

TRAFFORD COUNCIL

Report to: Executive
Date: 24th February 2014
Report for: Information
Report of: Executive Member for Transformation & Resources

Report Title

Six month Corporate report on Health and Safety – 1st April 2013 to 30th September 2013

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 past six months.

Recommendation(s)

1. That the attached report is noted.
2. That the report goes on to Full Council on the 26th March 2014.

Contact person for access to background papers and further information:

Name: Josh Arnold
Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Improving the health and safety of staff relates to the Council's Health and Wellbeing strategy. Health and safety arrangements, including reporting arrangements are set out in the Corporate Health and Safety Policy, which has recently been refreshed in line with current structures.
Financial implications	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 within Trafford schools in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset	None

Management Implications	None
Risk Management Implications	The decrease in the total number of accidents to staff this year is likely to indicate slightly lower levels of risk to the Council in terms of civil claims and the risk of prosecution. The number of reportable injuries has also reduced.
Health and Safety Implications	See legal section above. The implementation of the Corporate Health and safety improvement plan in the coming year will ensure that an emphasis is placed on continuous improvement.

Key Decision (as defined in the Constitution): No

Finance Officer Clearance (type in initials)...ID

Legal Officer Clearance (type in initials)...PG

[CORPORATE] DIRECTOR'S SIGNATURE (electronic)



To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

1.0 **Background**

This report covers the 6-month period from 1st April 2013 to 30th September 2013. It highlights changing trends in accidents and major activities and points of interest. In addition to this report, separate reports on Directorate performance will be made available to the relevant Corporate Directors and local Health and Safety or Joint Consultative Committees.

Overall, the total number of accidents reported to the Health and Safety Unit (HSU) involving staff has shown a decrease of 18% in the first 6 months of 2013, compared to the same period in 2012.

Please note that this report provides a direct comparison of the total number of accidents that occurred between 2011 and 2013 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-Community schools in line with statutory requirements. Pre 2011, all schools were included in the council-wide accident statistics, whereas now, only community schools (where the Council is the employer) are included in the statistics.

2.0 **Accident Statistics: April to September 2013**

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1st April 2013 to 30th September 2013. A summary of the findings is detailed below.

2.1 **Overall Numbers and Rates of Accidents**

The overall total number of accidents to staff reported to the HSU has decreased by 18%, down by 21 from 115 in the same period of 2012, to 94 in 2013 (see Table 1 and Chart 1 below). The overall rate of accidents has also decreased, down from 1.96 per hundred staff in the same period in 2012, to 1.60 per hundred in 2013. Although there were 94

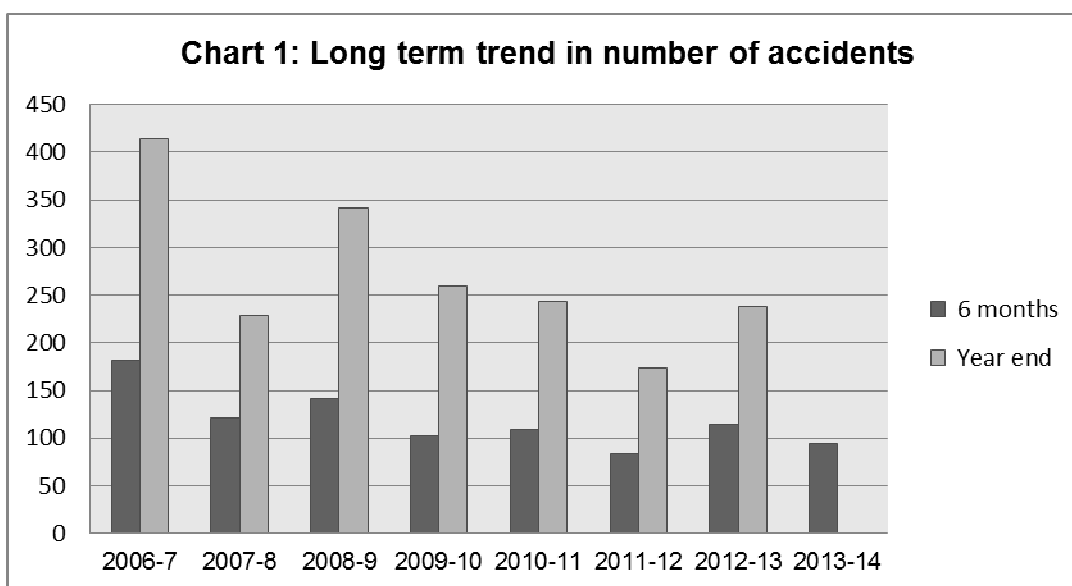
reports made, 3 of these accidents involved two people, so in fact these accident reports relate to 91 incidents.

