

REPORT FOR: Governance, Audit and Risk Management Committee.

Date of Meeting: 29th November 2012

Subject: **INFORMATION REPORT** – Half Yearly Health and Safety Report

Responsible Officer: Julie Alderson, Corporate Director of Resources

Exempt: Tom Whiting, Assistant Chief Executive
No

Enclosures: Appendix 1 – Health & Safety Objectives & Targets April 2012 – October 2012 (The improvement plan)

Appendix 2 - Analysis Report for Accidents Quarter 1 To Quarter 2 (1st April 2011 – 30th September 2011)

Section 1 – Summary

This report summarises the Council's health and safety performance for the half year 1st April 2012 to 30th September 2012, providing an update of activities and giving information on outcome measures – training, audits and accidents.

FOR INFORMATION

Section 2 – Report

Executive Summary

2.1 The organisation has continued to develop its health and safety management system in the half year from April to September 2012. The key work streams during this period have been:

- The continuation of the health and safety e-self audit tool programme across the organisation.
- Progression of the two year improvement plan (see appendix 1).
- Revision of health and safety codes of practice to meet identified needs in line with the programme.
- The provision of health and safety advice and support across the directorates.
- The provision of the health and safety training programme across the directorates.
- Commencement of the procurement for a new occupational health contract incorporating a new employee assistance programme contract.

Background

2.2 A safety review is performed bi-annually to enable the Council to monitor and measure health and safety performance and prioritise areas of health and safety risks. The 2011/12 annual report was reported to the committee in June 2012 and this is the half yearly review.

External Assurance

2.3 As a large employer undertaking a wide range of activities the Council is subject to a large number of statutory regulations and will be scrutinised by a number of enforcement agencies.

2.4 In September 2012 the HSE visited the Council to inspect waste and recycling arrangements. No notices were issued but the Inspector asked for improvements in a number of areas. These were improvements in supervision and monitoring during waste collection, a review of traffic management arrangements on the civic amenity site and repairs to the heating elements used for hot water on the collection vehicles.

Improvement Plan

2.5 The Corporate Health & Safety Service is continuing to work through the two year improvement plan (See appendix 1). Some minor delays have been encountered due to high staffing turnover within the service but progress against the overall plan is being made. This progress is monitored by the Corporate Health and Safety Group.

Health and Safety Policy and Guidance

2.6 The two year improvement plan requires the Corporate Health and Safety Service to provide a series of health and safety policies and guidance notes which reflect the needs of the organisation and enable its operations to be performed safely. A number of documents have therefore been released for consultation and are due for approval, on completion of the consultation process, at the December 2012 Corporate Health & Safety Group meeting. These documents will then be uploaded onto the Harrow Hub.

- HSCOP 02 - Manual handling
- HSCOP 04 - Control of Substances Hazardous to Health
- HSCOP 41 - New & Expecting Mothers
- HSCOP 22 - Hand and arm vibration
- HSCOP 15 - Portable electrical Appliance Testing

2.7 The document review programme will continue throughout 2012/13. In addition the overarching policy is under review to reflect changes following the restructure.

Health and Safety Groups

2.8 The Directorate & Corporate Health and Safety groups, including the Health at Work group, continue to meet quarterly, with the exception of the schools forum which meets every term, in line with the requirements of the consultation and communication code of practice. In addition the Corporate Health & Safety Service holds a monthly partnership meeting with the Trade Unions.

Health and Safety Visits, Inspections and Audits

2.9 The provision of health and safety support to the organisation has continued during this period including on site training, on site inspections and the investigation of incidents.

2.10 Although this has been a transitional period for the service, managers have continued to receive support on completing the e-self audit tool. The initial audit has been a compliance audit determining whether services comply with key health and safety legislation e.g. fire management. Where a non compliance has been identified the tool has required an action to be raised with an appropriate timescale.

2.11 All the audits are expected to be completed by the end of December 2012. Approximately 250 audits across the Council have been started out of a total of approximately 300. A physical programme of audit inspections is also in place.

2.12 At present there are approximately 500 actions requiring completion in areas as wide ranging as asbestos management, manual handling and first aid.

2.13 In analysis of the results of the audits, as anticipated the tool has already identified areas for improvement, principally in training. Schools have also identified areas for improvement such as fire management and feedback will be given in the annual

report on progress to meet legislative requirements. A physical programme of audit inspections is also in place.

Educational Outside the Classroom

2.14 The Service continues to review educational visits for schools. Approximately 30 visits have been reviewed in this period. The nature of these trips has been wide ranging from residential activity trips to trips overseas.

Occupational Health

2.15 A joint service has continued to be delivered to both Harrow and Brent Council during this period. The Framework agreement that Harrow had accessed ended on the 30th September and therefore Brent and Harrow Councils were not able to continue to access this service and a procurement exercise was required. The current provider has agreed to continue providing a service while this exercise is completed and a new contract is expected to in place for January 2013.

