

REPORT FOR: Governance, Audit and Risk Management Committee.

Date of Meeting: 22nd July 2013

Subject: **INFORMATION REPORT** – Annual Health and Safety Report

Responsible Officer: Tom Whiting, Assistant Chief Executive

Exempt: No

Enclosures: Appendix 1 – Health & Safety Objectives & Targets April 2012 – March 2013 (The improvement plan)

Appendix 2 - Analysis Report for Accidents Quarter 1 To Quarter 4 (1st April 2012 – 31st March 2013)

Appendix 3 – Audit tool Analysis

Section 1 – Summary

This report summarises the Council's health and safety performance for the half year 1st April 2012 to 31st March 2013, providing an update of activities and giving information on outcome measures – training, audits and accidents.

FOR INFORMATION

Section 2 – Report

Executive Summary

2.1 Health and Safety Management has continued to develop across the organisation during the period from April 2012 to March 2013. The key work streams during this period have been:

- The targeted completion of phase one of the health and safety e-self audit tool programme across the organisation.
- Development of the health and safety management system in line with the two year improvement plan (see appendix 1).
- Continued revision and introduction of health and safety codes of practice to meet the needs of the organisation.
- Health and safety advice and support across the organisation.
- The delivery of the health and safety training to the organisation.
- The procurement of a new occupational health contract and introduction of a new occupational health provider.

Background

2.2 In line with the requirements of the Health and Safety at Work etc. Act 1974 an annual safety review is undertaken and a report prepared. The report details health and safety performance and enables the Council to identify, prioritise and address areas for improvement, with consideration to health and safety risk. The half yearly report was prepared in November 2012 and this is the following annual report.

External Assurance

2.3 The Health and Safety Executive (HSE) visited the Council to inspect waste and recycling arrangements in September 2012. The Inspector asked for a number of improvements including improvements in supervision and monitoring during waste collection and a review of traffic management arrangements on the civic amenity site.

2.4 In April 2013 the HSE Inspector performed a follow up visit to monitor progress against the requested improvements. The Inspector was satisfied that the identified improvements had been addressed and no further action was taken.

Improvement Plan

2.5 Progress has continued with improvement plan throughout 2012/13. The work streams have been health and safety auditing, delivery of training and updating of

policies and procedures. Progress is monitored by the Corporate Health and Safety Group.

Health and Safety Policy and Guidance

2.6 The Corporate Health and Safety Service has continued to review, develop and consult on health and safety policies and guidance notes to enable the organisation to meet its statutory obligations. The following documents have been introduced in 2012/13.

- 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
- HSCOP 40 - Protocol for Schools & Corporate Properties

2.7 A number of policies and codes of practice have also been reviewed or had minor amendments to reflect HSE updates, including first aid, accident reporting and asbestos management. Policies and procedures will continue to be reviewed throughout 2013/14.

Health and Safety Groups

2.8 Internal governance of health and safety continues to be performed by the Directorate & Corporate Health and Safety groups, including the Health at Work group. The Corporate Health & Safety Service holds a monthly partnership meeting with the Trade Unions.

Health and Safety Visits, Inspections and Audits

2.9 The Corporate Health and Safety Service has continued to provide reactive support across the organisation, including site visits, inspections and accident investigations at a wide range of different sites.

2.10 Service managers have received on-site help and guidance in the completion of the e-self health and safety audit tool. In excess of a 150 audits have been completed and this audit has sought to determine how services comply with eighteen key areas of health and safety legislation e.g. the Control of Asbestos Regulations 2012. Where non compliance with the legislation has been identified, Service managers have been required to undertake remedial action.

2.11 Over 500 actions have been identified. The key areas of non compliance related to services completing assessments (27%) e.g. fire risk assessments in different premises and staff completing statutory training (26%) e.g. fire marshall training. A breakdown of the topics where actions were required is provided in appendix 3, highlighting that the three main areas for improvement were in fire management, display screen equipment and stress management.

2.12 The deadline for completion of the audits was extended until the end of March 2013. However it was identified that there will still be a number of snagging issues

to be addressed and the final completion date was extended until the end of June 2013. Preparation of phase two of the audits will then begin with a focus on directorate specific audits, considering directorate specific issues e.g. school educational visits.

Education Outside the Classroom

- 2.13 Educational visits organised by schools continue to be reviewed by the service. The nature of the trips has included Duke of Edinburgh expeditions, trips to France and Belgium as well as residential visits to activity centres in England.

Occupational Health

- 2.14 The Occupational Health Service has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The Council's contract with Santia Consulting Ltd expired in January 2013. In compliance with the Public Contracts Regulations 2006 the Council followed an open competitive tendering procedure awarded and based on the results awarded a new contract to Health Management Limited (HML).
- 2.15 The new service started on the 1st February. The procurement process sought to obtain a provider that could provide a cost effective and efficient service. The new service offers an online service where applicable and a face to face service for more complex cases.
- 2.16 The volume of management referrals and work health assessments in 2012/13 has remained broadly consistent with previous years. Initial reports from the new provider indicate that musculoskeletal problems remain the most common reason for referral, followed by stress and respiratory issues.

Promotion of Health, Safety and Well Being

- 2.17 The Health at Work group has continued to promote health and wellbeing. A Men's Health Week promotion took place in June 2012, delivering health promotion at the Civic Centre and the Central Depot. The new service provider HML also now offer staff access to a website with guidance and helpful information on a wide range of health issues.

Employee Assistance Programme

- 2.18 In line with changes to the Occupational Health Service there have been changes to the Employee Assistance Programme provider. First Assist provided a service until the end of January 2013. The new service is now provided by HMAssist.
- 2.19 The service continues to provide, free of charge, expert advice, specialist counselling and support on a wide range of issues, including bereavement counselling, financial advice and personal crises. The service is used by staff across the directorates and continues to be promoted across the organisation.

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.
- 2.21 There have been 431 employee related incidents in this period, 16 incidents of which have required reporting to the Health and Safety Executive.
- 2.22 The majority of employee incidents continue to occur in the Children's Service Directorate (308), principally in schools (243). Approximately 60% of all incidents in the Children's Service Directorate relate to teachers or teaching assistants and the main types of incidents within schools are physical assault (51%) and slips, trips and falls (19%).
- 2.23 The former Adults & Housing and Community and Environment Directorates have the next largest number of both reportable and non reportable employee incidents (52 & 55 respectively).
- 2.24 The number of both reportable and non reportable employee incidents is still low in the remaining former Directorates over this period.
- 2.25 Physical assault and slips, trips and falls continue to be the largest accident types.
- 2.26 The majority of physical assault incidents relate to minor cuts or scratches in the special schools. There were no physical assault incidents that required a submission to the Health and Safety Executive. As with previous years accredited training is delivered on physical intervention to staff.
- 2.27 Slips, trips and falls account for 6 (38%) of the incidents reported to the Health and Safety Executive and having taken place in differing areas across the organisation. This figure is consistent with the data for 2011/12 (36%).
- 2.28 Over 50% of incidents relate to teachers, teaching assistants and social care workers. This is consistent with the incident data for 2011/12.
- 2.29 Comparison with previous years reveals that the number of employee incidents has increased slightly from 406 in 2011/12 to 431 in 2012/13. However the number of reportable incidents has reduced from 25 in 2011/12 to 16 in 2012/13. This may in part be due to the changes in the requirements for reportable incidents which were introduced in April 2012. The service has requested benchmarking data from other London Local Authorities and has received a limited amount of data which has indicated that we are broadly similar in our incident performance with other councils.

Health and Safety Training Data

- 2.30 Health and safety training continues to be delivered by the Corporate Health and Safety Service with a published training programme. Attendance is significantly lower than in previous years although a significant improvement in attendance was noted in the second half of the year.

- 2.31 As stated in the half yearly report the significant difference between this period and the previous equivalent period has been the delivery of fire awareness / fire marshal training in schools, with a large number of schools completing this training in 2011/12.
- 2.32 The delivery of health and safety training has been highlighted as an area for improvement. The audit tool has identified areas where training is needed, through measuring compliance with health and safety law. Over 150 actions have been raised relating to training and this is enabling the service to review the organisation's requirements for training and will allow the service to focus on areas of identified need. Furthermore the service is exploring the option of accessing learning pool to deliver some of the training online to meet this need..

Table 1: The Main Health and Safety Training Courses Attendances 1/4/2012 - 31/3/2012 (2011/12)

Directorates Courses /	Combined Group	Children's Services	Adults and Housing	Community and Environment	Total
Health and Safety Induction for staff	2 (9)	2 (12)	26 (21)	2 (19)	32
Health and Safety Induction for managers	0 (2)	2 (6)	2 (3)	0 (2)	4
Health and Safety Risk Assessment	1 (0)	6 (0)	5 (28)	0 (1)	12
Health and Safety for Premises managers	0 (0)	1 (8)	1 (3)	0 (19)	2
Fire Marshals	0 (4)	50 (1)	6 (33)	2 (0)	58
Lone working	0 (0)	8 (0)	6 (6)	2 (4)	16
Personal safety	1 (0)	0 (2)	1 (0)	7 (1)	9
DSE users	0 (4)	0 (1)	0 (1)	0 (0)	0
DSE assessors	0 (9)	2 (5)	3 (5)	0 (0)	5
Stress awareness / risk assessment	0 (0)	3 (0)	0 (0)	0 (0)	3
COSHH awareness	0 (0)	2 (5)	1 (21)	1 (1)	4
Manual Handling	2 (0)	7 (23)	22 (13)	0 (5)	31
Fire safety awareness	0 (0)	0 (240)	0 (0)	0 (0)	0
Refresher Health & Safety	0 (0)	0 (0)	0 (0)	42 (0)	0
Total	6 (28)	83 (297)	73 (150)	56 (50)	176 (523)

Note: The above data does not include bespoke training arranged by individual Services, e.g. Manual Handling training at the Depot.

Legislation Update

2.33 The Health and Safety (Fees) Regulations 2012 came into force on the 01st October 2012 and extended the range of activities for which HSE recovers costs.

Stakeholder Feedback

2.34 The HSE conducted an inspection of waste and recycling arrangements in September 2012. Following recommendations from the HSE, Harrow Council implemented an action plan to address the recommendations. The HSE subsequently revisited Harrow Council and were satisfied with the actions taken, which related principally to supervision and monitoring during waste collection and traffic management at the civic amenity site.

2.35 The recognised Trade Unions continue to play an active role in the development of health and safety management, significantly contributing at the health and safety groups within the Council.

Management Assurance

2.36 The Health at Work group, Directorate and Corporate Health and Safety groups continue to monitor health management and health and safety performance within the organisation.

Plans for April 2012 - March 2013

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

- Completion of phase 1 of the audit tool across the Council.
- Implementation of phase 2 of the audit tool across the Council
- Continued development of the health and safety management system, including the delivery of training and review/ introduction of policies and procedures..
- The management of the delivery of the Occupational Health Service and the Employee Assistance Programme.
- Health and safety support and advice within Harrow Council.
- The provision of analytical data to the Health and Safety Groups and forums e.g. accident performance, audit results, to enable effective monitoring.
- Implementing effective arrangements for the delivery of health and safety management to the Council

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: Simon George

Director of Finance & Assurance

Date: 05th July 2013

Section 7 - Contact Details and Background Papers

Contact: Mark Riordan, Interim Health & Safety Consultant, 0208 424 1407

Background Papers: None

Appendix 1

HEALTH AND SAFETY OBJECTIVES AND TARGETS April 2012 – September 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
1.3.2 Responsibilities to be agreed by CHSG & relevant stakeholders and issued on the intranet as part of full	CHSG	Sept 2011		Complete	September 2011		

			policy.				
2	Organisation. Control	2.1 Establish control over health and safety in the workplace.	2.1.1 Day to day responsibilities for health and safety management from 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.	SR	Sept 2011	Ongoing	Dec 2011
			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	July 2013
			2.2.2 The health and safety service to explore the potential for e-learning	SR	July	Ongoing	July 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		July 2013
			2.2.4 CHSG to assess and endorse the programme.	CHSG	Mar 2012		July 2013
			2.2.5 Programme to be delivered.	SR	Mar 2012		July 2013 commence

			2.2.6 Senior Management to determine the arrangements for the provision of professional health and safety support to the organization.	CSB	April 2011	Ongoing	Sept 13
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			July 2013

			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 July 2013
			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 July 2013
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	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 July 2013
			4.1.2 Monitoring arrangements to be implemented.	Directorate	Sept 2011	Ongoing July 2013
			4.1.3 Monitoring data to be reviewed both corporately and at directorate level.	CHSG/D HSG	Sept 2011	Ongoing July 2013

activities etc.

4 Monitoring:
Reactive
monitoring

4.2 Assess health and safety performance through reactive data such as incident 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 Directorate and Corporate level and appropriate remedial action is taken.

CHSG/D
HSG

Sept 2011 Complete Dec 2011

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 Complete May 2013

4.3.2 Agree targets for improvement and monitor progress.

CHSG

Complete May 2013

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 July 2013

5.1.3 Commence assessment of the validity of the auditing by the health and safety service (approx 10%)

SR

Sept 2011 Ongoing July 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.

