

**REPORT FOR: GOVERNANCE, AUDIT
AND RISK
MANAGEMENT
COMMITTEE**

Date of Meeting: 29 November 2010

Subject: INFORMATION REPORT – Half Year
Health and Safety Report 2010/11

Responsible Officer: Myfanwy Barrett, Corporate Director of
Finance

Exempt: No

Enclosures: Appendix 1 – Analysis Report for
Accidents and Incidents Quarter 1 (1st
April – 30th June 2010)

Appendix 2 – Analysis Report for
Accidents Quarter 2 (1st July – 30th
September 2010)

Section 1 – Summary

This report summarises the Council's health and safety performance for the period from 1st April 2010 to 30th September 2010, 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 key work streams during the period from 1st April 2010 to 30th September 2010.

- Three Improvement Notices served by the Health and Safety Executive relating to the management of asbestos in Schools. At the time of writing two of the notices have now been complied with and the actions required for the third notice have been completed.
- Instruction from the Health and Safety Executive to further develop a system for auditing and monitoring management arrangements for Health and Safety.
- Continuing development of health and safety codes of practice to meet identified needs i.e. stress policy, lone working, asbestos, fire, display screen equipment, first aid, educational school visits.
- Continued provision of the health and safety training programme.
- Support and development of the Health at Work Group, employee assistance programme and the shared provision of the Occupational Health Service with Brent Council.
- Revitalisation of health and safety groups and focus on improvements in health and safety governance arrangements.

Background

2.2 In line with statutory requirements and in order to allow the Council to monitor and measure health and safety performance and prioritise areas of health and safety risk, a safety review is performed bi-annually

2.3 Effective health and safety management enables the Council to meet its legal, moral and economic obligation, thus benefiting all stakeholders.

External Assurance

2.4 The Council is a large employer and subject to a large number of statutory regulations. Therefore it is not uncommon for the Council to be the subject of visits and inspections by a number of enforcement agencies.

2.5 The Health and Safety Executive (HSE) served three notices on the Council in June 2010, following an incident at Norbury First and Middle School. Prior to the notices being served, the Inspector had been working with the Council over the previous twelve months with a programme of visits across the Council.

2.6 The improvement notice served on Norbury First and Middle School related to assessing, monitoring and the condition of any Asbestos containing materials. The two notices served on Vaughan First & Middle School relate to the provision of adequate

information, instruction and training and the adequacy of the Asbestos Management Plan at the school. Further detail is provided in paragraphs 2.31, 2.32 & 2.33.

Health and Safety Policy and Guidance

2.7 As part of our continuous improvement the Service has taken the opportunity of using the re-launching of the Harrow Hub to review policy, guidance & advice notes before loading these documents onto the hub for general accessibility. The following documents have been reviewed and uploaded.

- HSCOP 01 - Risk Assessment
- HSCOP 11 - Accident Reporting Procedure
-

2.8 The following documents are currently being consulted upon with Council management and our Trade Union partners prior to being approved and uploaded onto the Harrow Hub. The date for completion will be November 2010.

- HSP 05 - Asbestos Policy
- HSCOP 13 - Asbestos Code of Practice
- HSCOP 14 - Lone and Out of Hours Working
- HSCOP 08 - Display Screen Equipment
- HSP F01 - Fire Safety Policy
- HSCOP F02 - Fire Safety Risk Assessment.
- HSCOP 05 - Stress Risk Assessment

2.9 The review of key documents is planned to continue in the second half of this year addressing issues such as first-aid, permit to work systems, driving at work, educational school visits, training, home working, violence at work, pregnant workers and legionella.

Health and Safety Groups

2.10 The arrangements for effective consultation, communication and co-operation, with respect to health and safety, between management, employees and trade unions continue to be through Health and Safety Groups.

2.11 The Corporate Health and Safety Group continues to meet every quarter and is presently chaired by the Assistant Chief Executive. Following recent high profile incidents, governance arrangements are currently under review. This will include revised terms of reference, meeting frequencies, auditing arrangements, key performance indicators and improved representation from schools.

2.12 Each Directorate has a Health and Safety Group which meets every quarter. These Groups deal with Directorate health and safety and provide employees, health and safety representatives and managers with an opportunity to discuss and resolve health and safety related issues. Directorate Health and Safety Groups have been rejuvenated during this period, with the emphasis on ensuring that these meetings are held, scorecards are reviewed, training needs are identified and progress with risk assessments is monitored. Governance arrangements are again under review to determine the adequacy of the current arrangements and the effectiveness in escalating key risks to senior management.

Health and Safety Visits Inspections and Audits

- 2.13 Due to the transitions within the service an audit programme has not been followed during this period. However the service has continued to respond to the needs of the organisation, providing support to management and staff, including conducting over 70 site visits and providing site-specific training courses and workshops.
- 2.14 The HSE have indicated that Harrow Council requires a robust system for auditing management arrangements for Health and Safety and that it is their intention to review the systems implemented in July 2011. The Health and Safety Service are therefore developing auditing arrangements with the intention of introducing these arrangements in the second half of this financial year.

Health and Safety Training

- 2.15 The Health and Safety Service has continued to deliver health and safety training during this period, training approximately 300 employees. The service is also currently reviewing the training procedure and training matrix to ensure it reflects the needs of the organisation.
- 2.16 The health and safety induction and the premises manager's course are the two most attended courses, providing both essential information to new starters and key information on premises safety to managers and Headteachers.

Educational Outside the Classroom

- 2.17 Educational visits and journeys for school children are assessed by the Service. The assessments for over 100 school visits have been reviewed during this period. The Health and Safety Service continues to provide training for Educational Visits Co-ordinators and is currently looking to streamline the process through the development of an on-line system.

Occupational Health

- 2.18 The Occupational Health Service has continued to meet the organisation's requirements for dealing and promoting health at work issues. The service is provided by Connaught Compliance Limited which, although a subsidiary of Connaught plc, has not been placed into administration and continues to trade normally. The Occupational Health team perform health screen pre-employment health screening, process management and self-referrals and are currently introducing online systems. The service is now provided jointly with Brent Council, with the service based on the Middlesex Floor in the main Civic complex in Harrow.

Promotion of Health, Safety and Well Being

- 2.19 Health promotion has not taken place during this period due to the number of transitions taking place including the relocation of the service and the management of the joint service. Promotions are planned for the second half of this year including a Health fair in March.

Employee Assistance Programme

2.20 The Employee Assistance Programme continues to be provided by First Assist. The service includes independent telephone advice and where indicated face-to-face counselling support for a range of problems. The programme has recently been promoted during National Stress Awareness day.

Health and Safety Scorecard

2.21 The health and safety scorecards are still required to be completed by each service to indicate health and safety performance and are reviewed at the quarterly Directorate health and safety group meetings.

2.22 In line with the Health and Safety Executive Inspector's feedback the service is looking at key performance indicators as part of its review of the audit process. The service is therefore expecting to introduce new systems in the second half of this year to indicate health and safety performance.

Accidents at Work

2.23 The Council meets its statutory requirements to record and maintain accident records and compiles quarterly analysis reports for scrutiny by the Health and Safety Groups (see Appendices 1 & 2).

2.24 The new Accident / Incident / Near Miss Database Form and Accident Reporting Procedure have been launched on the Council's new Intranet System for use throughout the Borough. This has given a consistent and accurate approach for data collection and allowed Directorates and Services to fill the form in on-line and then email the form to the Corporate Health and Safety Service. This will allow the service to receive the necessary data in order to more accurately scrutinise trends and identify areas for improvement, as demonstrated in Appendix2.

2.25 The data continues to indicate that the majority of both reportable and non reportable incidents occur in Schools. In depth analysis (see Appendix2) has revealed that over 50% of the top 4 employee accidents by occupation and type involve physical assault. Of these physical assaults, over 50% relate to the managing of children in special needs schools.

2.26 There has been a 24% increase in reported employee accidents from quarter 1, 2010 to quarter 2, 2010. With the introduction of the new accident reporting form and database, this has led to a heightened level of awareness of what should be reported and the likely increase in reporting.

Health and Safety Training data

2.27 The service has followed a training programme during this period and delivered training to approximately 300 employees. In addition to this, bespoke health and safety training, such as Educational Visits Co-ordinators training and DSEasy Assessor training have been delivered locally in individual Directorates.

2.28 The two highest attended courses were the induction and premises manager's courses. The high number of attendees on the premises manager's course is in response to gaps in training highlighted by the Health and Safety Inspector's visit

with respect to schools and asbestos management. This training will continue in the second half of the year until the required training has been completed and incorporate gaps identified in Corporate Properties.

2.29 The training data, when considered against the accident data, highlights the following points:

- There is very little difference in the number of training courses that have been delivered in 2008 (624 persons trained) and 2009 (585 persons trained). The training already delivered for 2010 (295 persons trained), is on target to once again fall within the 2008 and 2009 figures.
- Considering the level of training delivered year on year, there is no evidence to support or explain the increase in accidents from 2008 (367 employee accidents reported) to 2009 (476 employee accidents reported). The figure for the first 6 months of 2010 (208 employee accidents reported), indicates a similar trend.
- The training data in Table 1 does not include that some employees have completed the new on-line DSEasy training. This training is for users of display screen equipment and the on-line assessments are being used in various Directorates including Finance, Housing and Legal and Governance. Over 600 employees have undertaken these assessments and related training and more Services are signing up to DSEasy in the coming weeks.
- The number of incidents does not appear to be related to a lack of training. Schools receive accredited training in dealing with risk incidents related to behaviour and the Special Schools are all on ongoing programmes, including refresher training.

Table 1: The Main Health and Safety Training Courses Attendances 1/4/2010- 30/9/2010

Directorates Courses /	Corporate Finance	Strategy and Business Support	Children's Services	Adults and Housing	Environment and Community	Total
Health and Safety Induction for staff	4	1	7	5	68	85
Health and Safety Induction for managers	7	1	4	5	2	19
Health and Safety Risk Assessment	4	1	12	1	5	23
Health and Safety for Premises managers	0	0	58	7	4	69
Stress Awareness	0	0	0	0	0	0
Fire Marshals	5	0	9	7	0	21
Fire Risk Assessment	0	0	0	0	0	0
Lone working	1	0	0	5	0	6
Personal safety	0	0	0	0	0	0
DSE users	0	0	1	3	0	4
DSE assessors	4	0	4	3	0	11
Stress awareness/risk assessment	0	0	0	0	0	0
COSHH update	0	0	5	3	4	12
Evac chair training	1	1	1	0	4	7
Educational Visits coordinators	N/A	0	21	0	N/A	21
Manual Handling	0	2	9	6	0	17

Legislation Update

2.30 There have not been any regulations that came into force in October 2010 and there are at present no regulations being introduced in April 2011 that will impact upon Harrow Council's activities.

Health and Safety Enforcing Authority

2.31 The HSE as the Council's enforcing authority have served three improvement notices on Harrow Council in June 2010 relating to the management of asbestos in schools.

