

REPORT FOR: Governance, Audit and Risk Management Committee

Date of Meeting: 1 December 2011

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

Responsible Officer: Tom Whiting, Assistant Chief Executive

Exempt: No

Enclosures: Appendix 1 – Health & Safety Objectives & Targets April 2011 – March 2012 (The improvement plan)

Appendix 2 – Codes of Practice Development, Consultation & Implementation Schedule

Appendix 3 - Analysis Report for Accidents Quarter 1 To Quarter 2 (1st April 2011 – 30th September 2011)

Section 1 – Summary

This report summarises the Council's health and safety performance for the half year 1st April 2011 to 30th September 2011, 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 half year from April to September 2011 has continued to be a period of development for the management of health & safety across the organisation. The key work streams during the period from 1st April 2011 to 30th September 2011 have been:

- The implementation of the use of a health and safety e-self audit tool across the organisation. This tool was introduced in response to the Health and Safety Executive (HSE) Inspector request to review health and safety auditing arrangements.
- Continued implementation of the two year improvement plan based on the HSE model HS (G) 65 with the required step changes in performance.
- Restructuring the Health and Safety Service to build a new in-house team.
- Continued involvement in the comprehensive work programme led by the Corporate Director Community & Environment to improve health and safety management and further developing asbestos and premises risk management. The re-surveying of Corporate properties for asbestos is currently underway as part of this programme.
- Continuing development of health and safety Policies and codes of practice to meet identified needs including the Council's overarching Health and Safety Policy and the consultation and communication and legionella codes of practice.
- Continued provision of health and safety advice and support across the directorates.
- Continued provision of the health and safety training programme across the directorates.
- Support and development of the Health at Work Group, employee assistance programme and the shared provision of the Occupational Health Service with Brent Council.

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. The annual report was reported to the committee in June 2011 and this is the half yearly review.

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

External Assurance

- 2.4 As a large employer undertaking a wide range of activities the Council is subject to a large number of statutory regulations and will be scrutinised by a number of enforcement agencies.
- 2.5 Three Improvement Notices were served on the Council in June 2010 by the Health and Safety Executive (HSE) after an incident at Norbury First and Middle School and subsequent visits to the other CLASP (Consortium of Local Authorities Special Programme) schools in Harrow.
- 2.6 Following satisfactory completion of the requirements of the Improvement Notices the HSE Inspector indicated that a review of health and safety auditing arrangements would be performed in July 2011. An update was therefore provided to the Inspector of changes that have been implemented. Subsequently the HSE have chosen not to revisit Harrow Council.

Improvement Plan

- 2.7 A comprehensive improvement plan (See appendix 1) is well underway which is based on the health and safety management model endorsed by the HSE, HS(G) 65 which requires integration of safety management into the organisational system and management practice. The plan was generated in response to both the Improvement Notices served in 2010 and the independent peer review conducted in 2010. The two year programme was commenced in April 2011. The programme is on target and progress is monitored by the Corporate Health and Safety Group.

Health and Safety Policy and Guidance

- 2.8 The Corporate Health and Safety Advisory Service continues to develop and issue health and safety policies and guidance notes as part of the development of the safety management system. The documents detailed below have been reviewed and consulted upon with key stakeholders, including the trade Unions, prior to being approved at the Corporate Health & Safety Group and uploaded onto the Harrow Hub.

- HSP - Health and Safety Policy
- HSCOP 03 - Legionella Policy
- HSCOP 38 - Health and Safety Consultation and Communication
- HSCOP 12 - First Aid
- HSCOP 09 - Legionella Risk Assessment and Control

- 2.9 Work has also commenced on the following documents which are currently being consulted upon with stakeholders prior to being approved and uploaded onto the Hub.

- HSCOP 03 - Clinical Waste
- HSCOP 09 - Health Surveillance
- HSCOP 12 - Manual handling

- Guidance note - Educational Visits
- HSP - Potentially Violent Person & Hazardous Address Register

2.10 The review of key documents is planned to continue in a programme throughout 2011/12. (See appendix 2) The Safety Policy and other key safety documents will require review once the Senior Management Restructure has taken place.

Health and Safety Groups

2.11 The Health and Safety groups continue to meet quarterly, with the exception of the schools forum which meets every term, to fulfil the requirements of the consultation and communication code of practice.

2.12 The functions of the groups are fourfold. Firstly they must plan the direction for health and safety i.e. be aware of the significant risks faced by the organisation and 'own' and understand the key issues involved. Secondly they must deliver Health and Safety through taking responsibility and 'ownership' for health and safety, ensuring adequate resources, worker involvement, the provision of competent advice and completion of risk assessments. Thirdly the groups must monitor health and safety considering the relevant proactive and reactive data and finally the group must review health and safety performance.

Health and Safety Visits, Inspections and Audits

2.13 The service has continued to provide support across the Council, investigating accidents, visiting sites to implement new systems and to assess risks and providing on site training where necessary.

2.14 The new e-self audit tool has been purchased and developed during this period. A pilot trial has been conducted in the Community and Environment Directorate to identify and rectify and snagging issues. The tool seeks to identify health and safety legislative compliance for each service against the key health and safety legislation. The audit tool is now being rolled out across the other directorates and is due for completion in the second half of this financial year.

Health and Safety Training

2.15 A training programme has been followed and delivered by the Corporate Health and Safety Service during this period. Approximately 380 employees have received training during this period. Unfortunately the majority of this training has been provided on-site following requests. There has been limited uptake on the pre-planned courses resulting in a number of courses being cancelled. However the self audit tool currently being rolled out across the council will identify specific health and safety needs and this, together with training reviews in the Directorate health and Safety Group meetings, should lead to improved attendance.

2.16 The Corporate Health and Safety Service has recognised that e-learning will provide an effective mechanism for delivering health and safety training to a wider audience across the Council and has reviewed potential providers. A paper will be

presented to the Corporate Health and Safety Group in December 2011 to outline the proposed changes.

- 2.17 Fire Safety Awareness was the most attended course during this period with training delivered on site at four schools. The fall in numbers for the health and safety induction for staff and for managers may reflect the lower levels of recruitment.
- 2.18 Between the 1st April 2011 and the 30th September 2011 there were 54 full time equivalent new starters, excluding schools, at the Council. Of this figure 39 (72%) of new staff and managers completed induction training. (Note there is a time delay between employees starting employment and completing the training). This is an increase on the completed induction training in 2010/11 of 47%.

Educational Outside the Classroom

- 2.19 The Department for Education has issued new simplified guidance for educational visits, which has been reduced from 150 pages to 8 pages. Consequently the Corporate Health and Safety Service are revising the guidance note for educational visits and seeking to re-issue this document for April 2012 to coincide with the new service level agreements. In the meantime the Service will continue to assess educational visits as per the previous guidance note.
- 2.20 Approximately 100 school visits have been reviewed during this half year on a wide range of activities, including overseas visits, residential trips and day excursions.

Occupational Health

- 2.21 The Occupational Health Service has continued to provide work-health assessment screening, sickness absence management and health promotion. Usage of the service has remained consistent with previous years with schools continuing to create the highest demand for work health assessments. Referrals for sickness absence management continue to be evenly spread across the Directorates with musculoskeletal problems remaining the main reason for referral.
- 2.22 A number of concerns have been raised during this period relating to management referral reports, the need for clear accountable actions within the reports and the findings of ill-health retirement assessments. These concerns have been raised with the provider and a series of actions are underway to resolve difficulties.

Promotion of Health, Safety and Well Being

- 2.23 One health promotion has taken place during this period along with the planning for the main Occupational Health Fair which was conducted on the 10th October 2011. The Men's health day, which took place at the Central Depot this year, focussed on a number of key health issues including healthy eating, prostate cancer and healthy heart.

Employee Assistance Programme

- 2.24 First Assist has continued to provide the Employee Assistance Programme. Approximately 80 calls were received for telephone counselling during this period covering a range of issues including bereavement, adult children, health and anxiety. Approximately 20 referrals required face to face counselling resulting in approximately 70 sessions of counselling being provided. The majority of callers have been female. This represents approximately an increase of over a third in the usage of the service when compared to the equivalent period in 2010.

Accidents at Work

- 2.25 The Council continues to compile quarterly, half yearly and annual analysis reports of accident performance for scrutiny by the Health and Safety Groups (see appendix 3).
- 2.26 Support has continued to be provided across the Council with respect to electronically submitting the new Accident / Incident / Near Miss Database Form to enable faster and more accurate data collection.
- 2.27 The majority of both reportable and non reportable employee incidents occur in the Children's Service Directorate (67%), principally in schools.
- 2.28 The Adults & Housing Directorate has the next largest number of both reportable and non reportable employee incidents (18%), principally involving Social Care Workers.
- 2.29 The number of both reportable and non reportable employee incidents is still low in the remaining Directorates over this half yearly period.
- 2.30 Physical assault and slips, trips and falls continue to be the largest accident types. As previously discussed in the annual report the majority of the physical assaults relate to the managing of adults and children within special needs schools.
- 2.31 The number of accidents reported has fallen in quarter 2. However this is to be expected with the newly formed academies no longer reporting accidents. The academies were offered the opportunity to purchase the health and safety service level agreement and to purchase the use of the occupational health service as a stand alone service but declined these offers.

Health and Safety Training Data

- 2.32 A training programme, published on the intranet, has been followed during this period. Training has been delivered to 379 employees. The majority of training has been delivered to four schools who have requested bespoke fire safety awareness training.
- 2.33 Delivery of training through the training programme published on the intranet has been limited with a number of courses cancelled due to a limited number of bookings. The table below is a report of delivery of training.