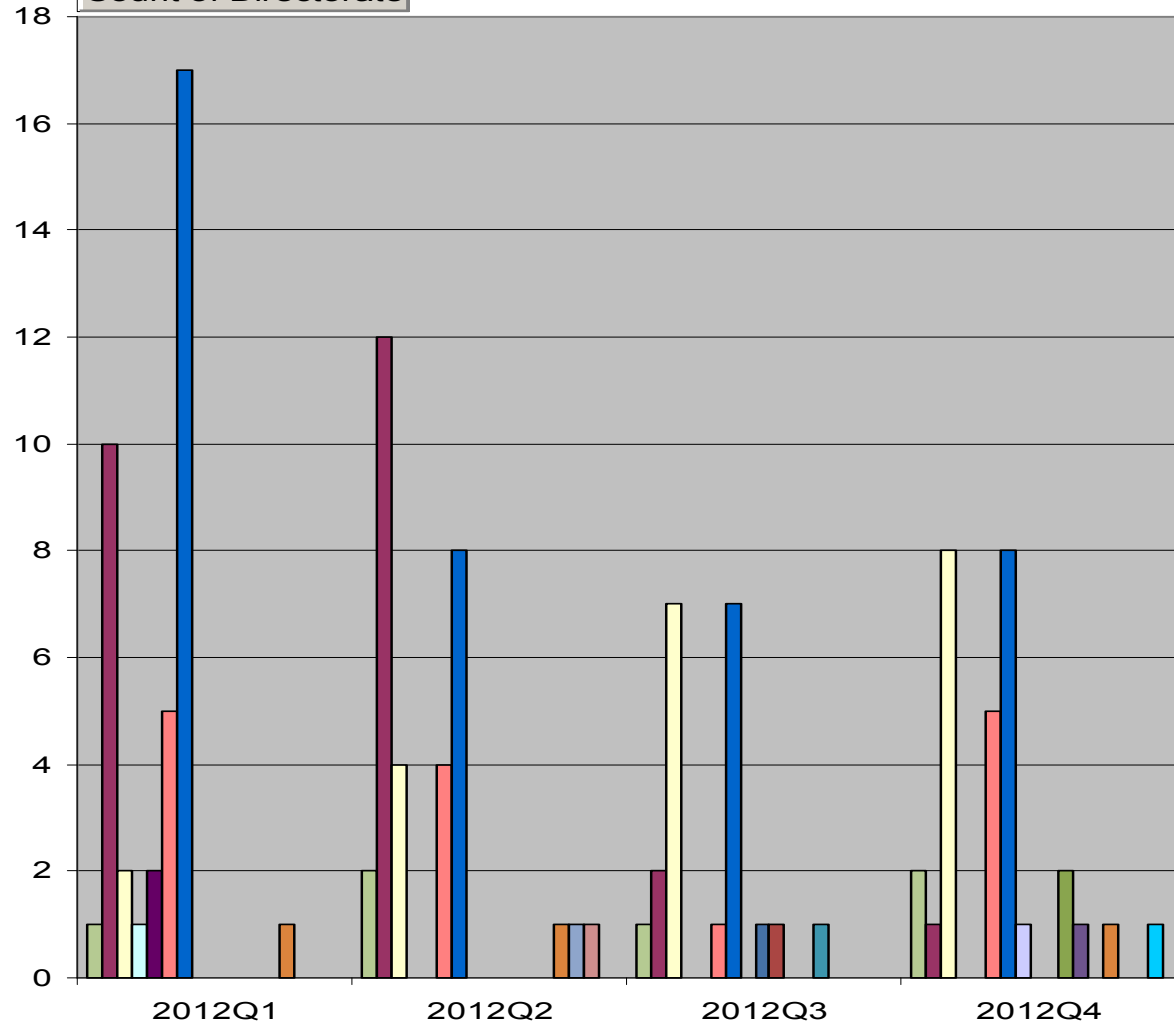
Appendix 2

Total Employee Reportable and Non-Reportable Accidents by Directorates Q1 – 2012 to Q4 – 2013 Excluding Children's Services

Count		Quarter ▼				
Directorate ▼	Division ▼	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Corporate Finance	CF Collections and Housing Benefits	0	0	0	1	1
	CF Finance and Procurement	0	0	1	0	1
	CF Shared Services	0	0	0	2	2
Corporate Finance Total		0	0	1	3	4
Chief Executive's	CE Customer Care and BTP	1	0	0	0	1
	CE Development & Performance	2	0	0	0	2
	CF Shared Services	0	0	1	0	1
	L&G Democratic Services and Elections	0	0	0	1	1
	PS Corporate Estate	0	1	0	0	1
Chief Executive's Total		3	1	1	1	6
Adults and Housing	A&H Commissioning & Partnerships	1	2	1	2	6
	A&H Community Care	10	12	2	1	25
	A&H Housing	2	4	7	8	21
Adults and Housing Total		13	18	10	11	52
Community & Environment Services	CES Community and Cultural Services	5	4	1	5	15
	CES Environment Services	17	8	7	8	40
Community & Environment Services Total		22	12	8	13	55
Legal and Governance	L&G Democratic Services and Elections	0	0	1	0	1
	L&G Legal Practice	1	1	0	1	3
	L&G Registration and Support Services	0	1	0	0	1
Legal and Governance Total		1	2	1	1	5
Place shaping	PS Planning Services	0	0	0	1	1
Place shaping Total		0	0	0	1	1
Grand Total		39	33	21	30	123

Location Type (All) Occupation (All)

Count of Directorate



Quarter

Division

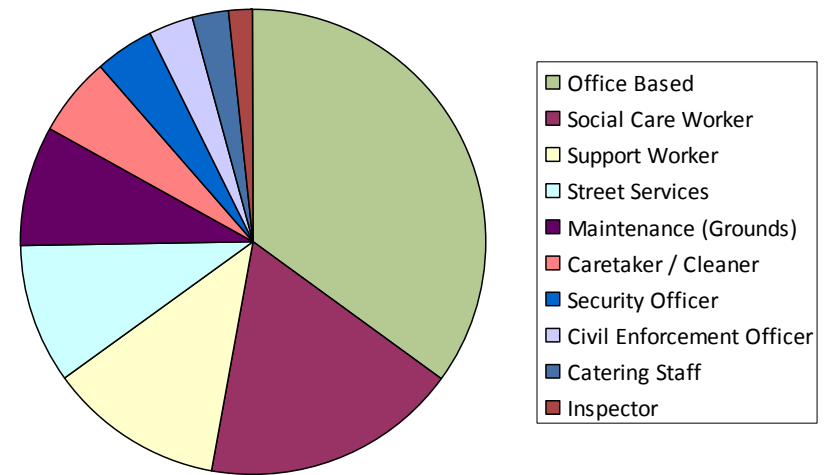
Directorate

- A&H Commissioning & Partnerships - Adults and Housing
- A&H Community Care - Adults and Housing
- A&H Housing - Adults and Housing
- CE Customer Care and BTP - Chief Executive's
- CE Development & Performance - Chief Executive's
- CES Community and Cultural Services - Community & Environment Services
- CES Environment Services - Community & Environment Services
- CF Collections and Housing Benefits - Corporate Finance
- CF Finance and Procurement - Corporate Finance
- CF Shared Services - Chief Executive's
- CF Shared Services - Corporate Finance
- L&G Democratic Services and Elections - Chief Executive's

Total Employee Reportable and Non-Reportable Accidents by Occupation Q1 – 2012 to Q4 – 2013
Excluding Children's Services

	Data	
Occupation	No.	%
Office Based	43	34.96%
Social Care Worker	22	17.89%
Support Worker	15	12.20%
Street Services	12	9.76%
Maintenance (Grounds)	10	8.13%
Caretaker / Cleaner	7	5.69%
Security Officer	5	4.07%
Civil Enforcement Officer	4	3.25%
Catering Staff	3	2.44%
Inspector	2	1.63%
Grand Total	123	100.00%

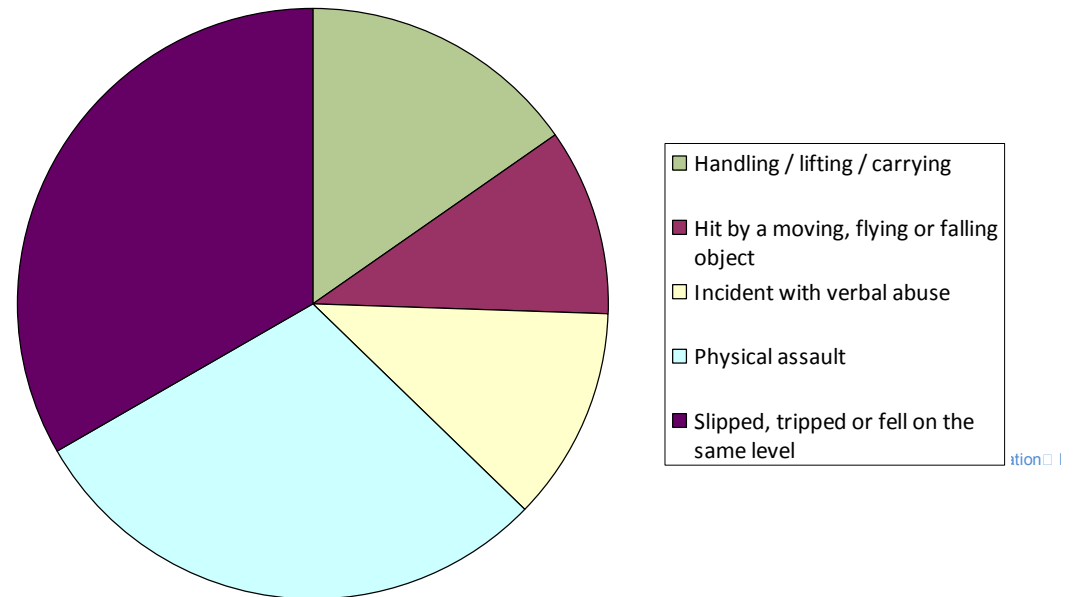
Accidents/Incidents by Occupation
 Directorate: (Multiple Items) Qtr: (Multiple Items)



Total Employee Reportable and Non-Reportable Top 5 Accidents by Type Q1 to Q4 – 2012/13
Excluding Children's Services

	Data	
Kind of accident/incident	No.	%
Handling / lifting / carrying	12	15.38%
Hit by a moving, flying or falling object	8	10.26%
Incident with verbal abuse	9	11.54%
Physical assault	23	29.49%
Slipped, tripped or fell on the same level	26	33.33%
Grand Total	78	100.00%

Top 5 Kinds of Accident/Incident
 Directorate: Qtr: (Multiple Items)



Excluding Children Services, the overall employee figures for Qs 1 to 4 – 2012/13 (123) are 15% lower than Qs 1 to 4 – 2011/12 (144). Employee RIDDOR reportable accidents for Qs 1 to 4 – 2012/13 (11) are 50% lower than Qs 1 to 4 – 2011/12 (22).

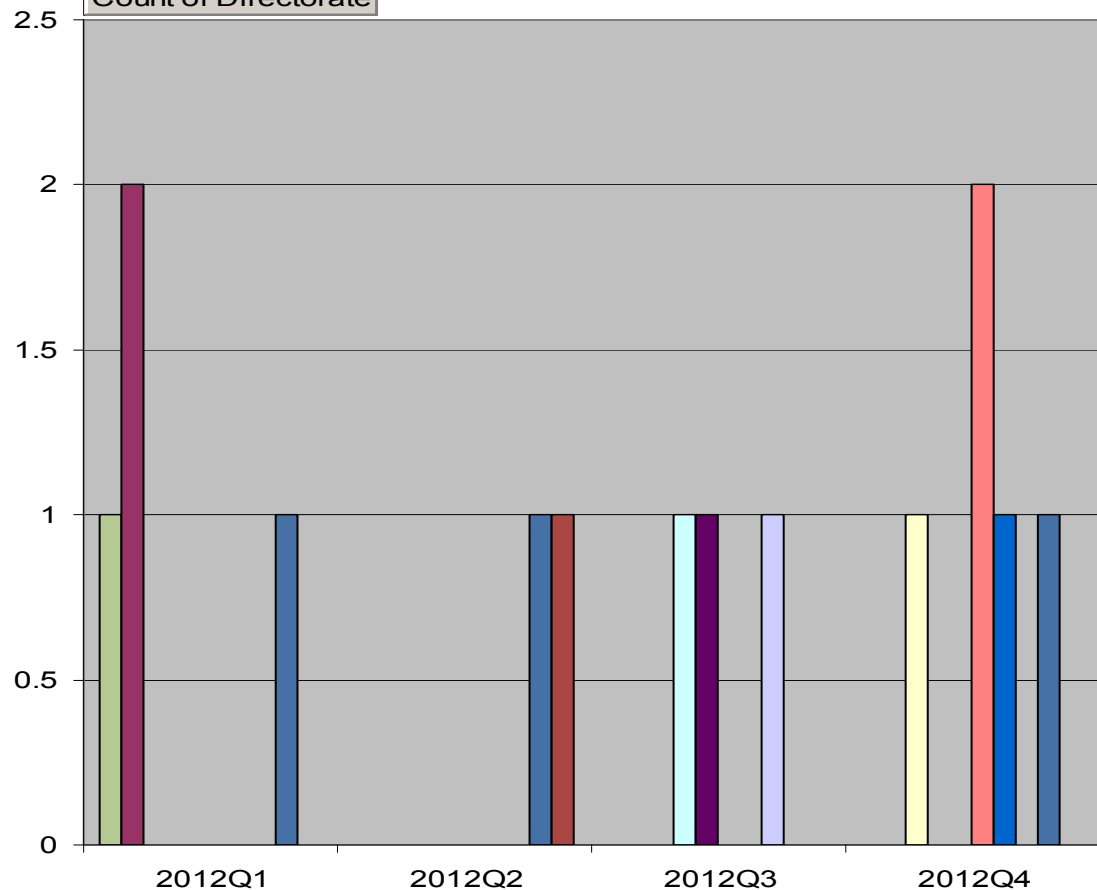
There were a further (88) accidents reported to the Health and Safety Services. These primarily occurred to persons that are not in the employment of Harrow Council and the top 5 related to; Slipped, tripped or fell on the same level (30), Near-miss (16), incident with burglary / theft and mugging (7), Physical assault (5) and fell from height (4).

The Combined Safety Group Accidents from Q1 to Q4 – 2011

Count		Quarter				
Directorate	Division	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Corporate Finance	CF Collections and Housing Benefits	0	0	0	1	1
	CF Finance and Procurement	0	0	1	0	1
	CF Shared Services	0	0	0	2	2
Corporate Finance Total		0	0	1	3	4
Chief Executive's	CE Customer Care and BTP	1	0	0	0	1
	CE Development & Performance	2	0	0	0	2
	CF Shared Services	0	0	1	0	1
	L&G Democratic Services and Elections	0	0	0	1	1
Chief Executive's Total		3	0	1	1	5
Legal and Governance	L&G Democratic Services and Elections	0	0	1	0	1
	L&G Legal Practice	1	1	0	1	3
	L&G Registration and Support Services	0	1	0	0	1
Legal and Governance Total		1	2	1	1	5
Grand Total		4	2	3	5	14

Location Type (All) Occupation (All)

Count of Directorate



Quarter

- Division
- Directorate
- CE Customer Care and BTP - Chief Executive's
 - CE Development & Performance - Chief Executive's
 - CF Collections and Housing Benefits - Corporate Finance
 - CF Finance and Procurement - Corporate Finance
 - CF Shared Services - Chief Executive's
 - CF Shared Services - Corporate Finance
 - L&G Democratic Services and Elections - Chief Executive's
 - L&G Democratic Services and Elections - Legal and Governance
 - L&G Legal Practice - Legal and Governance
 - L&G Registration and Support Services - Legal and Governance

The Combined Safety Group Accidents by Occupation Q1 to Q4 – 2012/13

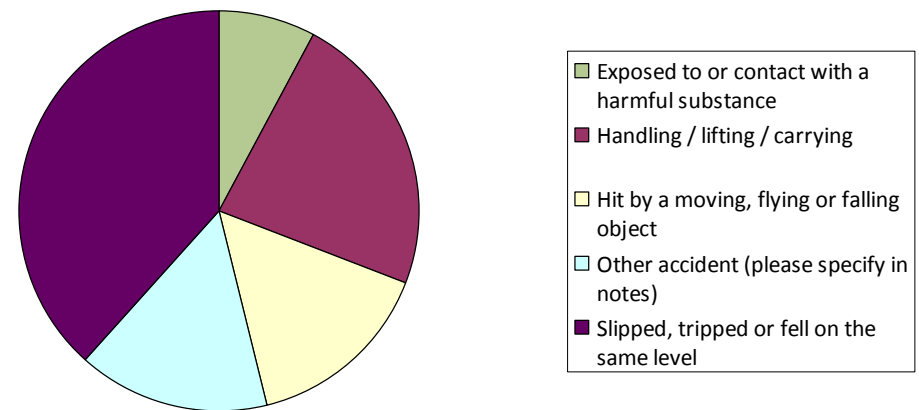
	Data	
Occupation	No.	%
Office Based	14	100.00%
Grand Total	14	100.00%

A pie chart is not presented to reflect data from the Combined Safety Group as there were no employee accidents that occurred in other fields.