2.32 The improvement notice (SERIAL No 302693137) served on Norbury First and Middle school on the 30th June 2010 states that, in relation to Norbury First and Middle school, Harrow Council has failed to:

- Carry out a suitable and sufficient assessment of the presence of Asbestos containing materials in the premises.
- Monitor the condition of any Asbestos containing materials.
- Ensure that Asbestos containing materials are properly maintained or where necessary safely removed.

The deadline for completion of the required improvements is the 19th November 2010.

2.33 Two notices were served on Vaughan First & Middle school (Serial Numbers 302693082 & 302693121). The notices state that Harrow Council has failed to:

- a) Provide adequate information, instruction and training about the risks and precautions associated with working with asbestos-containing materials
- b) Ensure that the plan to manage asbestos includes suitable measures to ensure that information about the location and condition of any asbestos-containing material is provided to every person liable to disturb them.

The initial date for the required improvements to be implemented was the 17th September 2010, but an extension was granted in relation to training until the 5th October 2010.

2.34 The requirements of above two improvements notices have now been satisfied and the Corporate Director for Community and Environment has been asked by the Chief Executive to coordinate action across the authority. This will include all actions needed to discharge our present enforcement notices, further "informal" requests and a review of governance, function and structure.

Plans for Quarters 3 & 4 in 2010 / 2011

2.35 Harrow Council will continue to develop its arrangements for the management of health and safety within the organisation, including the following:

- The conclusion of the Corporate Health & Safety Service efficiency review.
- Continued promotion of health, safety and well being with a health and well being fair in March.
- The continued review of key documents addressing issues such as first- aid, permit to work systems, driving at work, educational school visits, training, home working, violence at work, pregnant workers and legionella.
- Development of a system for auditing and monitoring management arrangements for Health and Safety.
- Continued monitoring of the Occupational Health Service and the Employee Assistance Programme.
- Further development of the Health and Safety and Occupational Health intranet portal.
- Continued support to services throughout Harrow Council through advice and training.
- Continue to implement best practise with the issuing across the Council of on-line tools to record and report incidents, assess school visits and assess display screen equipment.
- Continue to improve the collection of incident data and provide appropriate statistics and reports for Health and Safety Groups and forums.
- Continue to provide and to assess health and safety training against the requirements of the organisation.
- Further work with the Community & Environment and Adults & Housing Directorates to ensure comprehensive improvement in the management of asbestos.

Section 3 – Further Information

3.1 None

Section 4 – Financial Implications

4.1 There are no growth items in the proposed plans for 1st April 2010 – 31st March 2011. All items should be contained within the existing budgets.

Section 5 – Corporate Priorities

N/A

Name: Myfanwy Barrett

Chief Financial Officer

Date: 12 November 2010

Name: Jessica Farmer

on behalf of the
Monitoring Officer

Date: 12 November 2010

Section 6 - Contact Details and Background Papers

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

Background Papers: None

Appendix 1

ANALYSIS REPORT FOR ACCIDENTS AND INCIDENTS QUARTER 1 (1st April – 30th June 2010)

1. BACKGROUND

- 1.1 The statistics have been formulated from the Accident Forms that have been returned to the Corporate Health and Safety Service at Harrow Borough Council and relate to Quarter 1, (1st April – 30th June 2010). All statistical data provided is specific to Council Employees.
- 1.2 These statistics have been formulated using the Council's new Accident Data Base. This database moving forward will allow greater analysis of data, together with the production of charts and graphs.

2. DETAIL

- 2.1 The breakdown of data below will assist Council Departmental Management and Staff in identifying trends, highlighting possible breaches of safe working practice and any additional training requirements.

Chief Executives

Directorate	Division	Type	Occupation	Not RIDDOR reportable	Grand Total
Chief Executive's	CE Partnership	Accident	Office Based	1	1
		Accident Total		1	1
	CE Partnership Total				1
Chief Executive's Total				1	1
Grand Total				1	1

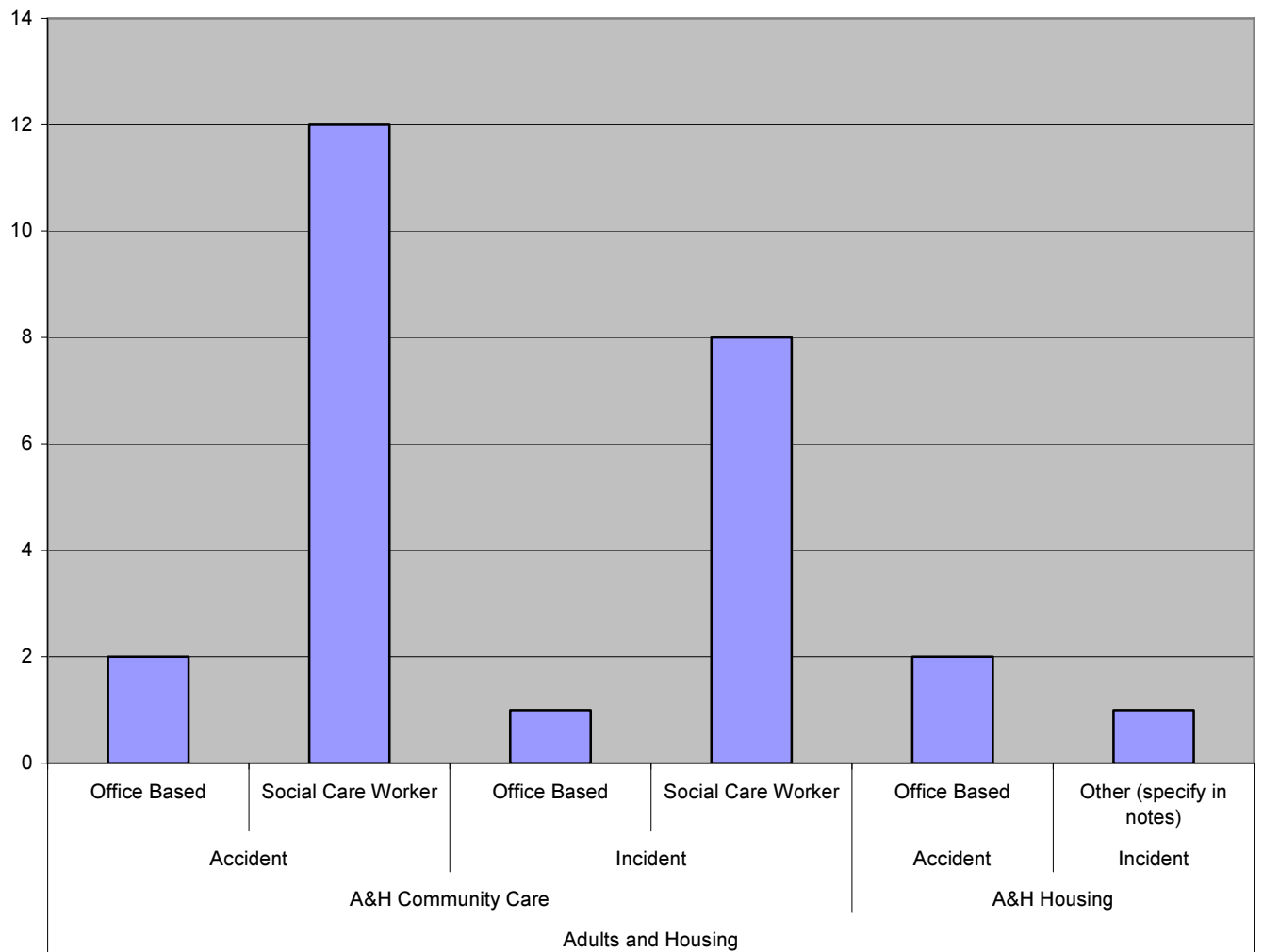
Q 1 Chief Executives 2010



Adult's & Housing

Directorate	Division	Type	Occupation	Not RIDDOR reportable	Grand Total
Adults and Housing	A&H Community Care	Accident	Office Based	2	2
			Social Care Worker	12	12
		Accident Total		14	14
		Incident	Office Based	1	1
		Social Care Worker	8	8	
	Incident Total		9	9	
	A&H Community Care Total			23	23
	A&H Housing	Accident	Office Based	2	2
		Accident Total		2	2
		Incident	Other (specify in notes)	1	1
Incident Total		1	1		
A&H Housing Total			3	3	
Adults and Housing Total				26	26
Grand Total				26	26

Q 1 Adults & Housing 2010

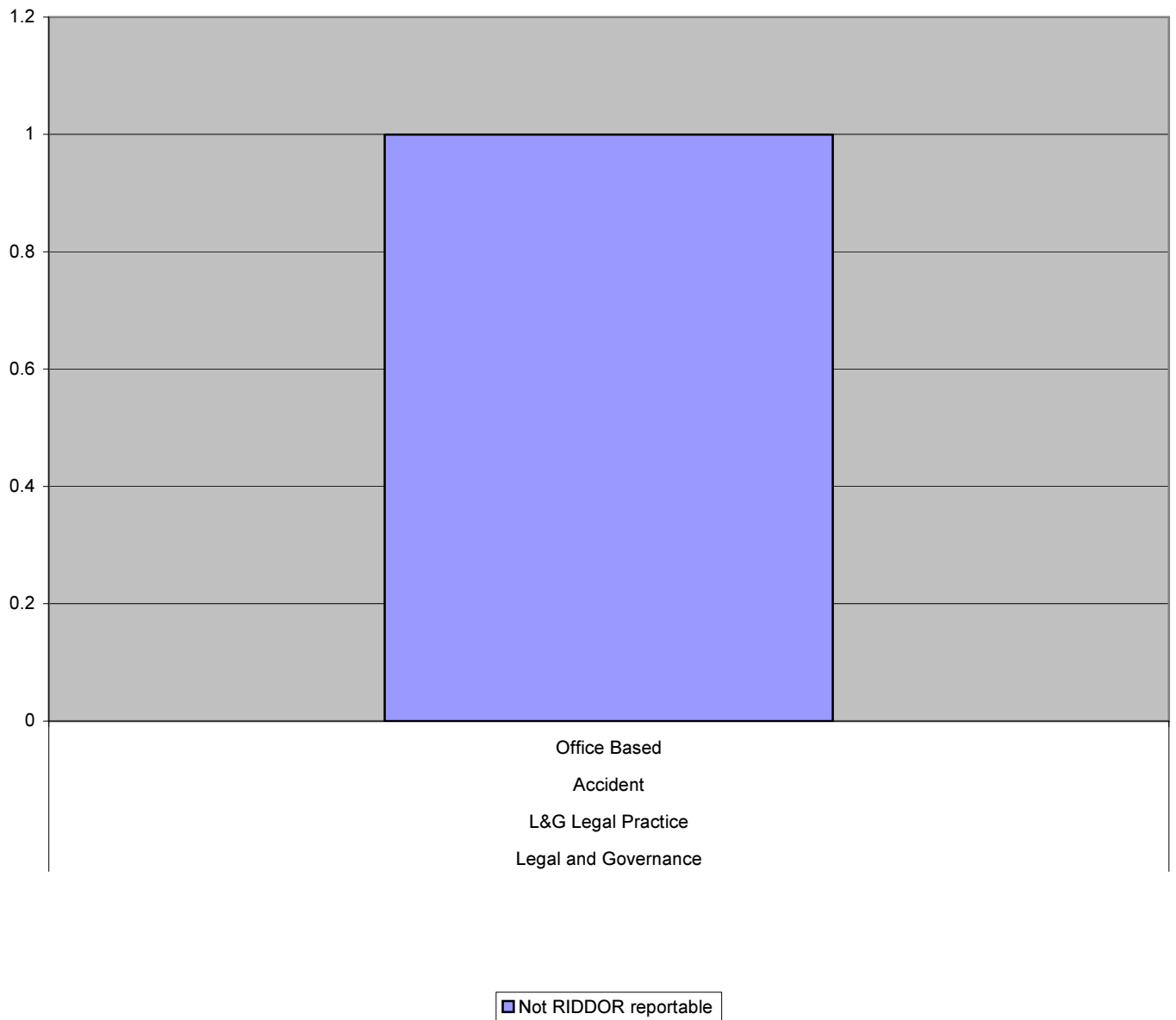


■ Not RIDDOR reportable

Legal & Governance

Directorate	Division	Type	Occupation	Not RIDDOR reportable	Grand Total
Legal and Governance	L&G Legal Practice	Accident	Office Based	1	1
		Accident Total		1	1
	L&G Legal Practice Total			1	1
Legal and Governance Total				1	1
Grand Total				1	1

