

TRAFFORD COUNCIL

Report to: Council
Date: 30 January 2019
Report for: Information
Report of: Executive Member for Equalities and Partnerships

Report Title

6-month Corporate Report on Health and Safety – 1 April to 30 September 2018

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 2018

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 incidents to staff over the 12 month period has increased compared to 2017. These are attributable to increased reports of violence and aggression in particular services and schools who deal with service users displaying challenging behaviour. A focused cross service audit in 2018-19 in examining how these risks are effectively managed across the organisation
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.

This report covers the 6 month period from 1 April to 30 September 2018. It provides key health and safety performance data across the organisation and highlights proactive and reactive activities undertaken by the Health and Safety Unit (HSU) throughout that period. Updates are also 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

HSU continues a targeted and risk-based programme of audits to monitor statutory compliance and identify areas of risk to the Council. They support services and schools through identifying areas for development and recognising good practice.

The subsequent audit report provides a summary of findings including identified good practice and an action plan to address areas of non-compliance or further development. Services and schools are given a compliance score and a rating of excellent, good, fair or poor. Subsequent monitoring is undertaken where there are significant issues identified or further support is required.

Certain audits may not receive a score, due to the nature and type of the visit being unsuitable for a scoring approach. These may include bespoke and monitoring audits and visits to complete fire risk assessments. These audits still provide a report and action plan. As detailed below, HSU are now also implementing cross-service audits to evaluate how specific risk areas are managed.

2.1.1 Council Directorates

One Trafford Partnership Audit

HSU supported the Council's One Trafford Client Team within 'Place' with a joint audit of the One Trafford Highways Service. This forms part of Trafford Council's arrangements as client to monitor the health and safety performance of Amey LG as contractor.

Audit findings indicated that work was underway to develop and improve staff health and safety communication and training focusing on areas such as manual handling. Further resourcing was also being implemented to improve the supervision of staff and monitor safe working practices. Areas for development included the implementation of a health surveillance programme for risks from hand-arm vibration in the use of equipment (which has now been completed) and ensuring that an ongoing robust programme of monitoring staff was in place. Health and Safety performance issues are discussed at monthly One Trafford Partnership meetings with representatives from the Client Team and Amey Services.

Procurement and Contract Monitoring Audit

Between February and September 2018, HSU completed an extensive cross-service audit of the Council processes for ensuring that organisations that carry out work or provide a service on our behalf are competent to do so safely. These processes include assessing health and safety arrangements at contract tender and award stages and then monitoring a provider's health and safety performance at regular intervals to ensure ongoing compliance.

The audit included discussion and analysis of arrangements with STAR Category Managers and Procurement Officers and also Council Commissioning Leads and Contract Managers across a variety of services.

A full report has been provided highlighting areas of good practice with an action plan to develop further work to improve the integration of health and safety issues in the procurement and contract monitoring process. The action plan will be completed with STAR and Health and Safety Teams from other Local Authorities included within the STAR partnership. Actions include:

- Review and embed the process for where higher risk contracts are identified and require the involvement of health and safety teams to assess the competency of contractors
- Improved liaison between health and safety teams and STAR to review new contracts and frameworks that may require health and safety involvement.
- Developing the Procurement and Monitoring Guidance available for managers to provide improved support for robust monitoring arrangements.

Violence and Aggression Audit

Violence and aggression continues to be the most prevalent type of incident reported within the Council. HSU are currently undertaking a targeted cross-service violence and aggression audit programme throughout 2018-19 to examine how effectively these risks are being managed across a range of services. These service areas have been identified through the recorded incident data.

The audit has currently been completed within Customer Services and will shortly be carried out within TTCU (Trafford Travel and Co-ordination Unit). The audit will also include relevant Adult and Children's Health and Social Care Services and Special Schools. A report with a plan of identified actions to better support managers and the workforce in managing these risks will be provided.

