

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 25 January 2017  
**Report for:** Information  
**Report of:** Executive Member for Transformation and Resources

### Report Title

**6-month Corporate Report on Health and Safety – 1 April to 30 September 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 to 30 September 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 6 months continues a second year trend of a lower number of accidents to those reported prior to 2015. Trafford Services and Schools audited achieved 'excellent' or 'good' scores for health and safety performance. 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 to just one.
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 a proportionate and effective way reduces costs, improves productivity and that good health and safety is good business.

This report covers the 6 month period from 1 April to 30 September 2016. It provides an update on the key performance indicators 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 audits is to monitor statutory compliance and to identify areas of risk to the Council. They also support services and schools in identifying key areas for action and recognising good practice. HSU continues a targeted and risk-based rolling programme of 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 75% or there are significant issues identified. This process aims to drive continuous improvement in health and safety performance across the organisation.

### 2.1.1 Council Directorates

Two services received an audit during April-September 2016 and both achieved a 'good' score (between 75 and 90%). Exchequer Services (Transformation and Resources) achieved a score of 82% and Trafford Music Service (Children, Families and Wellbeing) received a score of 75%.

### 2.1.2 Schools

In April-September 2016, 37 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 78% and a maximum score of 100%.

### 2.1.3 Schools achieving 'excellent' compliance rates

47% of schools audited achieved an 'excellent score' (between 91-100% compliance), as listed below, including 9 of which were Trafford Community Schools. Kingsway Primary School achieved 100% for a 'Risk Assessment' audit.

<b>Schools</b>	Full Health and Safety Audit	6
	Premises Audit	2
	Risk Assessment Audit	3
	Science Audit	1
	Design and Technology Audit	1
	Fire Audit	4
	Play Area	1
<b>Total</b>		<b>18</b>

There was only one independent school that achieved a 'fair' score (between 50 and 74%) of 65%. All other schools, including Trafford Community Schools, received a 'good' score (between 75 and 90%). No school received a 'poor' score.

## 3. Accident Statistics

Accident statistics provide an important aspect of monitoring health and safety performance within an organisation in addition to other positive measures, such as the outcomes of audits undertaken or training delivered. They can help identify areas where risk needs to be managed more effectively.

Overall, the total number of accidents reported to the HSU involving staff has shown a decrease of 11% in the first 6 months of 2016, compared to the same period in 2015 (from 61-54 accidents). This continues a second year trend of a substantially lower number of accidents to those reported prior to 2015 as detailed in Table 1.

Although the Council process for reporting incidents is well established and reinforced by the HSU, an accurate picture of accident and incidents needs to be ensured. As such, HSU will again as part of the work programme for 2016-17, promote the accident reporting policy and process across the organisation, to ensure that appropriate reporting of incidents continues.

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

<b>Indicators – First 6 months Results</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Total number of accidents to employees (as reported to the HSU)	84	115	94	128	61	54
Number of employees	5800	5875	5958	5749	5506	5394
Overall rate of accidents to employees/100 employees	1.14	1.96	1.60	2.22	1.11	1.00

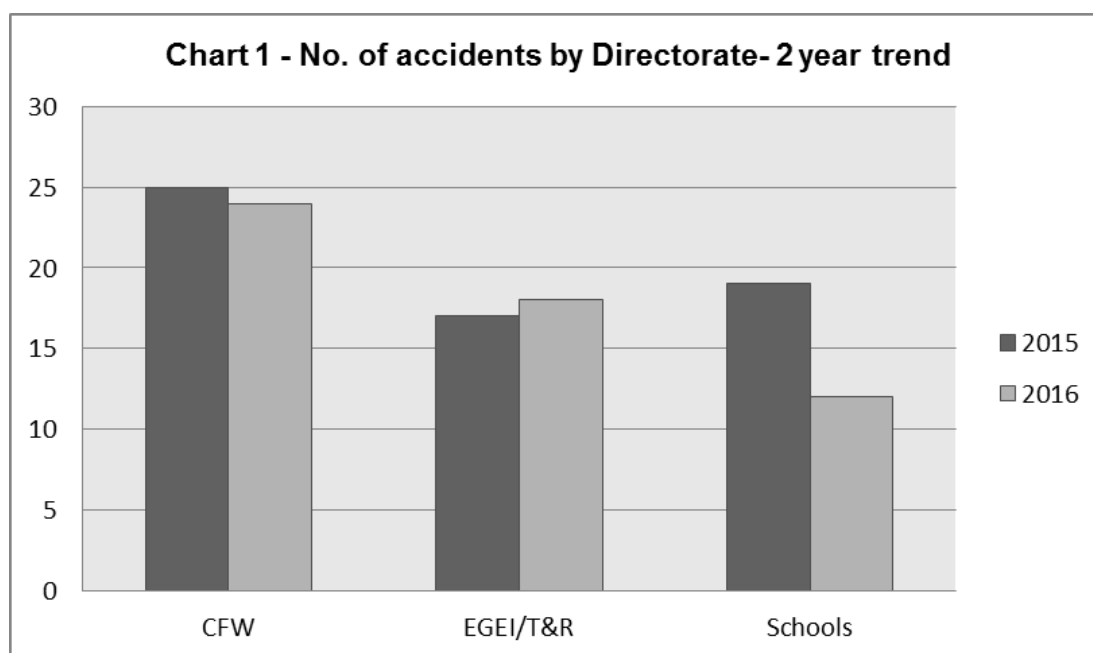
*Rate based on number of staff at 1 April at the start of each reporting period.*

Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1st April to 30th September 2016. A summary of the findings is detailed below.

### **3.1 Numbers of Accidents by Directorate**

Analysis of accident numbers for 2016 and 2015 within Economic Growth, Environment and Infrastructure (EGEI) and Transformation and Resources (T&R) does not provide an accurate comparison, due to the movement of a number of services between the directorates. However, accident numbers for both directorates combined is very similar to last year, with just a slight increase of 1 accident (from 17-18). Children, Families and Wellbeing (CFW) and schools have both seen a decrease in accidents as detailed below.

A higher proportion of incidents continue in particular service areas as would be expected due to the particular work activities undertaken. Chart 1 below, highlights the two year trend of accidents and combines T&R and EGEI for comparison purposes.



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

The overall number of accidents reported in CFW, has remained at a similarly low level compared to 2015, with just a 4% reduction of one accident (from 25 to 24). Violence and aggression, including threats or physical assault from service users, continues to be the predominant accident type, accounting for 15 of those incidents reported.

Although the accident number has fallen, a lower employee headcount for 2016 increases rate of accidents in CFW slightly to 1.80 per hundred employees, compared to 1.64 in the same period of 2015.

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

EGEI has seen a substantial decrease in the number of reported accidents in services by 69% from 13-4. This is to be expected due to a number of services such as those under the Strategic Business Unit (including catering and cleaning) moving to T&R. These 4 incidents now relate to Regulatory Services and one incident involving Schools Crossing Service.

Again with changes in employee numbers in the directorate, the rate of reported accidents has still increased slightly to 1.96 per hundred employees compared to 1.17 per hundred employees for those services in the same period of 2015.

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

The transfer of services to T&R as outlined above has resulted in an increase in the number of accidents from 4 to 14. This is in line with the reduction seen in T&R. Most of the incidents have occurred either within Catering Operations or Access Trafford. An audit of Catering and Cleaning services is being provisionally planned for the latter part of 2016-17.

The rate of reported accidents has increased as expected to 0.86 accidents per hundred employees, compared to 0.42 accidents per hundred employees in 2015.