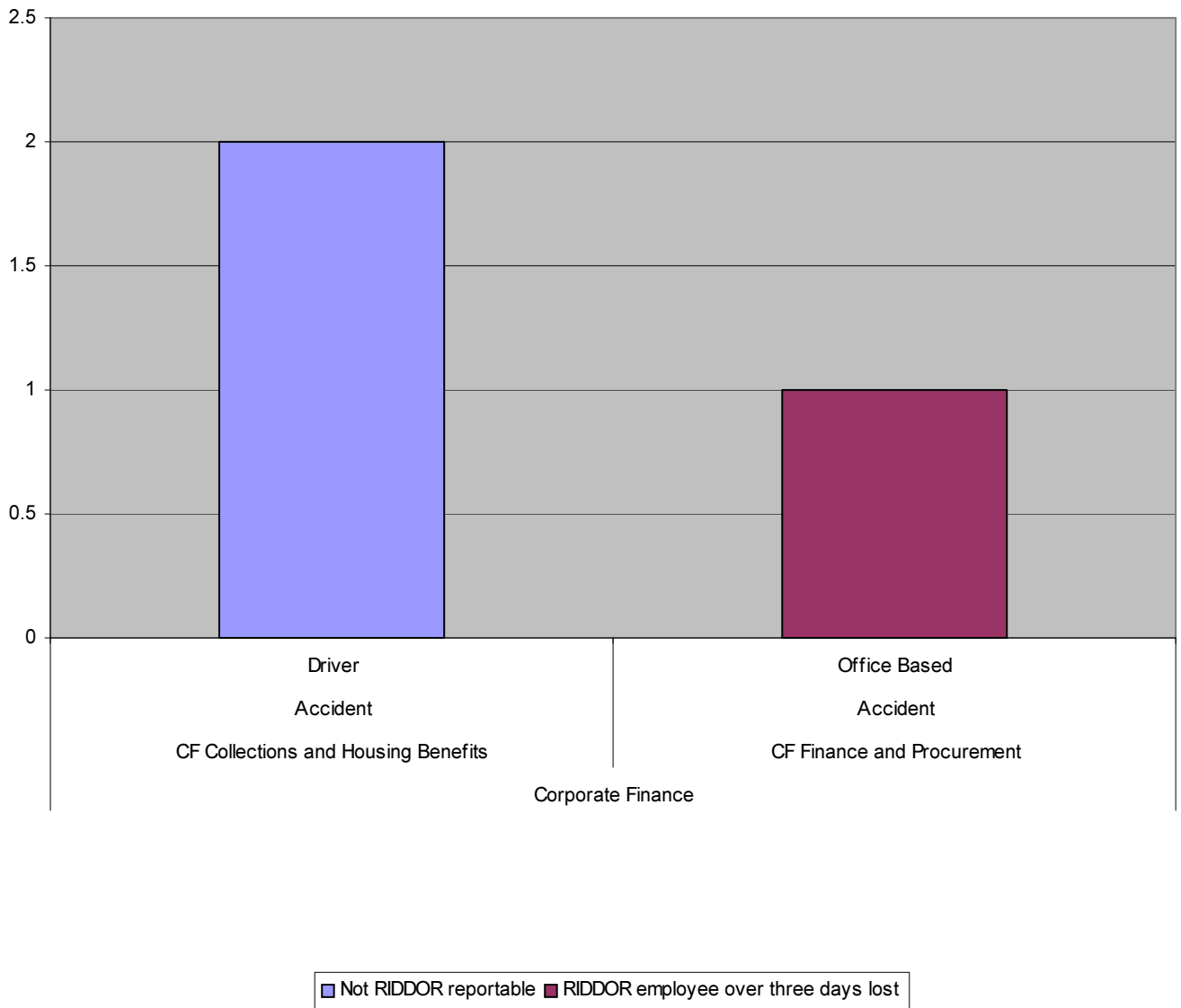
Q 1 Legal & Governance 2010



Corporate Finance

Directorate	Division	Type	Occupation	Not RIDDOR reportable	RIDDOR employee over three days lost	Grand Total	
Corporate Finance	CF Collections	Accident	Driver	2		2	
	Housing Benefits	Accident Total		2		2	
	CF Collections and H B Total			2		2	
	CF Finance and Procurement	Accident	Office Based			1	1
		Accident Total				1	1
	CF Finance & Procure Total					1	1
Corporate Fin Total				2	1	3	
Grand Total				2	1	3	

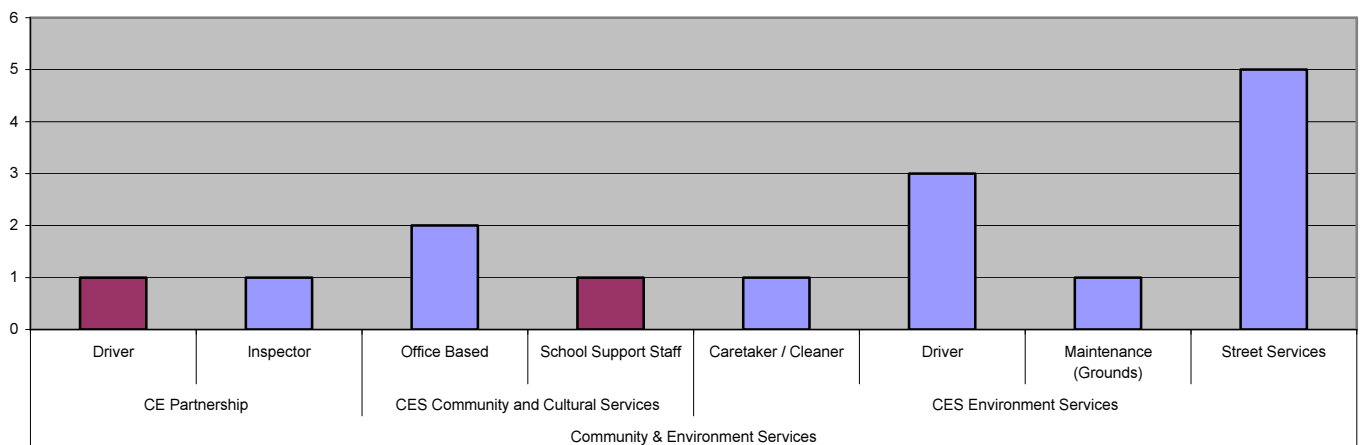
Q 1 Corporate Finance 2010



Community & Environment

Directorate	Division	Occupation	Not RIDDOR reportable	RIDDOR employee over three days lost	Grand Total	
Community & Environment Services	CE Partnership	Driver		1	1	
		Inspector	1		1	
	CE Partnership Total			1	1	2
	CES Community and Cultural Services	Office Based	2			2
		School Support Staff			1	1
	CES Community and Cultural Services Total			2	1	3
	CES Environment Services	Caretaker / Cleaner	1			1
		Driver	3			3
		Maintenance (Grounds)	1			1
		Street Services	5			5
CES Environment Services Total			10		10	
Community & Environment Services Total			13	2	15	
Grand Total			13	2	15	

Q 1 Community & Environment Services 2010

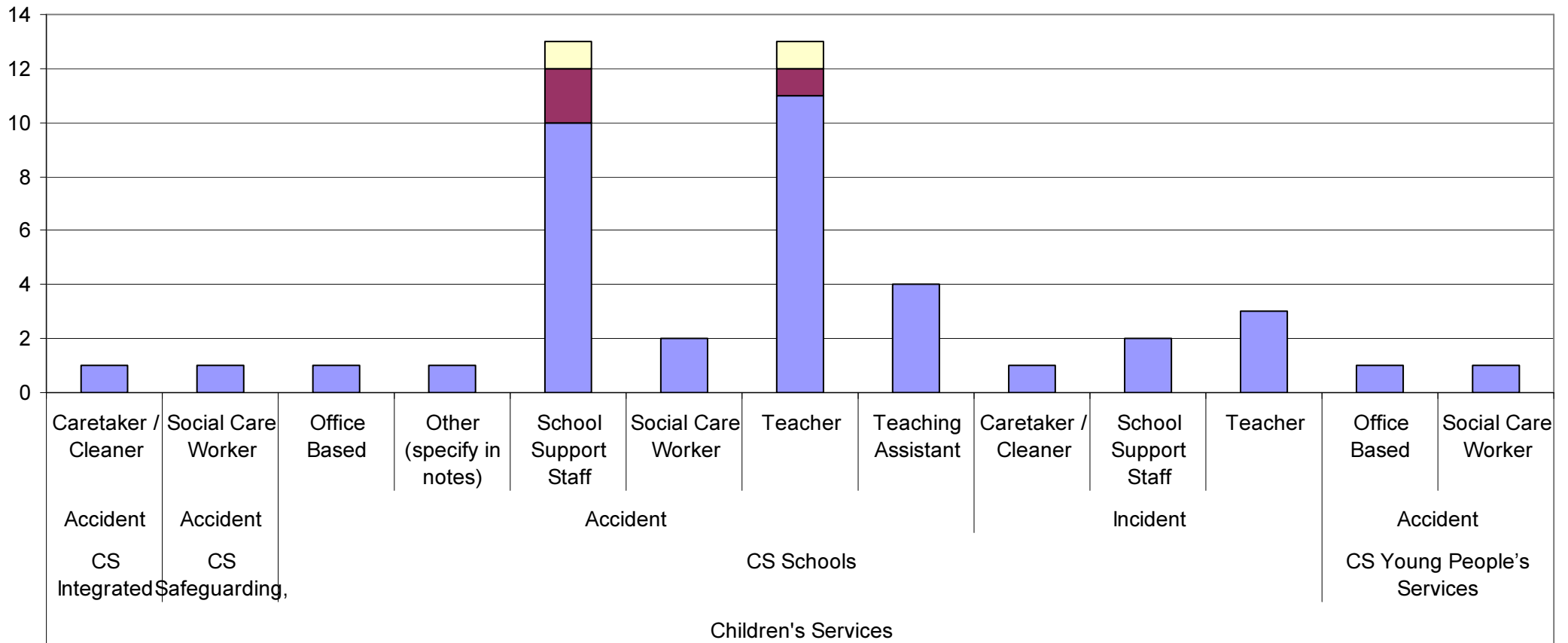


■ Not RIDDOR reportable ■ RIDDOR employee over three days lost

Children's Services

Directorate	Division	Type	Occupation	Not RIDDOR reportable	RIDDOR employee major injury	RIDDOR employee over three days lost	Grand Total		
Children's Services	CS Integrated Early Years and Community Services	Accident	Caretaker / Cleaner	1			1		
		Accident Total		1			1		
	CS Integrated Early Years & Community Services Total			1			1		
	CS Safeguarding, Family Placement and Support	Accident	Social Care Worker	1			1		
		Accident Total		1			1		
	CS Safeguarding, Family Placement & Support Total			1			1		
	CS Schools	Accident	Office Based		1			1	
			Other (specify in notes)		1			1	
			School Support Staff		10	2	1	13	
			Social Care Worker		2			2	
			Teacher		11	1	1	13	
			Teaching Assistant		4			4	
			Accident Total		29	3	2	34	
			Incident	Caretaker / Cleaner		1			1
				School Support Staff		2			2
				Teacher		3			3
	Incident Total		6			6			
	CS Schools Total			35	3	2	40		
	CS Young People's Services	Accident	Office Based		1			1	
			Social Care Worker		1			1	
Accident Total			2			2			
CS Young People's Services Total			2			2			
Children's Services Total			39	3	2	44			
Grand Total			39	3	2	44			