The Combined Safety Group Top 5 Accidents by Type Q1 to Q4 – 2012/13

	Data	
Kind of accident/incident	No.	%
Exposed to or contact with a harmful substance	1	7.69%
Handling / lifting / carrying	3	23.08%
Hit by a moving, flying or falling object	2	15.38%
Other accident (please specify in notes)	2	15.38%
Slipped, tripped or fell on the same level	5	38.46%
Grand Total	13	100.00%

Top 5 Kinds of Accident/Incident
Directorate: Qtr: (Multiple Items)

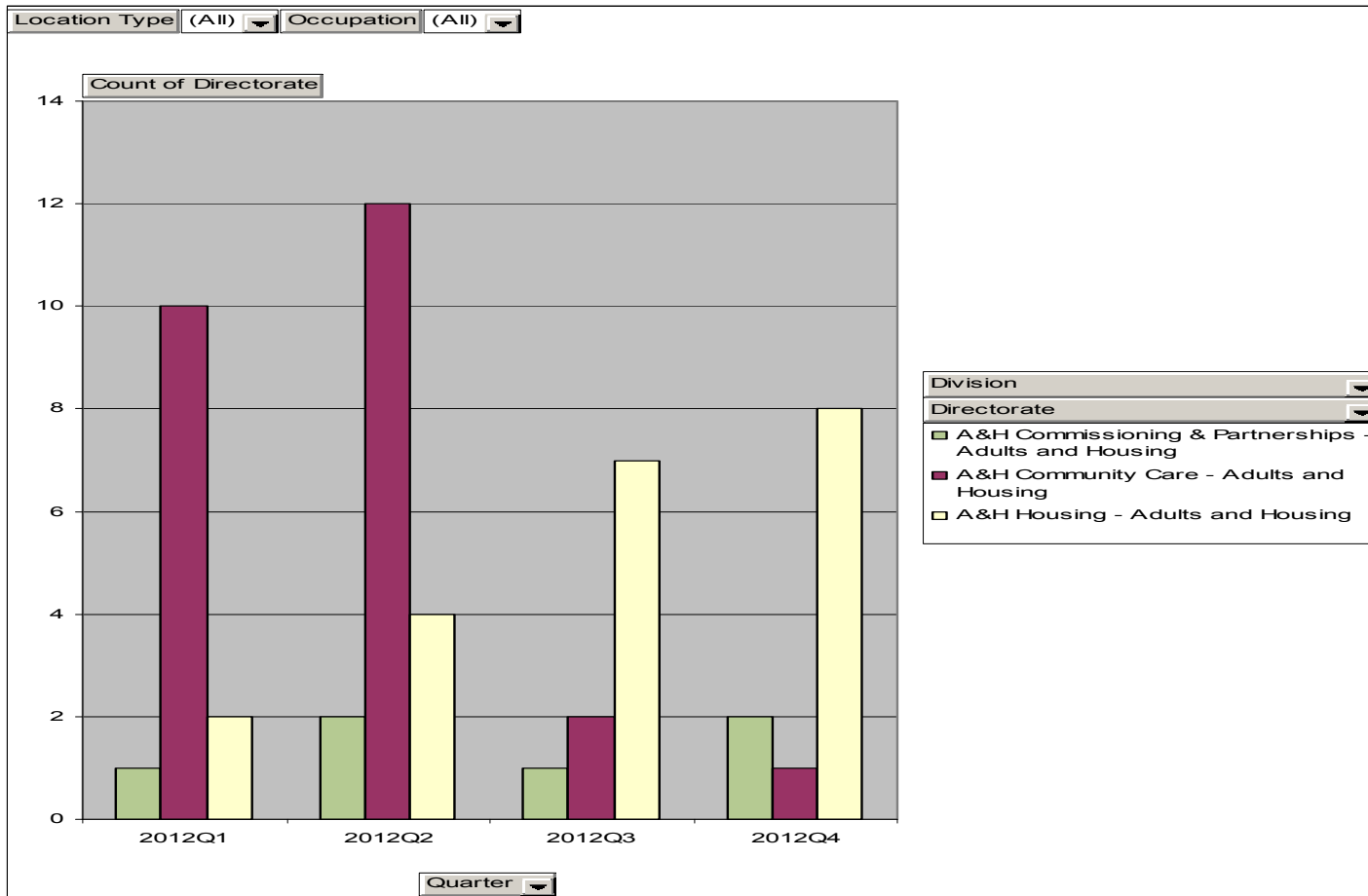


Accident figures for Qs1 to 4 – 2012/13 (14) are 12% lower than Qs1 to 4 – 2011/12 (16).

There were (3) employee RIDDOR reportable accidents in Qs1 to 4 – 2012/13, this is a threefold increase compared to (0) accident reported in Qs 1 to 4 – 2011/12. These related to; Slipped, tripped or fell on the same level (2) and Exposed to or contact with a harmful substance (1).

Adults & Housing Accidents from Q1 to Q4 – 2012/13

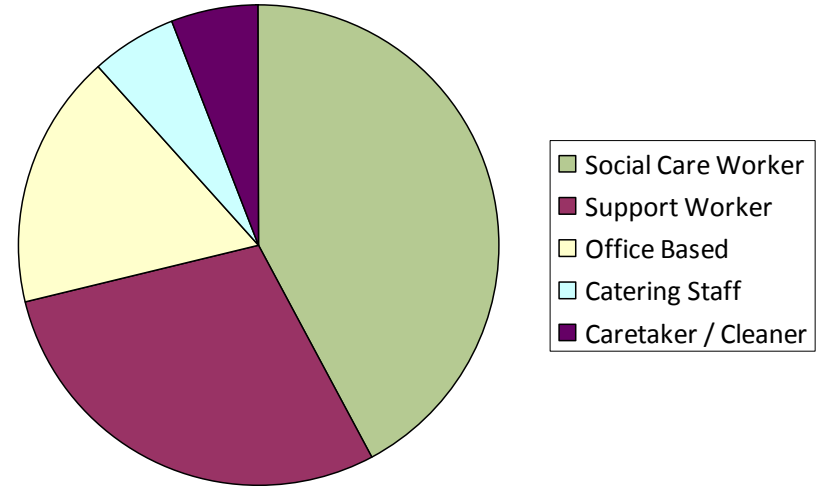
Count		Quarter ▼				
Directorate ▼	Division ▼	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Adults and Housing	A&H Commissioning & Partnerships	1	2	1	2	6
	A&H Community Care	10	12	2	1	25
	A&H Housing	2	4	7	8	21
Adults and Housing Total		13	18	10	11	52
Grand Total		13	18	10	11	52



Adults and Housing Accidents by Occupation Q1 to Q4 – 2012/13

	Data	
Occupation	No.	%
Social Care Worker	22	42.31%
Support Worker	15	28.85%
Office Based	9	17.31%
Catering Staff	3	5.77%
Caretaker / Cleaner	3	5.77%
Grand Total	52	100.00%

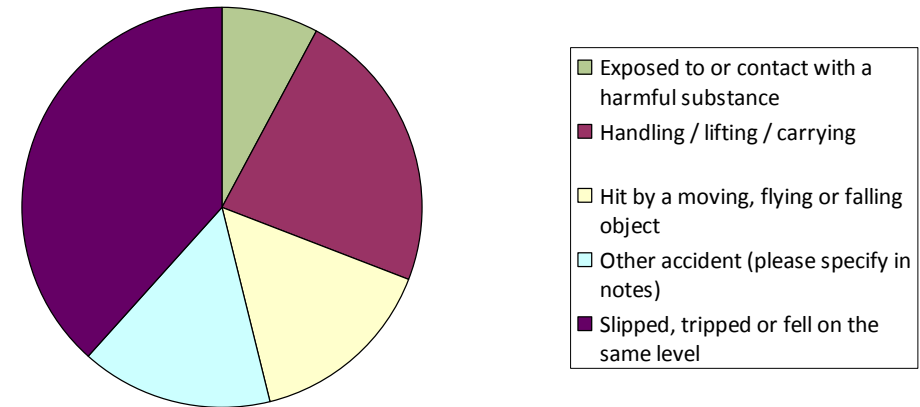
Accidents/Incidents by Occupation
 Directorate: Adults and Housing Qtr: (Multiple Items)



Adults and Housing Top 5 Accidents by Type Q1 to Q4 – 2012/13

Kind of accident/incident	No.	%
Exposed to or contact with a harmful substance	1	7.69%
Handling / lifting / carrying	3	23.08%
Hit by a moving, flying or falling object	2	15.38%
Other accident (please specify in notes)	2	15.38%
Slipped, tripped or fell on the same level	5	38.46%
Grand Total	13	100.00%

Top 5 Kinds of Accident/Incident
Directorate: Qtr: (Multiple Items)



The Adults Learning Disability Day Service has been included in all the figures above and is also shown separately overleaf.

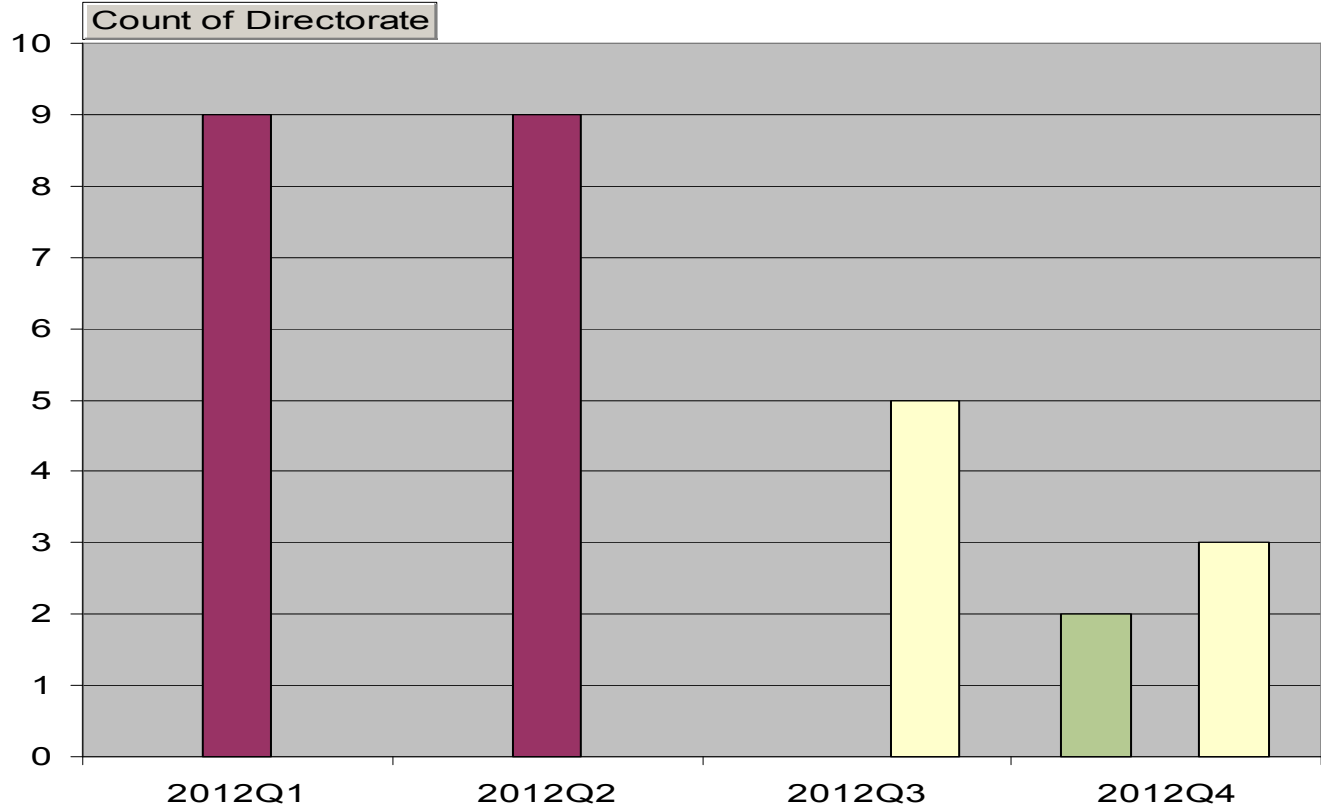
There was (1) employee RIDDOR accident reported in Qs 1 to 4 – 2012/13. This is a 90% decrease from Qs 1 to 4 – 2011/12 (10).

The RIDDOR reportable accident for Qs 1 to 4 – 2012/13 related to slipped tripped or fell on the same level. A Caretaker / Cleaner slipped and fell sustaining a fractured to the right wrist.