Table 1: Main Health & Safety Training Courses Attendances 1/4/2011 – 30/9/2011 (1/4/2010- 30/9/2010)

Directorates Courses /	Corporate Finance	Children's Services	Adults and Housing	Environment and Community	Chief Executive	Place Shaping	Total
Health and Safety Induction for staff	2 (4)	5 (7)	13 (5)	5 (68)	4 (0)	5 (0)	34 (85)
Health and Safety Induction for managers	1 (7)	(4)	3 (5)	(2)	1 (0)	(0)	5 (19)
Health and Safety Risk Assessment	(4)	(12)	7 (1)	(5)	(0)	(0)	7 (23)
Health and Safety for Premises managers	(0)	4 (58)	3 (7)	7 (4)	(0)	(0)	14 (69)
Stress Awareness	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Fire Marshals	1 (5)	(9)	10 (7)	(0)	(0)	(0)	11 (21)
Fire Risk Assessment	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Lone working	(1)	(0)	6 (5)	4 (0)	(0)	(0)	10 (6)
Personal safety	(0)	(0)	(0)	(0)	(0)	(0)	(0)
DSE users	3 (0)	1 (1)	1 (3)	(0)	1 (0)	(0)	6 (4)
DSE assessors	6 (4)	3 (4)	2 (3)	(0)	1 (0)	(0)	12 (11)
Stress awareness / risk assessment	(0)	(0)	(0)	(0)	(0)	(0)	(0)
COSHH awareness	(0)	(5)	17 (3)	(4)	(0)	(0)	17 (12)
Evacuation chair training	(1)	(1)	(0)	(4)	(0)	(0)	(6)
Educational Visits coordinators	(N/A)	(21)	(0)	(N/A)	(0)	(0)	(21)
Manual Handling	(0)	10 (9)	9 (6)	4 (0)	(0)	(0)	23 (17)
Fire safety awareness	(0)	240 (0)	(0)	(0)	(0)	(0)	240 (0)
Total	13 (26)	263 (131)	71 (45)	20 (87)	7 (0)	5 (0)	379 (295)

Note: Between the 1st April 2011 and the 30th September 2011 there were 54 full time equivalent new starters (Non Schools) at the Council. Of this figure 39 (72%) of new staff and managers completed induction training.

Legislation Update

- 2.34 The HSE have undertaken or completed a number of consultations in the last six months. Four of these may impact upon the Council.
- 2.35 The HSE is consulting on proposed revisions to the Control of Asbestos Regulations. The significant change is the removal of the exemption of some types of lower risk work with asbestos from three requirements of the Directive: notification of work; medical examinations; and record keeping.
- 2.36 The HSE is also consulting on replacement arrangements for adventure activities following the planned abolition of the Adventure Activities Licensing Authority. This may impact on assessment performed by schools to ensure school trips involving adventure activities are safe.
- 2.37 A consultation has also finished on amendments to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). If adopted, the period of incapacitation after which an injury to a person at work must be reported to the enforcing authority, will change from over three to over seven days.
- 2.38 A consultation is also ongoing on the HSE proposal to revise the Fees Regulations to reinstate existing fees and to extend the range of activities for which HSE recovers costs. This would include a duty on HSE to recover costs where dutyholders are found to be in material breach of health and safety law. Costs will be recovered from the start of the intervention where the material breach was identified, up to the point where HSE's intervention in supporting businesses in putting matters right has concluded.

Stakeholder Feedback

- 2.39 Harrow Council has continued to liaise with the HSE, providing regular updates on the progress of asbestos & premises management and auditing arrangements. As a result the planned revisit in July 2011 has not taken place.
- 2.40 The recognised Trade Unions have continued to actively contribute to the consultation processes and the development and implementation of the Improvement plan. Monthly partnership meetings are held and the Trade Unions are also active participants in the Directorate & Corporate Health & Safety Groups.

Management Assurance

- 2.41 The Directorate and Corporate Health and Safety groups have monitored progress on both the two year improvement plan and the implementation of the actions within the plan, including the e-self audit tool.
- 2.42 In the last six months progress against the action plan has been made in the following areas.
- Health and Safety Policy revised and issued.
 - Consultation & Communication routes revised and issued.
 - Training review commenced.
 - Health & Safety policy/code of practice review.
 - Health and Safety Service restructured.
 - E-self audit tool purchased and audit implementation commenced.
 - Reactive monitoring mechanisms revised and implemented.

Plans for October 2011 - March 2012

2.43 The key actions for the remainder of 2011/12 include the following:

- Implementation of the audit tool across the Council.
- Continued delivery of the two year improvement plan, including continued review of health and safety policies, revised arrangements for delivering training, risk assessment programme and risk mapping and developing and implementing adequate monitoring arrangements.
- Continued monitoring and delivery of improvements in the provision of the Occupational Health Service and the Employee Assistance Programme.
- Increased provision of information on the Health and Safety and Occupational Health intranet portal.
- The provision of health and safety support and advice within Harrow Council.
- Continued provision of appropriate statistics and reports for Health and Safety Groups and forums.
- Continued support to Directorates in the management of asbestos.
- Completion of team restructure

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: S Tingle



On behalf of the
Chief Financial Officer

Date: 21/11/11

Section 7 - Contact Details and Background Papers

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

Background Papers: None

Appendix 1

Health & Safety Improvement Plan April 2011 – April 2013

No.	Objective	Target	Programme	Owner	Start	Status	Finish Date
1	<p>Health & Safety Policy:</p> <p>A Policy needs to be prepared which will reflect the organisation's intention for the management of health and safety.</p>	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.	MR	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.	MR	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.	MR	June 2011	Complete	September 2011
			1.3.2 Responsibilities to be agreed by CHSG & relevant stakeholders and issued on the intranet as part of full policy.	CHSG	Sept 2011	Complete	September 2011
2	<p>Organisation.</p> <p>Control</p>	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,	MR	Sept 2011	Ongoing	Dec 2011

			inspection regimes, management of incidents, defining individual responsibilities, compliance checks etc.				
			2.1.2 Responsibilities, arrangements & compliance checks to be agreed within Directorates and fed back to CHSG & relevant stakeholders	CHSG/MR	Sept 2011	Ongoing	Mar 2012
2	Organisation. Competence	2.2 The establishment of a system that ensures that all employees are capable of doing their work in a proper and safe way.	2.2.1 All services to identify the training needs of their team, including the CPD needs of managers, against the currently available health and safety training and submit needs to the Health & Safety Service	All services	Aug 2011	Ongoing	Dec 2011
			2.2.2 The health and safety service to explore the potential for e-learning via the learning pool and introduce courses via this medium.	MR	July	Ongoing	Dec 2011
			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.	MR	Dec 2011		Mar 2012
			2.2.4 CHSG to assess and endorse the programme.	CHSG	Mar 2012		Mar 2012
			2.2.5 Programme to be delivered.	MR	Mar 2012		Mar 2012
			2.2.6 Senior Management to determine the arrangements for the provision of professional health and safety support to the organization.	CSB	April 2011	Complete	Oct 2011
2	Organising Communication:	2.3 Establish communication routes for clarity of responsibilities & to ensure	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	MR	June 2011	Complete	Sep 2011

		changes are communicated quickly throughout organisation	views and concerns.				
			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.	MR	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			April 2012
			3.1.2 The health and safety service to purchase a database tool to upload & monitor risk assessments and provide training to enable individual services to upload their assessments.	MR			April 2011
			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		May 2012
			3.1.4 Where risks are unable to be managed within a directorate, the risks are	Each Directora	May 2012		August 2012

			escalated to Corporate Level	te Group			
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.	MR	April 2011	Ongoing	Sept 2012
			3.2.2 Policies & procedures to be agreed by CHSG & relevant stakeholders and issued on the intranet.	CHSG	April 2011	Ongoing	Sept 2012
4	Monitoring: Pro-active monitoring	4.1 Identify shortcomings in the management of Health & Safety through inspections, checking maintenance records, reviewing work activities etc.	4.1.1 Draft mechanisms for pro-actively monitoring health and safety performance to be presented to CHSG/Directorate Groups for consultation/approval.	MR	Sept 2011	Ongoing	Dec 2011
			4.1.2 Monitoring arrangements to be implemented.	Directorate	Sept 2011	Ongoing	Dec 2011
			4.1.3 Monitoring data to be reviewed both corporately and at directorate level.	CHSG/D HSG	Sept 2011	Ongoing	Dec 2011
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.	MR	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.	MR	Oct 2011		Dec 2011
			4.3.2 Agree targets for improvement and monitor progress.	CHSG			November 2011

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.	MR	Jan 2011		April 2011
			5.1.2 Completion of the audit by all services.	MR	June 2011	Ongoing	April 2012
			5.1.3 Assessment of the validity of the auditing by the health and safety service (approx 10%)	MR	Sept 2011	Ongoing	April 2012
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.	MR	May & Nov 2011	Ongoing	June & December 2011
			6.1.2 An annual corporate review of health & safety performance.	CSB	May 2011		June 2012

Key

Green - completed

Amber – ongoing

Red – overdue

No Fill – Yet to be started.

Appendix 3

HALF YEAR ANALYSIS REPORT FOR ACCIDENTS QUARTERS 1 & 2 (1st April – 30th September 2011)

1. BACKGROUND

- 1.1 The statistics have been formulated from the Accident Forms that have been returned to the Corporate Health and Safety Service and relate to Quarters 1 and 2 (1st April – 30th September 2011). 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 or added to the Council's Accident Database.
- 1.2 These statistics have been formulated using the Council's Accident Data Base. This database has been further modified and is allowing greater analysis of data, together with the production of more detailed charts and graphs.
- 1.3 As well as being shown in the overall Directorate figures, the accident data for CS Schools and Adults Services has been further split for special needs.
- 1.4 When the Accident Database Reporting Form was introduced this led to substantial increases in the number of accidents reported, as Directorates became more aware of what must be reported to the Corporate Health and Safety Service and the Health and Safety Executive. Accidents are now on the decrease as new Policy and Code of Practice documents are introduced and a heightened awareness of health and safety management is instilled across the Council.