Q 1 2010 Childrens Services



■ Not RIDDOR reportable
 ■ RIDDOR employee major injury
 ■ RIDDOR employee over three days lost

3. OBSERVATIONS/RECOMMENDATIONS

- 3.1 The new Accident / Incident / Near Miss Form and Accident Reporting Procedure has been launched on the Council's new Intranet System for use throughout the Borough. This will give a consistent and accurate approach for data collection and will allow Directorates and Services to fill the form in on-line and then email the form to the Corporate Health and Safety Service.
- 3.2 With the introduction of the Council's new Accident Data Base, this gives the scope for greater analysis and breakdown of data. We are now able to give each Directorate and Service more useful information, if there is additional information that a Directorate or Service requires, please contact the Corporate Health and Safety Service.

The content of Accident Forms varies and sometimes not all sections on the forms are completed, as discussed in 3.2 above, we can now give each Directorate and Service more information, but the information that we can give, is only as good as the information that you supply to the Corporate Health and Safety Service. Responsible persons need to ensure accuracy of information and full completion prior to submitting i.e. the section on Divisions within Directorates is sometimes left blank, the rule of thumb is, if it asks for it on the form, then we need to know it.

- 3.3 In some cases, we are still experiencing delays in receiving the completed Accident / Incident / Near Miss Form within the Corporate Health and Safety Service. This can impact on the internal follow-up investigation process, the quality of the data we can give you within each quarters reporting time frame and on occasions, our legal duty to report an accident to the Health and Safety Executive. The completed forms must be submitted as soon as possible following the event.
- 3.4 Reportable incidents or RIDDOR reportable incidents are work related incidents or ill health that are required by law to be recorded and reported by the quickest means possible to the Health and Safety Executive (HSE).

4. OTHER

- 4.1 If any further information is required, please do not hesitate to contact the Corporate Health and Safety Service.

Appendix 2

ANALYSIS REPORT FOR ACCIDENTS QUARTER 2 (1st July – 30th September 2010)

2. BACKGROUND

- 1.1 The statistics have been formulated from the Accident Forms that have been returned to the Corporate Health and Safety Service at Harrow Council and relate to Quarter 2, (1st July – 30th September 2010). All statistical data provided is specific to any accident to Council employees and accidents to non-employees where the accident was reportable to the Health and Safety Executive.
- 1.2 These statistics have been formulated using the Council's new Accident Data Base. This database moving forward will allow greater analysis of data, together with the production of more detailed charts and graphs.
- 1.3 A new Excel Accident Reporting Form has been introduced during this quarter. In the coming months this new form will reduce the completion time for Directorates to report an accident. The new form will also automatically complete the HSE F2508 reportable notification should it be required, so that Directorates will no longer need to complete this.

2. DETAIL

- 2.1 The breakdown of data below will assist Council Departmental Management and Staff in identifying trends, highlighting possible breaches of safe working practice and any additional training requirements.
- 2.2.1 The accident analysis charts give individual Directorate and Division breakdowns of accidents, including details of reportable accidents where applicable and employee occupations and types of accident. The number of types of accidents reported varies in each Directorate, depending upon the number of accidents reported.
- 2.3 Reportable incidents or RIDDOR reportable incidents are work related incidents or ill health that are required by law to be recorded and reported by the quickest means possible to the Health and Safety Executive (HSE).

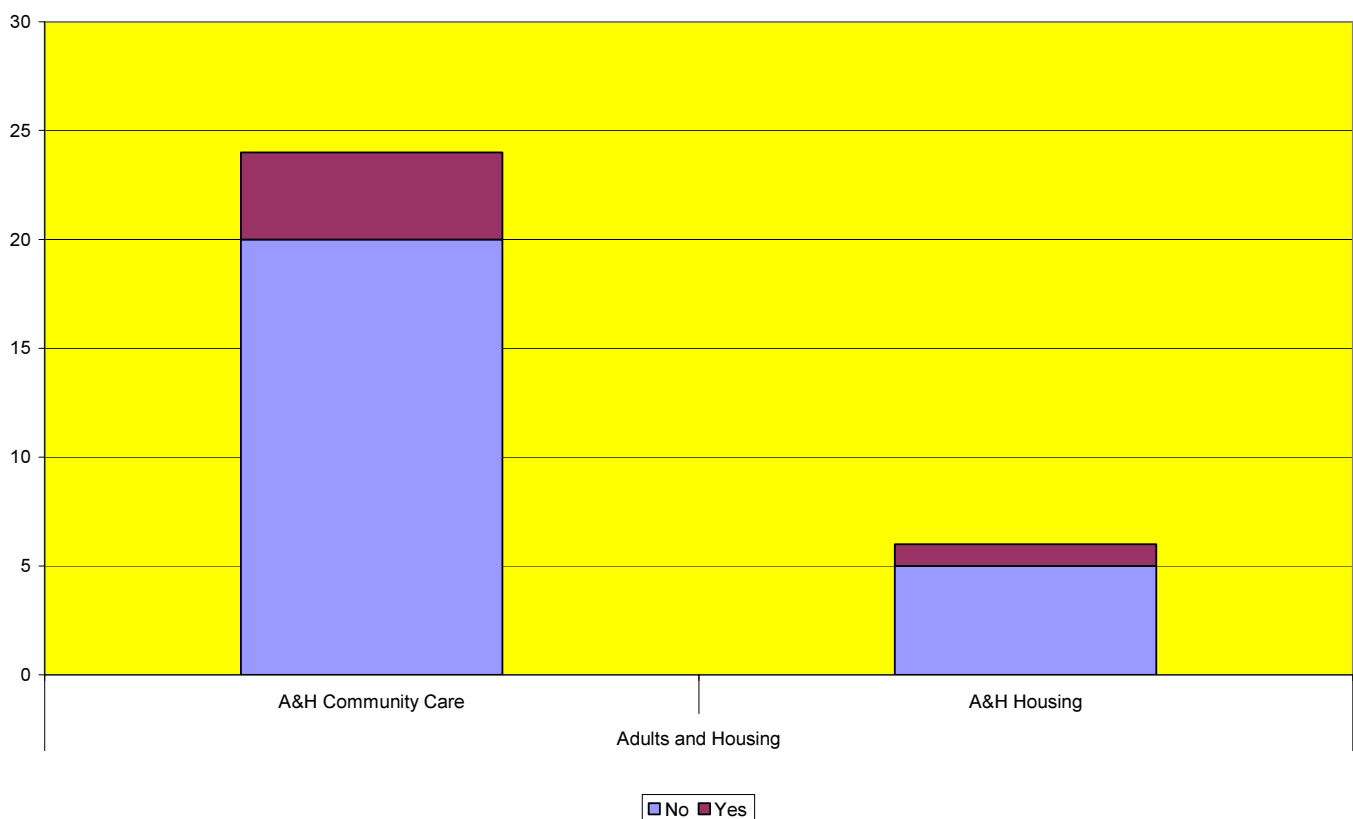
Chief Executives

There were no accidents reported in Quarter 2 (0), compared to Quarter 1 (1).

Adult's & Housing

Total Employee Non-Reportable Accidents & Reportable Accidents

Directorate	Division	F2508 Required		Grand Total
		No	Yes	
Adults and Housing	A&H Community Care	20	4	24
	A&H Housing	5	1	6
Adults and Housing Total		25	5	30
Grand Total		25	5	30



The number of non-reportable accidents in A & H Community Care has fallen slightly in Quarter 2 (20), compared to Quarter 1 (23). However reportable accidents has risen in Quarter 2 (4) compared to Quarter 1 (0)

The number of non-reportable accidents in A & H Housing has risen in Quarter 2 (5), compared to Quarter 1 (3). Again there is an increase in reportable accidents for Quarter 2 (1), compared to Quarter 1 (0).

Breakdown of the Adults & Housing 5 reportable accidents:

Female employee – suffered a physical assault after being attacked by a tenant. The tenant pushed her over and then attempted to hit her with a chair; fortunately she managed to get away from the area before the tenant could hit her with the chair. The employee suffered pain to the side of her body.

Tenant – was using his walking frame to walk along the footpath from the housing scheme to his wife’s car on the car park. The tenant tripped off the end of the kerb and fell to the ground, breaking his patella. The disabled car parking space was being occupied by a car at the time, this car did not belong to a disabled person, if this space had been free, the tenant would have been able to use the drop down kerb.

Tenant – fell in the garden on the warden scheme and fractured their right arm.

Tenant – whilst in his own flat was smoking in bed, he fell asleep and the bed caught fire. He suffered smoke inhalation and was taken to hospital.

Visitor – a young boy was visiting a sheltered housing scheme with his mother, the entrance door to the scheme closed quickly, hitting the boy very hard on the head, knocking him to the ground, the boy went to hospital to be checked over.