Much of this decrease can be accounted for by a drop in the number of occurrences of violence and aggression involving one service user who has a learning disability (see section 2.3.1 for more details).

Table 1: Overall number and rate of accidents to staff – 5 year trend

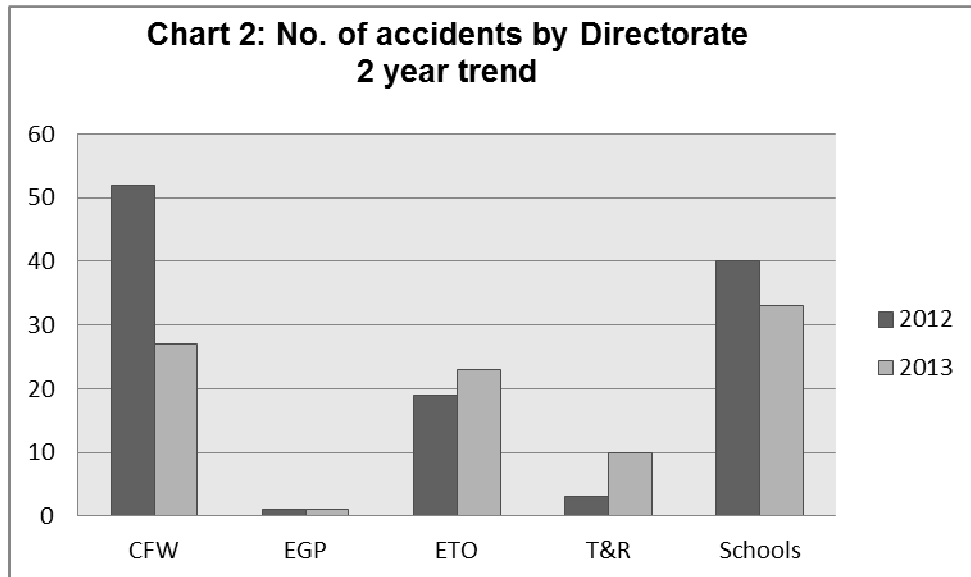
Indicators - first 6 months results	2009	2010	2011	2012	2013
Total number of accidents to employees (as reported to the HSU)	102	109	84	115	94
Overall rate of accidents to employees/100 employees	1.38	1.43	1.14	1.96	1.60

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



2.2 Numbers of Accidents by Directorate

Compared to the same period last year, the total number of reported accidents has increased in the Environment, Transport and Operations Directorate (ETO) and the Transformation and Resources (T&R) Directorate, see Chart 2 below. The number of reported accidents has reduced in the Communities, Families and Wellbeing Directorate and within maintained schools. The number of reported accidents has remained level in the Economic Growth and Prosperity (EGP) Directorate.



Whilst this gives an indication of the number of reported accidents within each Directorate, a better indicator is the rate of accidents in each Directorate, as this takes into account differences in the number of staff. These rates are explored in the sections below for each Directorate.

Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion of the accidents in each Directorate. These are generally the areas where we would expect higher numbers of accidents, which would be expected, due to the nature of the work undertaken in these services. Patterns at service level will be reviewed in more detail in separate Directorate Health and Safety reports.

2.2.1 Communities, Families and Wellbeing

The overall number of accidents reported in Communities, Families and Wellbeing (CFW) has fallen by nearly 50%, down by 25 from 52 to 27. In 2012, 37 of the accidents reported for CFW were occurrences of violence and aggression (27 involving one service user), details of which have been previously reported. The rate of accidents in CFW in 2013 is 1.59 per hundred employees, compared to 2.86 in the same period of 2012, so the rate of accidents has also significantly decreased.

2.2.2 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations Directorate (ETO) has increased (up from 19 in 2012, to 23 in 2013). The rate of accidents in ETO is 1.96 per hundred employees, compared to 1.51 in the same period of 2012. Therefore the rate of accidents has increased, as well as the number of accidents.