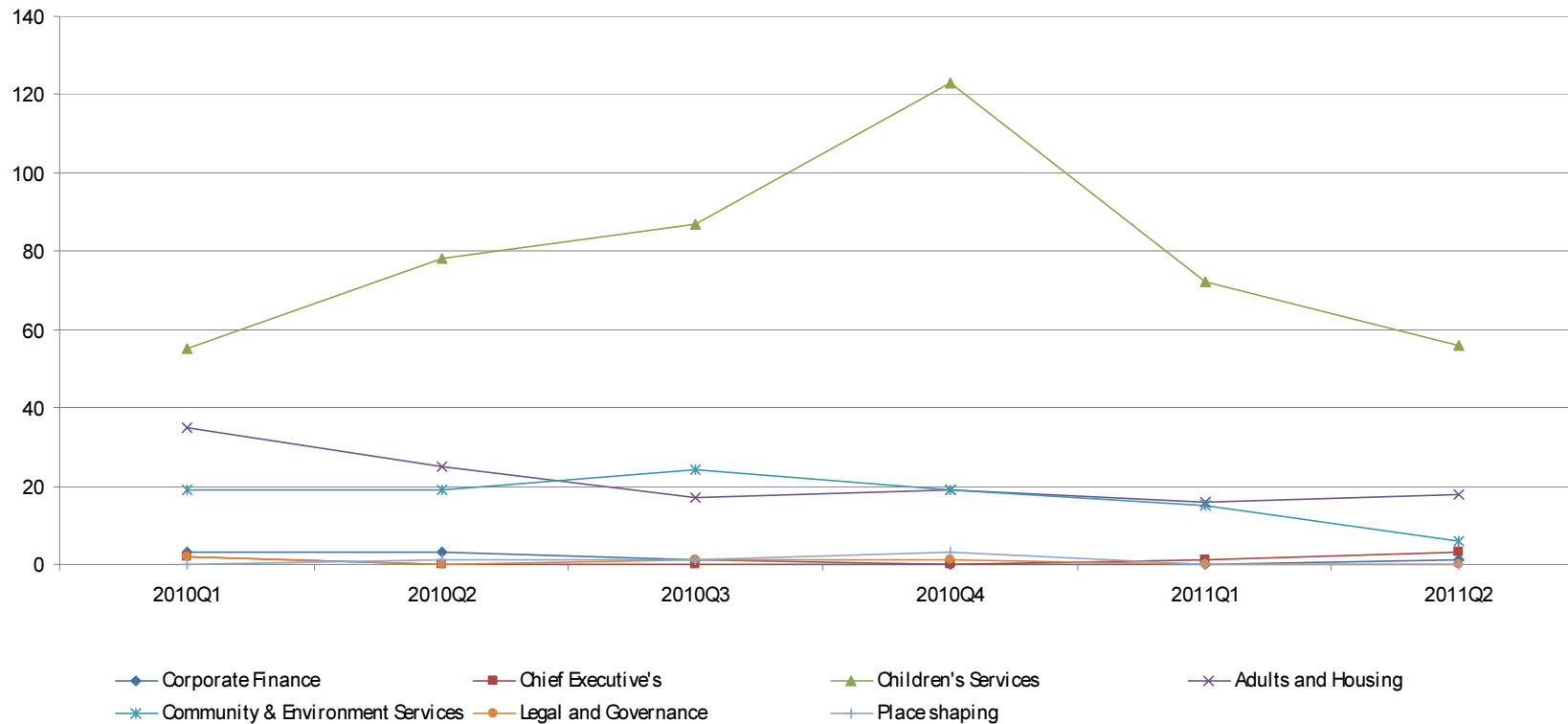
2. DETAIL

- 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 The accident analysis charts give individual Directorate and Division breakdowns of accidents, including details of reportable accidents where applicable.

Total Employee Reportable and Non-Reportable Accidents by Directorate

Quarter	Corporate Finance	Chief Executive's	Children's Services	Adults and Housing	Community & Environment Services	Legal and Governance	Place shaping	Grand Total
2010Q1	3	2	55	35	19	2	0	116
2010Q2	3	0	78	25	19	0	1	126
2010Q3	1	0	87	17	24	1	1	131
2010Q4	0	0	123	19	19	1	3	165
2011Q1	0	1	72	16	15	0	0	106
2011Q2	1	3	56	18	6	0	0	84
Grand Total	8	6	471	130	102	4	5	726

Number of Accidents/ Incidents by Quarter



The overall employee figure for Quarters 1 and 2 – 2011 (190) is 24% lower than Quarters 1 and 2 - 2010 (242). These figures also reflect schools that have become academies are no longer included in our statistics and have therefore been removed.

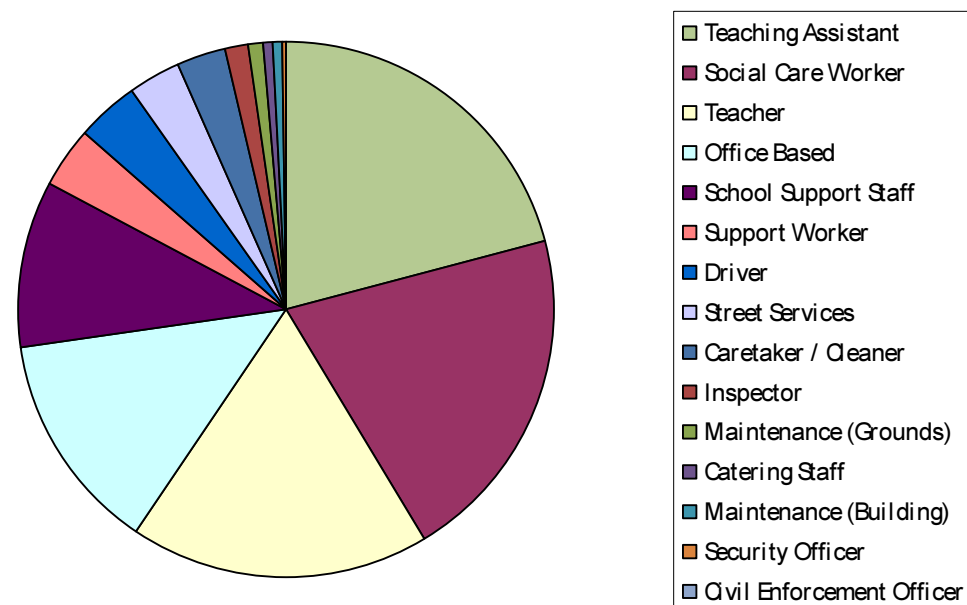
Total Employee Reportable and Non-Reportable Accidents by Occupation Q1 – 2010 to Q2 - 2011

Directorate	(Multiple Items)
Location Type	(All)
Quarter	(Multiple Items)

	Data	
Occupation	No.	%
Teaching Assistant	151	20.80%
Social Care Worker	150	20.66%
Teacher	131	18.04%
Office Based	96	13.22%
School Support Staff	73	10.06%
Support Worker	27	3.72%
Driver	27	3.72%
Street Services	23	3.17%
Caretaker / Cleaner	22	3.03%
Inspector	9	1.24%
Maintenance (Grounds)	6	0.83%
Catering Staff	5	0.69%
Maintenance (Building)	3	0.41%
Security Officer	2	0.28%
Civil Enforcement Officer	1	0.14%
Grand Total	726	100.00%

Accidents/ Incidents by Occupation

Directorate: (Multiple Items) Qtr: (Multiple Items)



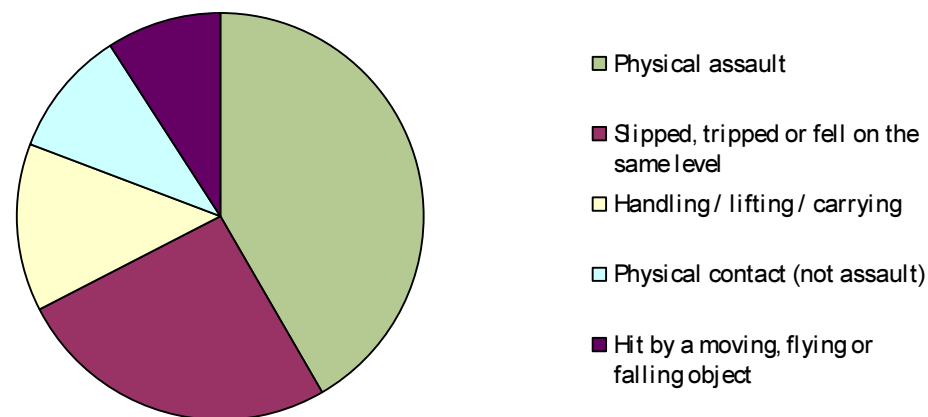
Top 5 Employee Reportable and Non-Reportable Accidents by Type Q1 – 2010 to Q2 - 2011

Directorate	(Multiple Items) ▼
Location Type	(All) ▼
Quarter	(Multiple Items) ▼
Occupation	(Multiple Items) ▼

	Data ▼	
Kind of accident/incident ▼	No.	%
Physical assault	229	41.64%
Slipped, tripped or fell on the same level	142	25.82%
Handling / lifting / carrying	74	13.45%
Physical contact (not assault)	55	10.00%
Hit by a moving, flying or falling object	50	9.09%
Grand Total	550	100.00%