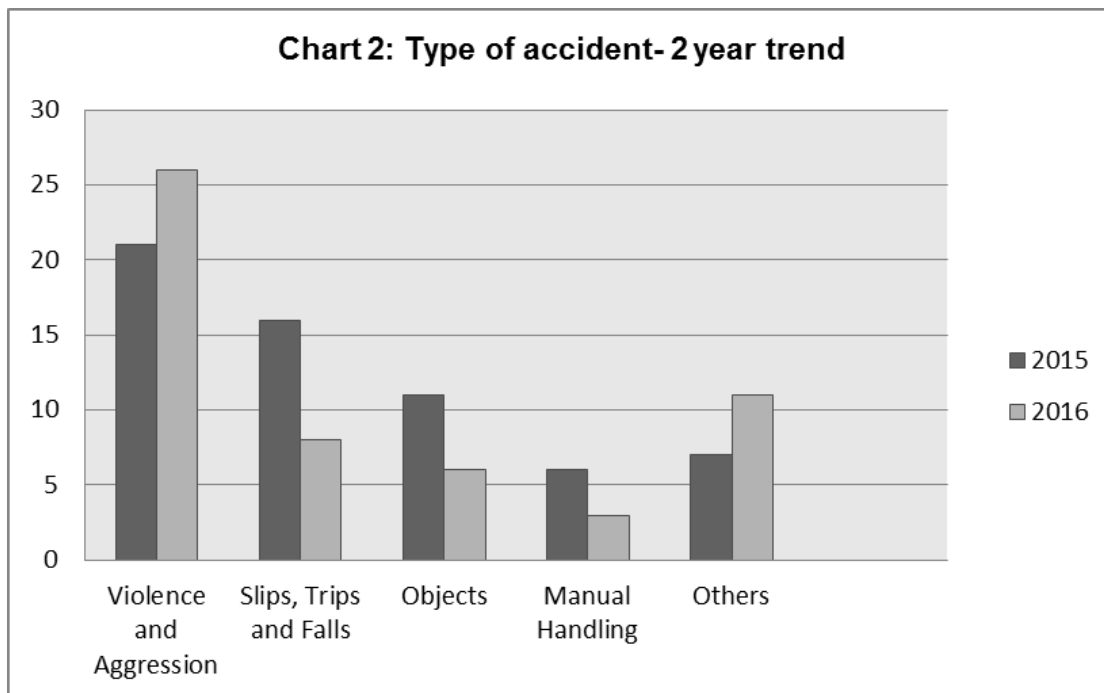
### **3.1.4 Maintained Schools**

The overall number of accidents reported to employees by maintained schools has decreased again this year by 37%, down from 19 to 12. The rate of reported accidents in schools is 0.54 per hundred employees, compared to 0.98 per hundred employees in 2015.

Schools will also be contacted to ensure the importance of accident and incident reporting is reiterated and an accurate statistical picture is obtained.

## **3.2 Types of Accidents**

Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2015. 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

Violence and aggression incidents, including threats of assault/intimidation and physical assaults continues to be the most reported incident type. There has been a 24% increase in such incidents (21 in 2015 to 26 in 2016).

Physical assaults have decreased slightly from 19 incidents to 17. These continue to be reported by services and schools dealing with adults or children displaying challenging behaviour including services in Integrated Health and Social Care, Education Health & Care Commissioning and Special Schools. Chart 3 gives a comparison of the numbers and location of the incidents in the first 6 months of 2015 and 2016.

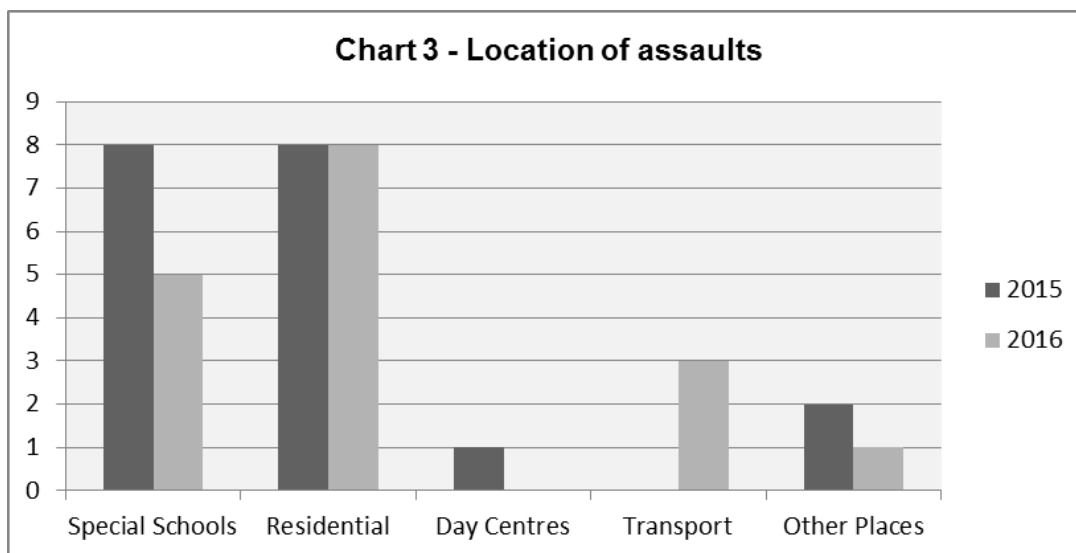
The majority of incidents (7) occurred within a particular supported living residential address involving 2 service users. Three incidents occurred with service users on transport through the Trafford Transport Coordination Unit (TTCU).

The remaining incidents all took place within Special Schools. However, there was a reduction in reports in 2016 with 5 incidents taking place compared to 8 in the same period last year.

In such cases, the assessment and communication of potential triggers for behaviour that can then provide effective strategies to manage and respond to potentially violent and aggressive incidents is key. Post event support and review of such incidents is also vital. HSU can support this process and a specific incident reporting form for violence and aggression (HS1C) is available for managers to report and review such incidents.