The reasons for the increased number and rate of accidents in ETO are complex, with small increases and decreases in many different types of accident (of only 1 accident in each case). This will be explored in more detail in the Directorate's report. The only significant area of increase is in accidents involving objects, which are up by 6 this year, compared to the same period in 2012.

These accidents involved 4 members of staff from Catering, 3 from Greenspace and Streetscape Operations and 1 from Environmental Health. The catering incidents involved a finger cut by a knife, fingers becoming trapped in concertina doors and 2 people being struck by folding tables (at different schools). The incident involving the concertina doors

has been investigated by the HSU and remedial action has been taken; the others were investigated and action taken by the schools.

The Greenspace and Streetscape Operations accidents involved a staple in the hand from fly-tipped materials, which was investigated by the manager and it was found that the employee was not wearing the gloves provided; all staff have now been reminded to do so, at all times. The other accidents involved a person catching an arm on a cab whilst loading tools away and a person being struck by a moving wheelie bin.

The final incident involved a member of staff from Environmental Health catching their finger on a metal door push plate at Trafford Town Hall; builders were in the process of repairing the plate at the time the accident occurred.

2.2.3 Economic Growth and Prosperity

There was 1 reported accident within EGP in the reporting period, the same as for 2012. Within EGP, the rate of accidents is also comparable, with 0.74 accidents per hundred employees in 2013, compared to 0.73 per hundred for the same period in 2012.

2.2.4 Transformation and Resources

The overall number of accidents reported in Transformation and Resources (T&R) has increased from 3 in 2012 to 10 in the same period of 2013. The rate of accidents in T&R is 1.60 per hundred employees, compared to 0.45 in the same period of 2012. Therefore, the rate of accidents has increased as well as the numbers of accidents.

Four of these accidents were slips, trips and falls and 3 of these occurred at Trafford Town Hall. Of those accidents at Trafford Town Hall, one happened when the person's foot slipped off the edge of one of the stairs and she stumbled, held on to the handrail and wrenched her back. One was a fall downstairs, where the heel of a shoe got caught on the first step, which was investigated by the HSU and no further action was necessary. One involved a shoe, which got stuck on the carpet and the person fell over and the manager decided there was no further action necessary. The final person fell on the pavement outside Trafford College, whilst on their way to a meeting.

Three accidents involved staff being hit by moving objects. One of these was where a shelving unit panel came away, causing the shelves to collapse in Sale Waterside library; this was repaired by Cofely. Another was in Davyhulme library store room, where a person trapped their hand whilst moving buckets out of the way. After the accident, the store room was to be tidied to avoid further accidents. Lastly, an employee at Trafford Town Hall was asked by ICT to remove the power cable from her computer, as she pulled the cable, the metal frame and computer became detached from the desk and fell onto her knee. This was reported to ICT, who subsequently fixed the frame back onto the desk.

Two accidents involved verbal assaults, both in libraries and one was a manual handling injury, where a member of ICT staff was moving ICT equipment when he injured his back at Trafford Town Hall. ICT staff were recently offered refresher training in moving and handling over October half term.