Top 5 Kinds of Accident/ Incident

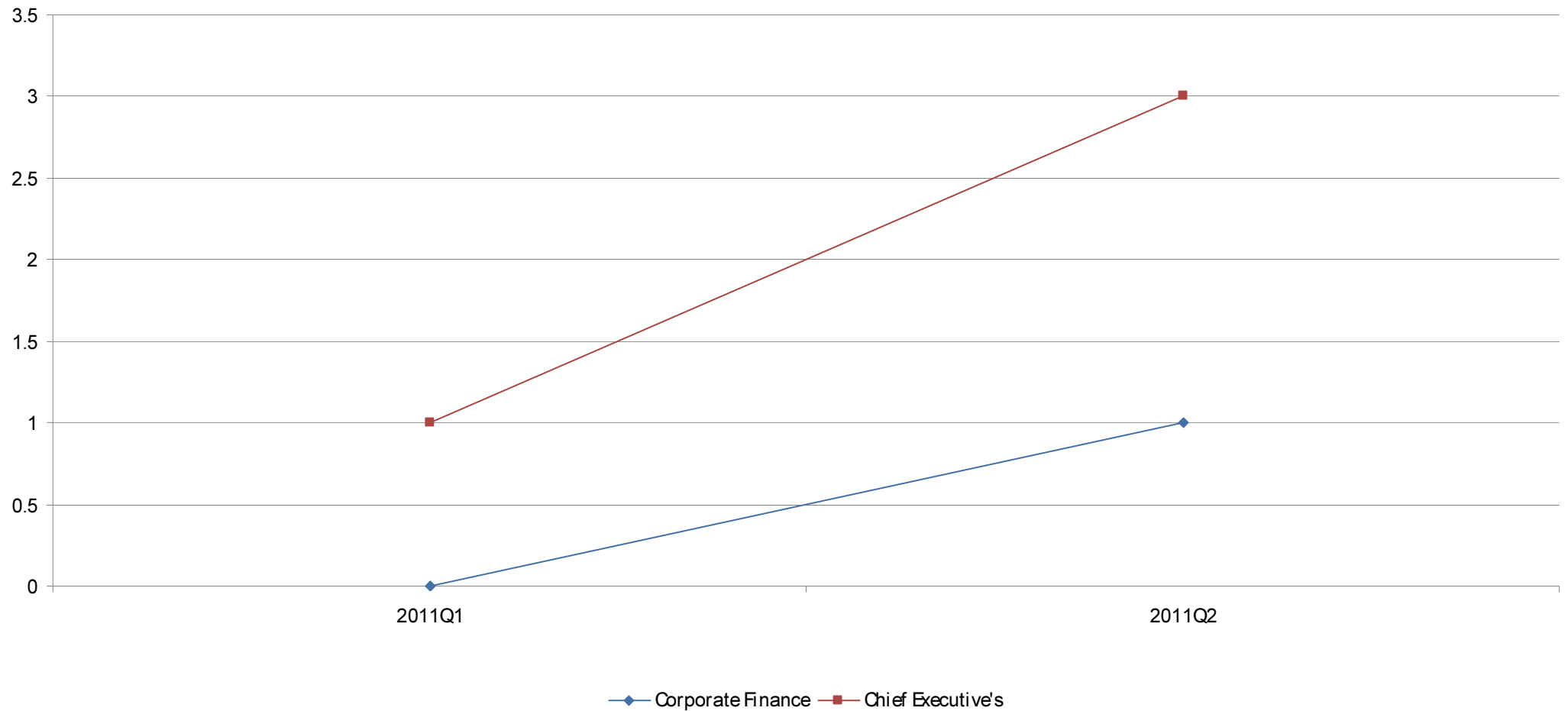
Directorate: (Multiple Items) Qtr: (Multiple Items)



The Combined Safety Group Q1 and Q2 - 2011

Quarter	Corporate Finance	Chief Executive's	Legal and Governance	Grand Total
2011Q1	0	1	0	1
2011Q2	1	3	0	4
Grand Total	1	4	0	5

Number of Accidents/ Incidents by Quarter



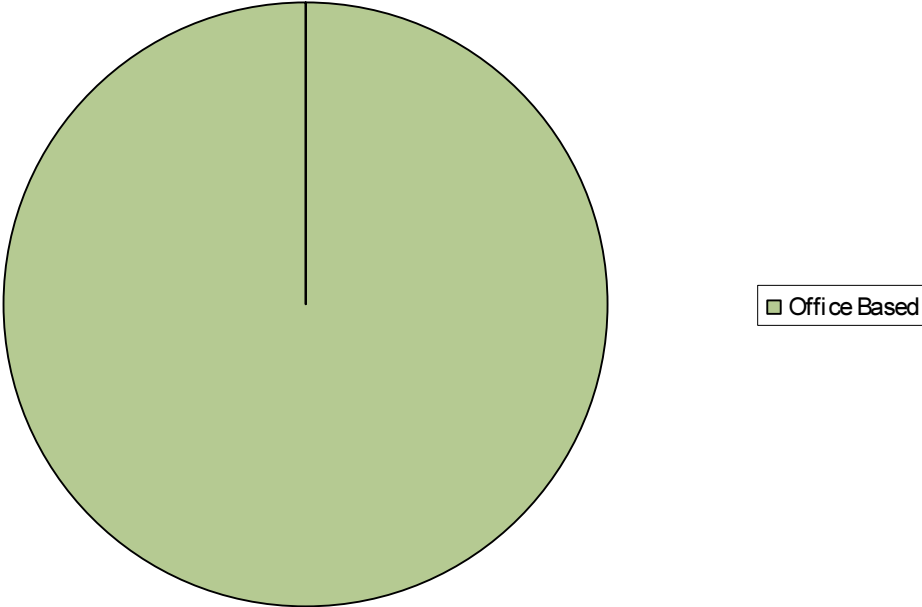
The Combined Safety Group Accidents by Occupation Q1 and Q2 - 2011

Directorate	(Multiple Items) ▼
Location Type	(All) ▼
Quarter	(Multiple Items) ▼

	Data ▼	
Occupation ▼	No.	%
Office Based	5	100.00%
Grand Total	5	100.00%

Accidents/ Incidents by Occupation

Directorate: (Multiple Items) Qtr: (Multiple Items)



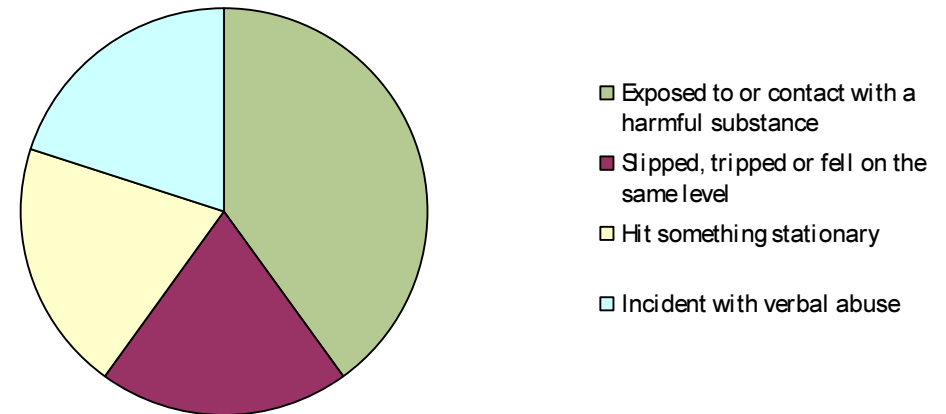
The Combined Safety Group Accidents by Type Q1 and Q2 - 2011

Directorate	(Multiple Items)
Location Type	(All)
Quarter	(Multiple Items)
Occupation	(Multiple Items)

	Data	
Kind of accident/incident	No.	%
Exposed to or contact with a harmful substance	2	40.00%
Slipped, tripped or fell on the same level	1	20.00%
Hit something stationary	1	20.00%
Incident with verbal abuse	1	20.00%
Grand Total	5	100.00%

Top 5 Kinds of Accident/ Incident

Directorate: (Multiple Items) Qtr: (Multiple Items)



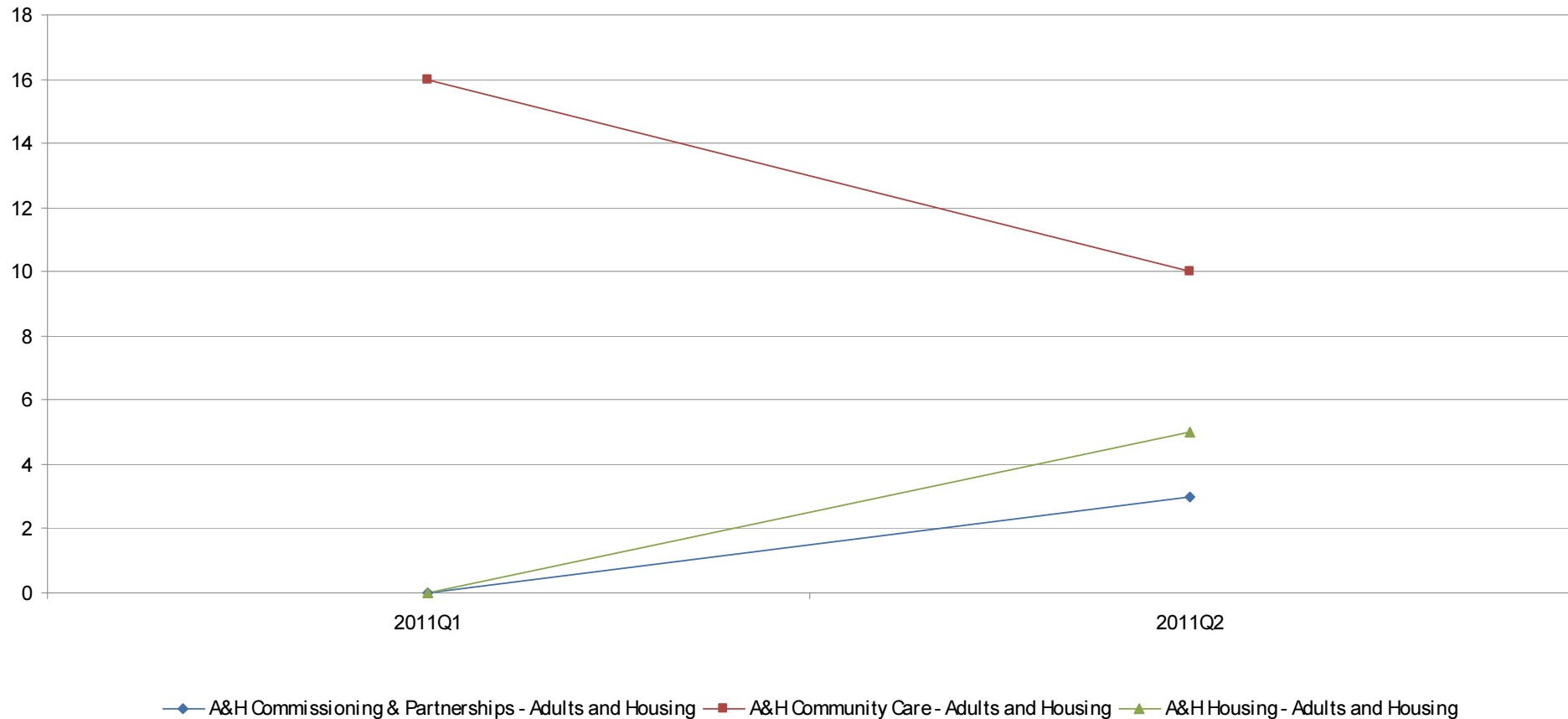
The accident figures for Quarters 1 and 2 – 2011 (5) are 50% lower than Quarters 1 and 2 – 2010 (10).