Trafford Watersports Centre

HSU have supported work to review the management of Sale Water Park. This has included a health and safety audit of the Trafford Watersports Centre and contracted water sports provider based at the location. The audit included a review of health and safety arrangements at the site and completion of a fire risk assessment. Advice has also included safety issues around access to the water.

2.1.2 Schools

In April-September 2018, 31 audits were undertaken within schools. Health and safety compliance rates for audits completed in Trafford Community Schools ranged between 84% and 99%

2.1.3 Trafford Community Schools achieving 'excellent' compliance rates

Twelve Trafford Community Schools achieved an 'excellent score' (between 91-100% compliance), as listed below.

Schools	Full Health and Safety Audit	3
	Premises Audit	6
	Play Area	3
Total		12

All other Trafford Community Schools, received a 'good' score (between 75 and 90%).

2.1.4 SLA Buy Back

Following 74 schools purchasing the SLA in 2017-18, the same number of schools have now purchased for the school year 2018-19 including the majority of Trafford Community Schools (only 1 community school has not currently purchased the SLA). A new Trafford Academy secondary school and a Tameside primary and secondary school have also bought the SLA

Table 1: Breakdown of school SLA buy-back

School Type	Number
Community	39
Voluntary Controlled	1
Voluntary Aided	20
Independent	1
Academy	13
Total	74

3. Accident Statistics

Accident statistics provide an important aspect of monitoring health and safety performance and help identify areas where risk needs to be managed more effectively.

Overall, the total number of incidents reported to the HSU involving staff has shown an increase of 37% in the first 6 months of 2018, compared to the same period in 2017 (from 49-68 accidents). This is clearly attributable to an increase in reports of violence and aggression which will be analysed further in this report.

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

Indicators – First 6 months Results	2013	2014	2015	2016	2017	2018
Total number of accidents to employees (as reported to the HSU)	94	128	61	54	49	68
Number of employees	5958	5749	5506	5394	5504	5732
Overall rate of accidents to employees/100 employees	1.60	2.22	1.11	1.00	0.89	1.17

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

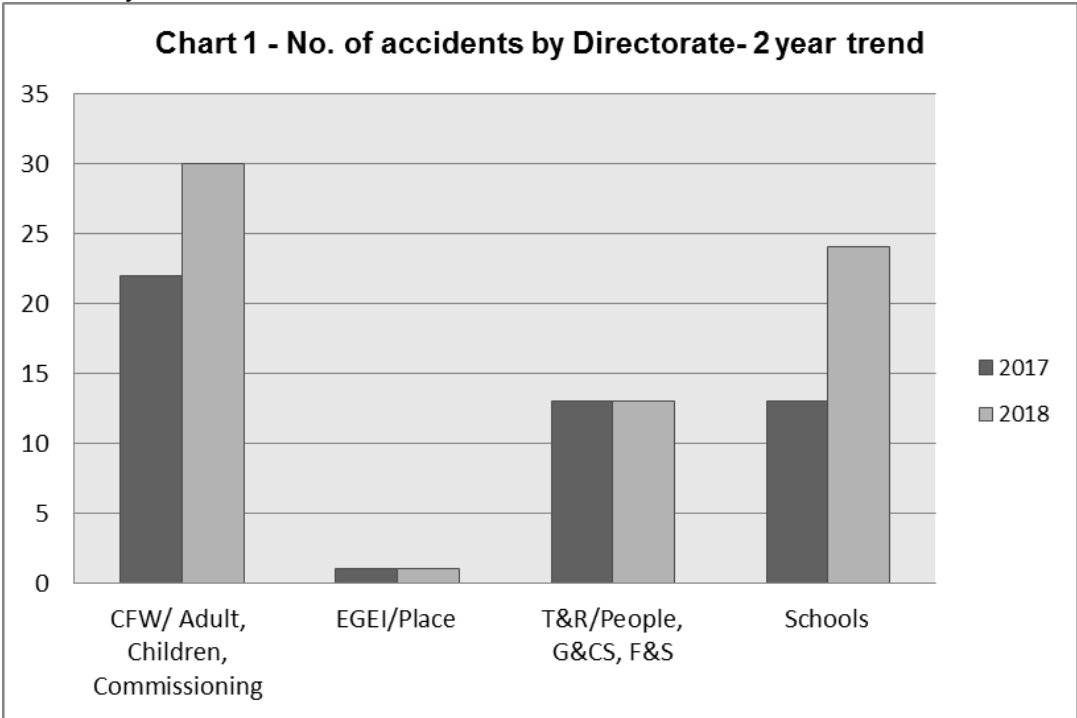
Appendix 1 provides details of the accident statistics, broken down by directorate and service area for staff for the period 1st April to 30th September 2018. A summary of the findings is detailed below.