2.16 The number of management referrals and work health assessments has remained broadly consistent with previous periods. Again musculoskeletal problems remain the most common reason for referral, followed by stress and respiratory issues.

Promotion of Health, Safety and Well Being

2.17 A Men's Health Week promotion took place in June, delivering health promotion at the Civic Centre and the Central Depot, including the delivery of 'Mini MOTS' including cholesterol and Blood pressure tests.

Employee Assistance Programme

2.18 The Employee Assistance Programme has continued to be provided by First Assist. This service will continue under December 2012 while a procurement exercise is undertaken.

2.19 Usage of the service remains broadly consistent with previous years. As with previous years the majority of the cases remaining non-work related with topics including depression, legal advice and relationship issues.

Accidents at Work

2.20 The Council continues to scrutinise quarterly, half yearly and annual accident data for monitoring by the Health and Safety Groups (see appendix 2). The data provided is described in terms of the former directorates to allow comparison with previous years and a more detailed report will follow for the annual report.

2.21 There have been 372 incidents in this period, 72 of which have required reporting to the Health and Safety Executive. This is broadly consistent with previous years.

2.22 The majority of incidents continue to occur in the Children's Service Directorate (251), principally in schools (201). The majority of reportable incidents (65) relate to

non employees, generally pupils, who have sustained an injury either in the playground or in a P.E. lesson.

- 2.23 The Adults & Housing and Community and Environment Directorates have the next largest number of both reportable and non reportable employee incidents (58 & 48 respectively).
- 2.24 The number of both reportable and non reportable employee incidents is still low in the remaining Directorates over this half yearly period.
- 2.25 Physical assault (69) and slips, trips and falls (94) continue to be the largest accident types. Slips, trips and falls remains the largest cause of reportable incidents (24). As previously discussed the majority of these reportable incidents will have occurred in a school.
- 2.26 When considering the recorded physical assault incidents 42 of these incidents occurred in a special school. None of these incidents resulted in a serious injury or required reporting to the Health and Safety Executive. The majority of injuries sustained were minor cuts or scratches.
- 2.27 When considering the recorded slips, trips and falls, 66 of these incidents occurred in a school, principally in a playground and 17 required hospital treatment for injuries including broken bones and sprains / strains.
- 2.28 Employee occupations with the highest number of incidents continue to be teachers, teaching assistants and school support staff, followed by social care workers. There were 81 recorded employee incidents in the schools, of which 48 occurred in a special school.
- 2.29 In considering the data, it is clear that the largest incident group relates to pupils, principally slipping, tripping or falling in a playground or during a sports activity. The main cause of employee incidents, as previously reported relates to the management of persons with additional needs, and serious injuries are not generally sustained. A comprehensive training programme is in place to minimise risks to staff.

Health and Safety Training Data

- 2.30 The Corporate Health and Safety Service has continued to offer training across the Council in line with the published training programme. Attendance has been poor and a marked improvement has been noted in the period between the date of this report and the period reported on. One reason for this is that due to the transitional nature of the service during this period the delivery of bespoke on-site training has been limited.
- 2.31 The significant difference between this period and the previous equivalent period has been the delivery of fire awareness / fire marshal training in schools with many schools now having completed this training.
- 2.32 Attendance for new starters on the Health and Safety induction does not reflect the number of new starters within the organisation. Only twelve people have attended the Health and Safety Induction for staff in this period and yet there were sixty new

starters (excluding schools) in quarter two of 2012/13. This point will be highlighted as an area for improvement at the Directorate Health and Safety group meetings in November 2012.

- 2.33 Training needs are being determined within individual services through the completion of the e-self audit which asks specific questions in relation to training for each health and safety topic. The Corporate Health & Safety Service are therefore now exploring alternative methods of delivering training to meet the training need and ensure this training is delivered. One option is to further develop health and safety courses on the learning pool e-learning service available on the hub.

Table 1: Main Health & Safety Training Courses Attendances 1/4/2012 – 30/9/2012 (1/4/2011- 30/9/2011)