HSU also attend, where required, CFW staff safety meetings. These are to discuss particular service user cases with a risk of violence and aggression and advise on appropriate risk management strategies to ensure the safety of staff. HSU are also provisionally arranging an audit of Commissioned Services which will include management of such risks across the services.

There were no physical assault incidents within Council buildings, libraries or other schools.



### 3.2.2 Slips, Trips and Falls

The second common cause of accidents, slips, trips and falls has seen a 50% decrease in reported incidents from 16 last year to 8 in 2016. There were no particular trends and the incidents took place in variety of settings including 7 cases involving incidents on the same level and 1 accident involving a fall down a step on some stairs.

One incident required the only notification under RIDDOR involving a member of staff falling when leaning from their chair.

### 3.2.3 Objects

Objects remain the third common cause of accident, with 6 reported compared to 11 last year. Such incidents include 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

Only 1 incident was reportable to the HSE as previously detailed, under the Reporting of Diseases and Dangerous Occurrence Regulations (RIDDOR) compared to 4 last year. This is the lowest rate recorded as shown in Table 2 below and is well below the target rate for 2016:

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

Local performance indicator-	2011	2012	2013	2014	2015	2016
Total Number of reportable accidents	9	7	4	7	4	1
Target for rate of reportable accidents/100 employees	0.18	0.17	0.16	0.15	0.14	0.12
Actual rate of reportable accidents/100 employees	0.15	0.12	0.07	0.12	0.07	0.02

#### 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 detailed in Table 3 have been completed or are being progressed within HSU:

**Table 3: Key work programme actions completed or being progressed by HSU**

<b>Area of development</b>	<b>Actions</b>	<b>Status</b>
<b>Corporate and schools health and safety guidance review</b>	Work at Height Guidance for Schools	Completed
	Manual Handling Guidance – Objects	Completed
	Evacuation for Persons Requiring Assistance	Final Draft
	Trafford Town Hall Fire Evacuation Procedure	Final Draft
	Fire Safety Guidance for Schools	Final Draft
	Health and Safety - Selection and Monitoring of Contractors and Service Providers (in conjunction with STaR Procurement)	Progressing
	Gate Health and Safety Guidance for Schools	Progressing
<b>Schools health and safety SLA</b>	Development of a science audit for secondary schools	Completed
	Fire Safety Risk Assessment Documents	Completed
	Completion of programmed school SLA audits and training for School Year Sept 2015-Aug 2016.	Completed
	Programme of audits and support to schools under SLA for Sept 2016-Aug 2017	Progressing
<b>First aid</b>	Regular review of first aid provision across the Council	Progressing

#### 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 a private organisation. Table 4 below details the nature of training, number of courses and number of attendees throughout the reporting period.



**Table 4: Training delivered April-September 2016**

<b>Course/Training</b>	<b>Number of Courses</b>	<b>Number Attended/Trained</b>
Fire Evacuation Chairs	-	14
Additional Fire Marshal training	-	14
First Aid at Work (1 day)	2	15
First Aid at Work Refresher (2 day)	2	12
First Aid at Work (3 day)	1	15
Health and Safety - Site Managers	1	8
Moving and Handling (Objects) – Site Managers	1	9
Moving and Handling Bespoke Course School	1	5
Moving and Handling (People) Transport	2	17
Moving and Handling (Adults) Update	4	24
Moving and Handling (Hoists) - School	1	2
Moving and Handling (Adults) - Private Provider	2	10
Moving and Handling (Objects) – Private Provider	1	5
Working at Height (Use of Ladders)	1	11
<b>Total</b>	<b>19</b>	<b>161</b>

General induction online training through the 'MeLearning' site has also been undertaken by 360 staff and 36 staff have completed the Health and Safety Induction for Health and Social Care.

## **6. Key Achievements and Added Value**

### **6.1 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 further corporate audits are currently being scheduled.

### **6.2 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.

### 6.3 Requests for Service

HSU responded to 74 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

### 6.4 Display Screen Equipment (DSE) Assessments

A total of 19 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues, including 3 specialist assessments 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.

### 6.5 Event Applications

The HSU has reviewed a total of 57 event applications for community events take place at numerous locations across Trafford.

### 6.6 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 three DSE assessments for employees who have complex health related issues.