A & H Community Care - Top 2 Accidents by Occupation & Type

Division	Driver		Total	Social Care Worker		Total	Grand Total
	Handling / lifting / carrying	Physical assault		Handling / lifting / carrying	Physical assault		
A&H Community Care	1	1	2	5	7	12	14

Physical Assault

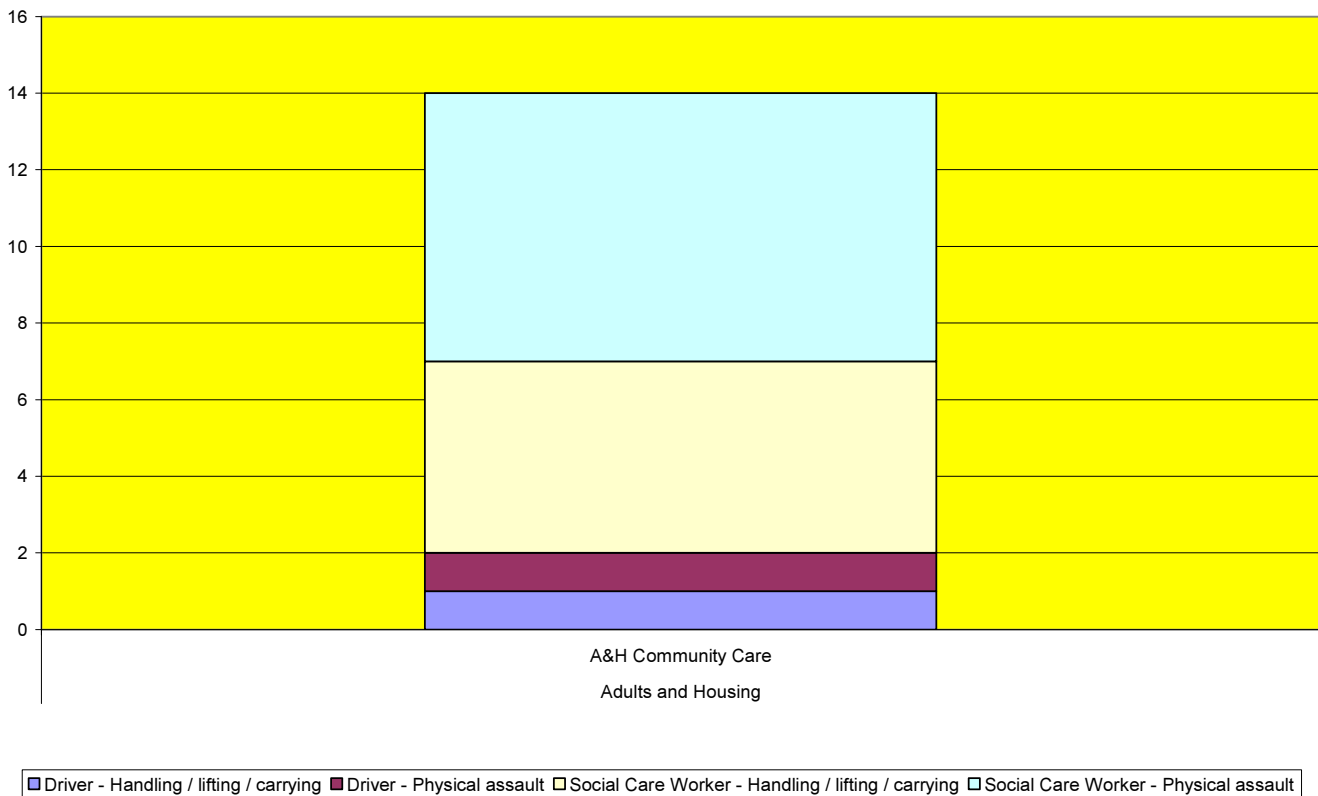
The physical assaults follow a general trend of occurring at Neighbourhood Resource Centres and relate to the managing of persons with special needs.

Handling / Lifting / Carrying

The majority of handling accidents involve employees or agency staff moving students and either being caught by the student whilst moving them or coming close to falling whilst moving them having lost their balance.

One handling accident involved 2 employees team lifting boxes from a vehicle, one employee lost his grip and the box fell onto the other employee’s foot.

A & H Community Care - Top 2 Accidents by Occupation and Type



Legal & Governance

There were no accidents reported in Quarter 2 (0), compared to Quarter 1 (1).

Corporate Finance

Total Employee Reportable Accidents & Non-Reportable Accidents

		Kind of accident		
Directorate	Division	Near miss	Slipped, tripped or fell on the same level	Total
Corporate Finance	CF Finance and Procurement	1		1
	CF Shared Services		1	1
Corporate Finance Total		1	1	2

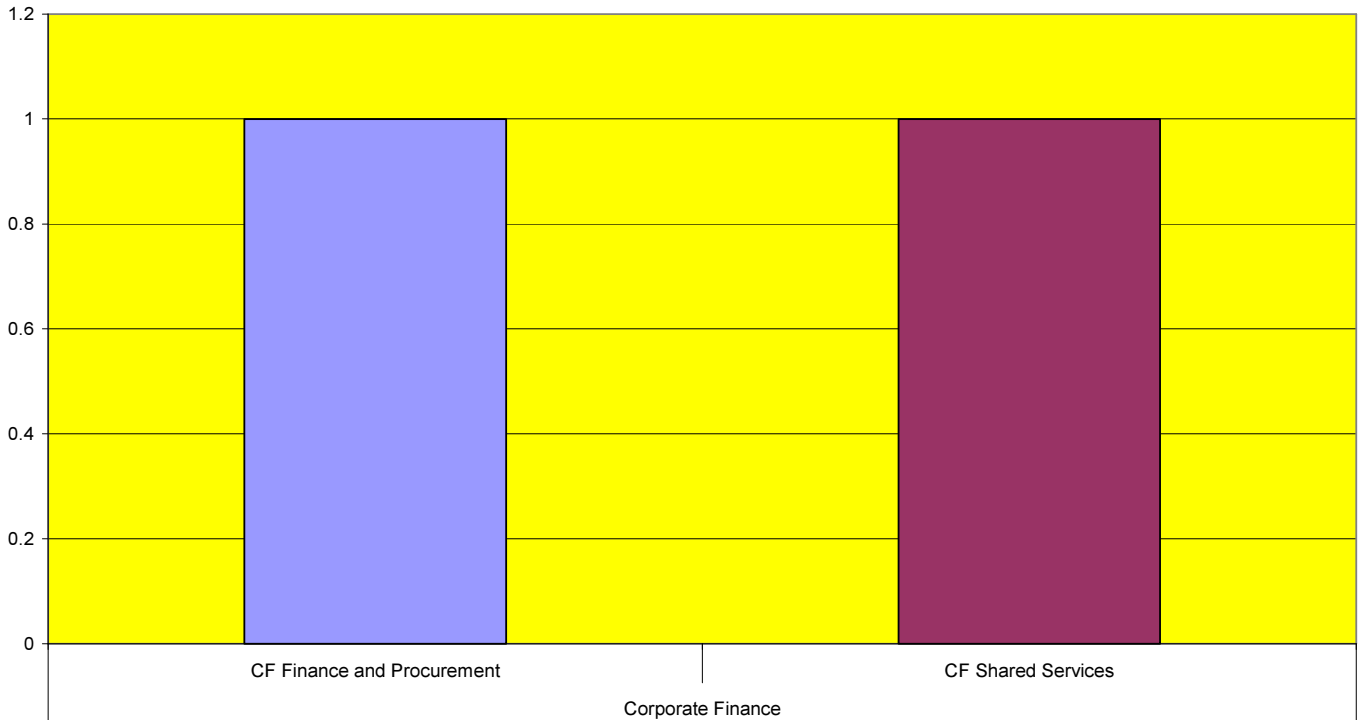
Breakdown of Accidents:

Employee – Slipped on a slope and fell on their left arm, scratching their arm.

Employee – Felt faint when arrived at work, went to GP.

The number of non-reportable accidents remains the same for Quarter 1 and Quarter 2. (2)
Reportable accidents has fallen from Quarter 1 (1) to Quarter 2 (0).

Corporate Finance Total Accidents

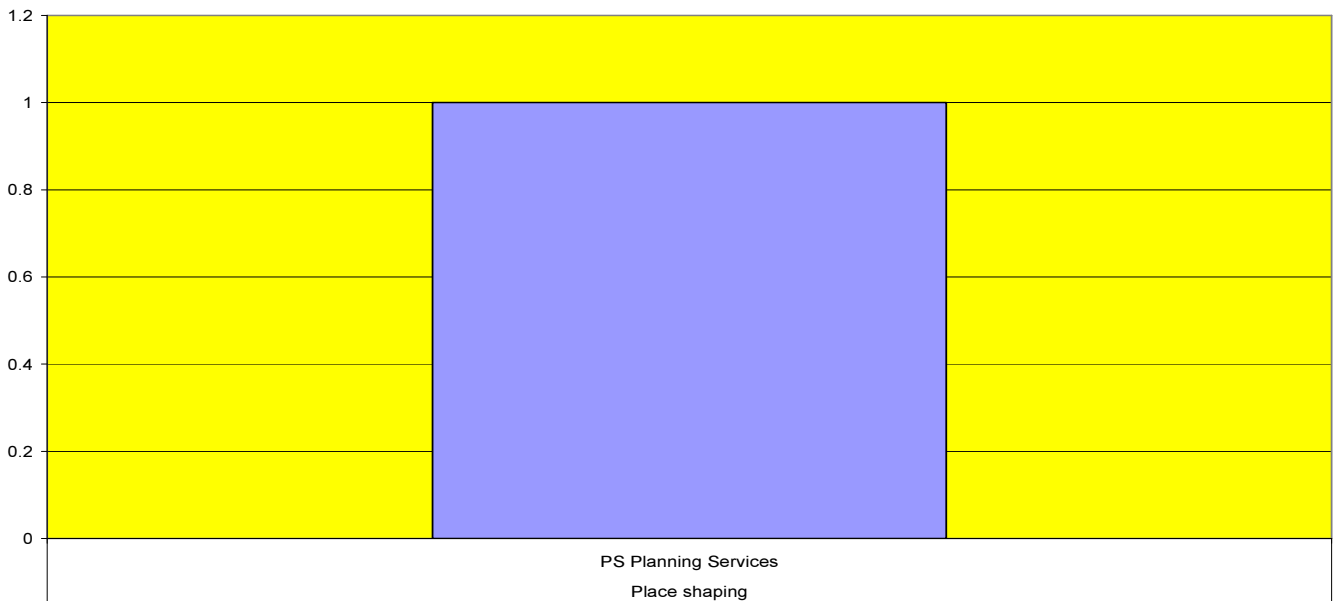


■ Office Based - Near miss
 ■ Office Based - Slipped, tripped or fell on the same level

Place Shaping

		Office Based	Grand Total
Directorate	Division	Fell from a height	
Place shaping	PS Planning Services	1	1
Place shaping Total		1	1