Directorates Courses /	Corporate Finance	Children's Services	Adults and Housing	Environment and Community	Chief Executive	Place Shaping	Total
Health and Safety Induction for staff	(2)	1 (5)	4 (13)	3 (5)	4 (4)	(5)	12 (34)
Health and Safety Induction for managers	(1)	(-)	(3)	2 (-)	1 (1)	(-)	3 (5)
Health and Safety Risk Assessment	(-)	3 (-)	4 (7)	(-)	(-)	(-)	7 (7)
Health and Safety for Premises managers	(-)	(4)	(3)	(7)	(-)	(-)	(14)
Lone working	(-)	(-)	(6)	(4)	(-)	(-)	(10)
DSE users	(3)	(1)	(1)	(-)	(1)	(-)	(6)
DSE assessors	(6)	(3)	(2)	(-)	(1)	(-)	(12)
Stress awareness / risk assessment	(-)	1 (-)	1 (-)	(-)	1 (-)	(-)	3 (-)
COSHH awareness	(-)	2 (-)	12 (17)	(-)	1 (-)	(-)	15 (17)
Manual Handling	(-)	(10)	(9)	(4)	(-)	(-)	(23)
Fire safety awareness	(1)	16 (240)	1 (10)	(-)	(-)	(-)	17 (251)
Total	(13)	23 (263)	22 (71)	5 (20)	7 (7)	(5)	57 (379)

Note: To enable comparison to be made with the previous equivalent period the directorates listed reflect the old structure.

Legislation Update

2.34 The HSE have revised the Fees Regulations and extended the range of activities for which HSE recovers costs. This now includes a duty on HSE to recover costs where duty-holders are found to be in material breach of health and safety law. Costs will be recovered from the start of the intervention where the material breach was identified, up to the point where HSE's intervention in supporting businesses in putting matters right has concluded. The new regulations came into force on 01st October 2012 and hence there was no charge for the recent inspection in September.

Stakeholder Feedback

2.35 Harrow Council has continued to liaise with the HSE following their visit in September 2012 to review waste management arrangements.

2.36 The recognised Trade Unions attend the Directorate and Corporate Health and Safety groups and remain active participants in the implementation of the Improvement plan. Monthly Health and Safety Partnership meetings are also continuing to be held, to resolve immediate issues and ensure effective communication.

Management Assurance

2.37 The Directorate and Corporate Health and Safety groups continue to monitor and enable implementation of the two year improvement plan.

2.38 The last six months have been a transitional period for the Corporate Health and Safety Service. However the service has continued to drive the implementation of the audit tool, revise policies and procedures, deliver training and investigate incidents.

Plans for October 2011 - March 2012

2.39 The key actions for the remainder of 2012/13 include the following:

- Completion of the implementation of the audit tool across the Council.
- Continued delivery of the two year improvement plan.
- The provision of a new contract for the delivery of the Occupational Health Service and the Employee Assistance Programme.
- Continued health and safety support and advice within Harrow Council.
- Delivery of proactive and reactive data to the Health and Safety Groups and forums to enable effective monitoring.
- Recruitment of a permanent team in the Corporate Health and Safety Service.

Section 3 – Further Information

None

Section 4 – Financial Implications

Health and safety management is integral to directorate budgets, and the functions of the Corporate Health and Safety team are carried out within the budget available.

Section 5 - Equalities implications

An Equality Impact Assessment was carried out and no adverse impacts were determined.

Section 6 – Corporate Priorities

The delivery of health and safety management is integral to, and supports the achievement of all Corporate Priorities.

Name: Steve Tingle

On behalf of the
Chief Financial Officer

Date: 14 November 2012

Section 7 - Contact Details and Background Papers

Contact: Mark Riordan, Interim Health & Safety Consultant, 0208 424 1521

Background Papers: None

Appendix 1

HEALTH AND SAFETY OBJECTIVES AND TARGETS April 2012 – March 2013 Mark Riordan

No.	Objective	Target	Programme	Owner	Start	Status	Finish Date
1	Health & Safety Policy: A Policy needs to be prepared which will reflect the organisation's intention for the management of health and safety.	1.1 Statement of commitment.	1.1.1 Preparation of a statement of commitment towards legislative compliance and continuous improvement in the management of Health and Safety.	SR	June 2011	Complete	Sept 2011
			1.1.2 Statement to be agreed by CHSG, signed by the Chief Executive and issued on the intranet/internet.	CHSG/ML	Sept 2011	Complete	Sept 2011
		1.2 Outline of responsibilities, including all stakeholders.	1.2.1 Responsibilities for health and safety management & members to be drafted for consultation, including details of senior management who will 'champion' health and safety and the scope of responsibilities e.g. SLAs.	SR	June 2011	Complete	Sept 2011
			1.2.2 Responsibilities to be agreed by CHSG & relevant stakeholders and issued on the intranet as part of full policy.	CHSG	Sept 2011	Complete	September 2011
		1.3 Outline of arrangements, including all stakeholders.	1.3.1 Arrangements for health and safety management to be drafted for consultation. This will include risk assessment, training, consultation, emergency arrangements, safe workplaces, first aid, incident reporting etc.	SR	June 2011	Complete	September 2011
			1.3.2 Responsibilities to be agreed by CHSG & relevant stakeholders and issued on the intranet as part of full policy.	CHSG	Sept 2011	Complete	September 2011
2	Organisation.	2.1 Establish control over	2.1.1 Day to day responsibilities for health and safety management from	SR	Sept 2011	Ongoing	Dec 2011