Adults – Learning Disability Day Service (LDDS) Accidents from Q1 to Q4 – 2012/13

Count		Quarter				
Directorate	Division	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Adults and Housing	A&H Commissioning & Partnerships	0	0	0	2	2
	A&H Community Care	9	9	0	0	18
	A&H Housing	0	0	5	3	8
Adults and Housing Total		9	9	5	5	28
Grand Total		9	9	5	5	28

Location Type LDDS Occupation (All)



Division

Directorate

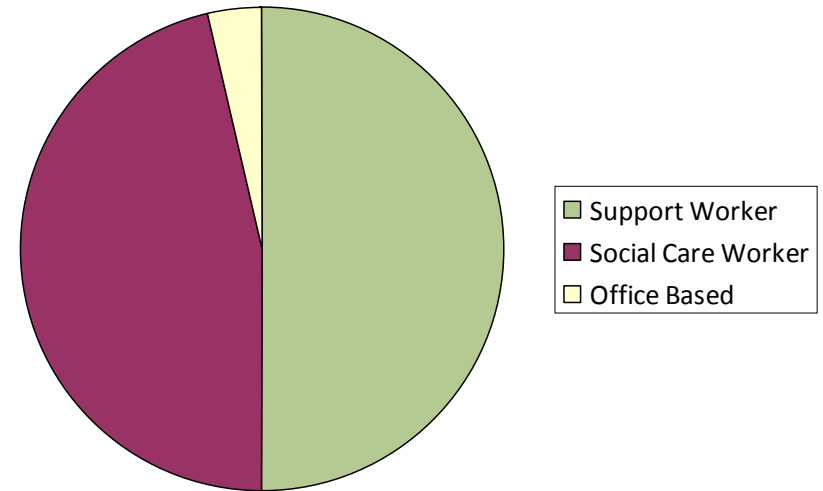
- A&H Commissioning & Partnerships - Adults and Housing
- A&H Community Care - Adults and Housing
- A&H Housing - Adults and Housing

Quarter

Adults – LDDS Accidents by Occupation Q1 to Q4 – 2012/13

	Data	
Occupation	No.	%
Support Worker	14	50.00%
Social Care Worker	13	46.43%
Office Based	1	3.57%
Grand Total	28	100.00%

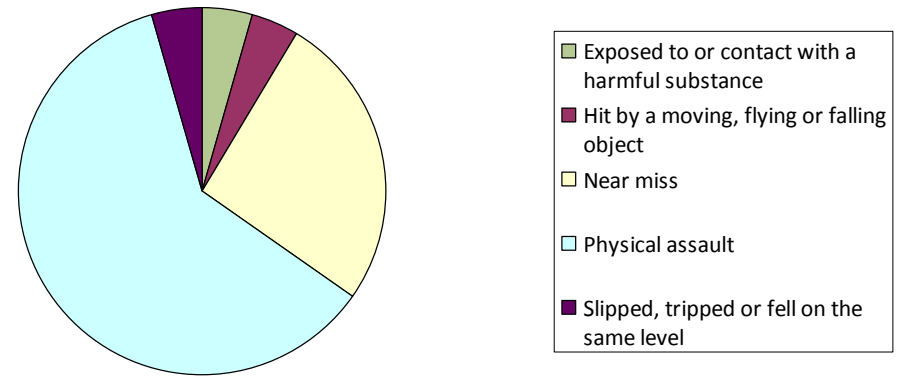
Accidents/Incidents by Occupation
Directorate: Adults and Housing Qtr: (Multiple Items)



Adults – LDDS Top 5 Accidents by Type Q1 to Q4 – 2012/13

Kind of accident/incident	No.	%
Exposed to or contact with a harmful substanc	1	4.35%
Hit by a moving, flying or falling object	1	4.35%
Near miss	6	26.09%
Physical assault	14	60.87%
Slipped, tripped or fell on the same level	1	4.35%
Grand Total	23	100.00%

Top 5 Kinds of Accident/Incident
 Directorate: LDDS Qtr: (Multiple Items)



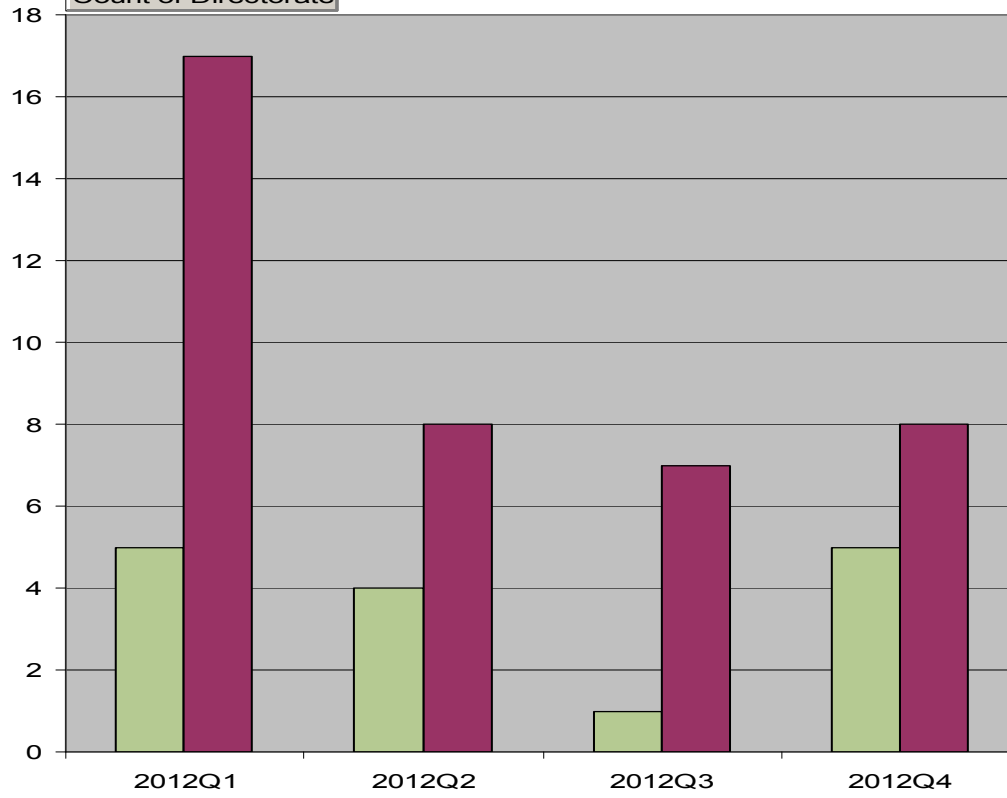
There were no employee RIDDOR reportable accidents in LDDS Qs 1 to 4 – 2012/13 compared to (5) in Qs 1 to 4 – 2011/12.

Community & Environment Accidents from Q1 to Q4 – 2012/13

Count		Quarter				
Directorate	Division	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Community & Environment Services	CES Community and Cultural Services	5	4	1	5	15
	CES Environment Services	17	8	7	8	40
Community & Environment Services Total		22	12	8	13	55
Grand Total		22	12	8	13	55

Location Type (All) Occupation (All)

Count of Directorate



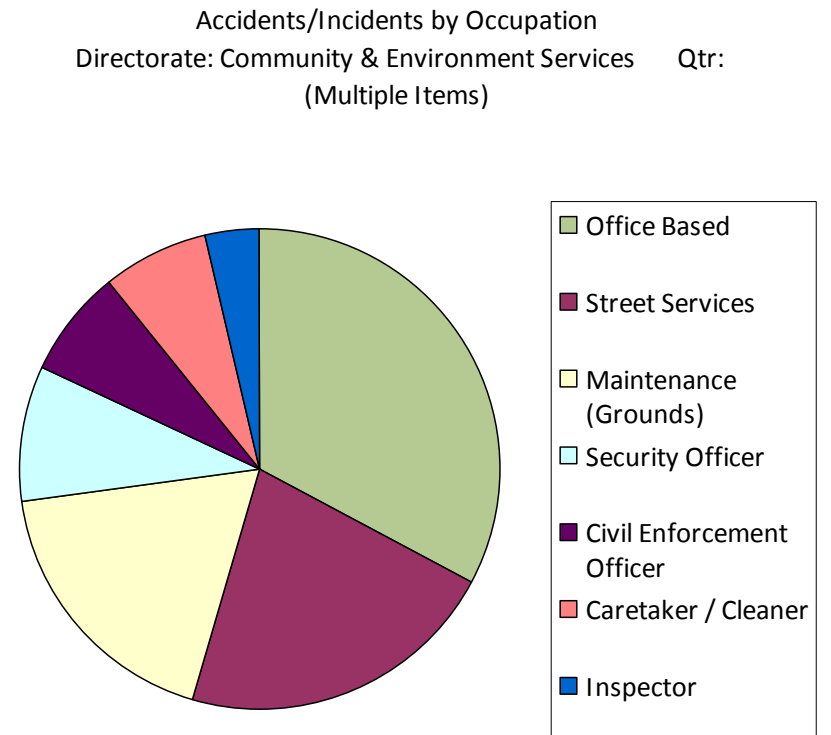
Division
Directorate

- CES Community and Cultural Services - Community & Environment Services
- CES Environment Services - Community & Environment Services

Quarter

Community & Environment Accidents by Occupation Q1 to Q4 – 2012/13

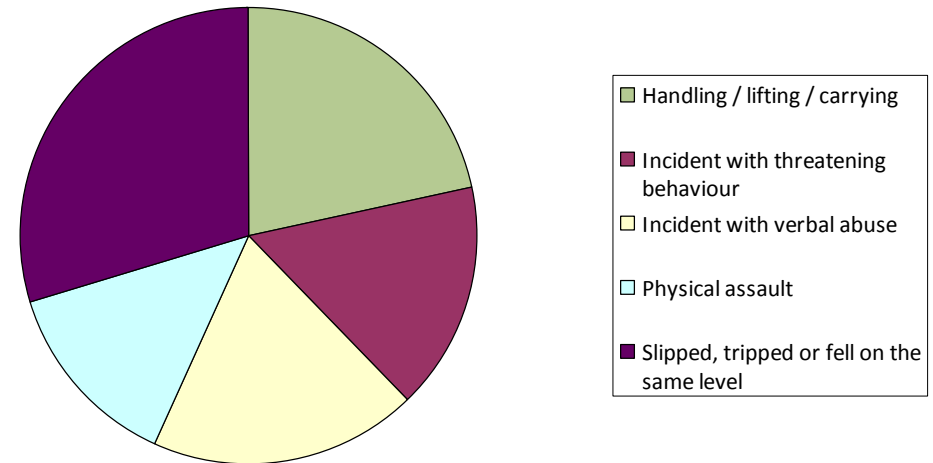
Occupation	No.	%
Office Based	18	32.73%
Street Services	12	21.82%
Maintenance (Grounds)	10	18.18%
Security Officer	5	9.09%
Civil Enforcement Officer	4	7.27%
Caretaker / Cleaner	4	7.27%
Inspector	2	3.64%
Grand Total	55	100.00%



Community & Environment Top 5 Accidents by Type Q1 to Q4 – 2012/13

Kind of accident/incident	No.	%
Handling / lifting / carrying	8	21.62%
Incident with threatening behaviour	6	16.22%
Incident with verbal abuse	7	18.92%
Physical assault	5	13.51%
Slipped, tripped or fell on the same level	11	29.73%
Grand Total	37	100.00%

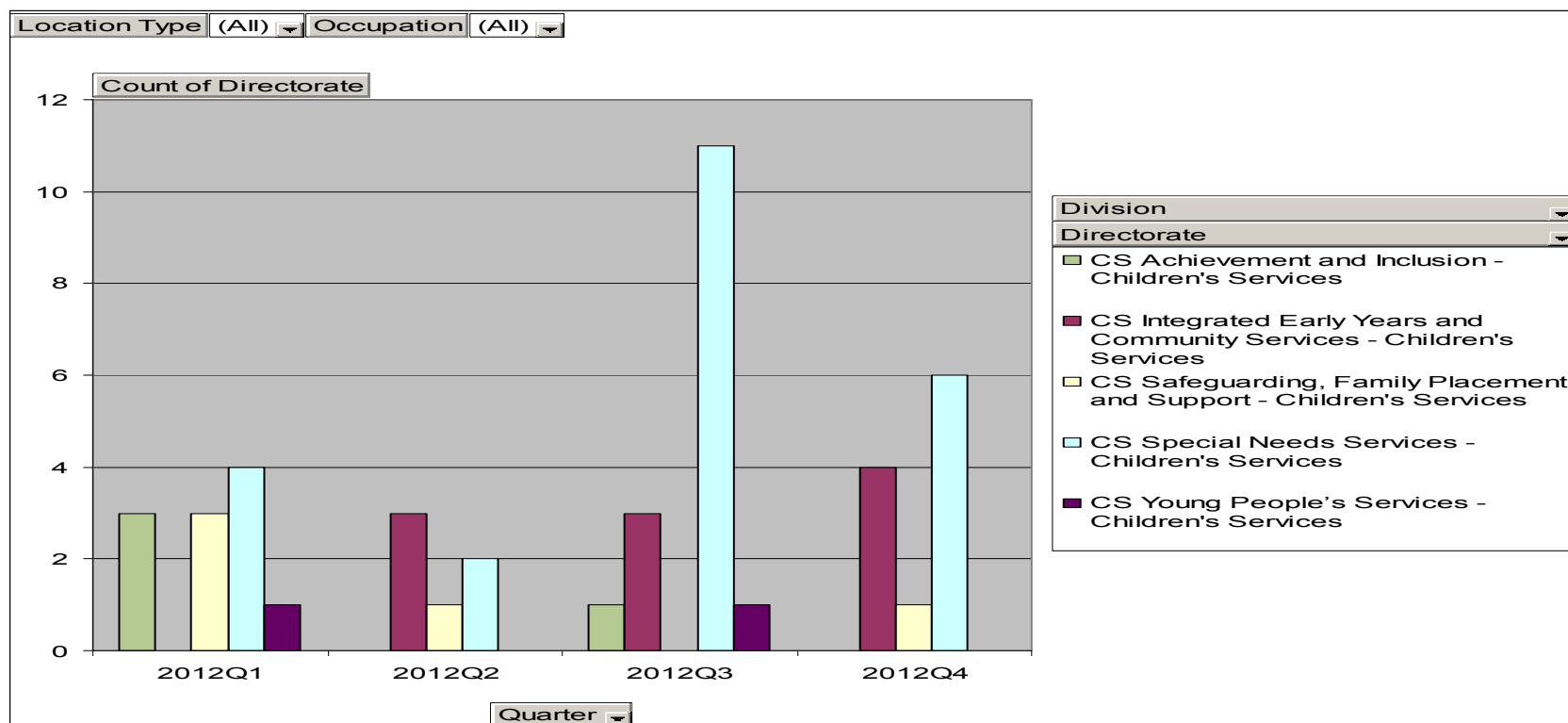
Top 5 Kinds of Accident/Incident
Directorate: Qtr: (Multiple Items)



Employee RIDDOR accidents reported in Qs1 to 4 – 2012/13 (7) are 36% lower than Qs 1 to 4 – 2011/12 (11).

