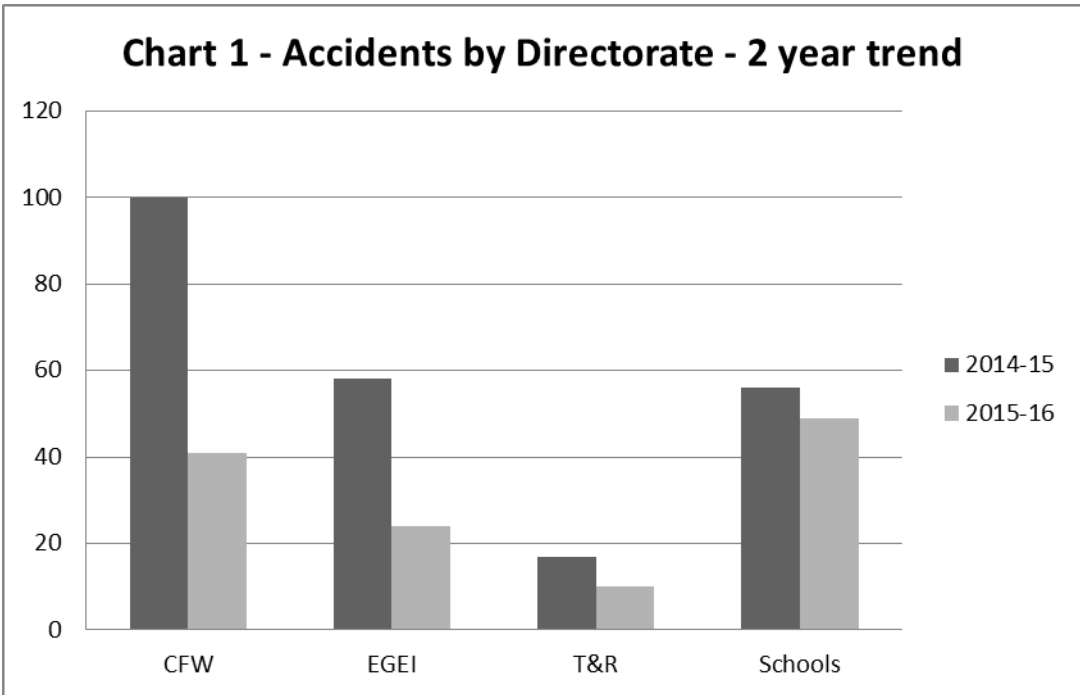
Rate based on number of staff at 1 April at the start of each reporting period.

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1 April 2015 to 31 March 2016. A summary of the findings is detailed below.

3.1 Numbers of Accidents by Directorate

Compared to 2014-15, 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 some 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 59% (from 100 to 41). As previously reported, the number of incidents can be very sensitive to managing particular service users as was the case in 2014/15, where a number of incidents did relate to an 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 2015-16 is 3.13 per hundred employees, compared to 5.98 in 2014-15.

3.1.2 Economic Growth Environment and Infrastructure (EGEI)

The overall number of reported accidents in services under EGEI has decreased by 59% from 58 to 24. The majority of incidents (14) took place within the cleaning and catering services and related to common accidents involving these work activities such as moving and handling. Four incidents involved Greenspace & Streetscape Operations which have now transferred to Amey LG.

The rate of reported accidents under EGEI in 2015-16 is 2.42 per hundred employees compared to 4.35 in 2014-15.