	Control	health and safety in the workplace.	the top to the bottom of the organization to be drafted for consultation. This will include attendance at health and safety meetings, inspection regimes, management of incidents, defining individual responsibilities, compliance checks etc.				
			2.1.2 Responsibilities, arrangements & compliance checks to be agreed within Directorates and fed back to CHSG & relevant stakeholders	CHSG/SR	Sept 2011	Ongoing	Mar 2012
2	Organisation. Competence	2.2 The establishment of a system that ensures that all employees are capable of doing their work in a proper and safe way.	2.2.1 All services to identify the training needs of their team, including the CPD needs of managers, against the currently available health and safety training and submit needs to the Health & Safety Service	All services	Aug 2011	Ongoing	Dec 2011
			2.2.2 The health and safety service to explore the potential for e-learning	SR	July	Ongoing	April 2013
			2.2.3 The Health and Safety Service to determine the training needs of the organisation and any necessary budget changes, discuss with HR & L&D and submit a programme, including mandatory training & specialist provision of training, to CHSG.	SR	Dec 2011		Mar 2012
			2.2.4 CHSG to assess and endorse the programme.	CHSG	Mar 2012		April 2012
			2.2.5 Programme to be delivered.	SR	Mar 2012		Dec 2012
			2.2.6 Senior Management to determine the arrangements for the provision of professional health and safety support to the organization.	CSB	April 2011	Complete	Oct 2011

2	Organising Communication:	2.3 Establish communication routes for clarity of responsibilities & to ensure changes are communicated quickly throughout organisation	2.3.1 Communication routes for health and safety management to be drafted for consultation. This will include the provision of information and support e.g. monthly health & safety updates, performance & an opportunity to express views and concerns.	SR	June 2011	Complete	Sep 2011
			2.3.2 Communication routes to be agreed by CHSG & relevant stakeholders and issued on the intranet	CHSG	Sept 2011	Complete	Sept 2011
2	Organising Co-operation:	2.4 The formal participation and co-operation of everyone in the workplace in carrying out their Health & Safety responsibilities.	2.4.1 Participation and co-operation mechanisms for health and safety management to be drafted for consultation. This will include the arrangements for health and safety committees and escalation of risks.	SR	Sept 2011	Complete	Sept 2011
			2.4.2 Participation and co-operation mechanisms to be agreed by CHSG & relevant stakeholders, including trade unions, and issued on the intranet	CHSG	Sept 2011	Complete	Sept 2011
3	Planning: Risk Assessment	3.1 All risks with the potential to cause harm have been assessed.	3.1.1 Each service to identify and risk assess the significant risks that are present in its work area and through its work activities and prepare a register for review at Directorate level, together with an action plan to address these issues. Directorate group to undertake a risk mapping exercise to ensure all significant risks have been assessed.	Each Service			December 2012
			3.1.2 The health and safety service to purchase a database tool to upload & monitor risk assessments and provide training to enable individual services to upload their assessments.	SR		Complete	June 2012

			3.1.3 Each service to ensure that where control measures are required they have been implemented or if not possible the risks have been escalated to Directorate level.	Each Service	Nov 2011	Ongoing	December 2012
			3.1.4 Where risks are unable to be managed within a directorate, the risks are escalated to Corporate Level	Each Directorate Group	May 2012	Ongoing	August 2012
3	Planning: Policies & Procedures	3.2 Policies & procedures to be developed for the management of all significant risks	3.2.1 All policies & procedures for health and safety management to be reviewed and presented for consultation. This will include any new policies/ procedures identified by the risk assessment process.	SR	April 2011	Ongoing	Sept 2012
			3.2.2 Policies & procedures to be agreed by CHSG & relevant stakeholders and issued on the intranet.	CHSG	April 2011	Ongoing	Sept 2012
4	Monitoring: Pro-active monitoring	4.1 Identify shortcomings in the management of Health & Safety through inspections, checking maintenance records, reviewing work activities etc.	4.1.1 Draft mechanisms for pro-actively monitoring health and safety performance to be presented to CHSG/Directorate Groups for consultation/approval.	SR	Sept 2011	Ongoing	December 2012
			4.1.2 Monitoring arrangements to be implemented.	Directorate	Sept 2011	Ongoing	December 2012
			4.1.3 Monitoring data to be reviewed both corporately and at directorate level.	CHSG/D HSG	Sept 2011	Ongoing	December 2012
4	Monitoring: Reactive monitoring	4.2 Assess health and safety performance through reactive data	4.2.1 Ensure mechanisms for reporting data are implemented throughout Council and the relevant data is analysed.	SR	May 2011	Complete	Sept 2011
			4.2.2 Ensure that the monitoring is reviewed both locally and at	CHSG/D HSG	Sept 2011	Complete	Dec 2011