Children's Services – Accidents from Q1 to Q4 – 2012/13 – Excluding Schools

Count		Quarter				
Directorate	Division	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Children's Services	CS Achievement and Inclusion	3	0	1	0	4
	CS Integrated Early Years and Community Services	0	3	3	4	10
	CS Safeguarding, Family Placement and Support	3	1	0	1	5
	CS Special Needs Services	4	2	11	6	23
	CS Young People's Services	1	0	1	0	2
Children's Services Total		11	6	16	11	44
Grand Total		11	6	16	11	44

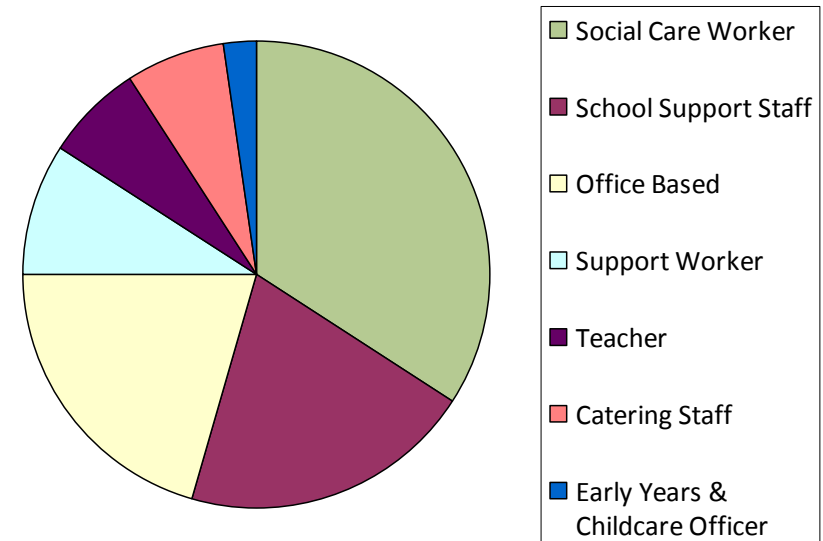


Children's Services – Accidents by Occupation Q1 to Q4 – 2012/13 – Excluding Schools

	Data	
Occupation	No.	%
Social Care Worker	15	34.09%
School Support Staff	9	20.45%
Office Based	9	20.45%
Support Worker	4	9.09%
Teacher	3	6.82%
Catering Staff	3	6.82%
Early Years & Childcare Officer	1	2.27%
Grand Total	44	100.00%

Accidents/Incidents by Occupation

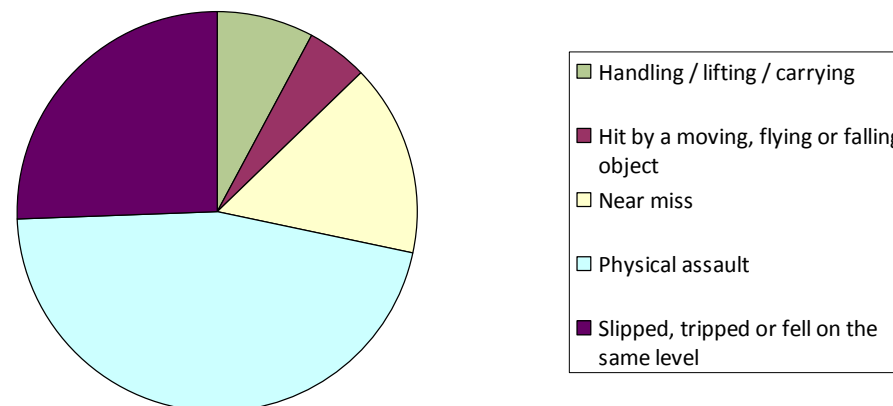
Directorate: Qtr:



Children's Services –Top 5 Accidents by Type Q1 to Q4 – 2012/13 – Excluding Schools

	Data	
Kind of accident/incident	No.	%
Handling / lifting / carrying	3	7.69%
Hit by a moving, flying or falling object	2	5.13%
Near miss	6	15.38%
Physical assault	18	46.15%
Slipped, tripped or fell on the same level	10	25.64%
Grand Total	39	100.00%

Top 5 Kinds of Accident/Incident
Directorate: Qtr: (Multiple Items)



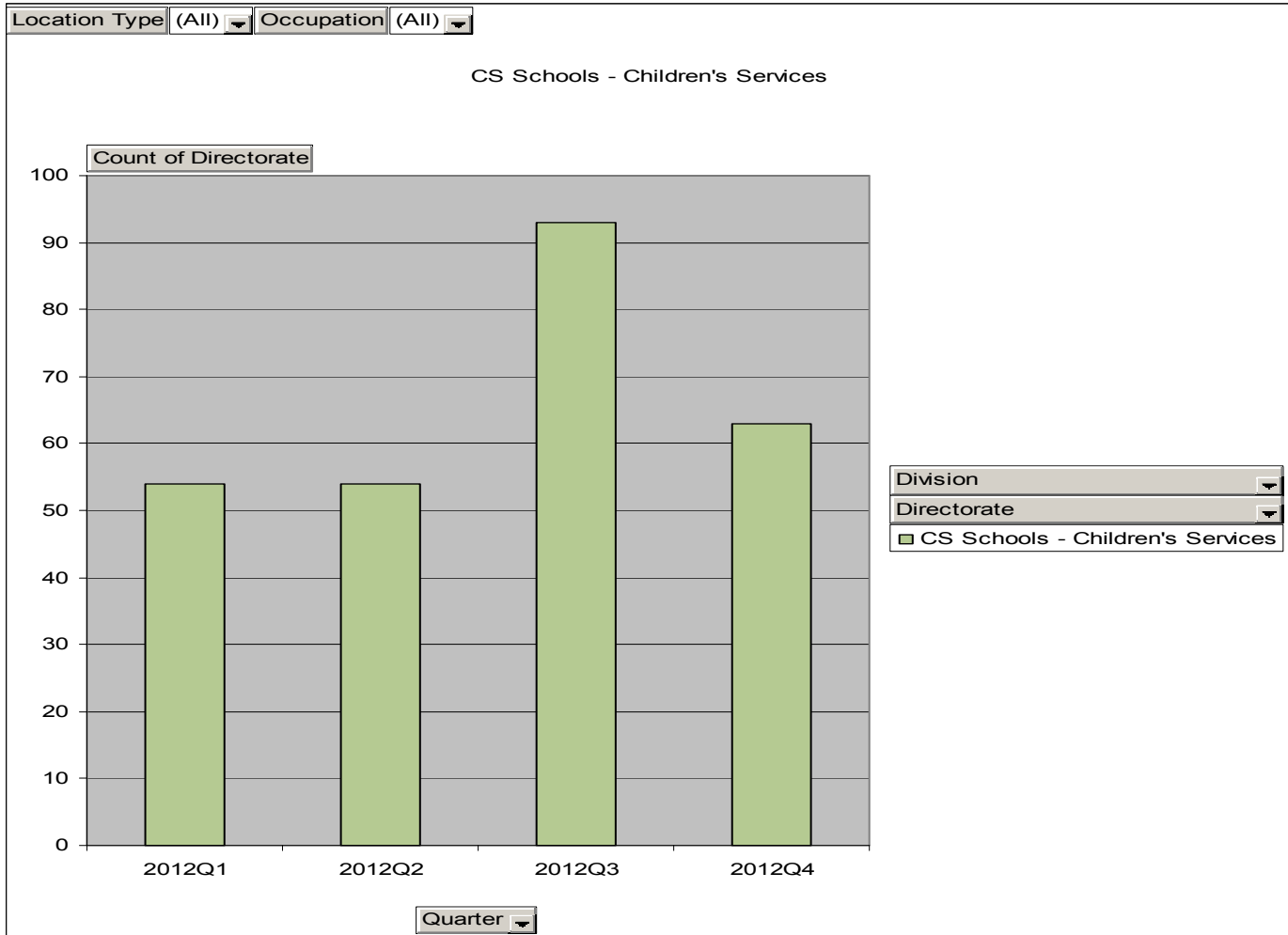
The Children's Service accident figures for Qs 1 to 4 – 2012/13 (44) are 23% lower than Qs 1 to 4 – 2011/12 (57).

There were no employee RIDDOR reportable accidents in Qs 1 to 4 – 2012/13 compared to (3) in Qs 1 to 4 – 2011/12.

There were a further (51) accidents reported to the Health and Safety Services. These primarily occurred to persons that not in employment of Harrow Council. The top 5 accidents by type related to; slipped, tripped or fell on the same level (9), Hit something stationary (7), Hit by moving, flying or falling object (7), Hit something stationary (6) and Handling / lifting / carrying (5). These incidents were generally minor and took place during the transportation of clients.

CS Schools – Children’s Services – Accidents from Q1 to Q4 – 2012/13

Count		Quarter				
Directorate	Division	2012Q1	2012Q2	2012Q3	2012Q4	Grand Total
Children's Services	CS Schools	54	54	93	63	264
Children's Services Total		54	54	93	63	264
Grand Total		54	54	93	63	264

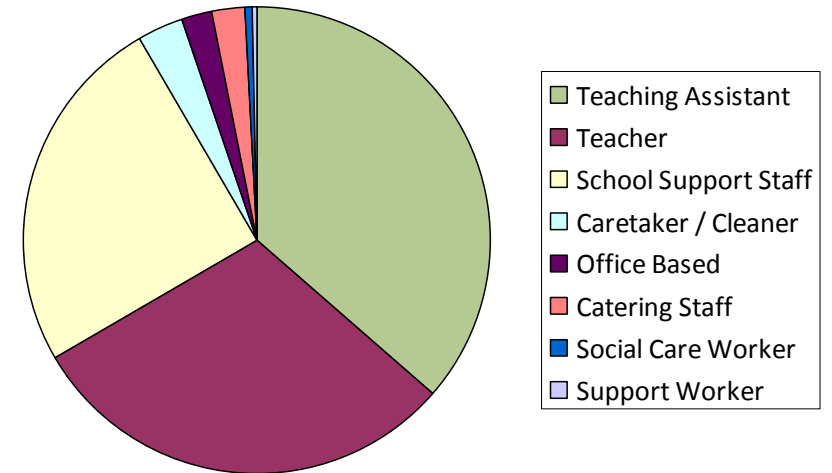


CS Schools – Children’s Services – Accidents by Occupation Q1 to Q4 – 2012/13

Occupation	No.	%
Teaching Assistant	96	36.36%
Teacher	80	30.30%
School Support Staff	66	25.00%
Caretaker / Cleaner	8	3.03%
Office Based	6	2.27%
Catering Staff	6	2.27%
Social Care Worker	1	0.38%
Support Worker	1	0.38%
Grand Total	264	100.00%

Accidents/Incidents by Occupation

Directorate: Qtr:



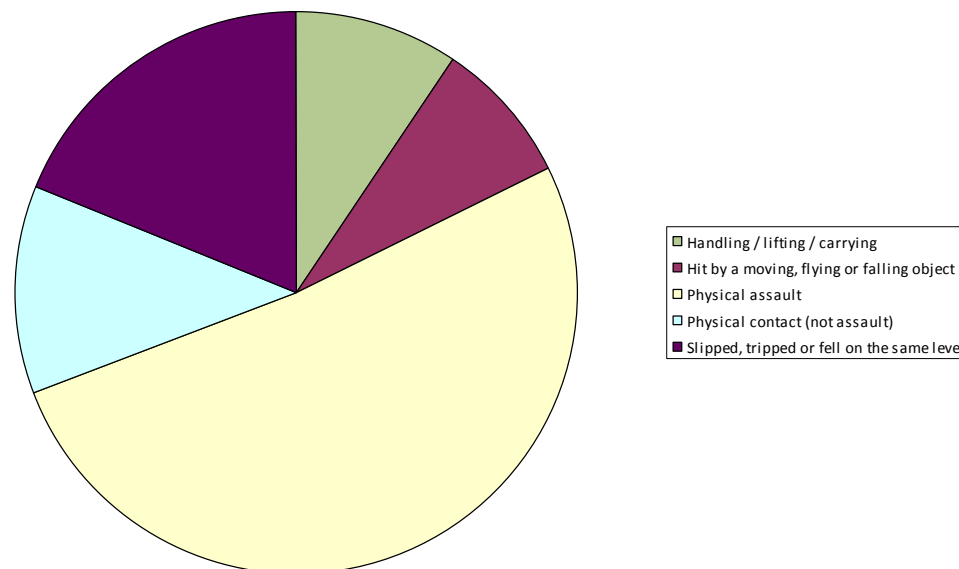
CS Schools – Children Services –Top 5 Accidents by Type Q1 to Q4 – 2012/13

Top 5 Kinds of Accid

Division	CS Schools
Directorate	(Multiple Items)
Quarter	(Multiple Items)
Location Type	(All)
F2508 Required	(All)
Occupation	(Multiple Items)

Top 5 Kinds of Accident/Incident
Directorate: CS Schools Qtr: (All)

	Data	
Kind of accident/incident	No.	%
Handling / lifting / carrying	23	9.47%
Hit by a moving, flying or falling object	20	8.23%
Physical assault	125	51.44%
Physical contact (not assault)	29	11.93%
Slipped, tripped or fell on the same level	46	18.93%
Grand Total	243	100.00%



The Special Schools (SS) and Special Needs Transport (SNT) figures are included in the above data. The accident figures relating to SS and SNT are also shown separately overleaf.

Employee RIDDOR Reportable accident figures for Qs 1 to 4 – 2012/13 (5) are 37% lower than those reported in Qs1 to 4 – 2011/12 (8).

There were a further (243) accidents reported to the Health and Safety Services. These primarily occurred to persons that are not in the employment of Harrow Council. The top 5 accidents related to; slipped, tripped or fell on the same level (96); physical contact (not assault (26); hit by moving, flying or falling object (26); hit something stationary (22) and; fell from height (15).

Place Shaping Accidents from Q1 to Q4 – 2011

There was (1) minor accident reported by the Place Shaping Directorate between Qs1 to 4 – 2012/13.

Appendix 3

Audit Summary – 26/6/13

This is a report to show the progress of the 2011/12 SHE Audit tool.

Since the last meeting we have started to approve the audits that have been completed. As a whole the council has 50% of audits approved. 2% of audits are awaiting submission, whilst 48% of audits are not completed (30% need to finish actions only and 18% need to finish the audit).

Most of the audits that need to be completed are required to adhere to the answering scheme set out for the audit. E.g. changing answers from 2, 3 and 4's to 1's and 5's.

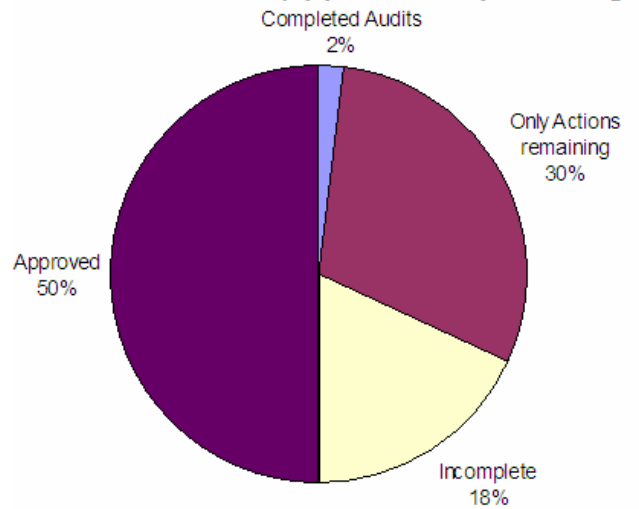
36% of actions raised on the audit have been completed 17% of actions are in progress and 47% have not been started.

Of the outstanding actions the majority are due by the end of December 2013 or before.

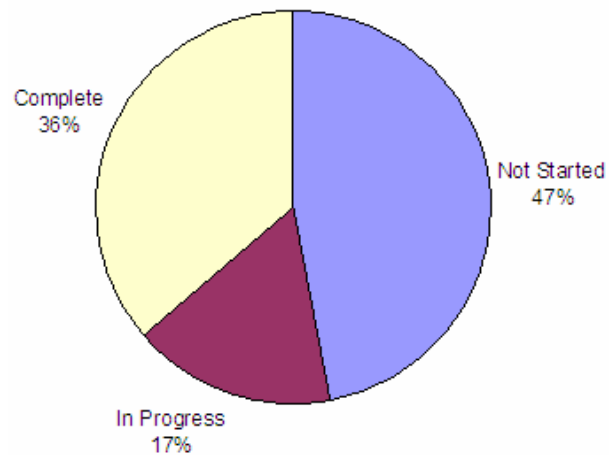
Of the total actions raised 13% are about training and 28% are regarding risk assessment.

