

## TRAFFORD COUNCIL

**Report to:** Council  
**Date:** 31 January 2018  
**Report for:** Information  
**Report of:** Executive Member for Corporate Resources

### Report Title

**6-month Corporate Report on Health and Safety – 1 April to 30 September 2017**

### 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 2017

### 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 shows a continued trend of a lower number of accidents to those reported prior to 2015. Trafford 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) also remains low.
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 of 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 2017. 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, updates will be provided to the relevant Corporate Directors and 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. Council 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**

In terms of Council Services, HSU supported the Council’s One Trafford Client Team within EGEI with a comprehensive joint audit of the One Trafford Waste and Recycling Service. This was in response to the Health and Safety Executive (HSE) inspection Waste Services in March 2017 where the HSE identified improvements were required in how Trafford Council as client, monitored and reviewed the health and safety practice and performance of Amey LG as contractor.

The audit formed one element of a range of improved contract monitoring processes to provide improved scrutiny of health and safety performance.

Outcomes from the audit identified that Amey LG had made some evident health and safety improvements in managing the risks to staff from noise and manual handling. Increased Amey supervisory resource had also improved the level of internal monitoring and joint client/contractor monitoring taking place. There had also been increased opportunities for the sharing and scrutiny of health and safety data e.g. through specific health and safety monthly meetings and frequent reports of performance. Areas for development include further manual handling assessment and training and ensuring supervisory monitoring is effective in identifying and addressing any observed poor working practices or issues. The full audit report will be provided through the One Trafford Partnership Board.

**2.1.2 Schools**

In April-September 2017, 29 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 79% and a maximum score of 100%.

**2.1.3 Schools achieving ‘excellent’ compliance rates**

Thirteen schools audited achieved an ‘excellent score’ (between 91-100% compliance), as listed below, including 11 of which were Trafford Community Schools. Willows and Cloverlea Primary Schools achieved 100% for ‘Risk Assessment’ audits.

<b>Schools</b>	Full Health and Safety Audit	5
	Premises Audit	2
	Risk Assessment Audit	4
	Play Area	2
<b>Total</b>		<b>13</b>

All other schools, including Trafford Community Schools, received a ‘good’ score (between 75 and 90%).

**2.1.4 SLA Buy Back**

A total of 74 schools bought back Health and Safety SLAs for the school year September 2016 – August 2017. At the time of this report, an encouraging level of 72 schools have purchased a health and safety SLA for the school year 2017-18 including the majority of Trafford Community Schools (only 3 schools have currently not purchased the SLA). A Trafford independent school has purchased 5 additional days support and two Tameside Schools have bought health and safety services for 2017-18. Table 1 provides a current breakdown of schools who have purchased the SLA.

**Table 1: Breakdown of school SLA buy-back**

School Type	Number
Community	39
Voluntary Controlled	1
Voluntary Aided	19
Independent	1
Academy	9
<b>Total</b>	<b>69</b>

### 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 9% in the first 6 months of 2017, compared to the same period in 2016 (from 54-49 accidents). This continues a third year trend of a substantially lower number of accidents to those reported prior to 2015 as detailed in Table 2.

**Table 2: Overall number and rate of accidents to staff –**

Indicators – First 6 months Results	2012	2013	2014	2015	2016	2017
Total number of accidents to employees (as reported to the HSU)	115	94	128	61	54	49
Number of employees	5875	5958	5749	5506	5394	5504
Overall rate of accidents to employees/100 employees	1.96	1.60	2.22	1.11	1.00	0.89