		such as incident data	Directorate and Corporate level and appropriate remedial action is taken.				
4	Monitoring: KPI's	4.3 Set KPI's e.g. lost time injury rate to benchmark and then set targets for improvement	4.3.1 Draft proposed KPI's for monitoring health & safety performance, including performance board data, to be generated through procured audit tool and presented to CHSG/Directorate Groups for consultation/approval.	SR	Oct 2011	Ongoing	Dec 2012
			4.3.2 Agree targets for improvement and monitor progress.	CHSG			Dec 2012
5	Auditing	5.1 The collation of information on the efficiency, effectiveness and reliability of the total health & Safety Management system and drawing up plans for corrective action	5.1.1 The procurement and introduction of an e-audit tool to assess compliance against legislation and internal policies and procedures.	SR	Jan 2011	Complete	July 2012
			5.1.2 Completion of the audit by all services.	SR	June 2011	Ongoing	December 2012
			5.1.3 Commence assessment of the validity of the auditing by the health and safety service (approx 10%)	SR	Sept 2011	Ongoing	April 2013
6	Review	6.1 Assessment of the adequacy of health and safety performance and determining strategies for remedial action.	6.1.1 The generation of annual and half yearly health & safety reports for submission to members and relevant stakeholders.	SR	May & Nov 2012	Ongoing	June & December
			6.1.2 An annual corporate review of health & safety performance.	CSB	June 2012		June 2013

Key

Green – in progress or on track

Amber – concern, budget, timescale or high risk problems

Grey - complete

Red – failed to achieve timeline or highly likely to fail to achieve timeline

No Fill – yet to be started.

Appendix 2

Analysis Report for Accidents Quarter 1 To Quarter 2 (1st April 2012 – 30th September 2012)

Total Employee Reportable and Non-Reportable Accidents by Directorate Q1 2010 to Q2 2012 – Excluding Children Services

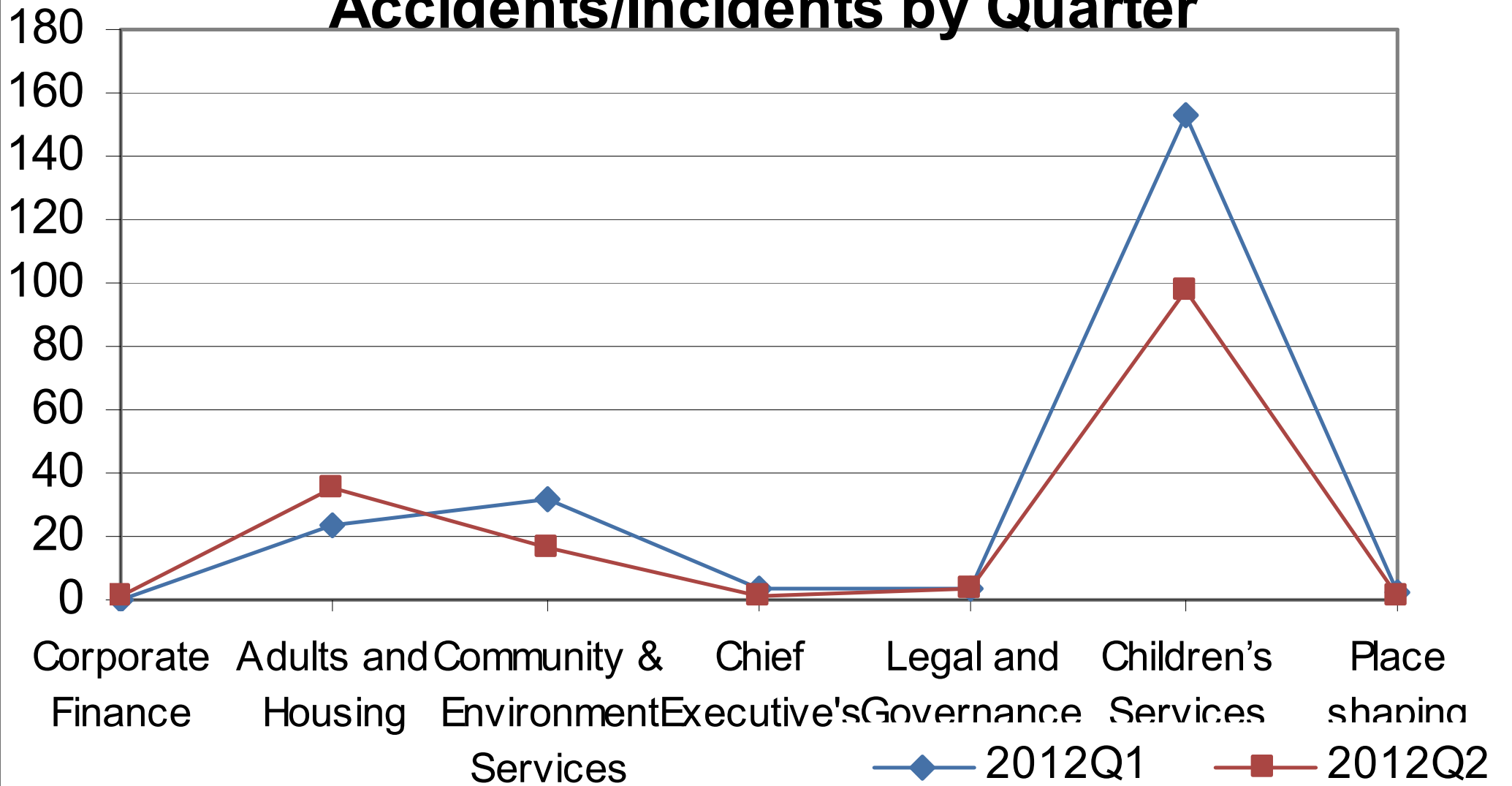
Quarter	Corporate Finance	Adults and Housing	Community & Environment Services	Chief Executive's	Legal and Governance	Place shaping	Grand Total
2010Q1	3	38	19	2	2	0	64
2010Q2	3	30	19	0	0	1	53
2010Q3	1	31	29	0	2	1	64
2010Q4	0	35	24	0	1	3	63
2011Q1	0	34	25	1	0	0	60
2011Q2	2	28	14	3	2	0	49
2011Q3	0	33	23	5	3	0	64
2011Q4	0	27	26	2	4	0	59
2012Q1	0	23	32	3	4	2	64
2012Q2	1	35	16	1	3	1	57
Grand Total	10	314	227	17	21	8	597