Action	Score
Risk Assessment	206
Not Risk Assessment	529
Training	92
Not Training	643

Audit Status (approximate percentage)



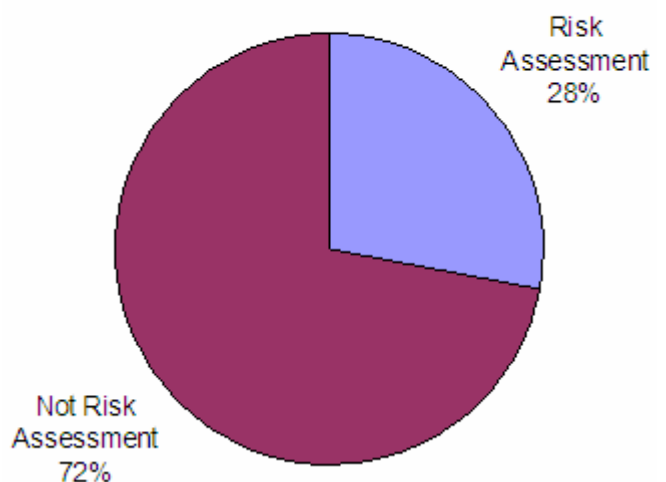
Actions by Status



Training Training 13%

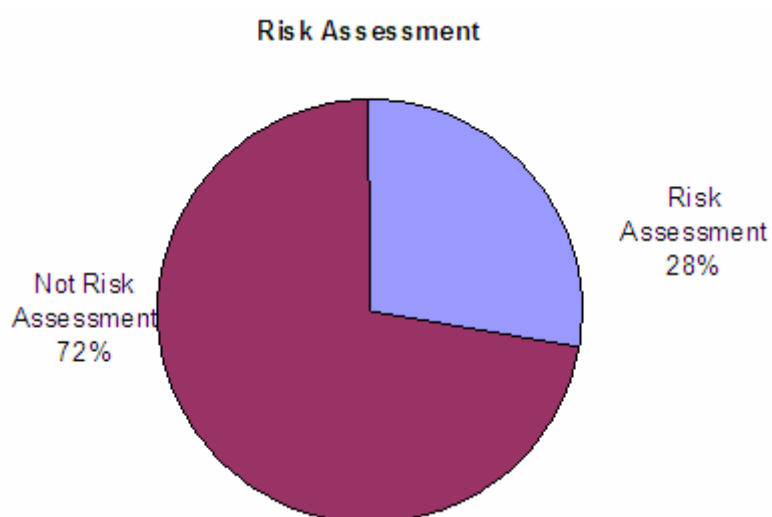
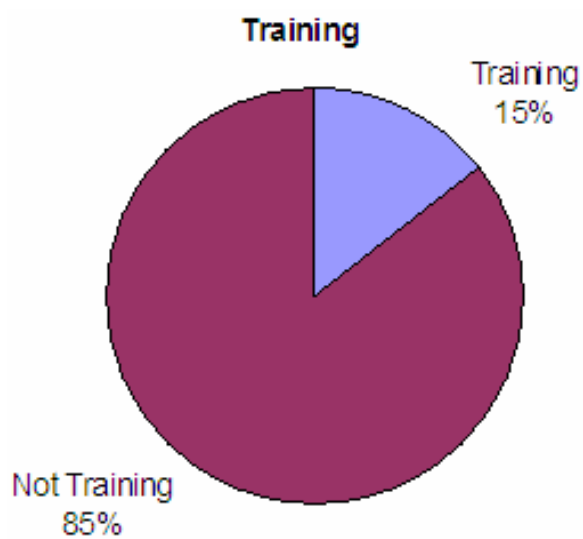


Risk Assessment Risk Assessment 28%



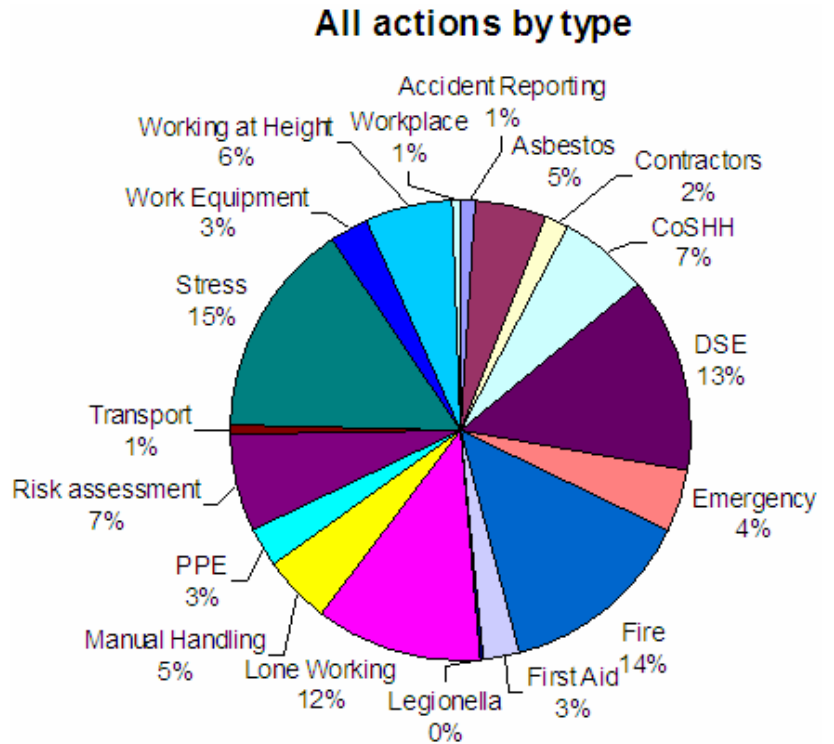
Of the outstanding actions that have been raised, 15% are about training and 28% are about Risk assessment

Action	Score
Risk Assessment	130
Not Risk Assessment	338
Training	68
Not Training	400



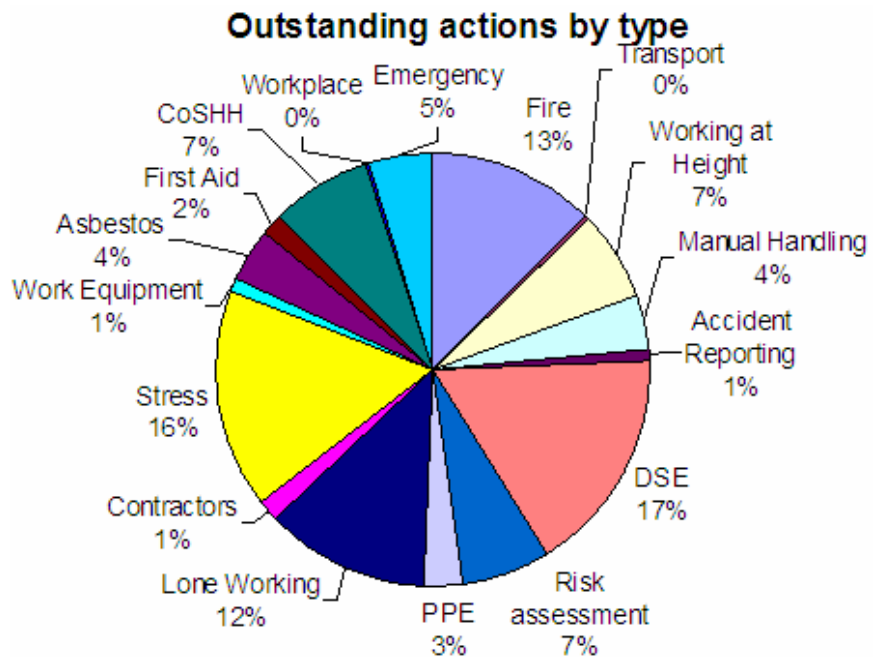
The most common actions raised from the audit are in Stress, Fire Safety and DSE.

Subject	Score
Legionella	3
Transport	4
Workplace	5
Accident Reporting	8
Contractors	13
First Aid	19
Work Equipment	19
PPE	21
Emergency	32
Manual Handling	34
Asbestos	36
Working at Height	45
CoSHH	48
Risk assessment	50
Lone Working	86
DSE	99
Fire	100
Stress	113
Total	735



Of the actions that are still to be completed, the most common actions are DSE, Stress and Fire Safety

Subject	Score
Transport	1
Workplace	2
Accident Reporting	5
Work Equipment	6
Contractors	7
First Aid	8
PPE	13
Asbestos	18
Manual Handling	19
Emergency	22
Working at Height	31
Risk assessment	31
CoSHH	34
Lone Working	57
Fire	59
Stress	77
DSE	78
Total	468



Children's services – Schools.

Audits

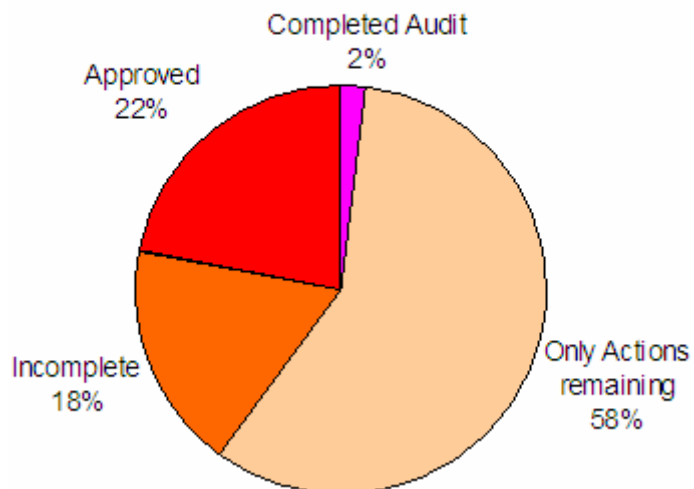
There are a total of 50 audits in the schools section, all of which have been started.

Audit Status	Count
Completed Audit	1
Only Actions remaining	29
Incomplete	9
Not Started	0
Approved	11
Total	50

Most audits (58%) need to have only to complete the actions that have been raised.

Auditors from this directorate state that a better clarification of the audit was needed as auditors were unaware that it was compulsory.

Audit Status

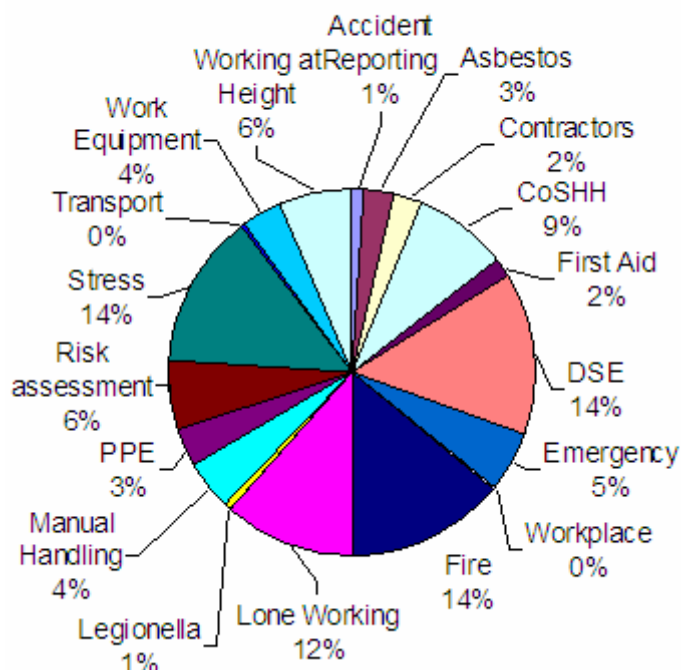


Actions

480 Actions were raised in Schools. The most actions raised are from Stress – 14%, DSE – 14% and Fire Safety – 14%.

All Actions	
Action Detail	Count
Transport	1
Workplace	1
Legionella	3
Accident Reporting	5
First Aid	8
Contractors	11
Asbestos	14
PPE	16
Work Equipment	17
Manual Handling	21
Emergency	26
Risk assessment	30
Working at Height	31
CoSHH	41
Lone Working	56
Fire	65
DSE	67
Stress	67
Total	480

Percentage of all actions by type

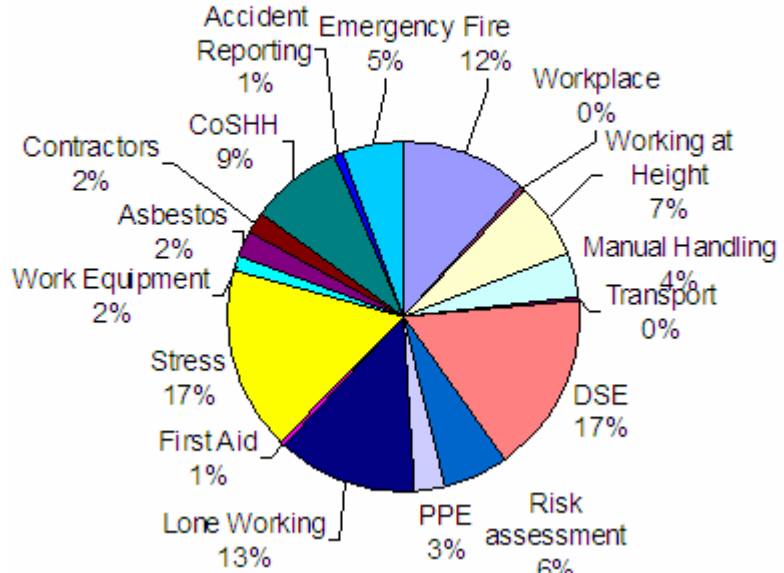


Outstanding actions

Of the actions that are still outstanding (331) actions have been raised the most in Stress – 17%, DSE – 17%, and Lone working – 13%.

Outstanding actions	
Action Detail	Count
Transport	1
Workplace	1
First Aid	2
Accident Reporting	3
Work Equipment	5
Contractors	6
Asbestos	8
PPE	9
Manual Handling	14
Emergency	18
Risk assessment	20
Working at Height	23
CoSHH	29
Fire	39
Lone Working	42
DSE	55
Stress	56
Total	331

Percentage of outstanding actions by type

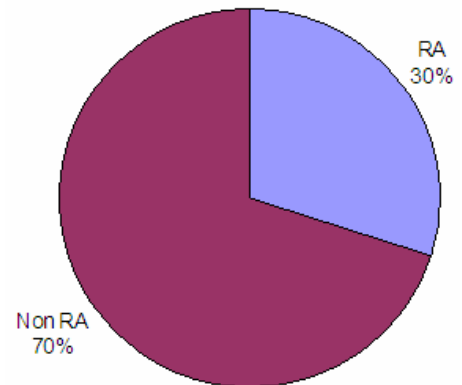


Risk Assessments

In this directorate 99 (30%) actions were raised in regards to risk assessments.