3.1.3 Transformation and Resources (T&R)

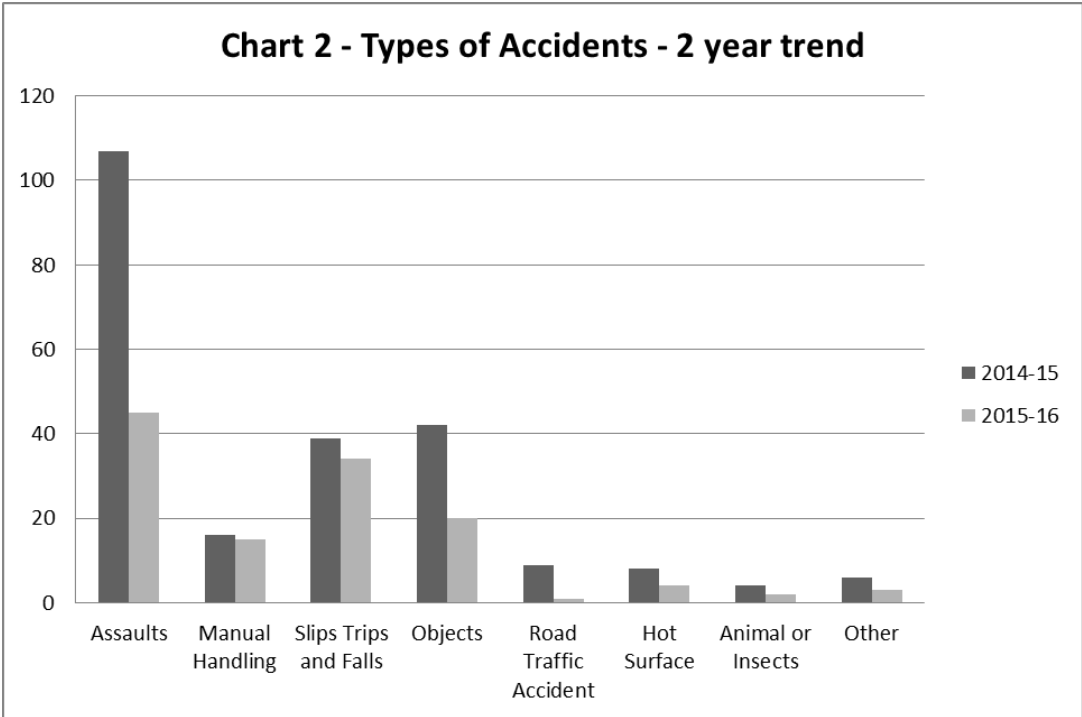
The overall number of accidents reported in Transformation and Resources (T&R) has decreased by 41% (from 17 to 10). The rate of reported accidents in T&R is 1.69 accidents per hundred employees in 2015-16, compared to 2.74 accidents per hundred employees in 2014-15.

3.1.4 Maintained Schools

The overall number of accidents reported by maintained schools has decreased by 13%, down from 56 to 49. The rate of reported accidents in schools in 2015-16 is 2.53 per hundred employees, compared to 2.63 in 2014-15.

3.2 Types of Accidents

Chart 2 below, shows a summary of the main types of accidents in 2015-16, 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

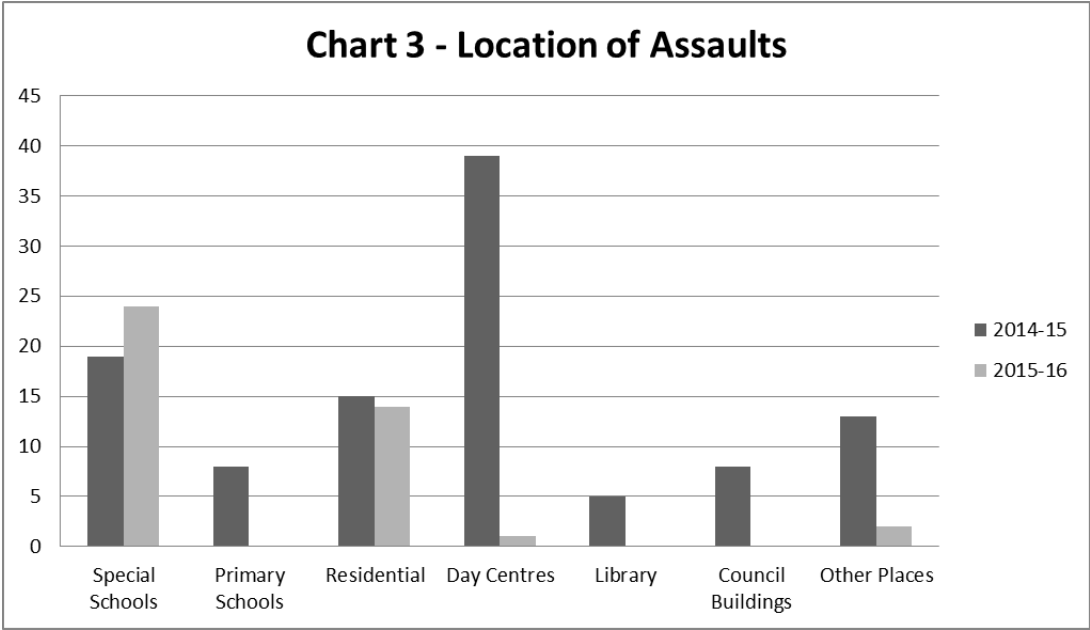
Incidents involving violence and aggression, which include two categories - reported assaults or threats of assault/intimidation - still remain the most reported incident type. There has however been a 58% decrease in the number of reported assaults (from 107 in 2014-15 to 45 in 2015-16). The number of reported threats of assault or intimidation has also fallen significantly with 4 reported incidents compared to 21 last year. One incident was reported to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR).