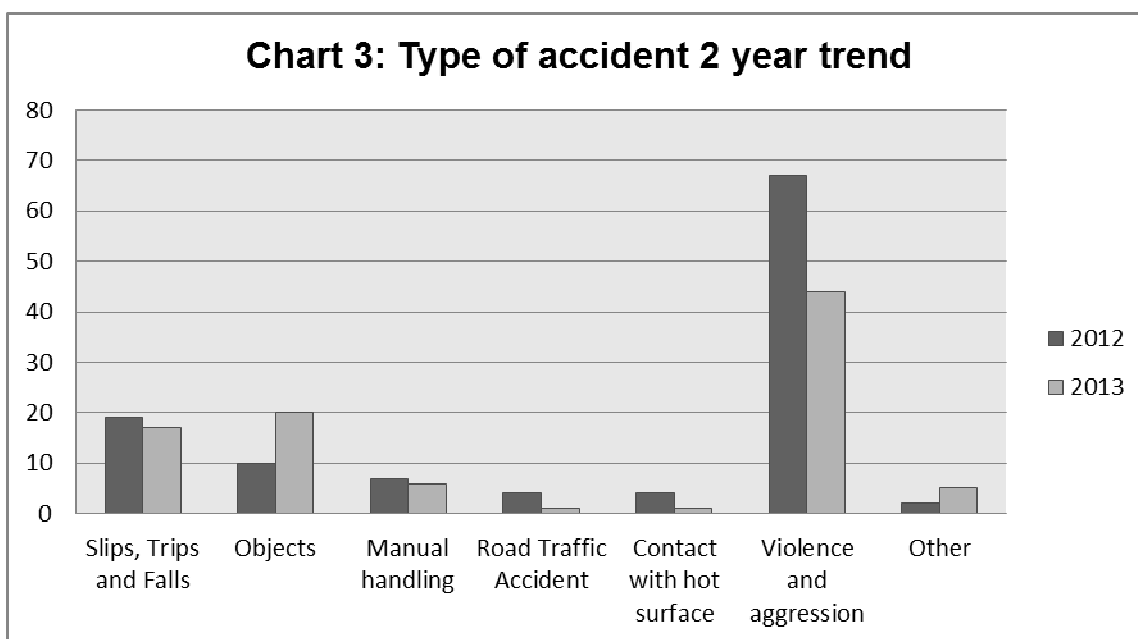
2.2.5 Maintained Schools

The overall number of accidents reported in schools has seen a 17% decrease, from 40 accidents in the same period of 2012, to 33 in 2013. The rate of accidents in schools is 1.56

per hundred employees, compared to 2.01 in the same period of 2012. Therefore, the rate of accidents has also decreased.

2.3 Types of accidents

The most common types of reported accidents involving staff are occurrences of violence and aggression (responsible for 47% of all accidents - see section 2.3.1 below). The next most common types of accidents are those involving objects (20%- see section 2.3.2), followed by slips, trips and falls (18% - see section 2.3.3) and manual handling (6%- see section 2.3.4). Taken together, these account for 91% of all accidents. Chart 3, below, shows a summary of the main types of accidents, compared to the same period in 2012.



Occurrences of violence and aggression were the most common type of accident reported involving Council staff and these have decreased this year by 34%. The majority (63%) of these occurred within the Provider Services part of the CFW Directorate and within special schools, where clients and pupils often display challenging behaviour.

There has been a significant increase in the number of accidents reported involving objects, which have doubled compared to the same period last year, see section 2.3.2 for more information. The other two main types of accident - slips, trips and falls and manual handling - are at broadly similar levels to last year. The numbers of all other types of accidents reported this year are lower than last year, with the exception of “other” accidents, which has risen slightly.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate by accident type.

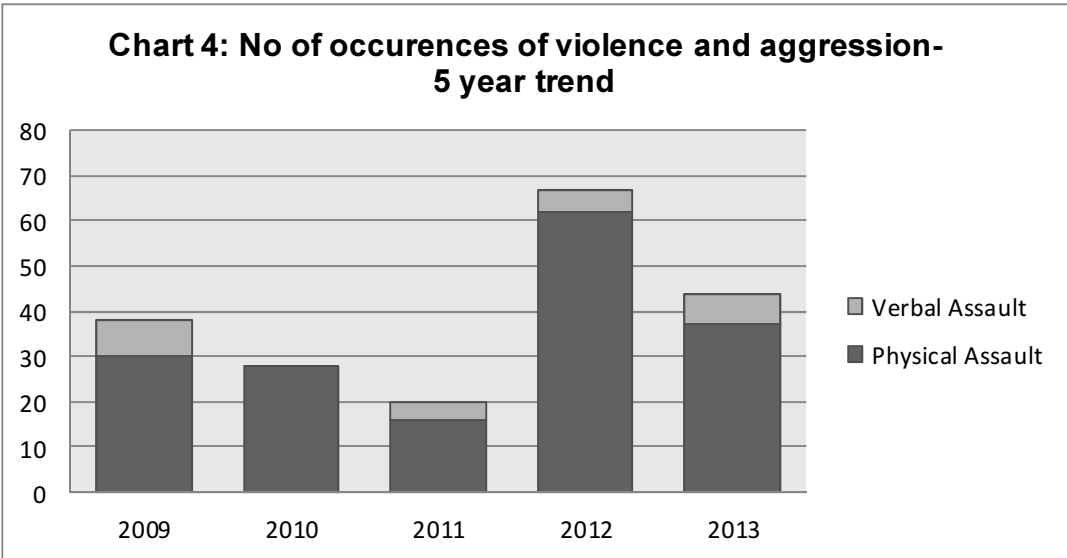
2.3.1 Violence and Aggression

There has been a significant decrease in the number of reported occurrences of violence and aggression; down 23 from 67 in the same period in 2012 to 44 in 2013, which is a 34% decrease. It should be noted that the number of incidents of violence and aggression is actually lower than this, since 2 of the 41 recorded occurrences involved 2 members of staff, making this 39 incidents.