3.1 Numbers of Accidents by Directorate

Due to the change of Directorates in 2018, comparison of accident numbers for 2017 and 2018 has been achieved through combining some of the new seven Directorates to capture all the services that were within the three previous Directorates as follows:

- CFW is compared to Adult Services, Childrens Services and Commissioning
- EGEl is compared to Place
- T&R is compared to People, Governance & Community Strategy and Finance & Systems
- Schools are directly comparable

The two year trends are shown in Chart 1



3.1.1 Adults, Childrens and Commissioning Services

Services in these Directorates have seen an increase of 8 accidents in 2018 compared to 2017 (from 22 to 30). Twenty of those incidents related to violence and aggression including 7 incidents of verbal threats or intimidation and 13 incidents of physical assault.

3.1.2 Place

Place only had one reported incident for 2018 as was the case in 2017 and involved an incident within Regulatory Services which resulted in no injury.

3.1.3 People, Governance & Strategy and Finance and Systems

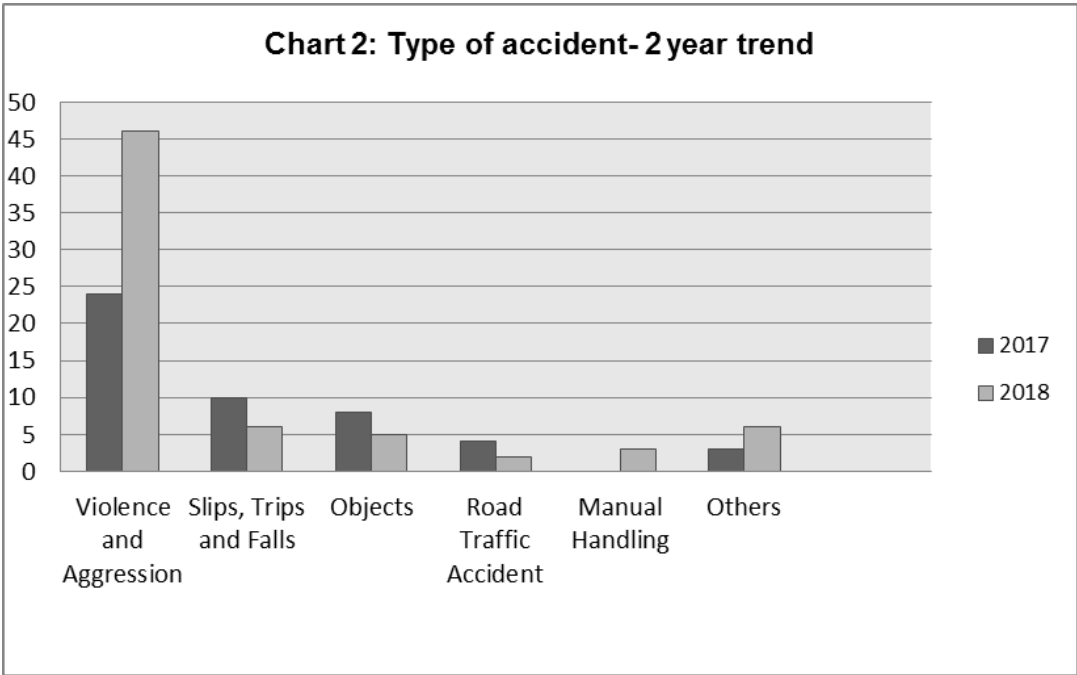
Services in these Directorates saw the same number of accidents in 2018 compared to last year (13). The majority of incidents (7) took place within Catering and Cleaning Services with no particular trends evident. Four incidents occurred within Customer Services and related to incidents of verbal aggression or threats.

