

REPORT FOR: Employees Consultative Forum.

Date of Meeting: 18th April 2012

Subject: **INFORMATION REPORT**
Response to the Forum on health and safety training.

Responsible Officer: Tom Whiting, Assistant Chief Executive

Exempt: No

Enclosures: Appendix 1 – Training Calendar
Appendix 2 – Health & Safety Training Matrix
Appendix 3 - Main Health & Safety Training Courses Attendances
Appendix 4 – Cost of claims (excluding schools)
Appendix 5 – Incident type for claims (excluding schools)

Section 1 – Summary

This report provides the requested response to the Forum on the provision and delivery of health and safety training.

FOR INFORMATION

Section 2 – Report

- 2.1 Health and Safety training is delivered through a yearly programme (see appendix 1). The courses delivered have been identified historically through an assessment of the organisation's health and safety training needs, from which a training matrix has been developed (see appendix 2).
- 2.2 Individual Services book team members on courses through Coursebooker and training is generally delivered at the Civic Centre, although bespoke courses are occasionally delivered on site, following requests from individual service areas, for example the Service Manager at one of the Community, Health & Wellbeing premises recently requested and was provided with fire warden & fire extinguisher training on site.
- 2.3 In addition to the health and safety training arranged by the Corporate Health & Safety Service, individual services are also able to organise their own bespoke training, to meet individual service needs. For example some services at the depot have received manual handling training in the last three years that relates directly to the activities performed in their area and 100 staff have attended the TFL Course 'Safe London Driving'.
- 2.4 The Corporate Health & Safety Service reports through the yearly and half yearly reports on the delivery of training it provides. Training is also discussed at the Directorate and Corporate Health and Safety Groups. Appendix 3 outlines the training delivered between the 1st April 2011 and 1st March 2012. The Service does not report on health and safety training that individual services organise separately, such as physical intervention training.
- 2.5 The Corporate Health & Safety Service has identified, as part of its two year improvement plan, the need to further develop the delivery of training to meet the needs of the organisation and to consider alternative options such as e-learning.
- 2.6 The Forum has asked the Service to identify if there is any correlation between the level of training currently being delivered and the number of Employer's Liability claims received. Employer's Liability claims against the Council have remained fairly consistent in terms of both number and cost for incidents arising in the past three years (see appendix 4). It should be noted that an employee has three years from the date of an accident to submit a claim against the Council and accordingly, claim costs for recent policy years are not yet fully developed. It should also be noted that not every claim is successful.
- 2.7 There have been twenty five employer liability claims in the last three years (see appendix 5). The natures of the incidents from which claims

have arisen have varied from slips on ice to incidents involving the management of clients with additional needs. The number of claims is low in relation to the number of employees within the organisation and together with the wide range of causes of incidents it is difficult to determine any clear correlation between incident type and training delivered.

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.

Section 5 – Corporate Priorities

5.1 Delivery of health and Safety training has the potential to impact on each of the Council's priorities.

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 28 th March 2012		

Section 6 - Contact Details and Background Papers

**Contact: Simon Rice, Service Manager- Corporate Health & Safety
0208 424 1362**

Background Papers: None

Appendix 1



Harrow Health & Safety Services Training Calendar January 2012 - December 2012

January			
16/01/12	Health & Safety for Staff	Committee Room 6	09.30-12.30
17/01/12	Manual Handling	Committee Room 3	09.30-12.30
24/01/12	Premises Managers H&S Training	Committee Room 3	09.30-16.30
25/01/12	Risk Assessment	Committee Room 3	09.30-12.30

February			
01/02/12	Health & Safety for Staff	Committee Room 6	09.30-12.30
06/02/12	Health & Safety for Managers	Committee Room 6	13.30-16.30
08/02/12	COSHH	Committee Room 6	09.30-12.30
21/02/12	Lone Working	Committee Room 3	09.30-12.30
27/02/12	Fire Warden Marshal Training	Committee Room 6	09.30-12.30
27/02/12	Fire Risk Assessment	Committee Room 6	13.30-16.30