Total Reportable and Non-Reportable Accidents by Directorate Q1 2012 to Q2 2012 – Including Children Services

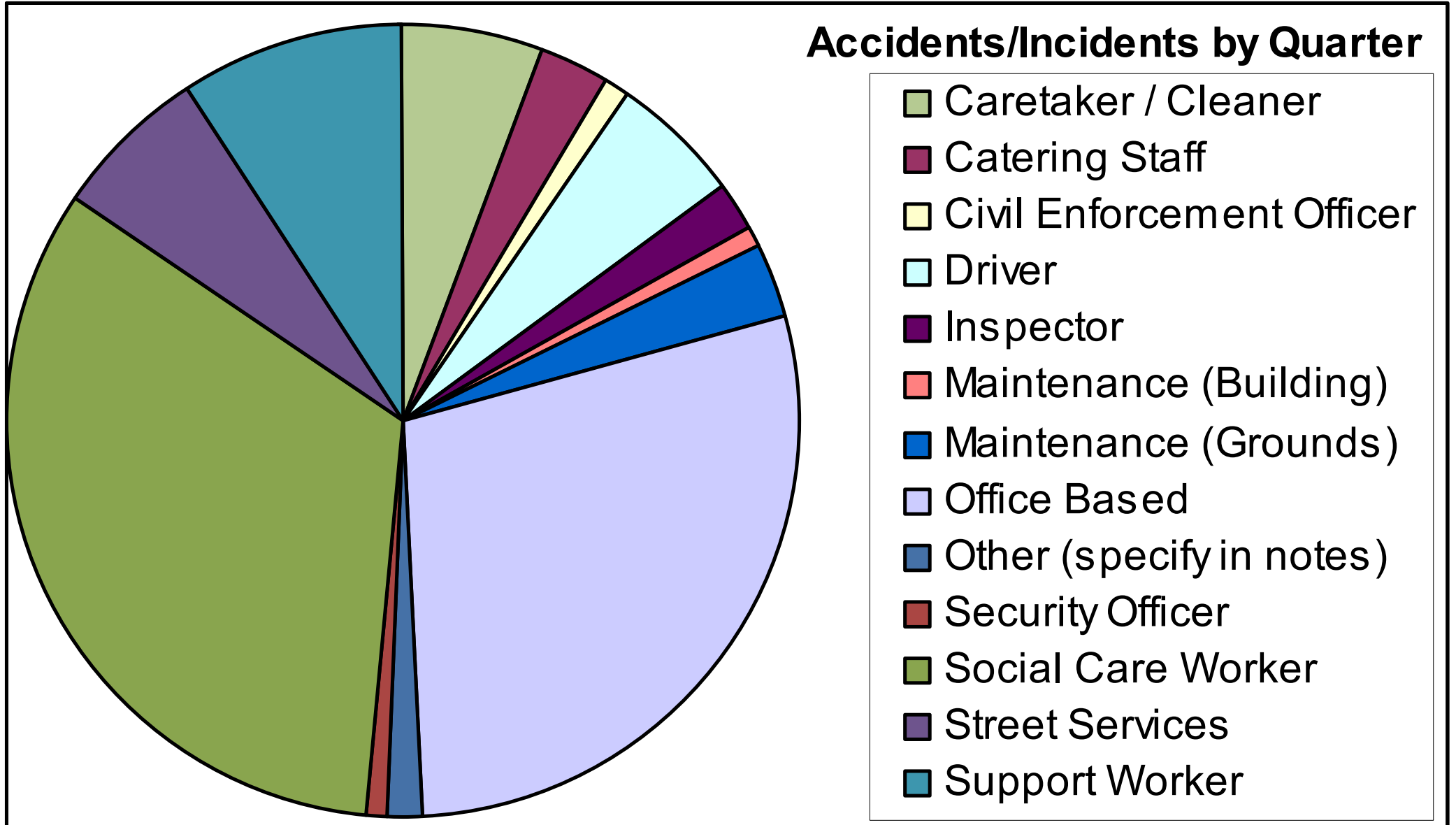
Quarter	Corporate Finance	Adults and Housing	Community & Environment Services	Chief Executive's	Legal and Governance	Children's Services	Place shaping	Grand Total
2012Q1	0	23	32	3	4	153	2	217
2012Q2	1	35	16	1	3	98	1	155
Grand Total	1	58	48	4	7	251	3	372