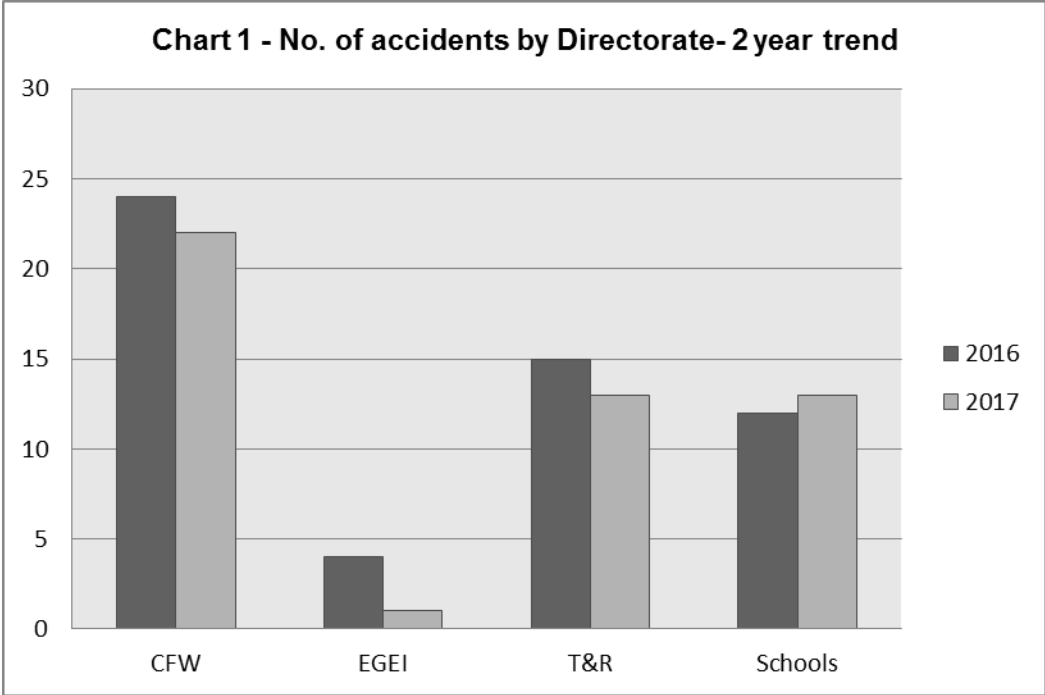
*Rate based on number of staff at 1 April at the start of each reporting period.*

HSU remains committed to ensuring that all accidents and incidents are appropriately reported where they indicate an actual or potential risk to employees. Although the continued low trend of reported incidents is welcome, there is still a need to encourage appropriate reporting throughout the organisation. The accident reporting guidance and arrangements are to be reviewed to ensure that they are clear, are easy to carry out and instill a positive process to improve employee health, safety and wellbeing.

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 2017. A summary of the findings is detailed below.

**3.1 Numbers of Accidents by Directorate**

All Directorates have seen in decrease in incidents in 2017 compared to the same period in 2016. Schools have seen an increase of one incident for 2017. Chart 1 below, highlights the two year trends.



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

CFW has seen a reduction of two accidents in 2017 compared to 2016 (from 24 to 22). Ten of those incidents related to violence and aggression, including threats or physical assault from service users. Slip or trip incidents accounted for 5 reports and 4 incidents related to road traffic accidents.

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

EGEI only had one reported incident compared to 4 in 2016. This slip incident occurred within the Pest Control Service.

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

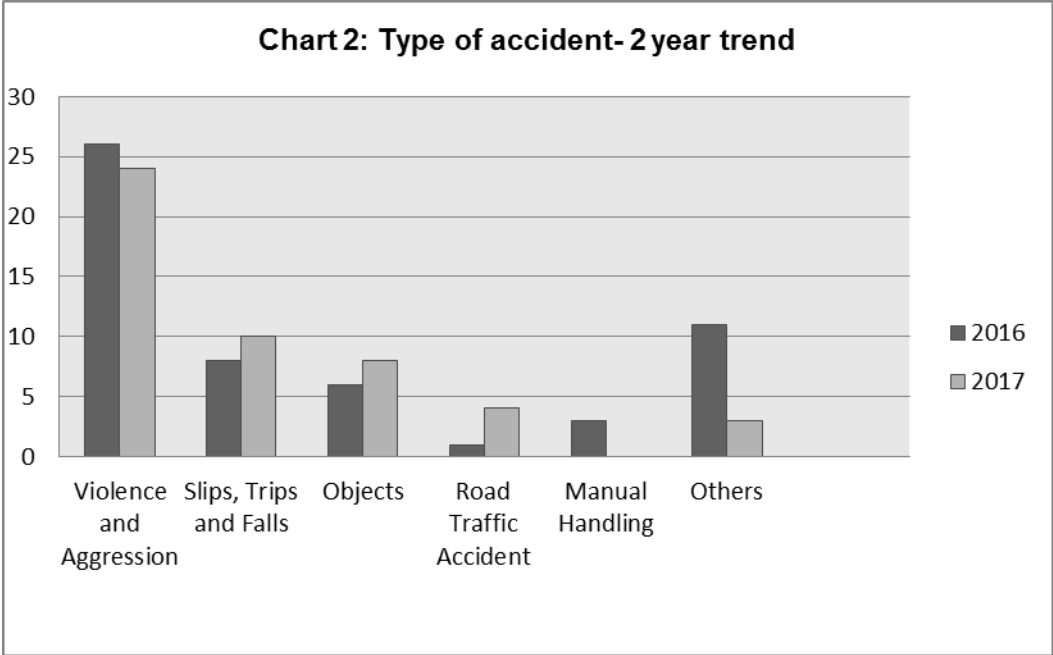
T&R saw a slight reduction of two incidents in 2017 compared to last year (from 15-13). The majority of incidents took place within the Strategic Business Unit’s Catering Services. Four incidents occurred within Customer Services and related to incidents of verbal aggression or threats.

