

# **REPORT FOR: Employees' Consultative Forum**

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**Date of Meeting:** 10 October 2011

**Subject:** **INFORMATION REPORT**  
Annual Health and Safety Report 2010/2011

**Responsible Officer:** Tom Whiting, Assistant Chief Executive

**Exempt:** No

**Enclosures:** Appendix 1 - Accident Data – Year on Year Comparisons  
  
Appendix 2 - Employee Reportable Accidents – Year on Year Comparisons  
  
Appendix 3 – The Main Health and Safety Training Courses Attendances 1/4/2010 - 31/3/2011

## **Section 1 – Summary**

This report further evaluates the accident and training statistics during the financial year 2010-2011. Consideration is particularly given to accident data in previous financial years and associated trends.

**FOR INFORMATION**

## **Section 2 – Report**

### **Executive Summary**

- 2.1 This report was requested at the 6 July 2011 Forum to provide greater analysis of accident and training data and hence to improve understanding of trends and areas of concern.
- 2.2 Data has been collected for the last three financial years, broken down into quarterly figures, and considered for both reportable and non reportable accidents. The data reveals similar rates of accidents across the Directorates with the exception of Children Services where there has been a significant increase in the number of reported accidents from April 2010. This is to be expected with the training provided to all schools in the use of the reporting procedure and the use of the online tool which was introduced in January 2011.
- 2.3 Reportable incidents or RIDDOR reportable accidents 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). Some which are as follows.
- Death,
  - Major injuries: fracture, other than to fingers, thumbs and toes, amputation, dislocation of the shoulder, hip, knee or spine etc
  - Over 3 days injuries is one which is not major but leads to where an employee or person at work is unable to perform their normal work duties for more than 3 consecutive days. This can include acts of physical violence.
  - Some work related diseases.
  - Dangerous occurrences where something happens but does not result in an injury but could have.
- 2.4 RIDDOR applies to all work activities but not all incidents are reportable. Non reportable accidents can be considered to be minor. Non work related incidents do not fall under reportable incidents according to RIDDOR.
- 2.5 Training data has also been analysed, comparing the number of employees trained in the financial year 2010 - 2011 with the previous financial year. The number of employees trained is approximately the same over the two years and further analysis has revealed that only 47% of new starters received the health and Safety Induction in the financial year 2010-2011.
- 2.6 The low level of training provided in comparison to the number of employees within the organisation has been identified as an area for improvement within the two year health and safety improvement plan. The recent introduction of the self assessment health and safety audit tool will help managers identify areas of training need in health and safety and the

service is currently exploring e-learning as an option to deliver training more widely to employees.

- 2.7 There does not appear to be a relationship between the increased number of accidents reported and the delivery of training to employees as the number of employees trained has remained consistent over the last two years. It is, of course, recognised that improved training will lead to reduced accident rates. An example of this is the manual handling training conducted at the depot for approximately 300 staff. This has ensured that manual handling is not one of the major causes of accidents within the council, representing less than 8% of accidents reported in 2010 - 2011.

## **INTRODUCTION**

- 2.8 This report presents a breakdown of incidents reported per quarter over the last three years in each directorate (appendix 1). It also provides a breakdown of the number of reportable incidents per quarter over the last three years in each directorate (appendix 2).
- 2.9 The report also considers the training delivered in the financial year 2010-2011 and compares it to the training delivered in the financial year 2009-2010 (appendix 3). The accident data is then considered in relation to the training data to determine if there is any correlation between the two sets of data. It should be noted that the accredited training delivered to schools in dealing with risk incidents related to behaviour is not reflected in this data as it is delivered outside the health and safety service.

## **TREND ANALYSES OF THE ACCIDENT / TRAINING DATA**

- 2.10 The number of accidents reported in each directorate has remained broadly consistent in each of the last three years, with the exception of Children's Services. The number of accidents reported from the Children's Services Directorate has increased significantly since April 2010 and continues to show a trend of increasing quarter upon quarter. This appears to be in line with the introduction of a new accident reporting system in April 2010 and the introduction of the online system for reporting accidents in January 2011 and the training / support that has been delivered to each school in the last eighteen months.
- 2.11 The key incident type within schools is physical assault and, as previously described in the Annual Health and Safety Report, relates to the managing of children in special needs schools.
- 2.12 The Health and Safety Service has delivered health and safety training to approximately 530 employees in both the financial year 2009 -2010 and the financial year 2010-2011.
- 2.13 The training data has also been analysed in comparison to the number of new starters in the organisation. Between the 1st April 2010 and the 31st March 2011 there were 354 full time equivalent new starters at the Council, of this figure 188 (47%) of new staff and managers completed induction training.