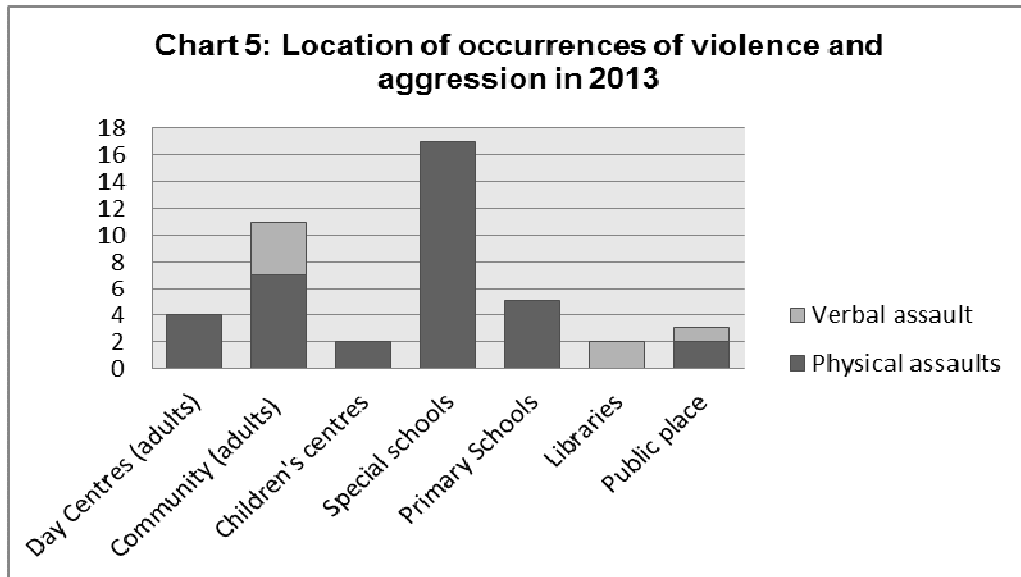
The number of reported occurrences of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual client's behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; as did the significant increase in 2012, where 27 occurrences were due to violence and aggression involving one service user.

As a result of a review of the management of this individual carried out by the service, together with the Health and Safety Unit (HSU) and the Community Learning Disability Team (CLDT), revised strategies for the management of this individual were implemented. Subsequently, there were only 2 further incidents involving this individual occurring in the 6 months from 1st September 2012 to 31st March 2013 and there have only been a further 2 incidents from 1st April 2013 to 30th September 2013. As a result of the reduction in occurrences involving this service user, only 4 incidents of assault occurred in the Learning Disability Day Centre in this period in 2013.

The majority of the reported occurrences of violence and aggression in 2013 were physical violence; though occurrences of physical violence have decreased 45%; down from 62 in 2012 to 34 in the same period of 2013. The number of reported occurrences of verbal aggression has increased slightly, with 5 reported in 2012 and 7 reported in the same period of 2013. See Chart 4 below for more details.



None of the occurrences of violence and aggression led to an injury severe enough to be reportable to the HSE under RIDDOR (see Section 3.1). Chart 5 (below) provides more details of the locations where the physical occurrences of violence and aggression took place.



The highest number of reported occurrences of violence and aggression (38%) occurred within the special schools. However, compared to the same period in 2012, the number of occurrences in special schools has reduced by 29%, down by 7, from 24 to 17 occurrences. This year, all of these occurrences involved children with challenging behaviour; none involved parents, as has been the case in previous years. A more detailed analysis of these will be contained within the separate (maintained) schools' report.