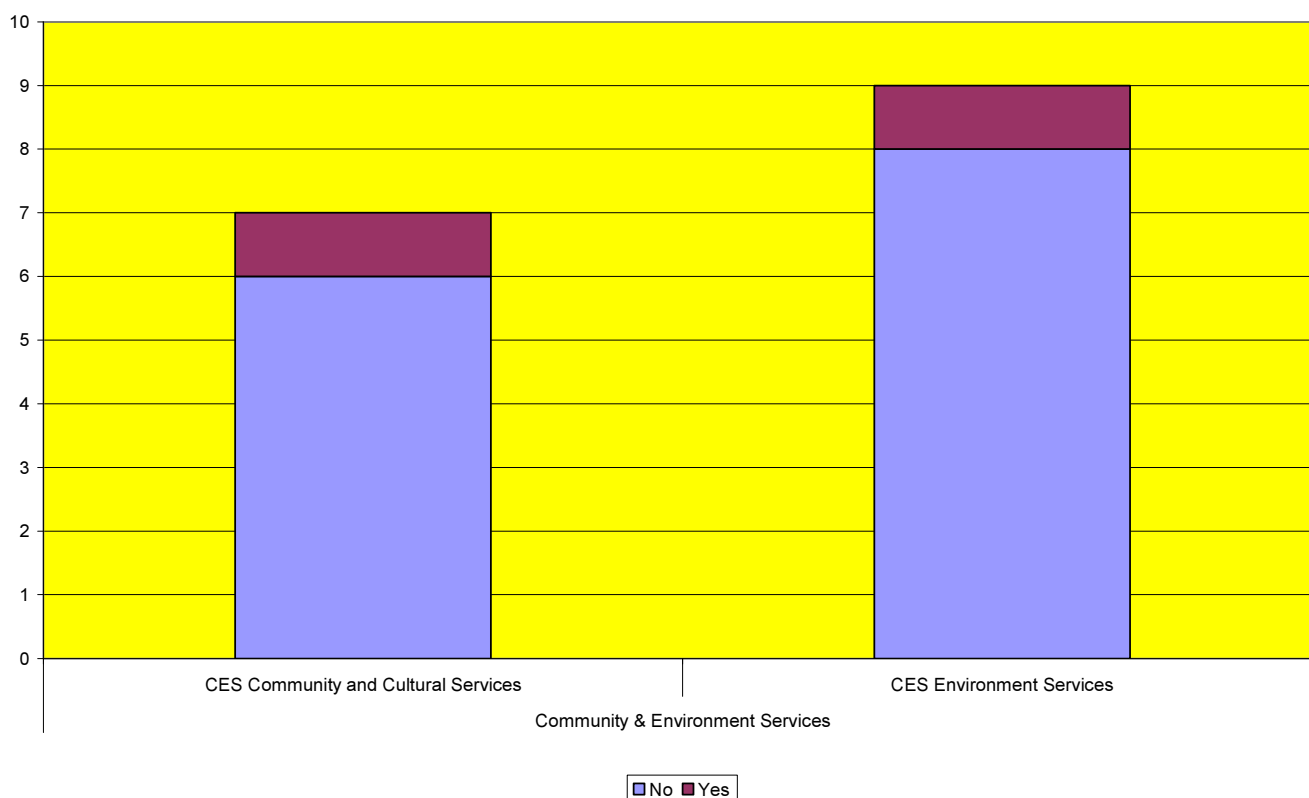
The accident involved an agency worker, who whilst walking down a flight of stairs, turned round when someone called them, lost their footing and fell down the stairs, suffering a swollen ankle.



■ Office Based - Fell from a height (state height in notes)

Community & Environment

		F2508 Required		
Directorate	Division	No	Yes	Grand Total
Community & Environment Services	CES Community and Cultural Services	6	1	7
	CES Environment Services	8	1	9
Services Total		14	2	16



, c The number of non-reportable accidents in Community and Environment shows a slight increase in Quarter 2 (16) compared to Quarter 1 (15). Reportable accidents remain the same for Quarter 1 and Quarter 2 (2).

Breakdown of the 2 reportable accidents:

Employee – Fell over in the library office, no obvious reason, causing a strain of the wrist.

Employee – Almost fell off their motorbike after hitting a pothole, whilst carrying out their warden duties. The employee suffered a fractured wrist.

Breakdown of the top 3 accidents by occupation and type

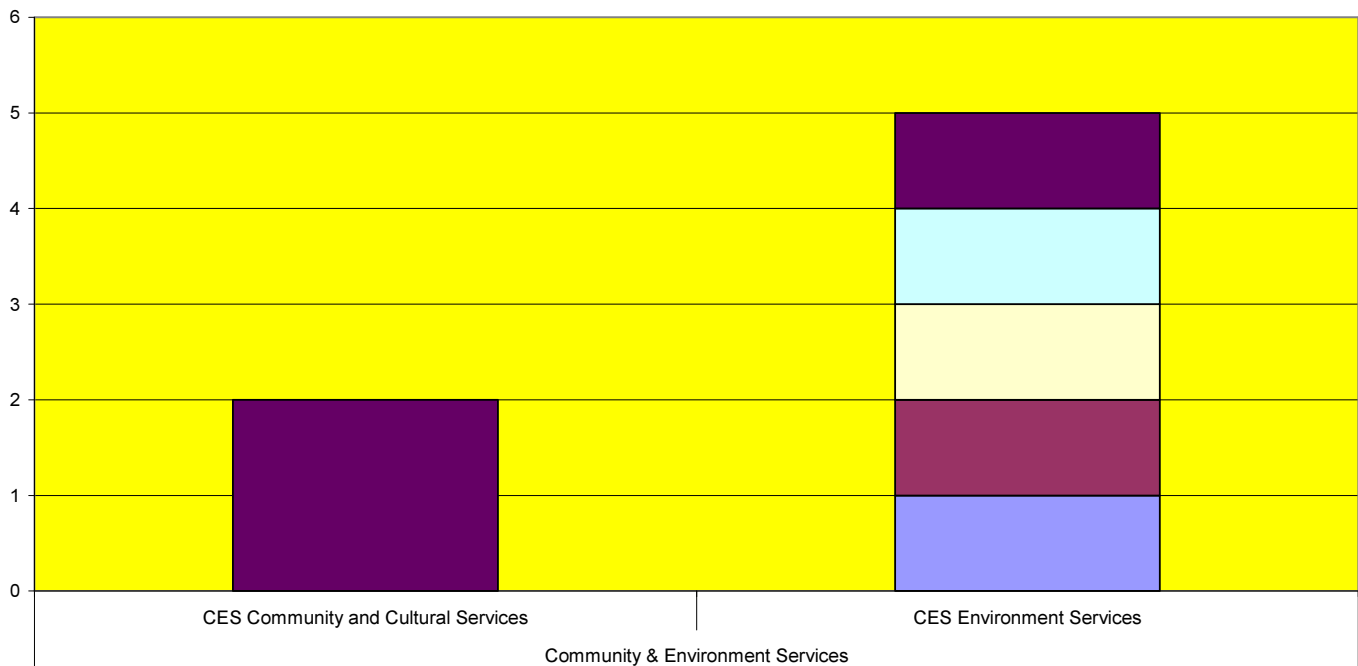
Handling / Lifting / Carrying – An agency worker spilt a hot drink on their hand and chest causing a burn. An employee was lifting a bin up a kerb and felt a sharp pain in their left hip.

Incidents Involving Vehicles – As above, an employee hit a pothole and suffered a fractured wrist. An employees fingers got caught near the vehicle bin lift.

Slip / Trip / Fall – An employee slipped on a drainage cover and hurt their foot. An employee fell whilst replacing a bell, grazing their head, hands and knees. As above, an employee fell in the library and strained their wrist.

Community & Environment - Top 3 Accidents by Occupation & Type

Directorate	Division	Handling / lifting / carrying		Handling / lifting / carrying Total	Incident involving vehicle		Incident involving vehicle Total	Slipped, tripped or fell on the same level	Slipped, tripped or fell on the same level Total	Grand Total
		Driver	Office Based		Inspector	Street Services				
Community & Environment Services	CES Community and Cultural Services							2	2	2
	CES Environment Services	1	1	2	1	1	2	1	1	5
Community & Environment Services Total		1	1	2	1	1	2	3	3	7

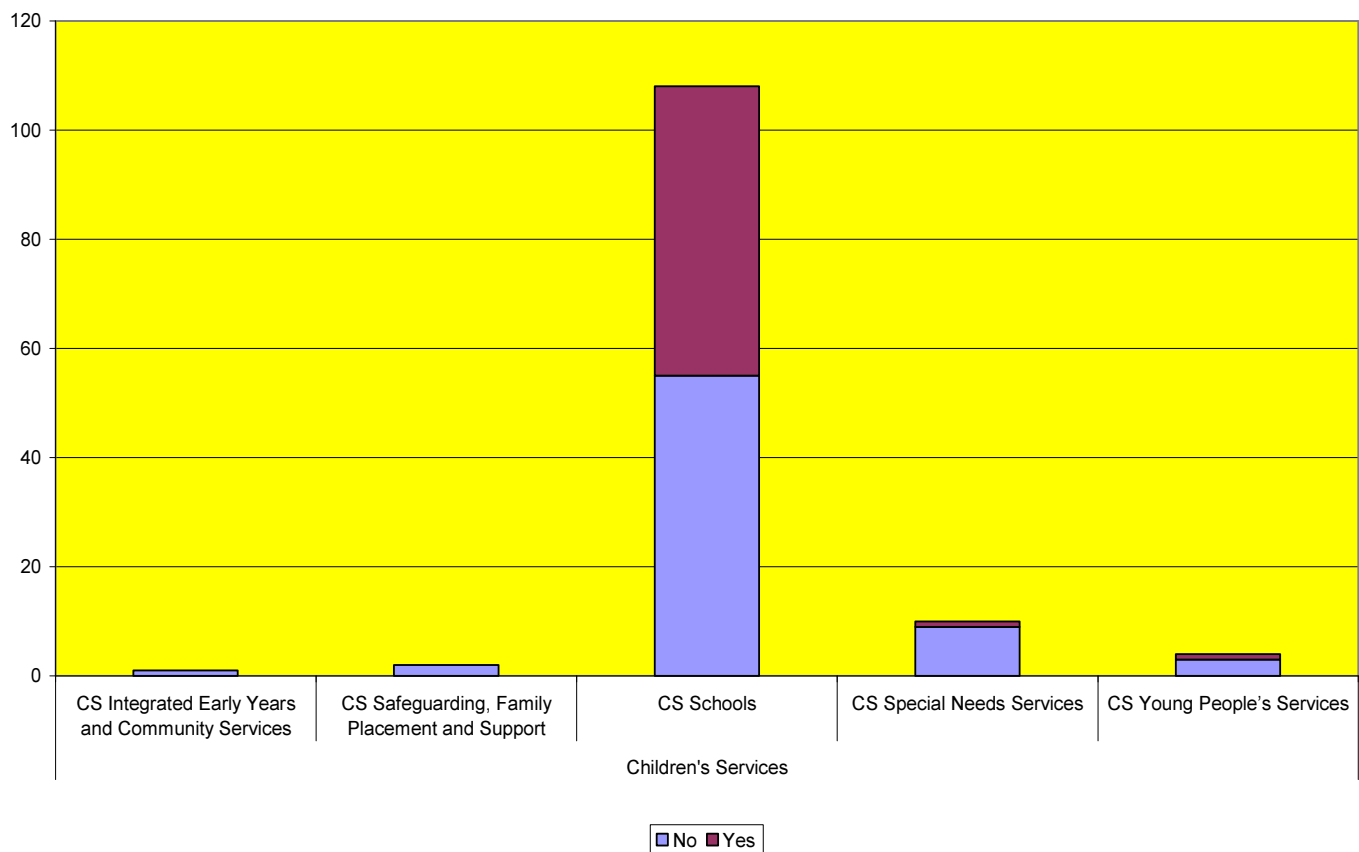


- | | |
|---|--|
| ■ Handling / lifting / carrying - Driver
■ Incident involving vehicle - Inspector
■ Slipped, tripped or fell on the same level - Office Based | ■ Handling / lifting / carrying - Office Based
■ Incident involving vehicle - Street Services |
|---|--|

Children's Services

All Employee Accidents and Non-Employee Reportable Accidents

		F2508 Required		
Directorate	Division	No	Yes	Grand Total
Children's Services	CS Integrated Early Years and Community Services	1		1
	CS Safeguarding, Family Placement and Support	2		2
	CS Schools	55	53	108
	CS Special Needs Services	9	1	10
	CS Young People's Services	3	1	4
Children's Services Total		70	55	125



Children's Services Employee Reportable & Non-Reportable Accidents

		F2508 Required	Occupation															
Directorate	Division	No								No Total	Yes			Yes Total	Grand Total			
		Caretaker / Cleaner	Catering Staff	Driver	Office Based	School Support Staff	Social Care Worker	Teacher	Teaching Assistant		Office Based	Teacher	Teaching Assistant					
Children's Services	CS Integrated Early Years and Community Services										1				1			1
	CS Safeguarding, Family Placement and Support										2				2			2
	CS Schools	1	2		4	5	1	18	24	55		1	1	2				57
	CS Special Needs Services			3			5		1	9	1			1				10
	CS Young People's Services				2		1			3	1			1				4
Children's Services Total		1	2	3	6	5	10	18	25	70	2	1	1	4				74

There is an increase in the total number of employee accidents reported in Quarter 2 (74), compared to Quarter 1 (44). Reportable accidents has fallen from Quarter 1 (5), compared to Quarter 2 (4).