There were no employee HSE reportable accidents in Quarters 1 and 2 – 2011.

Adult's & Housing Q1 and Q2 – 2011

	A&H Commissioning & Partnerships	A&H Community Care	A&H Housing	Grand Total
Quarter				
2011Q1	0	16	0	16
2011Q2	3	10	5	18
Grand Total	3	26	5	34

Number of Accidents/ Incidents by Quarter



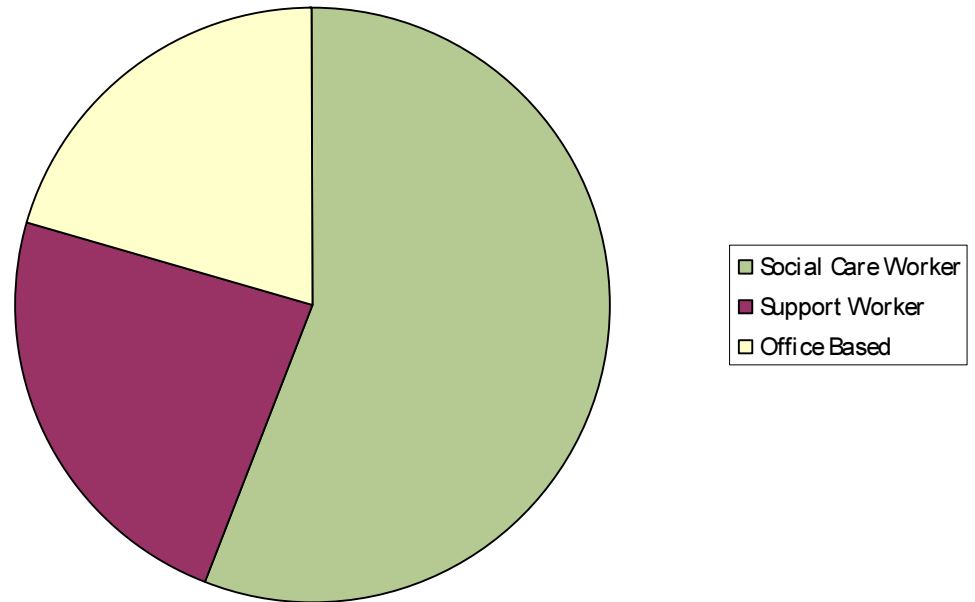
Adults and Housing Accidents by Occupation Q1 and Q2 - 2011

Directorate	Adults and Housing
Location Type	(All)
Quarter	(Multiple Items)

Occupation	No.	%
Social Care Worker	19	55.88%
Support Worker	8	23.53%
Office Based	7	20.59%
Grand Total	34	100.00%

Accidents/ Incidents by Occupation

Directorate: Adults and Housing Qtr: (Multiple Items)



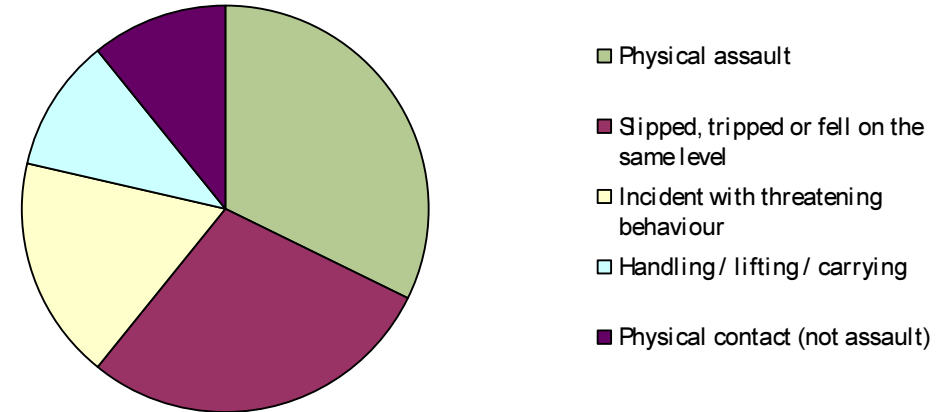
The accidents in the Adults Learning Disability Day Service have been included in the figures above and are also shown separately.

Adults and Housing Accidents by Type Q1 and Q2 – 2011

Directorate	Adults and Housing
Location Type	(All)
Quarter	(Multiple Items)
Occupation	(Multiple Items)

	Data	
Kind of accident/incident	No.	%
Physical assault	9	32.14%
Slipped, tripped or fell on the same level	8	28.57%
Incident with threatening behaviour	5	17.86%
Handling / lifting / carrying	3	10.71%
Physical contact (not assault)	3	10.71%
Grand Total	28	100.00%

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



The accident figures for Quarters 1 and 2 – 2011 (35) are 42% lower than Quarters 1 and 2 – 2010 (60).

There were 7 employee HSE reportable accidents in Quarters 1 and 2 – 2011:

A Social Care Worker fell over in the supermarket car park causing a fracture to the ankle.

A Support Worker was punched in the face and kicked by a client causing swelling and bruising.

A Social Care Worker fell over after getting out of the car and broke a tooth.

A Support Worker had their foot ran over by a client who was reversing their wheel chair.

A Social Care Worker whilst helping a client in the shower room slipped on the wet floor, causing a pain in the knee and hip.

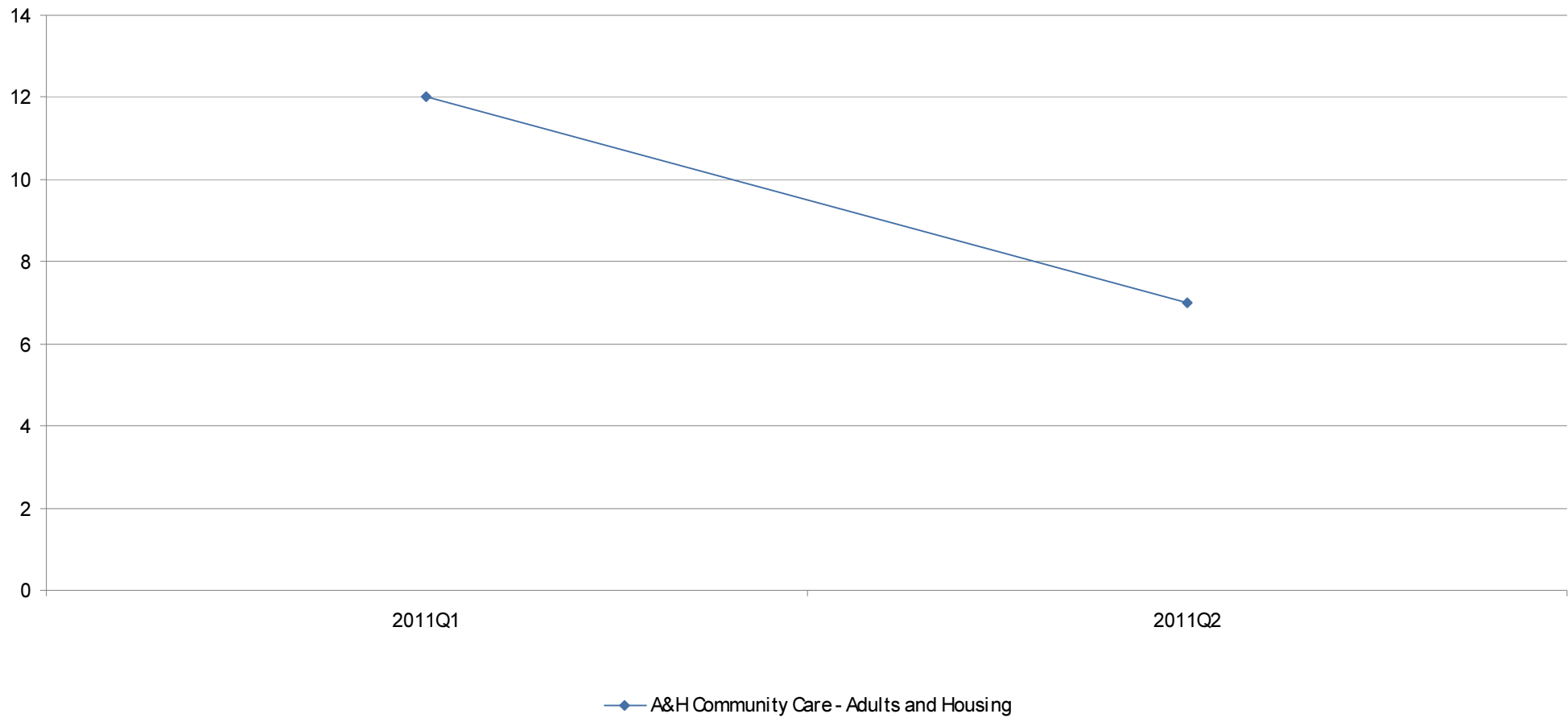
A Social Care Worker was in the garden with a client and fell off the swing causing a pain in their knee and calf.

A Social Care Worker was carrying a box and pulled a muscle in their neck.