2.14 The Corporate Health and Safety Service has recognised that the number of employees trained per year does not reflect the health and safety training needs of an organisation that employs in excess of five thousand full time equivalent staff and are currently exploring options to satisfactorily increase the delivery of training including the potential for e-learning.

### **CONCLUSION**

2.15 The number of accidents in the Children's Services Directorate has increased in the last eighteen months. This can be related to the introduction of the new accident procedure and the online tool and the training provided in the processes over the last eighteen months.

2.16 Training data has revealed that the organisation is not satisfactorily providing all the necessary health and safety training to its staff and that improvements are necessary. This is being addressed through the two year improvement plan, the introduction of the audit tool which is highlighting areas of training need and the exploration of e-learning tools.

## **Section 3 – Further Information**

3.1 None

## **Section 4 – Financial Implications**

4.1 The council's health and safety functions and management responsibilities are discharged within existing service budgets. However accidents at work can lead to claims against the council as an employer which may or may not be covered by insurance and/or the excess. There is therefore the potential of increased costs to the council through increased insurance premiums.

## **Section 5 – Corporate Priorities**

5.1 Communication and the monitoring and measurement of the Council's health and safety performance have the potential to impact on each of the Council's priorities. The performance implications are included in the main body of the report.

Name: Steve Tingle

on behalf of the\*  
Chief Financial Officer

Date: 3<sup>rd</sup> October 2011

Name: Linda Cohen

on behalf of the\*  
Monitoring Officer

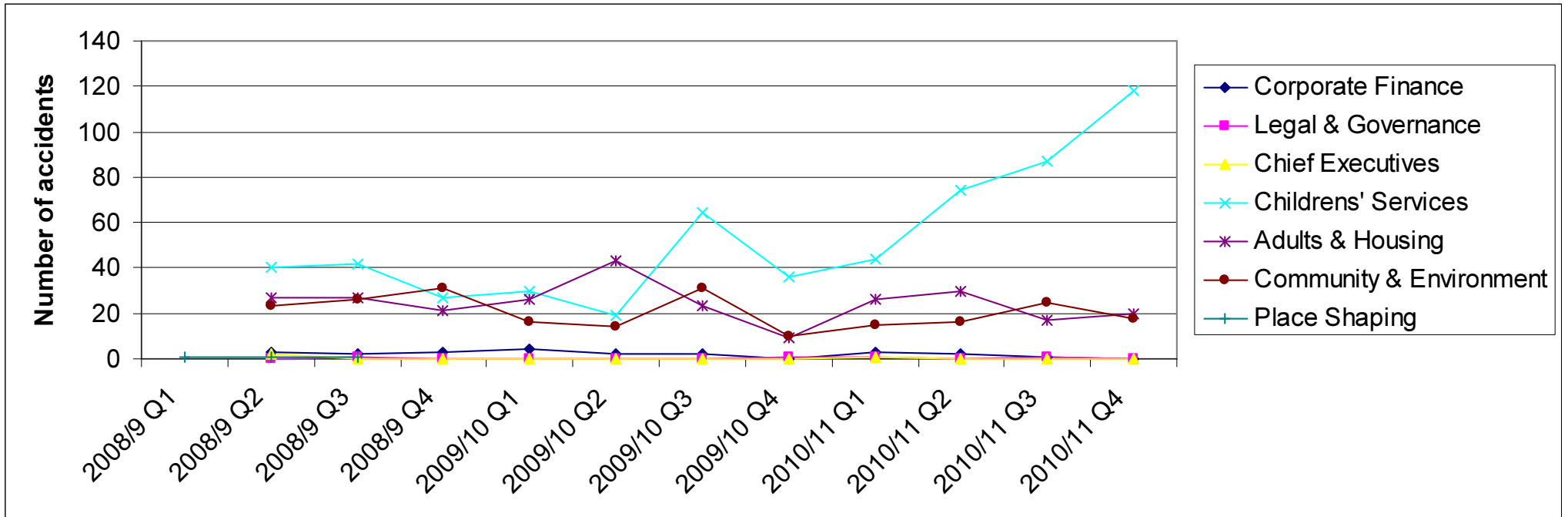