Breakdown of the 4 Employee Reportable Accidents

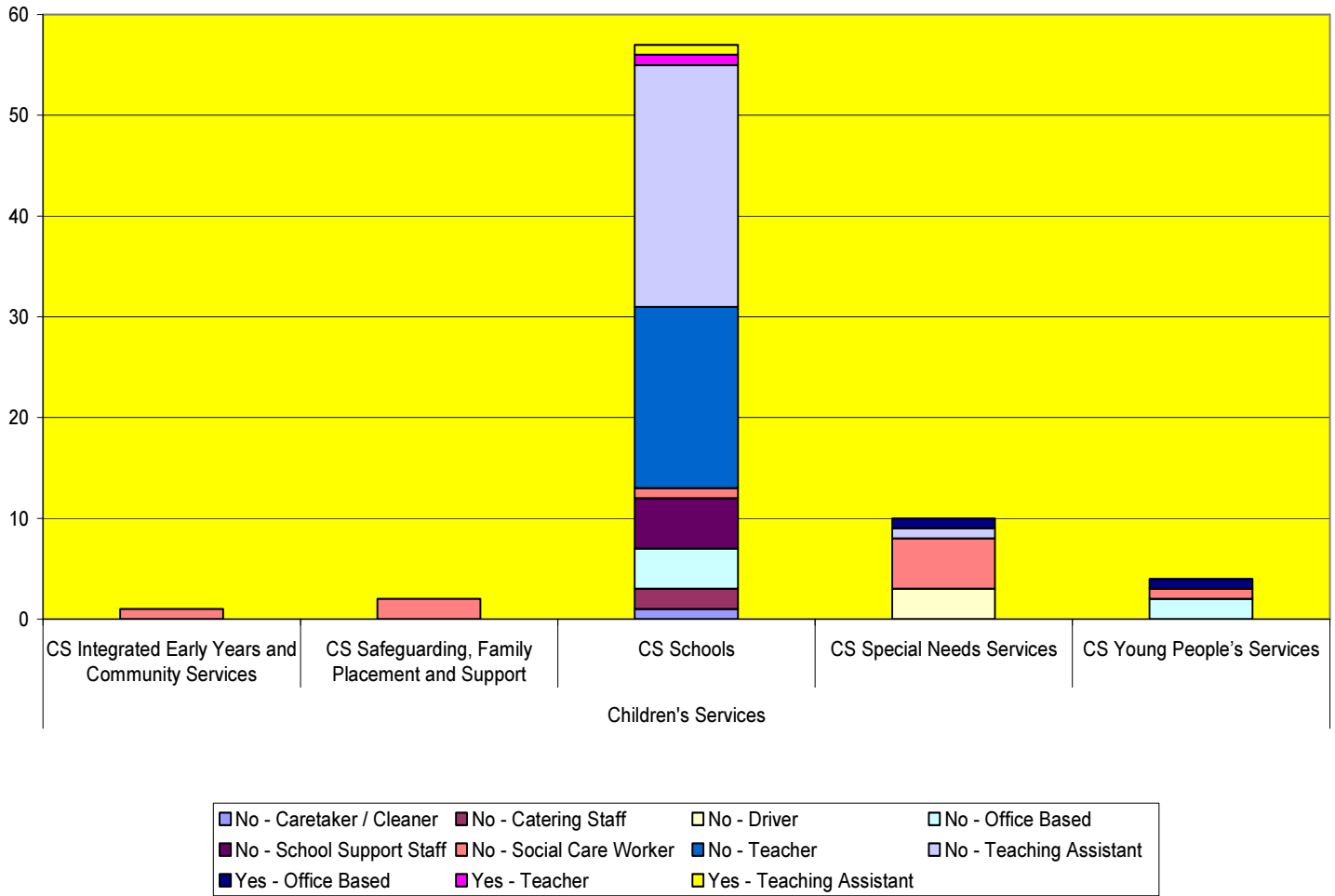
Employee – Was feeding a pupil, another pupil came up behind her and grabbed her jumper, pulling her off her chair. The employee fell on her right hand and wrist and shoulder and neck.

Employee – Whilst stood on a foot stool, the employee was stretching to reach a file from the top of the cabinets and experienced a pain in her back.

Employee – Was walking in the hallway of the school. The floor was wet, it was raining outside, and water was being brought into the school on people's feet. The employee slipped on the wet floor, resulting in swelling to the shin, ankle and knee cap.

Employee, Agency Worker – The security window shutter was being lowered at the end of the day. The shutter got wedged on a letter stand, the injured person moved the letter stand, the shutter came down quickly onto the thumb, causing a suspected hairline fracture to the thumb.

Children's Services Employee Reportable and Non-Reportable Accidents



Children's Services Top 4 Employee Accidents by Occupation and Type

Physical Assault

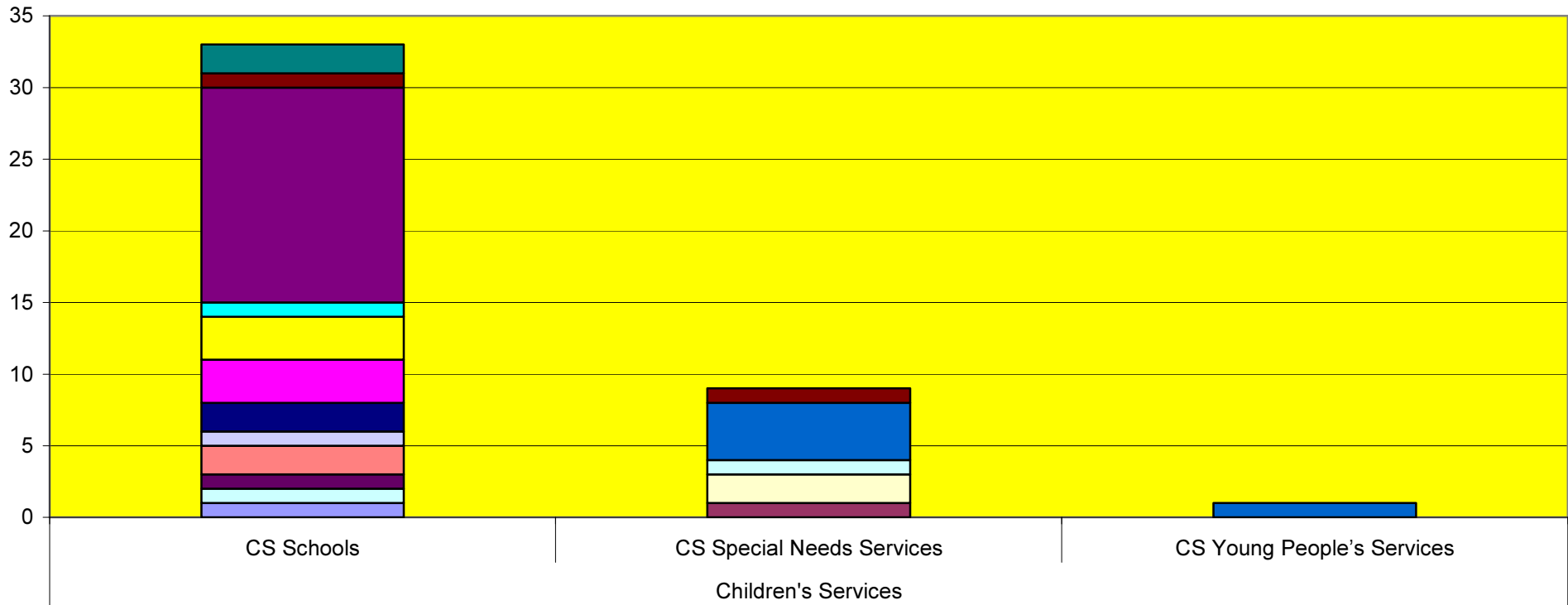
Over 50% of the top 4 employee accidents by occupation and type involve physical assault. Of these physical assaults, over 50% relate to the managing of children in special needs schools.

Several physical assaults have occurred to employees when they have been trying to break-up fights between pupils.