Adults Learning Disability Day Service Q1 and Q2 - 2011

Quarter	Adults Learning Disability Day Service
2011Q1	12
2011Q2	7
Grand Total	19

Number of Accidents/Incidents by Quarter



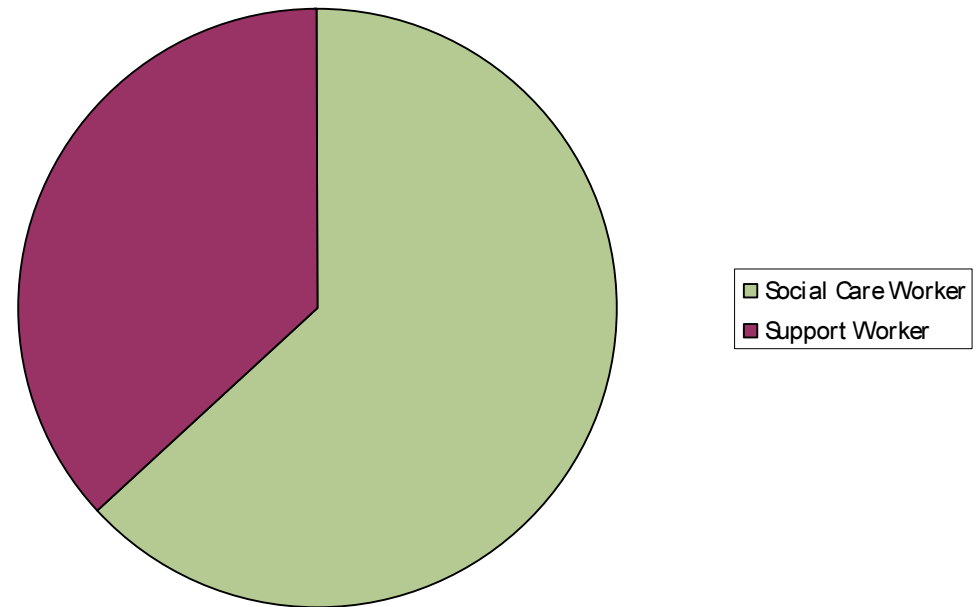
Adults Learning Disability Day Service Q1 and Q2 – 2011 Accidents by Occupation

Directorate	Adults and Housing
Location Type	LDDS
Quarter	(Multiple Items)

	Data	
Occupation	No.	%
Social Care Worker	12	63.16%
Support Worker	7	36.84%
Grand Total	19	100.00%

Accidents/ Incidents by Occupation

Directorate: Adults and Housing Qtr: (Multiple Items)



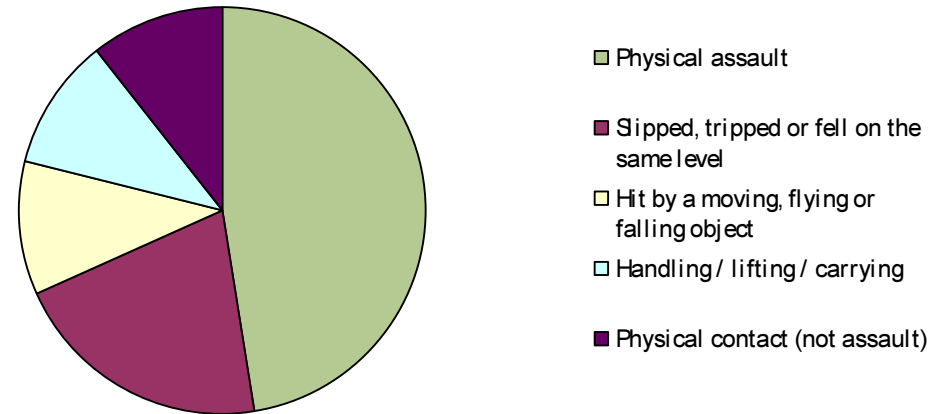
Adults Learning Disability Day Service Q1 and Q2 – 2011 Accidents by Type

Directorate	Adults and Housing
Location Type	LDDS
Quarter	(Multiple Items)
Occupation	(Multiple Items)

	Data	
Kind of accident/incident	No.	%
Physical assault	9	47.37%
Slipped, tripped or fell on the same level	4	21.05%
Hit by a moving, flying or falling object	2	10.53%
Handling / lifting / carrying	2	10.53%
Physical contact (not assault)	2	10.53%
Grand Total	19	100.00%

Top 5 Kinds of Accident/ Incident

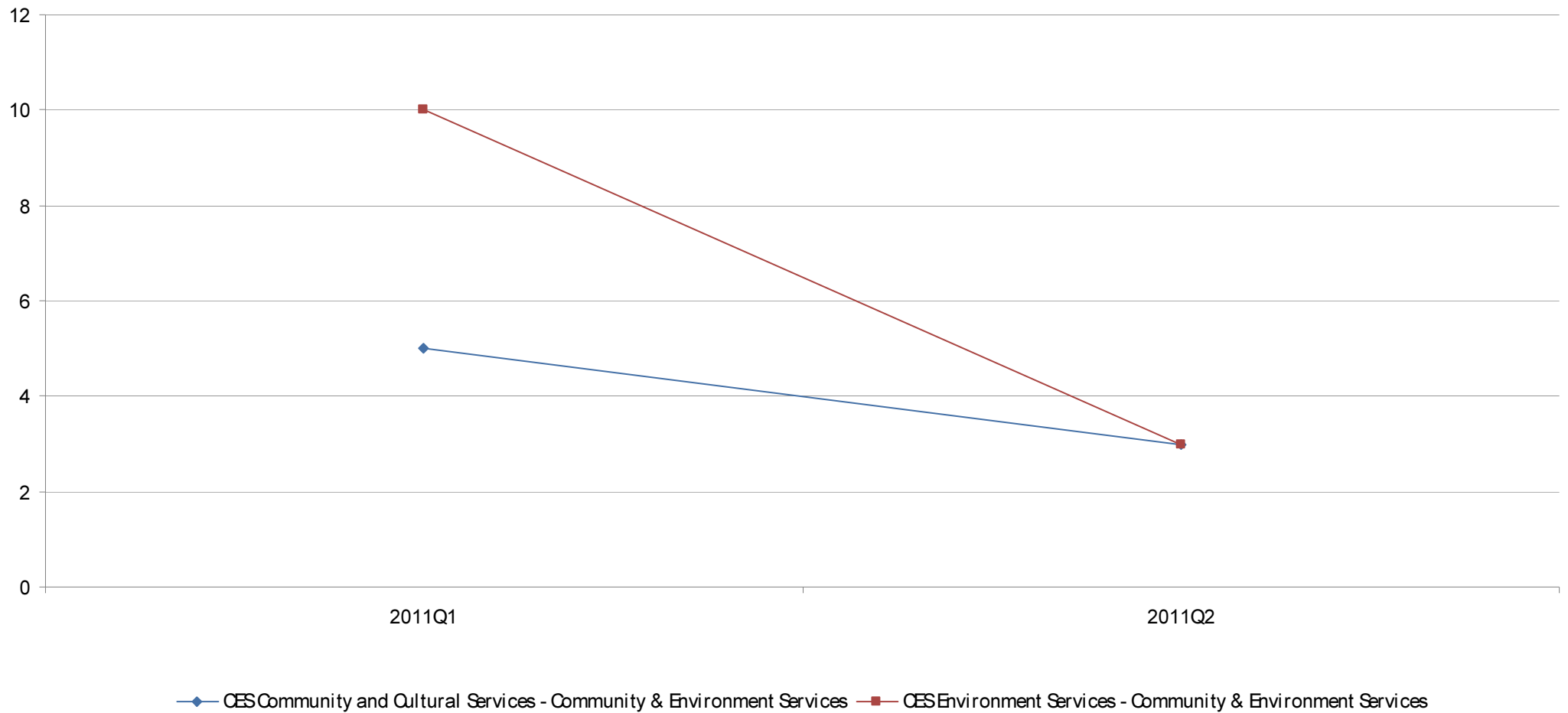
Directorate: Adults and Housing Qtr: (Multiple Items)



Community & Environment Q1 and Q2 - 2011

Quarter	Community & Environment Services	Community & Environment Services	Total
2011Q1	5	10	15
2011Q2	3	3	6
Grand Total	8	13	21

Number of Accidents/ Incidents by Quarter



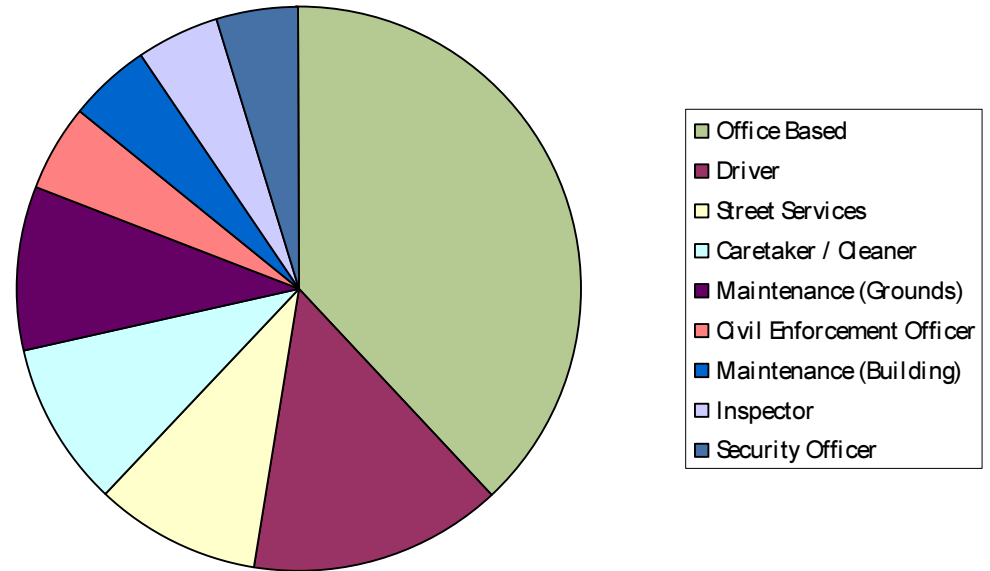
Community & Environment Accidents by Occupation Q1 and Q2 – 2011

Directorate	Community & Environment Services
Location Type	(All)
Quarter	(Multiple Items)

Occupation	No.	%
Office Based	8	38.10%
Driver	3	14.29%
Street Services	2	9.52%
Caretaker / Cleaner	2	9.52%
Maintenance (Grounds)	2	9.52%
Civil Enforcement Officer	1	4.76%
Maintenance (Building)	1	4.76%
Inspector	1	4.76%
Security Officer	1	4.76%
Grand Total	21	100.00%

Accidents/ Incidents by Occupation

Directorate: Community & Environment Services Qtr: (Multiple Items)