<b>Service Area</b>	<b>Number of Moving and Handling Referrals (complex cases)</b>
CFW Adult Services	8
Schools	2
<b>TOTAL</b>	<b>10</b>

### 6.7 Fire Safety

In addition to the delivery of training and review of fire safety guidance and arrangements, the Health and Safety Advisor (Fire Lead) has conducted the following work within schools.

<b>Fire Safety Activity</b>	<b>Number</b>
Fire Safety Risk Assessments/Audits	19
Fire consultations in school new builds or premises alterations	4

## **7. Key Health and Safety Data**

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

## **8. Conclusion**

It is encouraging that rates of notified accidents have remained low for April-September 2016. However, to ensure that an accurate picture of incidents is maintained, the Health and Safety Unit will promote the accident reporting policy and procedure further to services and schools. HSU will continue with a comprehensive work programme of support across the organisation including the programme of audits, guidance and policy development and training arrangements.

Even with the current lower rate of incidents being reported, continuous improvement in health and safety compliance is still a key driver for the Service in ensuring the health, safety and welfare of staff and reduced risk from potential civil claims and enforcement action from regulators.

The Service will continue to engage fully with Members, Unions, Senior Management and the workforce through the communication arrangements in place within the Council.

## Corporate Accident Statistics April-September 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	8
	Integrated Health and Social Care	16
<b>Total CFW</b>		<b>24</b>
Economic Growth Environment and Infrastructure	Regulatory Services	3
	Trafford Transport Provision (Schools Crossing)	1
<b>Total EGEI</b>		<b>4</b>
Schools	Special Schools	7
	Community Schools	4
<b>Total Schools</b>		<b>11</b>
Transformation and Resources	Customer Services	5
	Finance	1
	ICT Services	1
	Procurement	1
	Strategic Business Unit (Catering and Cleaning Operations)	7
<b>Total T&amp;R</b>		<b>15</b>
<b>Grand Total</b>		<b>54</b>

## Appendix 2: Type of accident 2012- 2016

Accident Type	2012	2013	2014	2015	2016
<b>Occurrences of violence and aggression</b>					
Physical Assault	62	37	54	19	17
Assault, Threats or Intimidation	5	7	16	2	9
<b>Total Occurrences of violence and aggression</b>	<b>67</b>	<b>44</b>	<b>70</b>	<b>21</b>	<b>26</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>7</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>3</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	18	12	15	13	7
Fall down steps/stairs	1	4	2	3	1
Fall from height	0	1	3	0	0
<b>Total Slips, Trips and Falls</b>	<b>19</b>	<b>17</b>	<b>20</b>	<b>16</b>	<b>8</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	5	12	8	7	5
Striking against object	3	2	6	4	1
Contact with sharp object	2	4	4	0	0
Stepping/kneeling on object	0	1	0	0	0
<b>Total Objects</b>	<b>10</b>	<b>19</b>	<b>18</b>	<b>11</b>	<b>6</b>
<b>Others</b>					
Other kind of accident	1	3	2	1	3
Road Traffic Accident	4	1	4	1	1
Hit by a moving vehicle	0	0	0	0	1
Animal/Insect	2	1	3	1	2
Contact with hot surface/substance	4	1	1	3	1
Collision with a moving person	0	1	1	0	0
Trapped	0	0	0	1	1
Plant, machinery, tools or electricity	1	1	0	0	1
Contact with chemical agent	0	0	0	0	1
<b>Total Others</b>	<b>12</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>11</b>
<b>Overall Total</b>	<b>115</b>	<b>94</b>	<b>128</b>	<b>61</b>	<b>54</b>

### Appendix 3: Type of accident by Directorate April-September 2016

Type of accident	CFW	EGEI	T&R	Schools	Total
Animal/insect	2	0	0	0	2
Assault threats or intimidation	3	1	4	1	9
Contact with a chemical agent	0	0	1	0	1
Fall down steps/stairs	0	0	1	0	1
Hit by a moving, flying or falling object	3	0	2	0	5
Hit by a moving vehicle	0	1	0	0	1
Hot surface/substance	0	0	1	0	1
Manual handling(lifting, moving, manoeuvring)	1	1	0	1	3
Other	0	1	2	0	3
Plant, machinery, tools	0	0	0	1	1
Physically assaulted by a person	12	0	0	5	17
Road traffic accident	1	0	0	0	1
Slipped, tripped or fell on same level	1	0	2	4	7
Striking against object	1	0	0	0	1
Trapped	0	0	1	0	1
<b>Totals</b>	<b>24</b>	<b>4</b>	<b>14</b>	<b>12</b>	<b>54</b>