Over the summer of 2013, all of Trafford's special schools were visited by a Health and Safety Advisor and a mini-audit was conducted of how each school manages the risk of violence and aggression from pupils. As a result of these audits, the HSU concluded that the special schools have appropriate measures in place to manage the risk of violence and aggression from pupils. Whilst the risk of violence and aggression is part of the nature of the work with these challenging pupils, the arrangements in place to manage and minimise the risk appear to be robust and are regularly reviewed and monitored. All of the Special schools buy back support from the HSU.

The next most common setting for violence and aggression was within the community, whilst working with vulnerable adults in Provider Services. These residential and community-based occurrences fall across two different services; 7 incidents within the Supported Living Learning Disability Service and 3 incidents within the Reablement Service involving 4 staff. Taken together, these involve 7 different premises and 7 different service users; One of these service users (within the Supported Living Learning Disability Service) has subsequently (post 30th September 2013) been involved in a few more occurrences and, therefore, this will be investigated further by the HSU, together with the service.

There have been some slight increases in other areas, such as some libraries and a children's centre, but after initial analysis, these seem mainly to be isolated incidents across a number of locations and with no common themes. The occurrence within the children's centre is actually one incident, which involved two members of staff. The libraries involved are different libraries and involved different perpetrators, although this will continue to be monitored by the HSU, together with the service.

2.3.2 Objects

There has been a significant increase in the number of reported accidents involving objects, which have doubled; at 20 compared to 10 in the same period last year. Accidents involving objects are responsible for 21% of the accidents reported; this makes them the second most common cause of accident in this period of 2013. This category includes being struck by objects, striking against objects, stepping or kneeling on objects and contact with sharp objects. These occurred in a variety of settings and services.

Accidents involving staff being hit by a moving, flying or falling object have more than doubled this year, from 5 to 12. These occurred across all Directorates, in a variety of circumstances, including one whilst transporting paving slabs that toppled over, two being struck by wheelchairs and two being struck by footballs in schools. More details of accidents involving being hit by a moving, flying or falling object are outlined in the Directorate Sections for ETO (section 2.2.2) and T&R (section 2.2.4).

The other area, which has increased by more than one accident this year, is contact with sharp objects (up from 2 to 4 this year). Three of these are considered in the ETO section (2.2.2) and the fourth one involved a person in Provider Services who sustained a needle-stick injury whilst carrying out personal care.

2.3.3 Slips, Trips and Falls

Slips, trips and falls were the third most commonly reported cause of accident, responsible for 18% of all accidents. The numbers of reported slips, trips and falls have decreased slightly compared to the same period in 2012, down 2 from 19 to 17. These occurred in a variety of settings, including 4 in primary schools and a number at Trafford Town Hall (explored further in the T&R section 2.2.4). Four were slips on wet floors (different premises), 4 involved falling down stairs (explored further in the T&R section 2.2.4) and the remainder had a variety of causes, including going over on an ankle, falling down a hole in the pavement and tripping over a pupil's foot.

2.3.4 Manual Handling

The number of reported manual handling accidents has decreased slightly from 7 to 6. This number remains low, from a high point of 31 in 2008. The majority of these occurred in the Ground-force team within ETO (three incidents involving four staff). These staff all received refresher training in object handling in April and May of this year, though one of the accidents (involving two staff lifting turf into a vehicle) occurred before the date of the training.

One of these accidents involved staff moving a heavy desk left out of place by workmen and another involved someone aggravating a previous back injury whilst lifting a bin bag. Another one involved a person cutting high thick brambles with hedge cutters; the HSU worked with the service to review the risk assessment.

3.0 Health and Safety Performance

3.1 Rate of Reportable Injuries to Staff

Over this reporting period, there were 4 reportable accidents to staff (those which have to be notified to the National Accident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 2 below:

Table 2: Rate of reportable injuries to staff at the 6 month point- 5 year trend

Local performance indicator- First 6 months (April to September)	2008	2009	2011	2012	2013
Total Number of reportable accidents	10	9	9	7	4
6 month target for rate of reportable accidents/100 employees	0.20	0.19	0.18	0.17	0.16
Actual rate of reportable accidents/100 employees	0.13	0.12	0.15	0.12	0.07

This represents a decrease in the total number of reportable injuries from last year (2012), down from 7 to 4. The rate of reportable injuries per hundred employees has also reduced, to 0.07, which remains below the 6 month performance indicator target for this year of 0.16 accidents per hundred employees. Three of these injuries were slips, trips and falls and one involved lifting and handling.