Children's Services Top 4 Employee Accidents by Occupation and Type

		Kind of accident																								
Directorate	Division	Catering Staff	Catering Staff Total		Driver	Driver Total		Office Based	Office Based Total		School Support Staff	School Support Staff Total		Social Care Worker	Social Care Worker Total		Teacher	Teacher Total		Teaching Assistant	Teaching Assistant Total		Grand Total			
		Handling / lifting / carrying			Handling / lifting / carrying	Physical contact (not assault)		Handling / lifting / carrying	Slipped, tripped or fell on the same level		Slipped, tripped or fell on the same level		Physical assault		Physical assault	Physical contact (not assault)	Slipped, tripped or fell on the same level		Handling / lifting / carrying	Physical assault	Physical contact (not assault)	Slipped, tripped or fell on the same level				
Children's Services	CS Schools	1	1				1	1	2	2	2					1	2	3	3	9	1	15	1	2	19	33
	CS Special Needs Services			1	2	3	1		1				4	4								1			1	9
	CS Young People's Services												1	1												1
Children's Services Total		1	1	1	2	3	2	1	3	2	2	5	5	1	2	3	3	9	1	15	2	2	20	43		

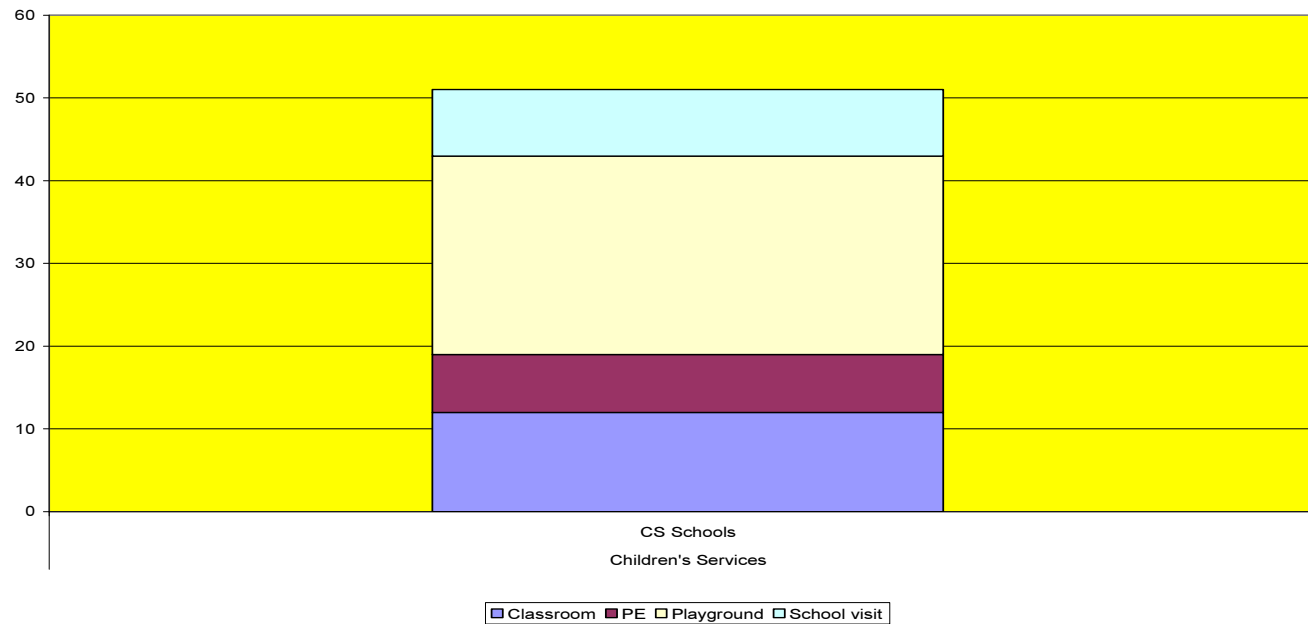
Children's Services Top 4 Employee Accidents by Occupation and Type



- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Catering Staff - Handling / lifting / carrying ■ Driver - Physical contact (not assault) ■ Office Based - Slipped, tripped or fell on the same level ■ Social Care Worker - Physical assault ■ Teacher - Physical assault ■ Teacher - Slipped, tripped or fell on the same level ■ Teaching Assistant - Physical assault ■ Teaching Assistant - Slipped, tripped or fell on the same level | <ul style="list-style-type: none"> ■ Driver - Handling / lifting / carrying ■ Office Based - Handling / lifting / carrying ■ School Support Staff - Slipped, tripped or fell on the same level ■ Teacher - Handling / lifting / carrying ■ Teacher - Physical contact (not assault) ■ Teaching Assistant - Handling / lifting / carrying ■ Teaching Assistant - Physical contact (not assault) |
|---|---|

Children's Services School Pupil Accidents by Location

		School activity				
Directorate	Division	Classroom	PE	Playground	School Visit	Grand Total
Children's Services	CS Schools	12	7	24	8	51



Where possible, we are trying to determine at which location accidents have occurred to school pupils. This quarter's analysis indicates the largest accident location to be on the playground.

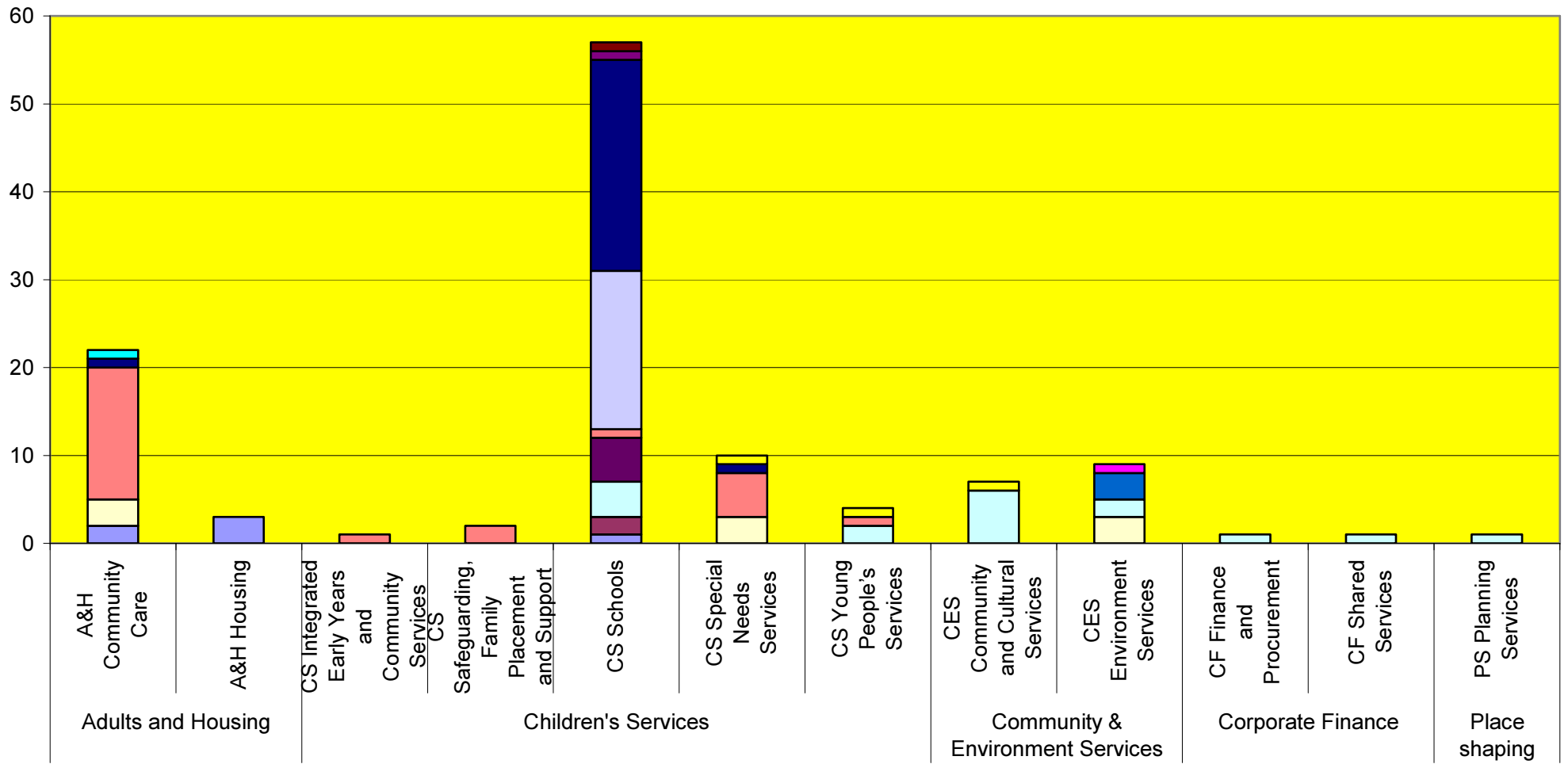
Further analysis of this location data will take place in the Quarter 3 accident analysis report.

Total Employee Reportable and Non-Reportable Accidents Quarter 2 - 2010

Directorate	Division	No									No Total	Yes					Yes Total	Grand Total
		Caretaker / Cleaner	Catering Staff	Driver	Office Based	School Support Staff	Social Care Worker	Street Services	Teacher	Teaching Assistant		Inspector	Office Based	Social Care Worker	Teacher	Teaching Assistant		
Adults and Housing	A&H Community Care	2		3			15			1	21			1			1	22
	A&H Housing	3									3							3
Adults and Housing Total		5		3			15			1	24			1			1	25
Children's Services	CS Integrated Early Years and Community Services						1				1							1
	CS Safeguarding, Family Placement and Support						2				2							2
	CS Schools	1	2		4	5	1		18	24	55			1	1		2	57
	CS Special Needs Services			3			5			1	9		1				1	10
	CS Young People's Services				2		1				3		1				1	4
Children's Services Total		1	2	3	6	5	10		18	25	70		2		1	1	4	74
Community & Environment Services	CES Community and Cultural Services				6						6		1				1	7
	CES Environment Services			3	2			3			8	1					1	9
C & E Services Total				3	8			3			14	1	1				2	16
Corporate Finance	CF Finance and Procurement				1						1							1
	CF Shared Services				1						1							1
Corporate Finance Total					2						2							2
Place shaping	PS Planning Services				1						1							1
Place shaping Total					1						1							1
Grand Total		6	2	9	17	5	25	3	18	26	111	1	3	1	1	1	7	118

The overall figure for Quarter 2 – 2010 (118) is 24% higher than Quarter 1 - 2010 (90). With the introduction of the new accident reporting form and database, this has led to a heightened level of awareness of what should be reported and the likely increase in reporting.

Total Employee Reportable and Non-Reportable Accidents Quarter 2 - 2010



- | | | | | |
|--------------------------|--------------------------|---------------|--------------------------|---------------------------|
| No - Caretaker / Cleaner | No - Catering Staff | No - Driver | No - Office Based | No - School Support Staff |
| No - Social Care Worker | No - Street Services | No - Teacher | No - Teaching Assistant | Yes - Inspector |
| Yes - Office Based | Yes - Social Care Worker | Yes - Teacher | Yes - Teaching Assistant | |

3. OBSERVATIONS/RECOMMENDATIONS

- 3.1 The new database Accident / Incident / Near Miss Form and Accident Reporting Procedure has been launched on the Council's new Intranet System for use throughout the Borough. This has given a more consistent and accurate approach for data collection.

With the introduction of the database Accident / Incident / Near Miss Form and Accident Reporting Procedure, the Corporate Health and Safety Service expects the number of accidents reported to remain high in Quarters 3 and 4 in 2010, due to a heightened awareness of what needs to be reported.

- 3.2 The introduction of the Council's new Accident Data Base has given the scope for greater analysis and breakdown of data, as demonstrated in this report for Quarter 2 2010. If there is additional information that a Directorate or Service requires, please contact the Corporate Health and Safety Service.

The completed content of Accident Forms varies and sometimes not all sections on the forms are completed. Responsible persons need to ensure the accuracy of information and full completion of the accident form prior to submitting it to the Corporate Health and Safety Service.

- 3.3 In some cases, we are still experiencing delays in receiving the completed Accident / Incident / Near Miss Form within the Corporate Health and Safety Service. This can impact on the internal follow-up investigation process, the quality of the data we can give you within each quarters reporting time frame and on occasions, our legal duty to report an accident to the Health and Safety Executive. The completed forms must be submitted as soon as possible following the event.
- 3.4 The majority of accidents occurred in Children's Services. Approximately 30% of all accidents relate to school pupils, with approximately 15% of these accidents submitted occurring in the playground.

4. OTHER

- 4.1 If any further information is required, please do not hesitate to contact the Corporate Health and Safety Service.