All of the 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 2014-15 and 2015-16.

The most common circumstances for violence and aggression were staff working with vulnerable adults in the community through Integrated Health and Social Care Services. A total of 17 incidents were reported, including two within Ascot House, 12 incidents with service users being supported in residential properties, 1 incident at Pathways Day Centre and two incidents in other places (in the community).

The remaining incidents all took place within special schools. This was the only area of increase in 2015-16 with 24 incidents taking place compared to 19 in the same period last year and HSU continue to support schools in reviewing such incidents and ensuring appropriate strategies are implemented.

There were no obvious trends in 2015-16 relating 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 including post event support.



There have been no reported incidents of assault within Council Buildings, libraries or other schools throughout 2015-16.

3.2.2 Slips, Trips and Falls

Slips, trips and falls remain the second most common cause of accidents. There was a 13% decrease in reported incidents from 39 last year to 34 in 2015-16. No particular trends were evident and the incidents took place in variety of settings.

Three of the incidents required notification under RIDDOR which included tripping over a flagstone and losing footing in a public area and a member of staff losing footing and falling on the stairs.

3.2.3 Objects

As detailed within the 6 month report, objects are the third common cause of accident, with 20 reported in 2015-16 compared to 42 in the previous year (a decrease of 42%).

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 (124), the number of incidents reportable to the HSE under RIDDOR has substantially reduced with 5 reported in 2015-16 compared to 14 last year (a decrease of 64%). This is shown in Table 2 below:

Table 5: Rate of reportable injuries to staff

Local performance indicator	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Total Number of reportable accidents	18	19	18	9	13	14	5
Target for rate of reportable accidents/100 employees	0.38	0.36	0.34	0.32	0.30	0.28	0.26
Actual rate of reportable accidents/100 employees	0.24	0.31	0.31	0.15	0.21	0.24	0.10

The rate of reportable injuries per hundred employees has decreased from 0.24 to 0.10. The overall accident rate remains well below the performance indicator target for this year of 0.26 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 progressed within HSU as detailed in table 6.

Table 6 – Areas of development

Area of development	Actions	Status
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	Completed
	Managing the Health and Safety Risks to New and Expectant Mothers	Completed
	Manual Handling Guidance – People	Completed
	Manual Handling Guidance – Objects	Final draft
	Work at Height Guidance	Final draft
	Fire Safety Toolkit	Completed
Schools health and safety SLA	Revision and development of the HSU auditing toolkit	Completed
	Review of example risk assessments for schools	Completed
	Development of a Design and Technology Audit	Completed
	Transfer of schools health and safety guidance onto Trafford Services for Education	Completed
	Completion of programmed School SLA audits and training	Completed
First aid	Regular review of first aid provision across the Council	Progressing
Fire	Appointment of Health and Safety Advisor (Fire Lead)	Completed
	Review of Corporate fire safety evacuation arrangements	Progressing
	Review, appointment and briefing of 67 fire marshals at Trafford Town Hall and Sale Waterside	Completed

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. Table 7 below details the nature, number of courses and number of attendees throughout the reporting period.