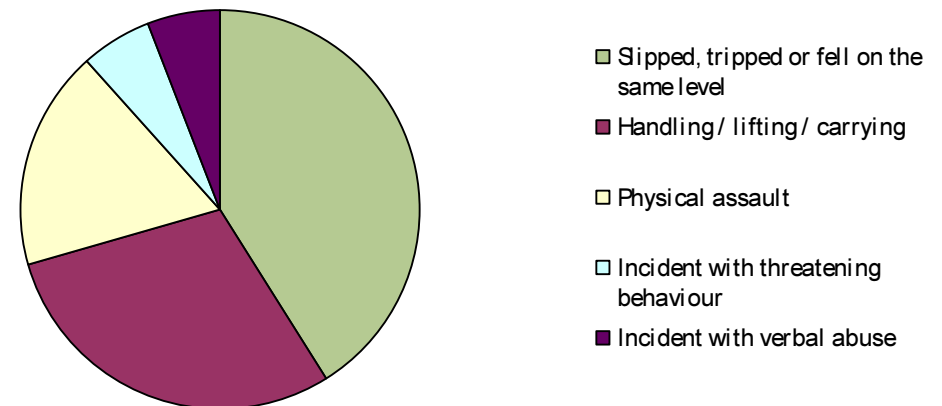


Community & Environment Accidents by Type Q2 – 2011

Directorate	Community & Environment Services
Location Type	(All)
Quarter	(Multiple Items)
Occupation	(Multiple Items)

	Data	
Kind of accident/incident	No.	%
Slipped, tripped or fell on the same level	7	41.18%
Handling / lifting / carrying	5	29.41%
Physical assault	3	17.65%
Incident with threatening behaviour	1	5.88%
Incident with verbal abuse	1	5.88%
Grand Total	17	100.00%

Top 5 Kinds of Accident/ Incident
 Directorate: Community & Environment Services Qtr: (Multiple Items)



The accident figures for Quarters 1 and 2 – 2011 (21) are 45% lower than Quarters 1 and 2 – 2010 (38).

There were 3 employee HSE reportable accidents in Quarters 1 and 2 – 2011:

An Office Based Employee was texting a friend whilst walking to the canteen and fell over onto their face, chipping a tooth and bruising their arm.

An Office Based Employee was helping to remove a stage frame and hurt their back.

A Civil Enforcement Officer was issuing a PCN Notice on a car, the car owner returned and pushed the employee to the ground, causing a sprain and bruise to the right shoulder.

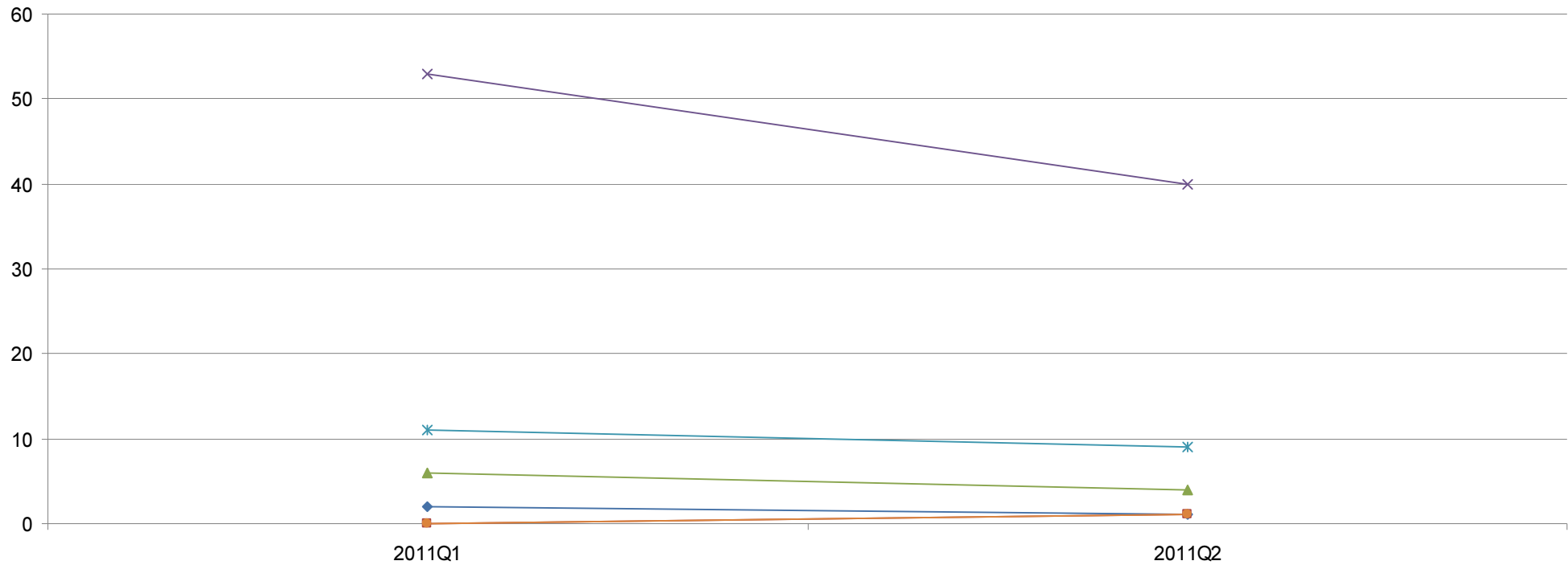
Place Shaping Q1 and Q2 - 2011

No accidents were reported in Q1 and Q2 by the Place Shaping Directorate.

Children's Services

	CS Achievement and Inclusion	CS Integrated Early Years and Community Services	CS Safeguarding, Family Placement and Support	CS Schools	CS Special Needs Services	CS Young People's Services	Grand Total
Quarter							
2011Q1	2	0	6	53	11	0	72
2011Q2	1	1	4	40	9	1	56
Grand Total	3	1	10	93	20	1	128

Number of Accidents/ Incidents by Quarter



- ◆— CSAchievement and Inclusion - Children's Services
- ▲— CSSafeguarding, Family Placement and Support - Children's Services
- *— CSSpecial Needs Services - Children's Services
- CSIIntegrated Early Years and Community Services - Children's Services
- ×— CSSchools - Children's Services
- CSYoung People's Services - Children's Services

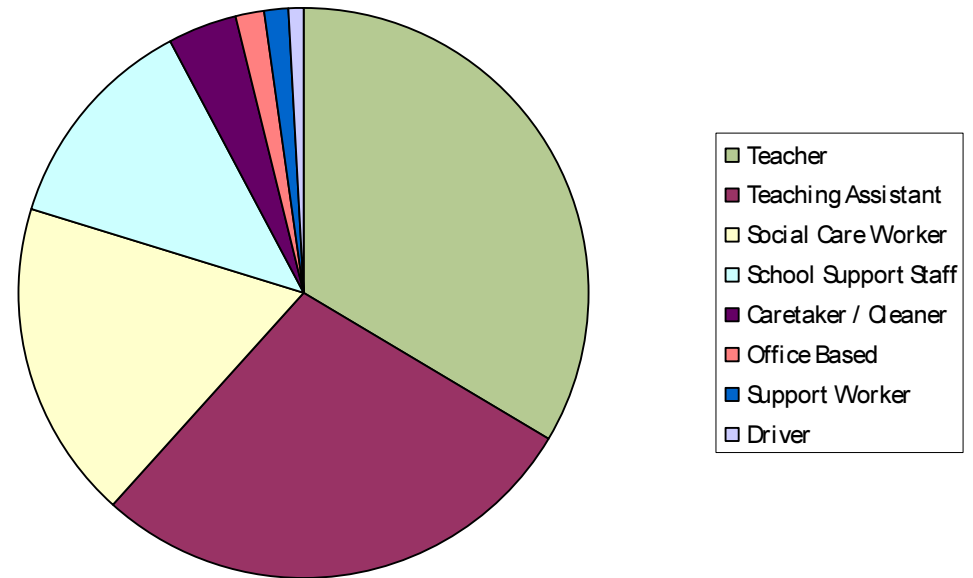
Children's Services Accidents by Occupation Q1 and Q2 – 2011

Directorate	Children's Services
Location Type	(All)
Quarter	(Multiple Items)

	Data	
Occupation	No.	%
Teacher	43	33.59%
Teaching Assistant	36	28.13%
Social Care Worker	23	17.97%
School Support Staff	16	12.50%
Caretaker / Cleaner	5	3.91%
Office Based	2	1.56%
Support Worker	2	1.56%
Driver	1	0.78%
Grand Total	128	100.00%

Accidents/ Incidents by Occupation

Directorate: Children's Services Qtr: (Multiple Items)



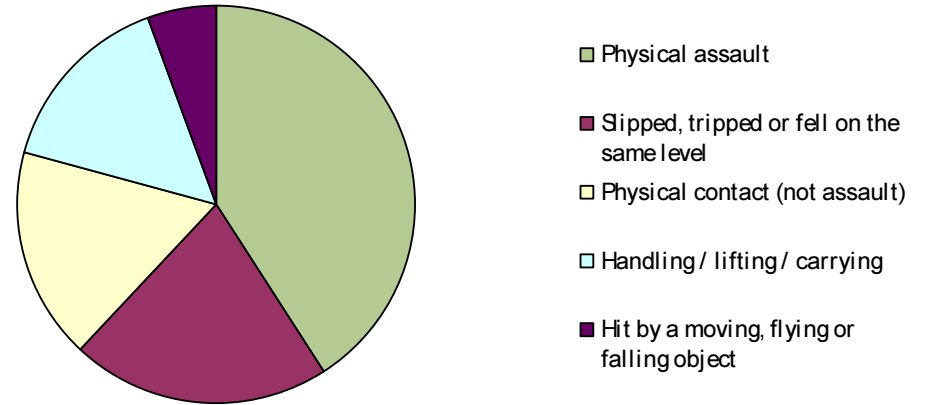
Children's Services Accidents by Type Q1 and Q2 – 2011

Directorate	Children's Services ▼
Location Type	(All) ▼
Quarter	(Multiple Items) ▼
Occupation	(Multiple Items) ▼

	Data ▼	
Kind of accident/incident ▼	No.	%
Physical assault	45	40.91%
Slipped, tripped or fell on the same level	23	20.91%
Physical contact (not assault)	19	17.27%
Handling / lifting / carrying	17	15.45%
Hit by a moving, flying or falling object	6	5.45%
Grand Total	110	100.00%