Date: 28<sup>th</sup> September 2011

## **Section 6 - Contact Details and Background Papers**

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

**Background Papers:** None.

### Appendix 1 - Accident Data – Year on Year Comparisons

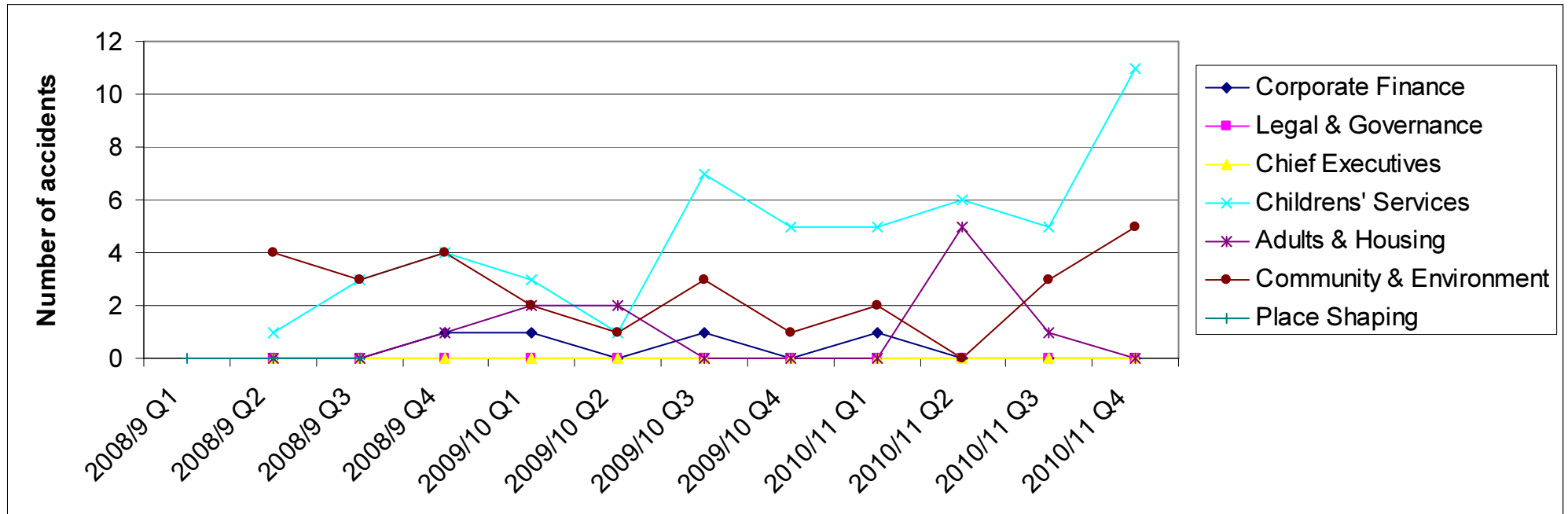


|                             | 2008/9 Q1 | 2008/9 Q2 | 2008/9 Q3 | 2008/9 Q4 | 2009/10 Q1 | 2009/10 Q2 | 2009/10 Q3 | 2009/10 Q4 | 2010/11 Q1 | 2010/11 Q2 | 2010/11 Q3 | 2010/11 Q4 |
|-----------------------------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| Corporate Finance           |           | 3         | 2         | 3         | 4          | 2          | 2          | 0          | 3          | 2          | 1          | 0          |
| Legal & Governance Services |           | 0         | 1         | 0         | 0          | 0          | 0          | 1          | 1          | 0          | 1          | 0          |
| Chief Executives            |           | 2         | 0         | 0         | 0          | 0          | 0          | 0          | 1          | 0          | 0          | 0          |
| Children's Services         |           | 40        | 42        | 27        | 30         | 19         | 64         | 36         | 44         | 74         | 87         | 118        |
| Adults & Housing            |           | 27        | 27        | 21        | 26         | 43         | 23         | 9          | 26         | 30         | 17         | 20         |
| Place Shaping               |           |           |           |           |            |            | 0          | 0          | 0          | 1          | 1          | 1          |

|                         |  |    |    |    |    |    |    |    |    |    |    |    |
|-------------------------|--|----|----|----|----|----|----|----|----|----|----|----|
| Community & Environment |  | 23 | 26 | 31 | 16 | 14 | 31 | 10 | 15 | 16 | 25 | 18 |
|-------------------------|--|----|----|----|----|----|----|----|----|----|----|----|