Action Detail	Count
Risk assessment	99
Non Risk assessment	232

Risk Assessment

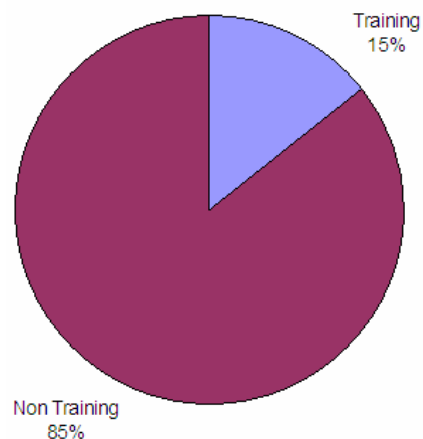


Training

48 (15%) Actions were raised in relation to training.

Action Detail	Count
Training	48
Non Training	283

Training



Children's Service's

Audit

There are 22 Audits in this directorate. 86% of which are approved

Audit Status	Count
Completed Audit	0
Only Actions remaining	2
Incomplete	1
Not Started	0
Approved	19
Total	22

Only 5% of audits need to be completed and 9% need to complete actions. 2 Audits in this directorate were removed because the teams no longer existed. They can still be found on the system but are not included in the statistics.

Alison Brown	Brent & Harrow Education Business Service 2012
Joy Collins	Ethnic Minority Achievement Service

Audit Status

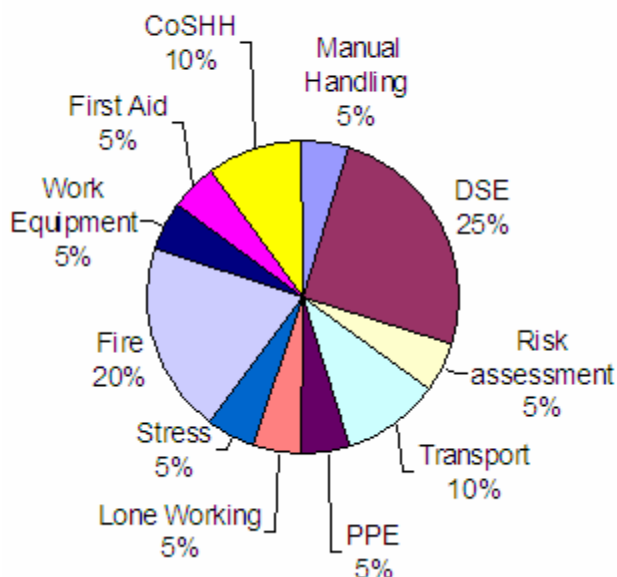


Actions

In this directorate actions were raised mostly in DSE – 25% Fire Safety – 20% and Transportation 10%.

Action Detail	Count
Working at Height	0
Asbestos	0
Contractors	0
Accident Reporting	0
Workplace	0
Emergency	0
Legionella	0
Manual Handling	1
Risk assessment	1
PPE	1
Lone Working	1
Stress	1
Work Equipment	1
First Aid	1
CoSHH	2
Transport	2
Fire	4
DSE	5
Total	20

Percentage of all actions by type

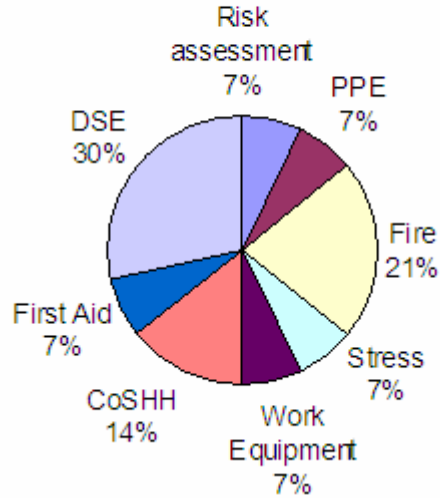


Outstanding Actions

Of the outstanding actions The most raised were in DSE – 30%, Fire 21% and CoSHH 14%.

Out standing actions only	
Action Detail	Count
Working at Height	0
Manual Handling	0
Lone Working	0
Asbestos	0
Contractors	0
Transport	0
Accident Reporting	0
Workplace	0
Emergency	0
Legionella	0
Risk assessment	1
PPE	1
Stress	1
Work Equipment	1
First Aid	1
CoSHH	2
Fire	3
DSE	4
Total	14

Percentage of outstanding actions by type

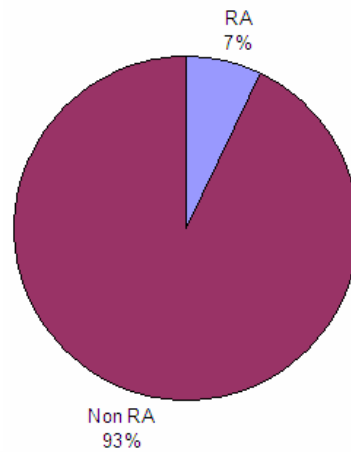


Risk Assessments

Only one (7%) action was raised in relation to risk assessments.

Action Detail	Count
RA	1
Non RA	13

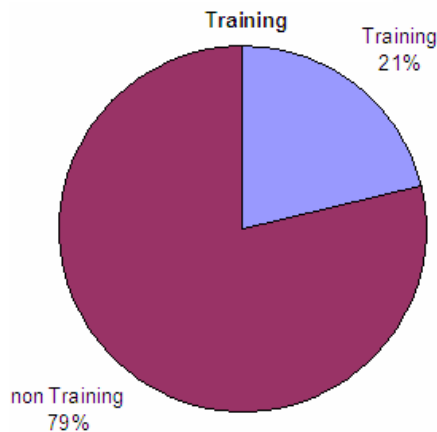
Risk Assessments



Training

3 () actions were raised in relation to training in this directorate.

Action Detail	Count
Training	3
non Training	11



Community Health and Wellbeing

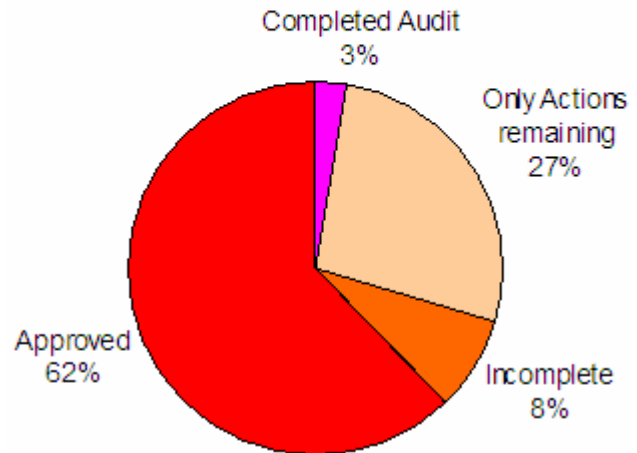
Audit

There are 37 audits in the is section

Audit Status	Count
Completed Audit	1
Only Actions remaining	10
Incomplete	3
Not Started	0
Approved	23
Total	37

62% of the audits in the section have been approved and only 8% have not been completed. 1 audit has been completed and we are awaiting submission of this audit. 27% of the audits have actions still to complete.

Audit Status

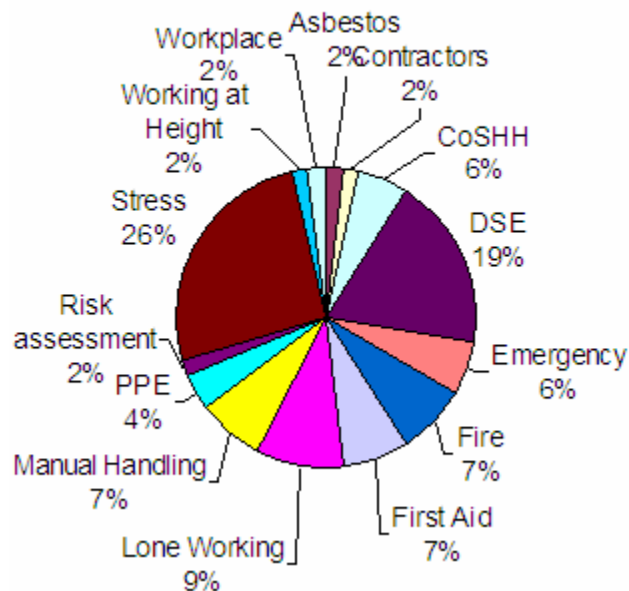


Actions

54 actions have been raised in total with 26% from Stress, 19% from DSE and 9% from Lone working.

Action Detail	Count
Work Equipment	0
Transport	0
Accident Reporting	0
Legionella	0
Working at Height	1
Risk assessment	1
Asbestos	1
Contractors	1
Workplace	1
PPE	2
CoSHH	3
Emergency	3
Fire	4
Manual Handling	4
First Aid	4
Lone Working	5
DSE	10
Stress	14
Total	54

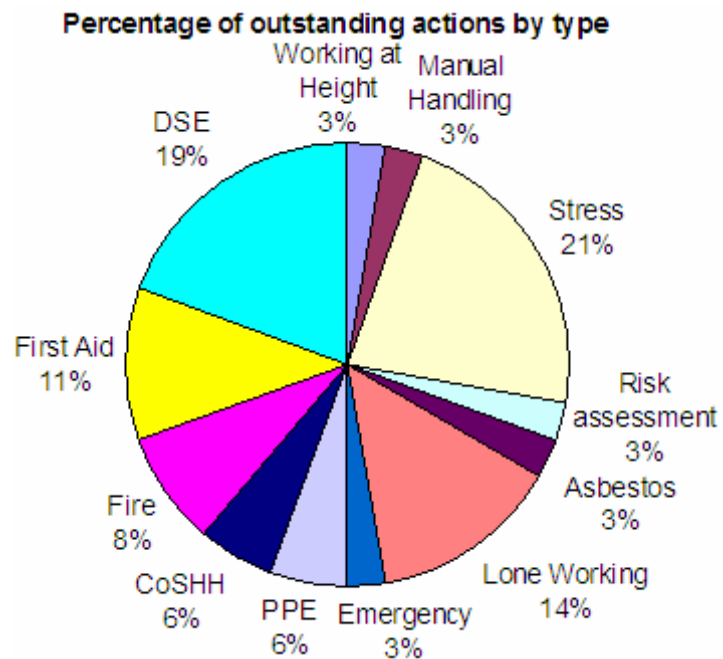
Percentage of all actions by type



Outstanding actions

Of the outstanding actions Stress, DSE and Lone working have the most actions raised.

Out standing actions only	
Action Detail	Count
Work Equipment	0
Contractors	0
Transport	0
Accident Reporting	0
Workplace	0
Legionella	0
Working at Height	1
Manual Handling	1
Risk assessment	1
Asbestos	1
Emergency	1
PPE	2
CoSHH	2
Fire	3
First Aid	4
Lone Working	5
DSE	7
Stress	8
Total	36



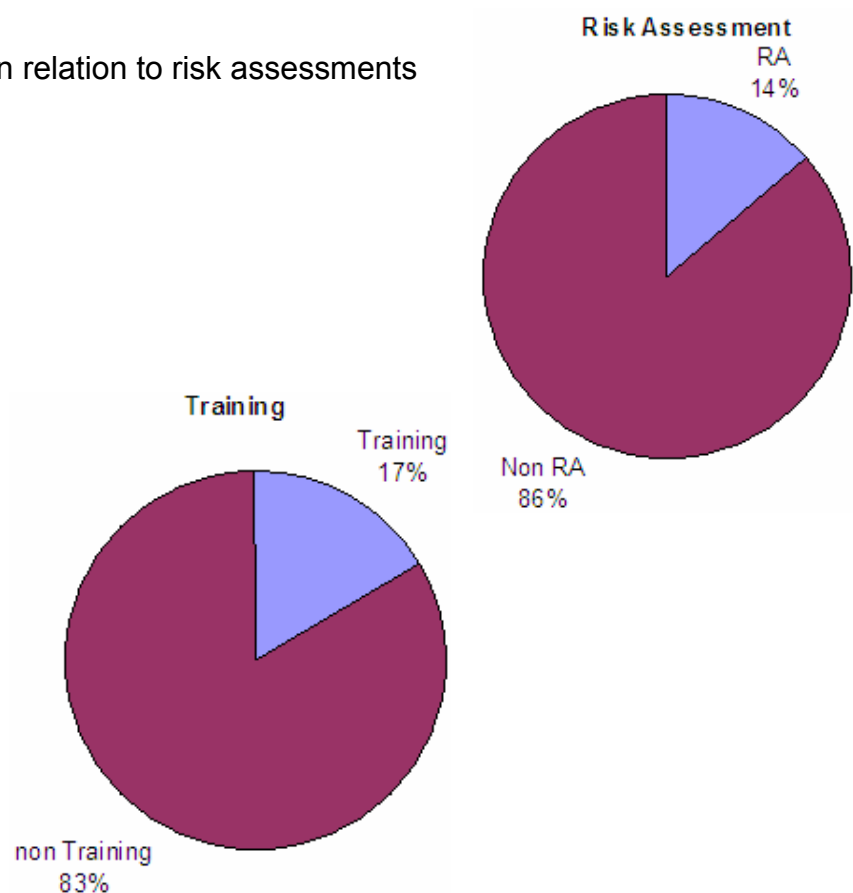
Risk Assessments

There are 5 (14%) actions raised in relation to risk assessments

Action Detail	Count
RA	5
Non RA	31

Training

Action Detail	Count
Training	6
non Training	30



Environment and Enterprise

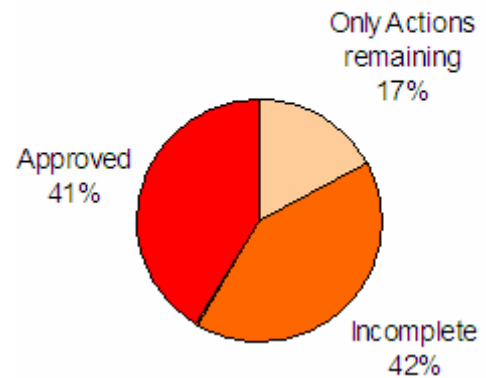
Audit

There are 29 audits 12 of which are incomplete.

Audit Status	Count
Completed Audit	0
Only Actions remaining	5
Incomplete	12
Not Started	0
Approved	12
Total	29

41% of audits have been approved in this directorate, and 42% still need to be completed.

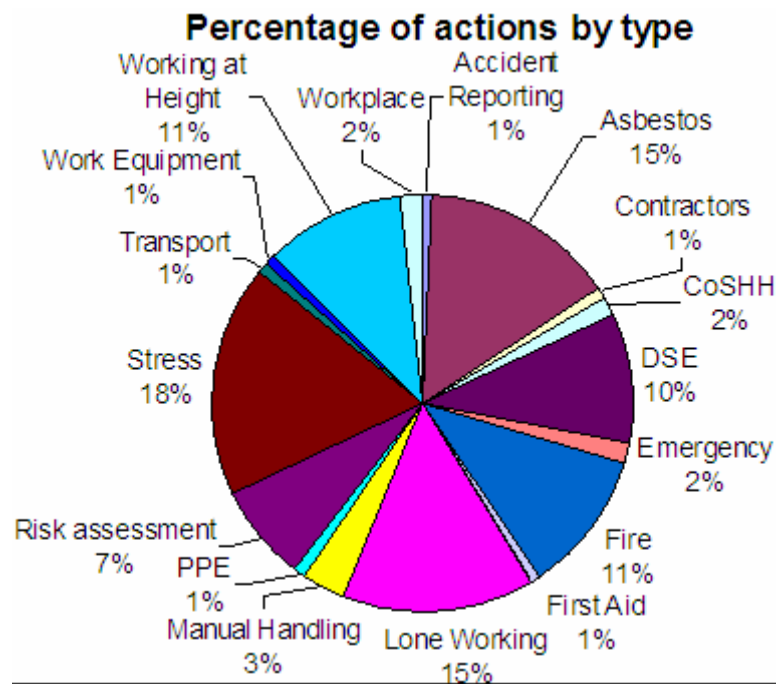
Audit Status



Actions

Most actions in this section are related to Stress (18%), Asbestos (15%) and Lone working (15%).