Top 5 Kinds of Accident/ Incident

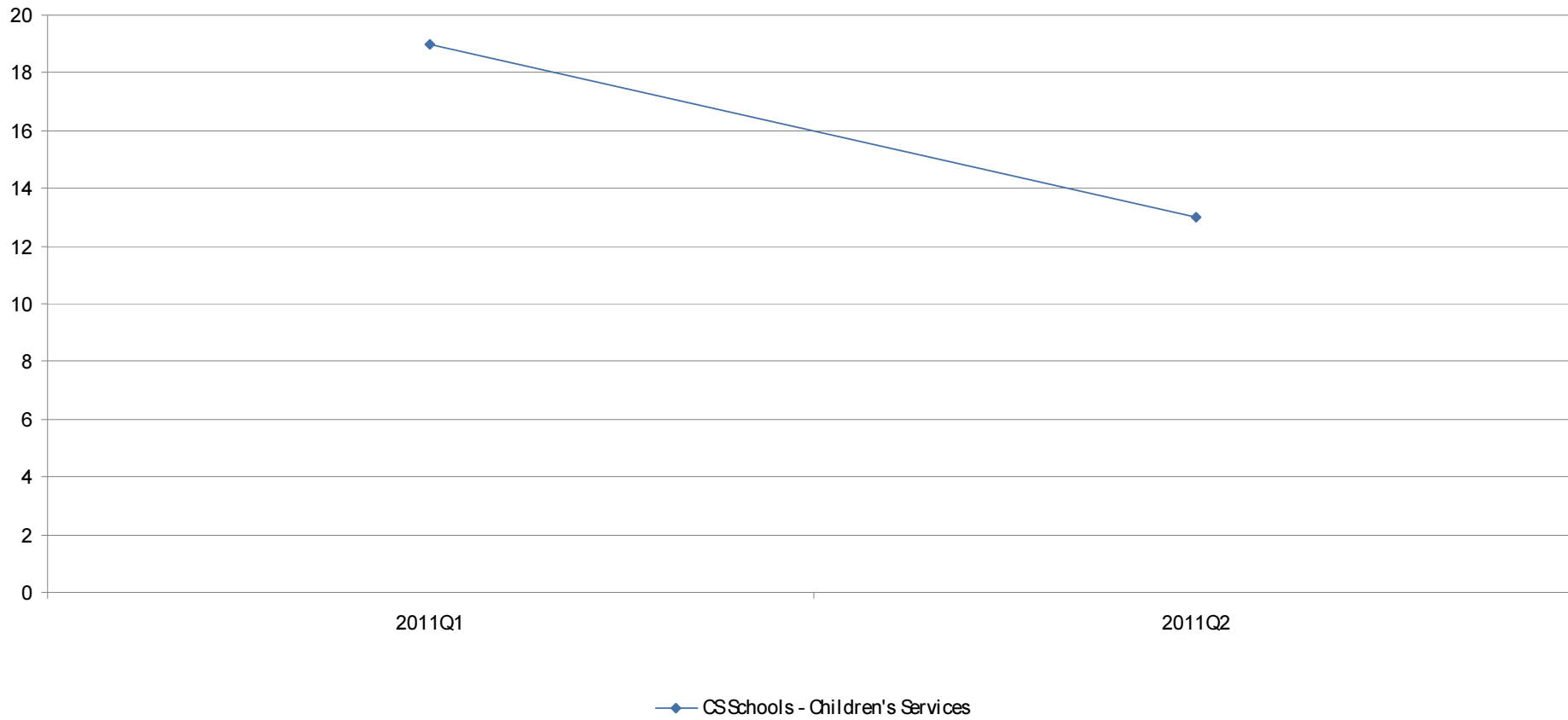
Directorate: Children's Services Qtr: (Multiple Items)



Children's Services Special Schools Q1 and Q2 - 2011

Quarter	Special Schools
2011Q1	19
2011Q2	13
Grand Total	32

Number of Accidents/ Incidents by Quarter



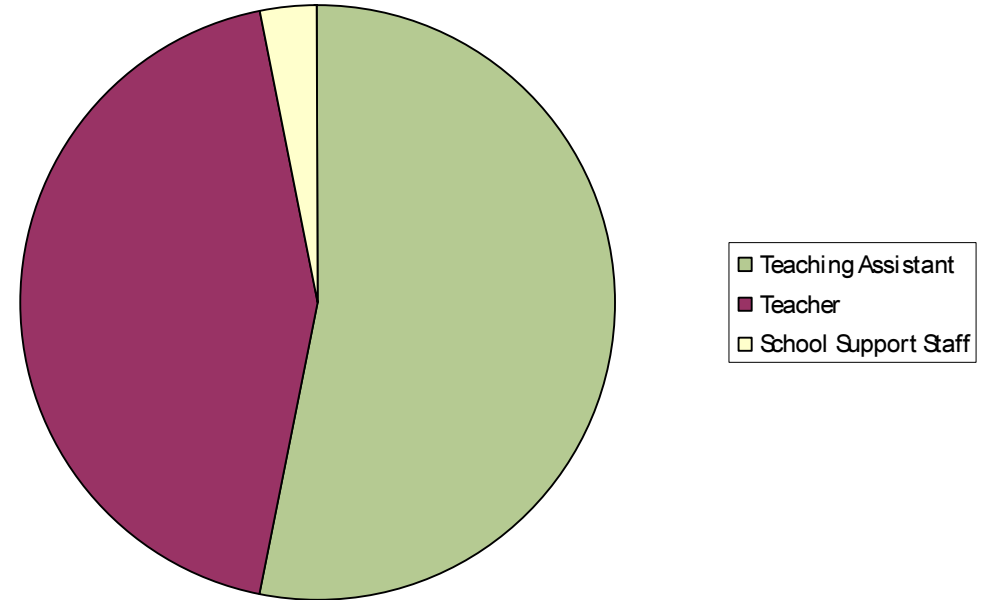
Children's Services Special Schools Accidents by Occupation Q1 and Q2 – 2011

Directorate	Children's Services
Location Type	S S
Quarter	(Multiple Items)

	Data	
Occupation	No.	%
Teaching Assistant	17	53.13%
Teacher	14	43.75%
School Support Staff	1	3.13%
Grand Total	32	100.00%

Accidents/ Incidents by Occupation

Directorate: Children's Services Qtr: (Multiple Items)



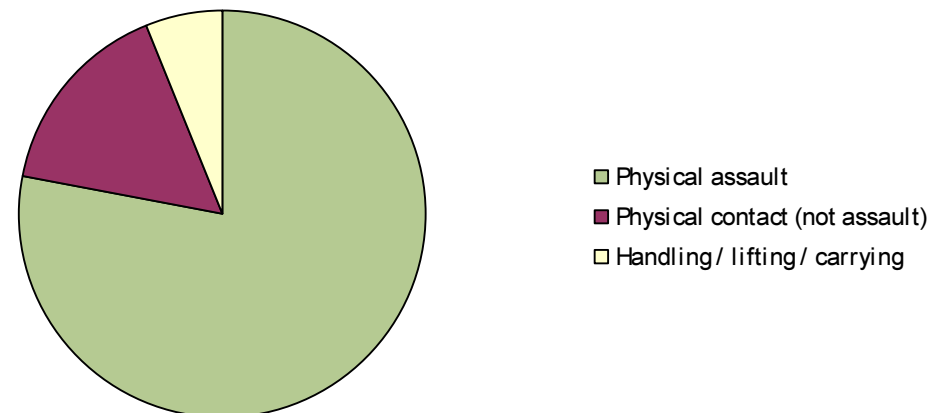
Children's Services Special Schools Accidents by Type Q1 and Q2 – 2011

Directorate	Children's Services
Location Type	S S
Quarter	(Multiple Items)
Occupation	(Multiple Items)

	Data	
Kind of accident/incident	No.	%
Physical assault	25	78.13%
Physical contact (not assault)	5	15.63%
Handling / lifting / carrying	2	6.25%
Grand Total	32	100.00%

Top 5 Kinds of Accident/ Incident

Directorate: Children's Services Qtr: (Multiple Items)



The Children's Services accident figures for Quarters 1 and 2 – 2011 (129) are 3% lower than Quarters 1 and 2 – 2010 (133). All the accident figures for Children's Services are shown without the academies.

There were 6 employee HSE reportable accidents in Quarters 1 and 2 – 2011:

A Caretaker was uncurling a hose pipe, he stepped back and did not see a child behind him on a bike, he fell over the bike and fractured the wrist.

A Teacher was walking in from the playground holding a pupils hand, the pupil dropped to the floor whilst tightly gripping the teachers hand, this caused a pulled muscle in the shoulder.

A Teacher was sitting on a low chair with children at the table, upon standing up; the teacher got a pain in the back and the legs.

A Social Care Worker was walking towards the bus and tripped and fell, causing a sprain and graze to the knee and hand.

A Social Care Worker was holding a child's hand to escort them across the road; the employee was pulled around suddenly by the child, which caused a strain to the shoulder and neck muscles.

A School Support Staff slipped on parquet flooring and landed on their shoulder and hit their eye on some furniture, the eye required stitches and the shoulder suffered impact damage.

There were 83 non employee HSE reportable accidents in Children's Services in Quarters 1 and 2 – 2011.

3. OBSERVATIONS/RECOMMENDATIONS

- 3.1 Since the launch of the new Database Accident / Incident / Near Miss Form and Accident Reporting Procedure in January 2011, this has led to a more consistent and accurate approach for data collection.

This database has been further modified and is allowing greater analysis of data, together with the production of more detailed charts and graphs.

With the launch of the Database Accident / Incident / Near Miss Form and Accident Reporting Procedure, the Corporate Health and Safety Service predicted that the number of accidents reported would remain high until the end of 2011; however, the reporting figure has reduced, even after allowing for the removal of academies from these figures.

- 3.2 The Corporate Health and Safety Service has delivered further training on the Database Accident / Incident / Near Miss Form and Accident Reporting Procedure to staff in special needs schools.
- 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.

4. OTHER

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