Table 7: Corporate and schools training

Course	Course Number	Attendance
Moving and Handling (Adults) Update	10	55
Moving and Handling (Objects) Update	6	93
Moving and Handling (Adults) - Private Provider	4	20
Manual Handling (Objects) – Site Managers	3	24
Risk Assessment – Schools	1	5
Risk Assessment - Corporate	1	7
Site Managers Health and Safety	1	8
Working at Height (Safe use of ladders)	2	18
First Aid at Work (1 day)	2	23
First Aid at Work (3 day)	1	9
First Aid Paediatric (2 day)	1	13
First Aid at Work Refresher (2 Day)	2	8
Total	34	283

Online training has also provided staff with a large number of specific health and safety courses as detailed in Table 8.

Table 8: Online Training

Online courses	Number completed
Health and Safety Induction	204
Fire Safety and Evacuation	14
Asbestos awareness	22
Personal Safety for Lone Workers	7
Other	13
Total	260

6. HSE Enforcement Incident

As detailed in the 6 month report, in September 2015, an HSE Inspector observed a site manager, Amey contractor and other contractors on the roof of a Trafford Primary school with no precautions in place to minimise the risks of falls. The inspector identified breaches of the Work at Height Regulations 2005 and issued a Notice of Contraventions to Trafford Council and Amey.

The response to HSE outlined the guidance and risk assessments available to schools to manage safe work at height and monitor contractors. Further work has included:

- Communication to all schools regarding roof access
- Review of the work at height guidance and risk assessments available to schools
- Direct support to the school to review risk assessments and arrangements
- Audits at all schools in 2015-16 included focus on work at height and contractor issues

The HSE subsequently confirmed that they were satisfied with the Council response and the actions that were taken following the incident.

7. Legislative Changes – New Sentencing Guidelines

New sentencing guidelines in 2016 which include health and safety offences and corporate manslaughter cases are now in effect which significantly increase the potential fines organisations may receive for prosecution of offences.

Previously there was little guidance available to courts to determine the level of punishment for offences. The objective of these guidelines is to ensure there is a consistent and stricter approach to the sentencing of health and safety and corporate manslaughter cases. The court determines a level of offence to which a range of fines are available. The guidelines then consider a number of factors to determine the level of punishment to be administered.

A court will firstly identify the level of culpability (how responsible the guilty party is) ranging from low to very high. Secondly, the court decides the degree of harm (potential or actual) caused by failure to manage risks. Next the court will evaluate how many employees and members of the public were exposed to the harm and whether the offence itself posed significant harm.

The organisations financial position is considered to ensure the fine is proportionate and then any relevant mitigating factors, such as a good health and safety record, are taken into account.

The guidelines provide a clear message to organisations that health and safety should remain a clear priority as is demonstrated at the Council through the range of work highlighted within this report. The Sentencing Council has provided a document detailing the sentencing guidelines in detail

8. Key Achievements and Added Value

8.1 Audit Programme

The HSU audit and inspection programme has included the successful completion of 8 teams under Regulatory Services within EGEI and all planned schools under the SLA as detailed in section 2.1.

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

8.4 Event Applications

The HSU has reviewed and made recommendations on a total of 94 event applications for community events take place at numerous locations across Trafford.

8.5 Display Screen Equipment (DSE) Assessments

A total of 32 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting potential or existing health related issues, including two specialist assessments by the Council's Moving and Handling/Ergonomics Consultant. Following an assessment, a report of the findings and recommendations are provided to the employee's line manager for implementation.

8.6 Moving and Handling Assessments

Table 9 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.