## Appendix 2 - Employee Reportable Accidents – Year on Year Comparisons

|  | 2008/9 Q1         | 2008/9 Q2 | 2008/9 Q3 | 2008/9 Q4 | 2009/10 Q1 | 2009/10 Q2 | 2009/10 Q3 | 2009/10 Q4 | 2010/11 Q1 | 2010/11 Q2 | 2010/11 Q3 | 2010/11 Q4 |
|--|-------------------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>Corporate Finance</b>               | No Data available | 0         | 0         | 1         | 1          | 0          | 1          | 0          | 1          | 0          | 0          | 0          |
| <b>Legal &amp; Governance Services</b> |                   | 0         | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>Chief Executives</b>                |                   | 0         | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>Children's' Services</b>            |                   | 1         | 3         | 4         | 3          | 1          | 7          | 5          | 5          | 6          | 5          | 11         |
| <b>Adults &amp; Housing</b>            |                   | 0         | 0         | 1         | 2          | 2          | 0          | 0          | 0          | 5          | 1          | 0          |
| <b>Place Shaping</b>                   |                   |           |           |           |            |            | 0          | 0          | 0          | 0          | 0          | 0          |
| <b>Community &amp; Environment</b>     |                   | 4         | 3         | 4         | 2          | 1          | 3          | 1          | 2          | 0          | 3          | 5          |





**Appendix 3 – The Main Health and Safety Training Courses Attendances 1/4/2010 - 31/3/2011**

| Directorates Courses /                    | Combined Group | Children's Services | Adults and Housing | Place Shaping | Community & Environment | Total            |
|---|----------------|---------------------|--------------------|---------------|-------------------------|------------------|
| Health and Safety Induction for staff     | 9 (26)         | 25 (132)            | 11 (22)            | 0 (0)         | 113 (60)                | 158 (240)        |
| Health and Safety Induction for managers  | 12 (0)         | 6 (9)               | 10 (9)             | 0 (0)         | 2 (5)                   | 30 (23)          |
| Health and Safety Risk Assessment         | 6 (0)          | 14 (20)             | 4 (15)             | 0 (0)         | 5 (8)                   | 29 (43)          |
| Health and Safety for Premises managers   | 0 (0)          | 91 (67)             | 12 (5)             | 1 (0)         | 7 (5)                   | 111 (77)         |
| Fire Marshals                             | 11 (0)         | 14 (11)             | 23 (0)             | 0 (0)         | 1 (12)                  | 49 (23)          |
| Lone working                              | 3 (0)          | 0 (7)               | 14 (18)            | 0 (0)         | 3 (1)                   | 20 (26)          |
| DSE users                                 | 1 (0)          | 1 (3)               | 5 (6)              | 0 (0)         | 0 (0)                   | 7 (9)            |
| DSE assessors                             | 10 (0)         | 7 (2)               | 5 (10)             | 0 (0)         | 2 (2)                   | 24 (14)          |
| COSHH update                              | 0 (0)          | 8 (2)               | 14 (4)             | 0 (0)         | 5 (2)                   | 27 (8)           |
| Evacuation chair training                 | 4 (4)          | 2 (4)               | 0 (0)              | 0 (0)         | 8 (4)                   | 14 (12)          |
| Educational Visits coordinators           | N/A            | 26 (0)              | N/A                | N/A           | N/A                     | 26 (0)           |
| Manual Handling                           | 2 (8)          | 17 (34)             | 7 (10)             | 0 (0)         | 0 (8)                   | 26 (60)          |
| CIEH – Health and Safety in the Workplace | 0 (0)          | 0 (0)               | 8                  | 0 (0)         | 0                       | 8 (0)            |
| <b>Total persons trained</b>              | <b>58 (38)</b> | <b>211 (291)</b>    | <b>113 (99)</b>    | <b>1 (0)</b>  | <b>146 (107)</b>        | <b>529 (535)</b> |

Note: Figures marked in brackets represent the main health and safety training courses attendances 1/4/2009 - 31/3/2010.