**3.1.4 Maintained Schools**

Reported incidents from maintained schools was similar to last year with an increase of only 1 incident for 2017 (from 12 -13 incidents). As with previous trends, most incidents related to staff managing pupils displaying challenging behaviour.

### 3.2 Types of Accidents

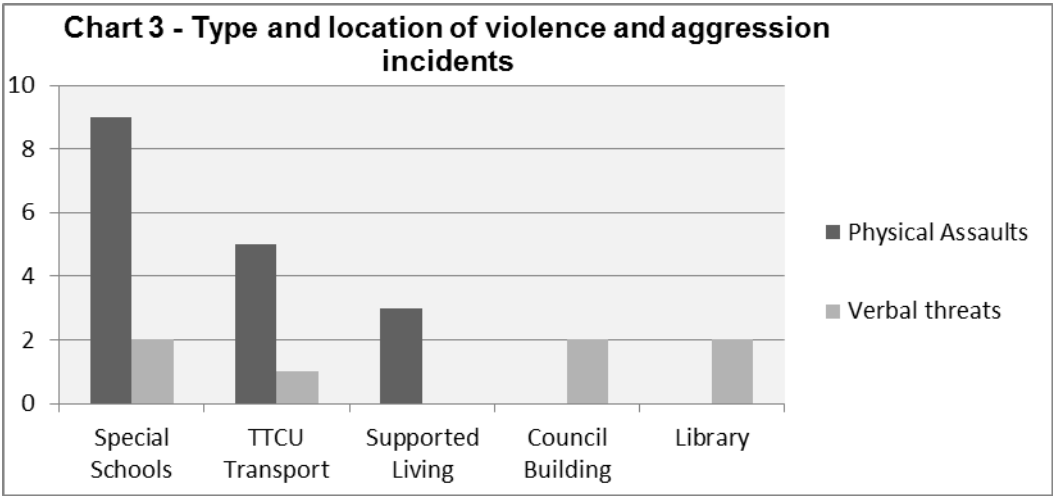
Chart 2 below, shows a summary of the main types of accidents, compared to the same period in 2016. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each directorate and service area.



#### 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 slight decrease in such reported incidents (26 in 2016 to 24 in 2017).

Physical assaults have remained at the same number of 17 incidents. These continue to be reported by services and schools dealing with adults or children displaying challenging behaviour. Seven staff incidents of verbal threats/intimidation took place. The numbers, location and types of these incidents are shown in chart 3 below.



HSU have completed work with Customer Services and other teams from Regulatory Services and Health and Social Care to manage potentially violent and aggressive incidents at Trafford Town Hall reception. This has included improved procedures to respond to and monitor any incidents and contact the Police where appropriate.

With violence and aggression continuing to be the most prevalent type of incident, HSU are delivering a cross-service violence and aggression audit programme for 2017-18. This aims to examine how effectively violence and aggression risks are being managed across Council Services and reinforce the importance of reporting such incidents.

**3.2.2 Other Accidents**

Slips, trips and fall incidents remain the second most common incident and have increased slightly from 8 incidents in 2016 to 10 incidents in 2017. Accidents involving objects (being hit by or striking against an object and contact with a sharp object) accounted for 8 incidents compared to 6 last year. There were no particular trends in these incidents.

**3.3 Rate of Reportable Injuries to Staff**

There have been two incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive. One incident involved a member of Music Service staff suffering an injury when their toe was struck by a falling stage panel. The second incident involved a passenger assistant on home to school transport (TTCU) who suffered a fractured ankle when trying to intervene in a dispute between two pupils.

This rate remains the second lowest number of incidents over the previous 6 years and is well below the target rate set for reportable incidents.