3.1.4 Maintained Schools

Reported incidents from maintained schools have increased from 13-24 incidents. All, except two incidents, were cases of physical assault reported by special schools and one community school relating 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 2017. Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each directorate and service area.

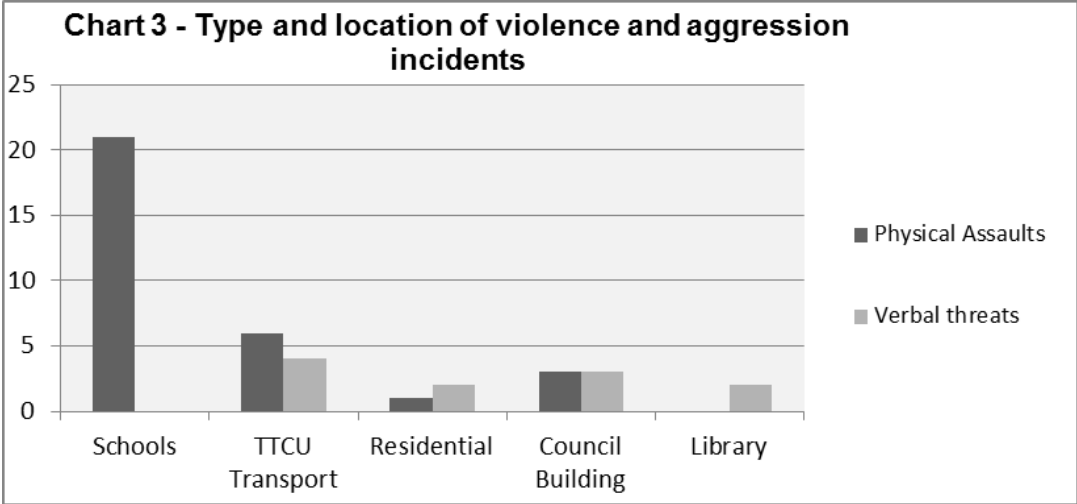


3.2.1 Violence and Aggression

Violence and aggression incidents (threats of assault/intimidation and physical assaults) remain the most reported incident type and there has been an increase from 24 incidents reported in 2017 to 46 this year.

Physical assaults include a wide range of physical incidents stemming from aggressive behavior. They accounted for 35 incidents (compared to 17 in 2017). 2017-18 saw a total of 78 physical assaults reported and the current number would indicate a similar trend for 2018-19. 11 incidents of verbal threats or intimidation were reported

The location and nature of such incidents are shown in Chart 3.



Special Schools have reported the majority of physical assaults when dealing with Children presenting challenging behaviour. Other services as in previous years have included Integrated Health and Social Care Services and Trafford Transport Provision (TTCU), who have also reported incidents of verbal threats or intimidation where staff have felt at risk. Customers Services have also reported incidents of verbal threats or intimidation e.g. within Council reception areas and libraries.

HSU support management of these risks with Service and Schools through:

- Provision of advice and documented guidance
- Encouraging and reinforcing the importance of reporting violent and aggressive incidents and supporting managers in the review of certain incidents
- Attendance at multi-agency case management meetings to support safeguarding and health and safety arrangements for colleagues
- Focused work with teams to improve systems and processes to manage such risks

As detailed in section 2.1.1, to provide further targeting of such incidents, HSU are now in the process of delivering a cross-service violence and aggression audit across a variety of services and Special Schools. The audit has been developed to comprehensively cover how such risks are managed including awareness of the risks, identification and assessment (e.g. risk assessment, safe system of work and behaviour plans), emergency arrangements and post incident support.

3.2.2 Other Accidents

Other incidents have remained at similar levels to 2017 as detailed in Appendix 2, with no specific trends highlighted.