Table 9: Complex Moving and Handling Cases

Service Area	Number of Moving and Handling Referrals (complex cases) April 2015 – March 2016
CFW Adult Services	32
CFW Children's Services	4
Schools	4
TOTAL	41

9. Conclusion

The reduced incident rate across all services and schools as detailed in the 6 month report has continued throughout 2015-16 and is welcome. However, continuous improvement remains the key driver for ensuring the health safety and wellbeing of our workforce. The financial threats from the new sentencing guidelines for offences and potential civil claims also serve to ensure that good health and safety management remains a priority and integral part of the Council.

The Service will focus further on effective engagement with Members, Unions, Senior Management and the workforce to provide the collaborative support and guidance required to continue to maintain and improve health and safety standards across the organisation.

Key Health and Safety Data

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

Corporate Accident Statistics April 2015 - March 2016

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	2
	Integrated Health and Social Care	31
	Services For Children Young People and Families	8
Total CFW		41
Economic Growth Environment and Infrastructure	Regulatory Services	5
	Strategic Business Unit (Catering and Cleaning Operations)	15
	Strategic Business Unit (Greenspace & Streetscape Operations – Now Amey LG)	4
Total EGEI		24
Schools	Special Schools	31
	Community Schools	18
Total Schools		49
Transformation and Resources	Customer Services	3
	Finance	3
	Human Resources	2
	Legal and Democratic Services	1
	Partnership and Communities	1
Total T&R		10
Grand Total		124

Appendix 2: Type of accident 2010-2016

Accident Type	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Assaults						
Physical Assault	76	45	116	75	86	41
Assault, Threats or Intimidation (previously Verbal Assault)	1	15	23	20	21	4
Total Assaults	77	60	139	95	107	45
Manual handling (lifting, moving, manoeuvring etc.)						
Manual handling	28	14	17	13	16	15
Slips, Trips and Falls						
Slipped, tripped or fell on same level	30	34	28	24	33	30
Fall down steps/stairs	4	4	3	7	3	4
Trip	9	0	N/A	N/A	N/A	N/A
Fall from height	3	1	1	1	3	0
Total Slips, Trips and Falls	46	39	32	32	39	34
Incidents involving objects						
Hit by moving vehicle (new category 14-15)	N/A	N/A	N/A	N/A	1	0
Hit by a moving, Flying or falling object	12	15	12	18	19	11
Striking against object/hit something fixed or stationary	10	9	9	5	10	4
Cut by a sharp object	8	6	5	5	9	4
Stepping / Kneeling on Object	0	0	0	1	3	1
Total Objects	30	30	26	29	42	20
Others						
Contact with a moving person (new category 12-13)	N/A	N/A	1	2	2	0
Other	5	9	4	7	3	1
Road Traffic Accident	16	7	4	4	9	1
Animal/Insect	2	6	3	2	4	2
Hot surface/substance	10	3	7	10	8	4
Trapped	2	3	1	1	0	1
Exposed to, or in Contact With, a Harmful Substance	0	2	0	0	1	0
Electricity	0	1	1	0	0	0
Plant & machinery (including hand and power tools)	2	0	2	1	0	1
Sports Injury	0	0	1	0	0	0
Total Others	37	31	24	27	27	10
Overall Total	218	174	238	196	231	124

Appendix 3: Type of accident by Directorate 2015-16

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	0	2	0	0	2
Threats of assault or intimidation	2	1	1	0	4
Physically assaulted by a person	17	0	0	24	41
Contact with a moving person	0	0	0	0	0
Cut by a sharp object	2	2	0	0	4
Exposed to, or in contact with, a harmful substance	0	0	0	0	0
Fall down steps/stairs	1	1	2	0	4
Fall from height	0	0	0	0	0
Hit by a moving, flying or falling object	1	2	1	7	11
Hit by moving vehicle	0	0	0	0	0
Hit something fixed or stationary	0	1	0	1	2
Hot surface/substance	2	1	1	0	4
Manual handling(lifting, moving, manoeuvring)	7	5	0	3	15
Other	0	1	0	2	3
Road traffic accident	0	1	0	0	1
Slipped, tripped or fell on same level	6	7	5	12	30
Stepping/kneeling on object	1	0	0	0	1
Striking against object	2	0	0	0	2
Totals	41	24	10	49	124