A graph illustrating the above data is shown on the next page.

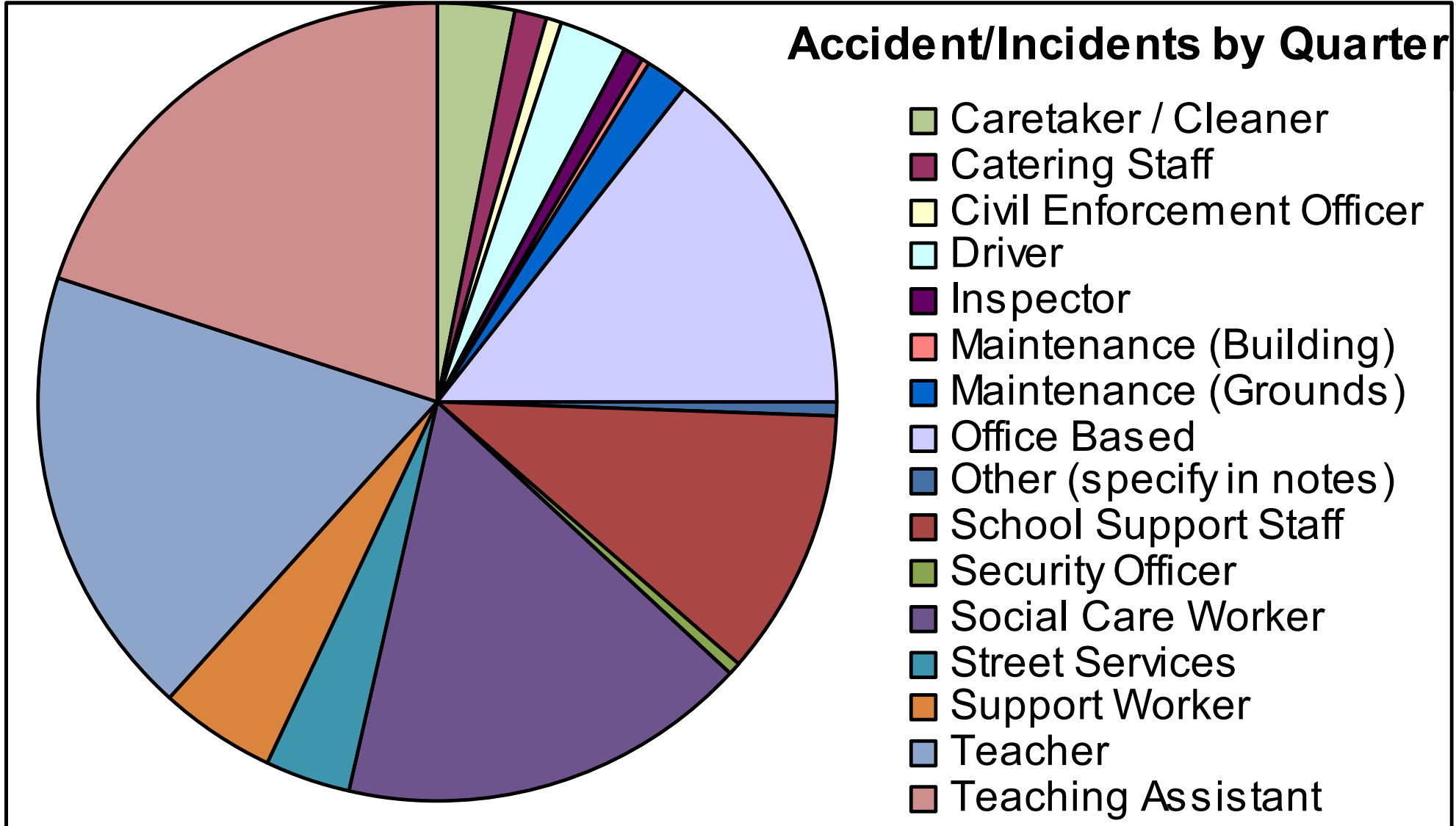
Accidents/Incidents by Quarter



Total Employee Reportable and Non-Reportable Accidents by Occupation Q1 2012 to Q2 2012 – Excluding Children Services



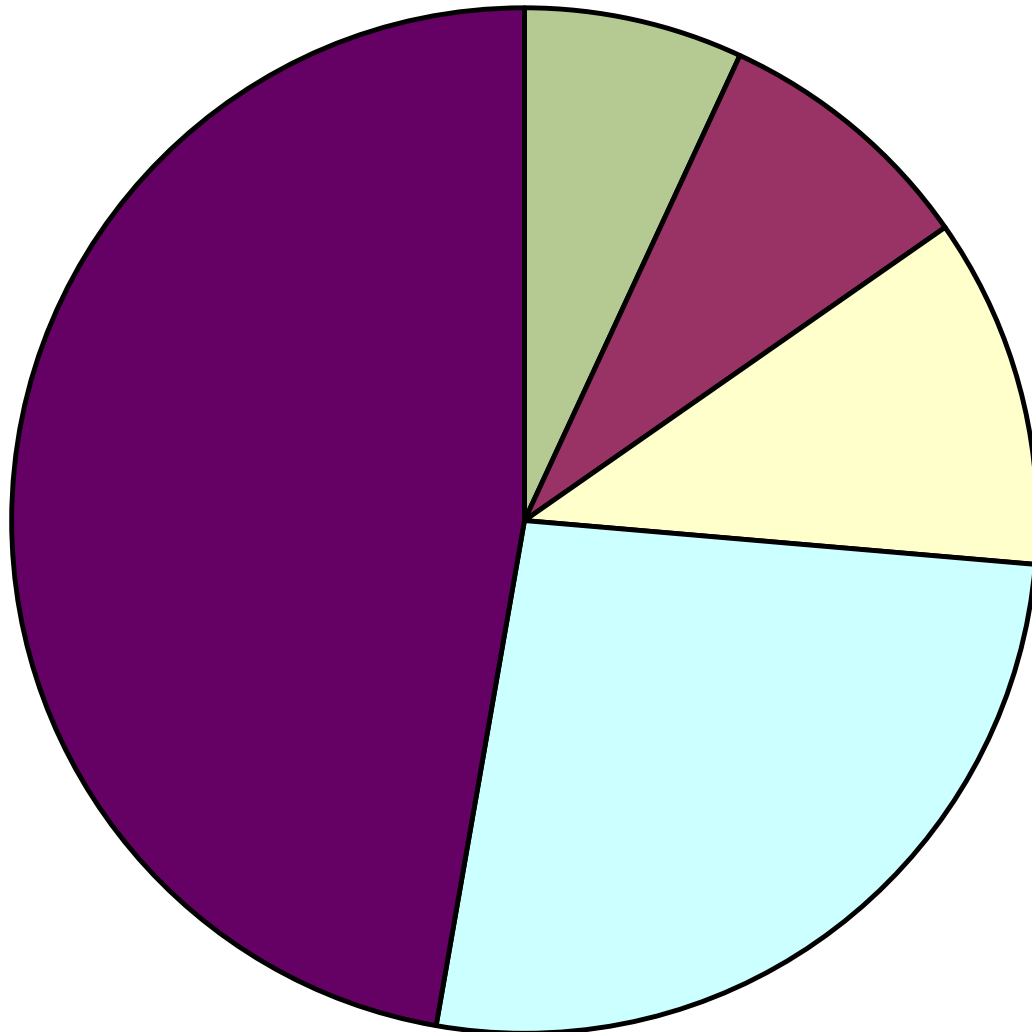
Total Employee Reportable and Non-Reportable Accidents by Occupation Q1 2012 to Q2 2012 – Including Children Services
& Total Employee reportable and Non-Reportable Top 5 Accidents by Occupation Including Children Services



Total Employee reportable and Non-Reportable Top 5 Accidents by Occupation Including Children Services

Top 5 Accidents/Incidents by Type for 2012 Q1 and

2



- Hit something stationary
- Physical contact (not assault)
- Handling / lifting / carrying
- Slipped, tripped or fell on the same level
- Physical assault