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

<b>Local performance indicator-</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Total Number of reportable accidents	7	4	7	4	1	2
Target for rate of reportable accidents/100 employees	0.17	0.16	0.15	0.14	0.12	0.10
Actual rate of reportable accidents/100 employees	0.12	0.07	0.12	0.07	0.02	0.04

**4. Current Performance against 2017-18 Health and Safety Improvement Plan**

In line with the current HSU Health and Safety Plan and to ensure continuous review and improvement in HSU service delivery, the following 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>	Health and Safety - Selection and Monitoring of Contractors and Service Providers (in conjunction with STAR Procurement)	Completed
	COSHH (Hazardous Substance) Guidance	Completed
	Corporate Health and Safety Policy	Final Draft
	Asbestos Policy	Progressing
	Fire Policy	Progressing
	Accident Reporting and Investigation	Progressing
<b>Schools health and safety SLA</b>	COSHH (Hazardous Substance) Guidance	Completed
	Completion of programmed school SLA audits and training for School Year Sept 2016-Aug 2017.	Completed
	Programme of audits and support to schools under SLA for Sept 2017-Aug 2018	Progressing
	Drama audit for secondary schools	Progressing
<b>First aid</b>	Regular review of first aid provision across the Council	Ongoing

#### **4.1 Health and Safety Guidance on the Procurement of Contractors and Services**

The Council must ensure that organisations that carry out work or provide a service on our behalf are competent to do so safely. This is achieved by assessing their health and safety arrangements prior to approval, and when the contract is awarded, monitoring their health and safety performance at regular intervals to ensure ongoing compliance.

HSU completed a significant review of these arrangements with STAR Procurement and Health and Safety Teams from Stockport and Rochdale. Revised guidance has now been produced which outlines:

- The process that Services and STAR Procurement should follow to ensure the health and safety arrangements of organisations are reviewed prior to any approval.
- The Health and Safety Team's role in assessing competency of providers
- How Contract Managers should monitor the health and safety performance of service providers throughout the contract period
- The procedure to be followed where an 'Exemption' is requested from the normal procurement process to ensure adequate health and safety checks are still carried out.

HSU are carrying out a cross-service procurement audit in 2017-18 to assess how effectively health and safety issues are being assessed and monitored within Council contract arrangements.



## 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 private organisations. 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 2017**

<b>Course/Training</b>	<b>Number of Courses</b>	<b>Number Attended/Trained</b>
Fire Evacuation Chairs	-	4
Additional Fire Marshal training	-	9
First Aid at Work Refresher (2 day)	1	6
First Aid at Work (3 day)	1	7
Paediatric First Aid	1	12
Health and Safety - Site Managers	1	7
Risk Assessment	1	5
Moving and Handling (Objects) – Schools	2	42
Moving and Handling (People) Transport	4	29
Moving and Handling (Adults) Update	4	23
Moving and Handling (Adults) - Private Provider	4	26
Working at Height (Use of Ladders)	1	6
Online Health & Safety Induction	-	162
Online Health & Safety Induction (Health & Social Care)	-	6

## 6. Key Achievements and Added Value

### 6.1 Internal Audit of the Health and Safety Unit

Trafford Council Audit and Assurance Service conducted an internal audit of the Health and Safety Unit in June/July 2017. The audit objective was to evaluate the effectiveness of procedures within HSU to ensure there are adequate corporate processes in place for health and safety.

The HSU were found to provide a 'medium/high level of assurance (good)' in how it delivered the Service. Systems and controls were noted to be adequate across most areas including procedures, guidance, training and reports provided on health and safety performance.

Areas to be enhanced include:

- An assessment of the programme to review guidance, to ensure this is done on a timely basis
- Benchmarking of health and safety performance with other local authorities.

## **6.2 Employee Health and Wellbeing Strategy – Recognition Success**

Trafford's Employee Health & Wellbeing Strategy has continued to provide a cohesive approach to support and improve the health and wellbeing of Council employees. A range of interventions are delivered with the commitment of the staff 'Wellbeing Champions'.

Trafford Council has been recognised under the 'Trafford CCG Healthy Workplace Recognition Scheme' and was awarded with a certificate for the range of work undertaken for employee health and wellbeing. The Council demonstrated how it delivered wellbeing interventions in four key areas of mental health and wellbeing, physical activity, healthy eating and attendance management.

## **6.3 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.

## **6.4 Requests for Service**

HSU responded to 62 requests for advice and support, complaints or incidents relating to Health and Safety at Work issues.

## **6.5 Display Screen Equipment (DSE) Assessments**

A total of 18 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.

## **6.6 Event Applications**

The HSU has reviewed a total of 49 event applications for community events take place at numerous locations across Trafford.