Action Detail	Count
Legionella	0
PPE	1
Work Equipment	1
First Aid	1
Contractors	1
Transport	1
Accident Reporting	1
CoSHH	2
Workplace	2
Emergency	2
Manual Handling	4
Risk assessment	9
DSE	12
Fire	13
Working at Height	13
Lone Working	18
Asbestos	18
Stress	22
Total	121

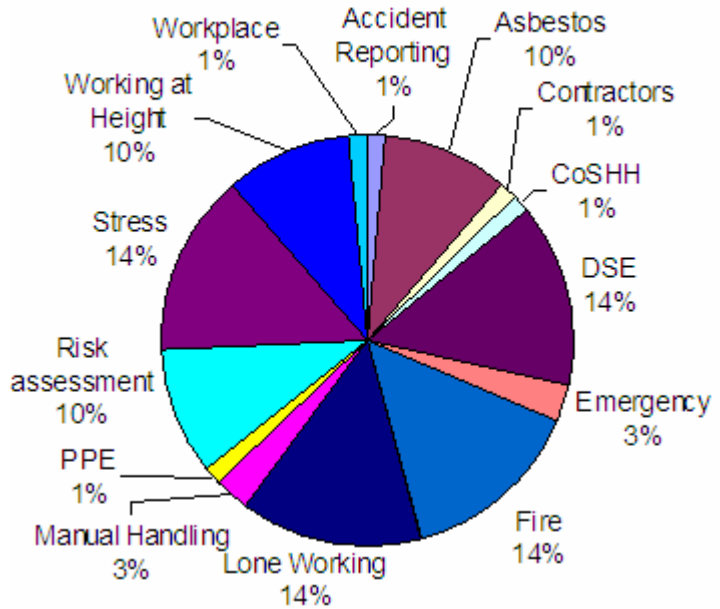


Outstanding actions

Of the outstanding actions 14% of actions raised are related to stress, Lone working, Fire and DSE each.

Action Detail	Count
First Aid	0
Transport	0
Work Equipment	0
Accident Reporting	1
Contractors	1
CoSHH	1
PPE	1
Workplace	1
Emergency	2
Manual Handling	2
Asbestos	7
Risk assessment	7
Working at Height	7
DSE	10
Fire	10
Lone Working	10
Stress	10
Total	70

percentage of outstanding actions by type



Risk #assessment

Most of the actions raised are related to Risk assessments (33%)

Action Detail	Count
RA	23
Non RA	47

Training

Only 11% of actions however has been raised in relation to training.

Action Detail	Count
Training	8
non Training	62

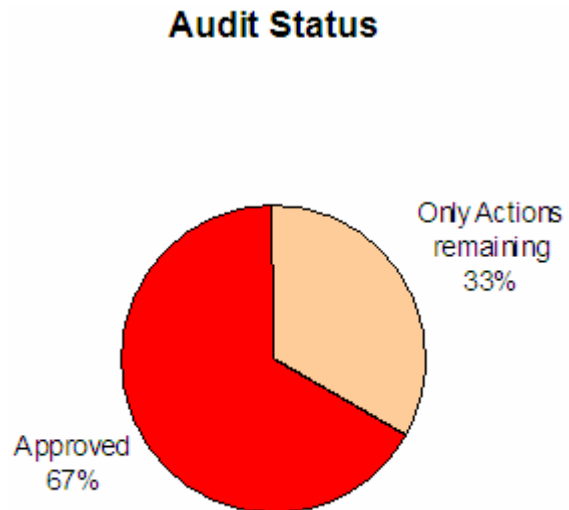


Corporate Finance

Audit

Audit Status	Count
Completed Audit	0
Only Actions remaining	1
Incomplete	0
Not Started	0
Approved	2
Total	3

67% of the audits have been approved. 33% of audits need to complete actions

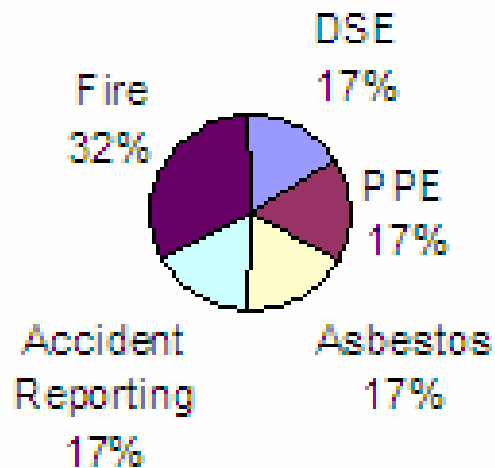


Actions

Most actions in this directorate are related to Fire Safety (32%)

Action Detail	Count
DSE	1
PPE	1
Asbestos	1
Accident Reporting	1
Fire	2
Total	6

Percentage of Actions by type

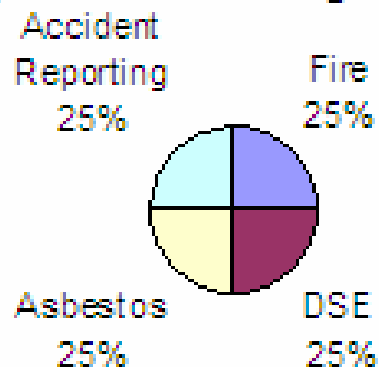


Outstanding actions

Actions outstanding have been raised in Fire, DSE, Asbestos and Accident reporting.

Action Detail	Count
Fire	1
DSE	1
Asbestos	1
Accident Reporting	1
Total	4

Percentage of outstanding actions by type



Risk Assessment and training

No actions were raised in relation to Risk assessments or training.

Legal and Governance

Only one audit needs to complete actions to be complete.

Audit Status	Count
Completed Audit	0
Only Actions remaining	1
Incomplete	2
Not Started	0
Approved	3
Total	6

Actions

Most actions that were raised are regarding Manual Handling and Fire Safety

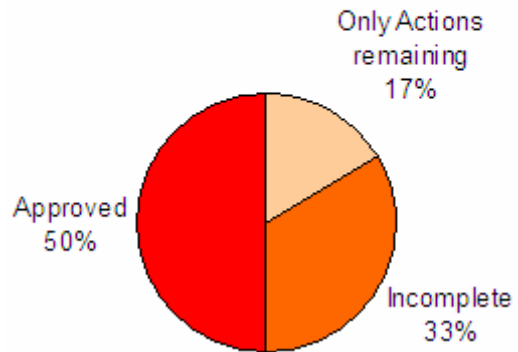
Action Detail	Count
DSE	1
Risk assessment	1
Fire	2
Manual Handling	2
Total	6

Outstanding actions

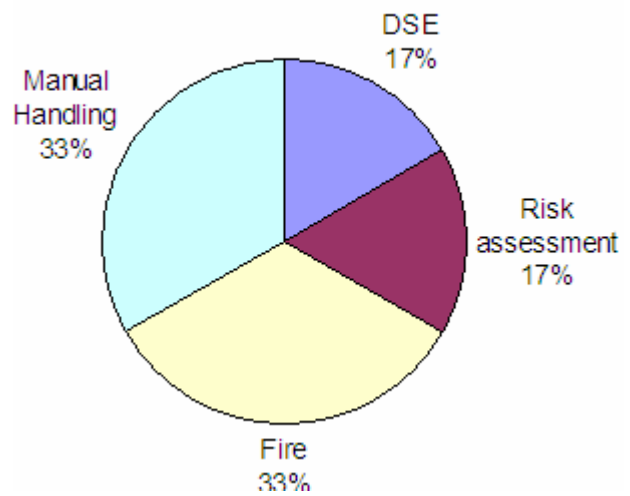
Most outstanding actions have been raised Manual handling (40%)

Action Detail	Count
Fire	1
DSE	1
Risk assessment	1
Manual Handling	2
Total	5

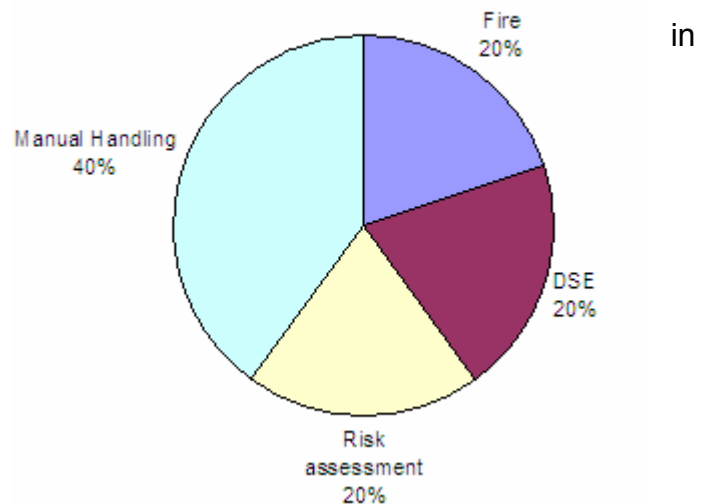
Audit Status



Percentage of all actions by type



Percentage of outstanding actions by type



in

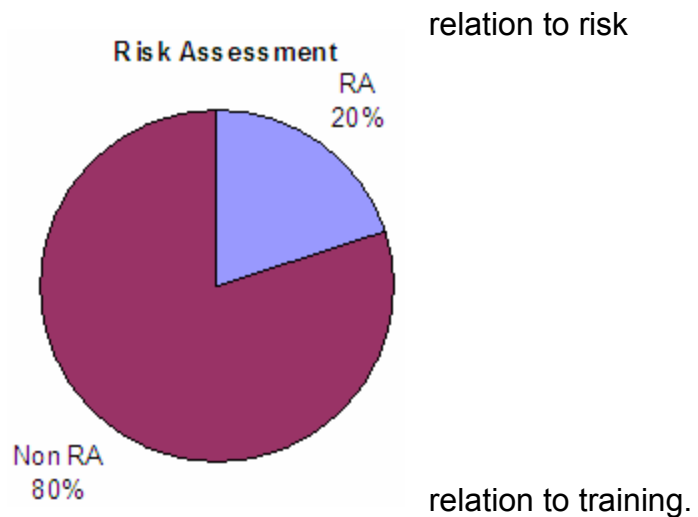
Risk Assessment

Only one action has been raised in assessments.

Action Detail	Count
RA	1
Non RA	4

Training

No actions have been raised in



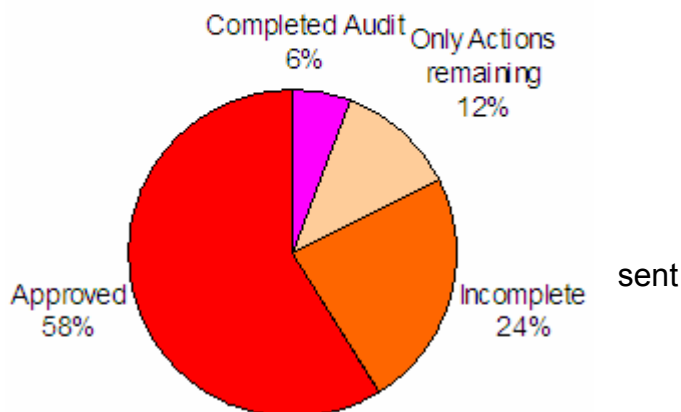
Chief Executive

Audits

Audit Status	Count
Completed Audit	1
Only Actions remaining	2
Incomplete	4
Not Started	0
Approved	10
Total	17

One audit (6%) has been completed but not approved and 56% of audits have already been approved.

Audit Status

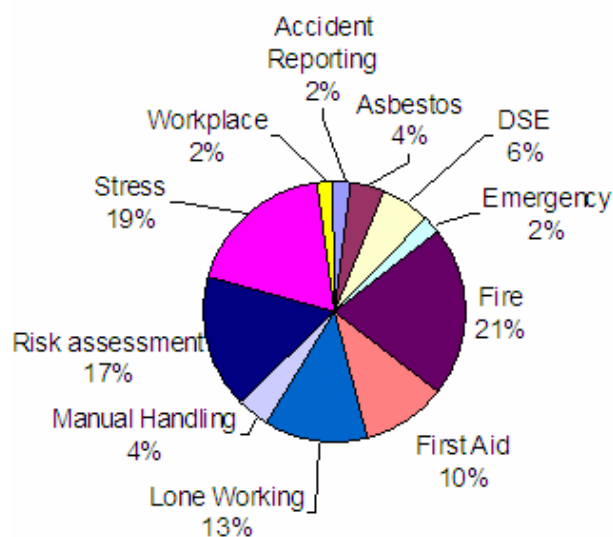


Actions

Action Detail	Count
Accident Reporting	1
Workplace	1
Emergency	1
Manual Handling	2
Asbestos	2
DSE	3
First Aid	5
Lone Working	6
Risk assessment	8
Stress	9
Fire	10
Total	48

The most actions raised in this directorate are regarding Fire safety (21%), Stress ((19%) and Risk Assessment (17%).

Percentage of all actions by type

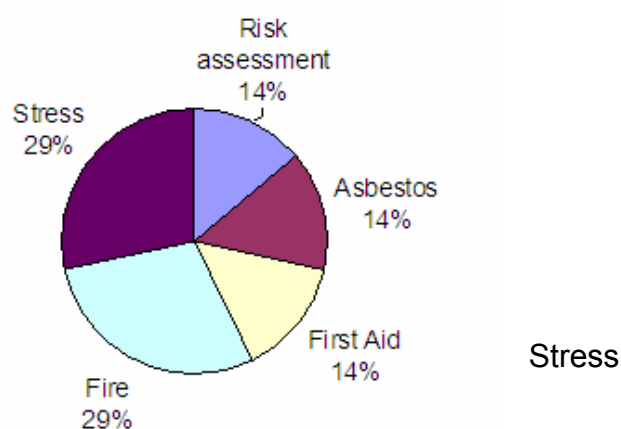


Percentage of outstanding actions by type

Outstanding actions

Action Detail	Count
Risk assessment	1
Asbestos	1
First Aid	1
Fire	2
Stress	2
Total	7

The most actions raised here are (29%) and Fire safety (29%).



Risk Assessment

Action Detail	Count
RA	1
Non RA	6

Risk Assessment



Training

Action Detail	Count
Training	2
non Training	5

Training