It should be noted that from April 2012, the criteria for reporting accidents under RIDDOR changed and now accidents involving staff absences of over 7 days are reportable, whereas previously only those over 3 days were reportable, so only figures for 2012 and 2013 are directly comparable.

5.0 Conclusion

The overall total number of accidents involving staff reported to the HSU has shown a decrease of 18% in 2013, compared to the same period in 2012.

There have been significant reductions in the number of reported occurrences of violence and aggression, although as mentioned before this can be subject to significant variations year on year, as it is very sensitive to issues in managing individual clients' behaviour within social care and special school settings. There have also been small reductions in most other types of accident, except those involving objects, which have doubled in 2013.

More school and service audits scheduled to take place in 2013-14 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Guidance for managers on health and safety training requirements has recently been introduced. Further corporate guidance will be introduced: a revised Corporate Health and Safety Policy (updated to reflect changes in the structure of the organisation and changes in legislation); a Driving at Work Framework and a Lone Working Framework.

Senior managers must continue to focus on maintaining these standards and the HSU will continue to work to support services in managing on-going health and safety risks.

Appendix 1: Numbers of accidents (including occurrences of Violence and Aggression) by Directorate and Service Area (April to September 2013)

Directorate	Service Area	No of accidents
	Assessment & Care Management	1
	Business Services	2
	Integrated Commissioning	1
	Services For Children Young People & Families	4
	Provider Services	19
CFW	Total	27
	Buildings and Facilities	1
EGP	Total	1
	Catering Operations	6
	Cleaning Support Service	2
	Greenspace & Streetscape Operations	10
	Operation Services for Education	1
	Public Protection	2
	Street Lighting	1
	Trafford Transport Provision	1
ETO	Total	23
	Primary schools	12
	Special schools	21
Schools	Total	33
	Customer Services	4
	Finance	2
	Human Resources	1
	ICT Services	1
	Legal & Democratic Services	1
	Stronger Communities	1
T&R	Total	10
Overall	Total	94

Appendix 2: Type of accident 2007- 2013 (5 year trend)

Accident Type	2009	2010	2011	2012	2013
Occurrences of violence and aggression					
Physical Assault	30	28	16	62	37
Assault, Threats or Intimidation	8	0	4	5	7
Total Occurrences of violence and aggression	38	28	20	67	44
Manual handling (lifting, moving, manoeuvring etc.)					
Manual handling	13	17	7	7	6
Slips, Trips and Falls					
Slipped, Tripped or Fell on the Same Level	17	18	15	18	12
Fall down steps/stairs	3	3	3	1	4
Fall from height	1	2	0	0	1
Total Slips, Trips and Falls	21	23	18	19	17
Accidents involving objects					
Hit by a Moving, Flying or Falling Object	5	9	12	5	12
Striking against object	6	9	4	3	2
Contact with sharp object	1	7	4	2	4
Stepping/kneeling on object	0	1	0	0	1
Total Objects	12	26	20	10	19
Others					
Another kind of accident	9	4	6	1	3
Road Traffic Accident	5	8	4	4	1
Animal/Insect	0	1	3	2	1
Contact with hot surface/substance	2	2	3	4	1
Collision with a moving person	0	0	0	0	1
Trapped	1	0	1	0	0
Plant, machinery, tools or electricity	1	0	1	1	1
Contact with chemical agent	0	0	1	0	0
Total Others	18	15	19	12	8
Overall Total	102	109	84	115	94

Appendix 3: Type of accident by Directorate (April to September 2013)

Type of accident	CFW	EGP	ETO	Schools	T&R	Total
Animal/Insect			1			1
Collision with Moving Person				1		1
Contact with hot surface/substance			1			1
Contact with sharp object	1		3			4
Fall down steps/stairs	1		1	1	1	4
Fall from height				1		1
Manual handling- lifting, moving, manoeuvring	1		4		1	6
Other	1		1	1		3
Physical Assault	13		2	22		37
Road Traffic Accident	1					1
Slip or trip on the same level	2		3	4	3	12
Stepping/kneeling on object	1					1
Striking against object		1	1			2
Struck by moving object	2		4	3	3	12
Contact With Moving Plant and Machinery or Material Being Machined			1			1
Verbal Assault	4		1		2	7
Total	27	1	23	33	10	94