## 6.7 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 safe handling techniques.

Service Area	Number of Moving and Handling Referrals (complex cases)
CFW Adult Services	1
Schools	2

## 6.8 Fire Safety

The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools to ensure that robust fire precautions and evacuation arrangements are in place. Work has included:

- Fire risk assessment and audits conducted within schools
- Fire marshal/evacuation chair training and conducting full fire evacuations at Trafford Town Hall and Sale Waterside
- Fire audits and evacuation arrangements support for Corporate Buildings including Access Trafford Libraries and a Trafford Children's Home.

## 7. Key Health and Safety Data

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

## 8. Conclusion

Notified accidents and incidents that are reportable to the Health and Safety Executive have remained low for April-September 2017. HSU, however will continue to ensure that incident reporting and investigation forms a fundamental part of risk management and employees are able to effectively report accidents. The revision of the accident reporting guidance and planned violence and aggression audit highlighted in the report will support this.

The positive findings of the internal audit and recognition of work being done under the Health and Wellbeing Strategy will be built upon to drive forward focused improvement for our employee health, safety and wellbeing.

A comprehensive work programme continues through 2017-18 and the Service will continue to engage fully with Members, Unions, Senior Management and the workforce to manage risk sensibly and effectively and support the wellbeing of staff at work.

## Corporate Accident Statistics April-September 2017

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

Directorate	Service Area	No of incidents
CFW	CFW Directorate	1
	Education, Health and Care Commissioning	12
	Integrated Health and Social Care	7
	Music Service	1
	Business Support	1
<b>Total CFW</b>		<b>22</b>
EGEI	Regulatory Services	1
<b>Total EGEI</b>		<b>1</b>
Schools	Special Schools	10
	Community Schools	3
<b>Total Schools</b>		<b>13</b>
T&R	Customer Services	4
	Strategic Business Unit (Catering and Cleaning Operations)	9
<b>Total T&amp;R</b>		<b>13</b>
<b>Total Accidents</b>		<b>49</b>

## Appendix 2: Type of accident 2013 - 2017

Accident Type	2013	2014	2015	2016	2017
<b>Occurrences of violence and aggression</b>					
Physical Assault	37	54	19	17	17
Assault, Threats or Intimidation	7	16	2	9	7
<b>Total Occurrences of violence and aggression</b>	<b>44</b>	<b>70</b>	<b>21</b>	<b>26</b>	<b>24</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>
<b>Slips, Trips and Falls</b>					
Slipped, Tripped or Fell on the Same Level	12	15	13	7	10
Fall down steps/stairs	4	2	3	1	0
Fall from height	1	3	0	0	0
<b>Total Slips, Trips and Falls</b>	<b>17</b>	<b>20</b>	<b>16</b>	<b>8</b>	<b>10</b>
<b>Accidents involving objects</b>					
Hit by a Moving, Flying or Falling Object	12	8	7	5	6
Striking against object	2	6	4	1	2
Contact with sharp object	4	4	0	0	0
Stepping/kneeling on object	1	0	0	0	0
<b>Total Objects</b>	<b>19</b>	<b>18</b>	<b>11</b>	<b>6</b>	<b>8</b>
<b>Others</b>					
Other kind of accident	3	2	1	3	0
Road Traffic Accident	1	4	1	1	4
Hit by a moving vehicle	0	0	0	1	0
Animal/Insect	1	3	1	2	0
Contact with hot surface/substance	1	1	3	1	2
Collision with a moving person	1	1	0	0	0
Trapped	0	0	1	1	0
Plant, machinery, tools or electricity	1	0	0	1	1
Contact with chemical agent	0	0	0	1	0
<b>Total Others</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>11</b>	<b>7</b>
<b>Overall Total</b>	<b>94</b>	<b>128</b>	<b>61</b>	<b>54</b>	<b>49</b>

### Appendix 3: Type of accident by Directorate April-September 2017

Type of accident	CFW	EGEI	T&R	Schools	Total
Assault threats or intimidation	2	0	3	2	7
Physically assaulted by a person	8	0	0	9	17
Slipped, tripped or fell on same level	5	1	2	1	9
Hit by a moving, flying or falling object	1	0	5	0	6
Striking against an object	1	0	1	0	2
Contact with hot surface/substance	1	0	1	0	2
Plant, machinery, tools	0	0	0	1	1
Road traffic accident	4	0	1	0	5
<b>Totals</b>					<b>49</b>