3.3 Rate of Reportable Injuries to Staff

There have been five incidents that have been reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the Health and Safety Executive due to lost time from work exceeding 7 days. These incidents included:

- An incident in TTCU when a passenger assistant had her seatbelt removed by a service user and fell from her seat
- Two incidents in catering services relating to a fall and a cut from a knife
- Two incidents within Council offices relating to office chairs.

Table 2: Rate of reportable injuries to staff

Local performance indicator-	2013	2014	2015	2016	2017	2018
Total Number of reportable accidents	4	7	4	1	2	5
Target for rate of reportable accidents/100 employees	0.16	0.15	0.14	0.12	0.10	0.08
Actual rate of reportable accidents/100 employees	0.07	0.12	0.07	0.02	0.04	0.07

4. Current Performance against 2018-19 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

Area of development	Actions	Status
Corporate and schools health and safety guidance review	One Trafford Asbestos Policy	Completed
	First Aid at Work Guidance	Completed
	Fire Policy	Progressing
	One Trafford Legionella Policy	Progressing
	Display Screen Equipment Guidance	Progressing
Corporate Audits	Procurement Cross Service Audit	Completed
	Violence and Aggression Cross Service Audit	Progressing
Schools health and safety SLA	Completion of programmed school SLA audits and training for School Year Sept 2017-Aug 2018	Completed
	Review of HSU schools auditing tools to assess schools Health and Safety Compliance	Completed
First aid	Regular review of first aid provision across the Council	Ongoing

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 and schools. 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 2018

Course/Training	Number of Courses	Number Attended/Trained
First Aid at Work Refresher (2 day)	1	5
First Aid at Work (3 day)	2	10
Fire Awareness – Services	1	70
Fire Awareness - Schools	1	40
Moving and Handling and Fire Awareness (Supported Living)	2	17
Moving and Handling (Adults) Update	2	17
Moving and Handling (Children)	1	8
Moving and Handling (People) Transport	1	4
Moving and Handling (Adults) Update	4	24
Working at Height (Use of Ladders)	1	11
Online Health & Safety Induction	-	129

6. Key Achievements and Added Value

6.1 Corporate Landlord

The Health and Safety Unit provide support and guidance at every level of the Corporate Landlord framework to ensure health and safety matters are integrated within how the Council uses, manages and strategically plans the use of the Council's building assets through:

- Co-chairing and facilitating the Trafford Town Hall and Sale Waterside Staff User Groups where building matters can be discussed and resolved or escalated as required.
- Management attendance at the monthly Operational and quarterly Strategic Landlord meetings.

6.2 Employee Health and Wellbeing Strategy

Trafford's Employee Health & Wellbeing Strategy has continued to deliver a range of interventions to support and improve the health and wellbeing of Council employees and partners. Highlights have included:

- Mental Wellbeing awareness and support for colleagues via:
 - Delivery of two mental health fitness programmes for managers and staff
 - Promotion of Mental Health Awareness week and World Mental Health Day
 - Monthly 'Thinking Space' Sessions for staff through Pennine Care
- A Health and Wellbeing Day held at Trafford Town Hall with opportunities for health checks, wellbeing advice and mindfulness sessions
- Supporting initiatives to enable a more active workforce through cycling promotion, led walks and offering a range of sports and exercise opportunities

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 underway or currently being scheduled.

6.4 Requests for Service

HSU continue to respond to a wide range of 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 19 DSE (computer) workstation assessments have been carried out by the HSU for employees reporting health related issues. 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 42 event applications for community events take place at numerous locations across Trafford.

6.7 Moving and Handling Assessments

The Council's Moving and Handling Lead and Consultant have completed two 'complex' moving and handling assessments for staff. These have included assessment of a pupil requiring further moving and handling support within a school and a complex DSE assessment for a member of staff.

6.8 Fire Safety

The Health and Safety Advisor (Fire Lead) has continued to deliver a range of fire support to services and schools including:

- Fire risk assessment and audits conducted within schools
- Coordinating full fire evacuations at Trafford Town Hall and Sale Waterside
- Fire risk assessments and support for Corporate buildings and estate including Flixton House and Trafford Watersports Centre and Visitors Centre at Sale Water Park.

7. Key Health and Safety Data

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

8. Conclusion

The report has highlighted an increased number of incidents being notified involving violence and aggression particularly within Adults/Childrens Services and Special Schools. The targeted work being undertaken will evaluate what further support can be implemented to manage such risks. Other incidents continue to remain on lower trends noted for previous years.

The HSU continues to deliver a wide range of proactive work programmes, guidance and training to support the health, safety and wellbeing of the workforce and partners which will continue through 2018-19.

Corporate Accident Statistics April-September 2018

Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of incidents
Children's Services	Access and Inclusion	14
	Safeguarding	5
Total		19
Adult's Services	Integrated Services	10
Total		10
Commissioning	All Age Commissioning	1
Total		1
People	Catering and Cleaning	7
	GMSS	1
Total		8
Governance and Community Strategy	Customer Services	4
Total		4
Place	Regulatory Services	1
Total		1
Finance and Systems	Exchequer Services	1
Total		1
Schools	Special Schools	23
	Community Schools	1
Total		24
Total Accidents		68

Appendix 2: Type of accident 2014 - 2018

Accident Type	2014	2015	2016	2017	2018
Occurrences of violence and aggression					
Physical Assault	54	19	17	17	35
Assault, Threats or Intimidation	16	2	9	7	11
Total occurrences of violence and aggression	70	21	26	24	46
Manual handling (lifting, moving, manoeuvring etc.)					
Manual handling	9	6	3	0	3
Slips, Trips and Falls					
Slipped, Tripped or Fell on the Same Level	15	13	7	10	5
Fall down steps/stairs	2	3	1	0	0
Fall from height	3	0	0	0	1
Total Slips, Trips and Falls	20	16	8	10	6
Accidents involving objects					
Hit by a Moving, Flying or Falling Object	8	7	5	6	1
Striking against object	6	4	1	2	2
Contact with sharp object	4	0	0	0	2
Total Objects	18	11	6	8	5
Others					
Other kind of accident	2	1	3	0	2
Road Traffic Accident	4	1	1	4	2
Hit by a moving vehicle	0	0	1	0	0
Animal/Insect	3	1	2	0	0
Contact with hot surface/substance	1	3	1	2	2
Collision with a moving person	1	0	0	0	0
Trapped	0	1	1	0	1
Plant, machinery, tools or electricity	0	0	1	1	0
Contact with chemical agent	0	0	1	0	1
Total Others	11	7	11	7	8
Overall Total	128	61	54	49	68

Appendix 3: Type of accident by Directorate April-September 2018

Type of accident	Directorates – See Key Below								Total
	A	B	C	D	E	F	G	H	
Assault threats or intimidation	7	0	0	0	4	0	0	0	11
Physically assaulted by a person	8	5	0	0	0	0	0	22	35
Slipped, tripped or fell on same level	1	1	0	2	0	0	1	0	5
Hit by a moving, flying or falling object	0	0	1	0	0	0	0	0	1
Cut by a sharp object	0	1	0	1	0	0	0	0	2
Striking against an object	0	2	0	0	0	0	0	0	2
Fall from height	0	0	0	1	0	0	0	0	1
Manual Handling	0	0	0	2	0	0	0	1	3
Contact with harmful substance	0	0	0	1	0	0	0	0	1
Contact with hot surface	0	0	0	1	0	0	0	1	2
Road traffic accident	2	0	0	0	0	0	0	0	2
Trapped	0	0	0	0	0	1	0	0	1
Other	1	1	0	0	0	0	0	0	2
Totals	19	10	1	8	4	1	1	24	68

A - Childrens

C - Commissioning

E - Governance & Community Strategy

G - Finance and Systems

B - Adults

D - People

F - Place

H - Schools