March			
13/03/12	DSE Assessor	Third Floor South Wing Conference Room	13.30-16.30
13/03/12	Health & Safety for Staff	Committee Room 6	09.30-12.30
26/03/12	Personal Safety	Committee Room 3	09.30-12.30

April			
17/04/12	Health & Safety for Managers	Committee Room 3	09.30-12.30
18/04/12	Manual Handling	Committee Room 6	09.30-12.30
26/04/12	Health & Safety for Staff	Committee Room 5	13.30-16.30
23/04/12	Premises Managers H&S Training	Committee Room 6	09.30-16.30

May			
14/05/12	Health & Safety for Staff	Committee Room 3	13.30-16.30
16/05/12	Workplace Inspection	Committee Room 6	09.30-12.30
21/05/12	DSE Users	Committee Room 6	09.30-12.30
21/05/12	DSE Assessors	Committee Room 6	13.30-16.30

June			
11/06/12	Health & Safety for Managers	Committee Room 6	13.30-16.30
12/06/12	Fire Warden Marshal Training	Committee Room 6	09.30-12.30

12/06/12	Fire Risk Assessment	Committee Room 6	13.30-16.30
19/06/12	Health & Safety for Staff	Committee Room 6	13.30-16.30
19/06/12	Risk Assessment	Committee Room 6	09.30-12.30
25/06/12	COSHH	Committee Room 6	09.30-12.30
27/06/12	Lone Working	Committee Room 6	09.30-12.30

July

04/07/12	DSE Users	Committee Room 6	09.30-12.30
04/07/12	DSE Assessors	Committee Room 6	13.30-16.30
06/07/12	Manual Handling	Committee Room 6	13.30-16.30
06/07/12	Health & Safety for Managers	Committee Room 6	09.30-12.30
11/07/12	Premises Managers H&S Training	Committee Room 6	09.30-16.30
18/07/12	Health & Safety for Staff	Committee Room 6	13.30-16.30

September

10/09/12	Stress Risk Assessment	Committee Room 3	09.30-12.30
19/09/12	Personal Safety	Committee Room 6	09.30-12.30
20/09/12	Risk Assessment	Committee Room 6	09.30-12.30
21/09/12	Health & Safety for Staff	Committee Room 6	09.30-12.30

October

1/10/12	Health & Safety for Managers	Committee Room 3	13.30-16.30
4/10/12	Health & Safety for Staff	Committee Room 3	09.30-12.30
8/10/12	Lone Working	Committee Room 6	09.30-12.30
12/10/12	Premises Managers H&S Training	Committee Room 6	09.30-16.30
17/10/12	DSE Users	Committee Room 6	09.30-12.30
17/10/12	DSE Assessor	Committee Room 6	13.30-16.30

November

07/11/12	Fire Warden Marshal Training	Committee Room 6	09.30-12.30
07/11/12	Fire Risk Assessment	Committee Room 6	13.30-16.30
09/11/12	Risk Assessment	Committee Room 6	13.30-16.30
12/11/12	Health & Safety for Staff	Committee Room 6	09.30-12.30
14/11/12	COSHH	Committee Room 3	09.30-12.30
19/11/12	Manual Handling	Committee Room 6	09.30-12.30

December

07/12/12	DSE Users	Committee Room 6	09.30-12.30
07/12/12	DSE Assessors	Committee Room 6	13.30-16.30
11/12/12	Personal Safety	Committee Room 6	09.30-12.30
17/12/12	Premises Managers H&S Training	Committee Room 6	09.30-16.30
18/12/12	Health & Safety for Staff	Committee Room 6	13.30-16.30
19/12/12	Health & Safety for Managers	Committee Room 6	09.30-12.30

In all cases the appropriate training must be established using the Health and Safety risk assessment process.

R- Recommended - Determined by Risk

M- Mandatory - Required by Health and Safety Legislation

Appendix 3

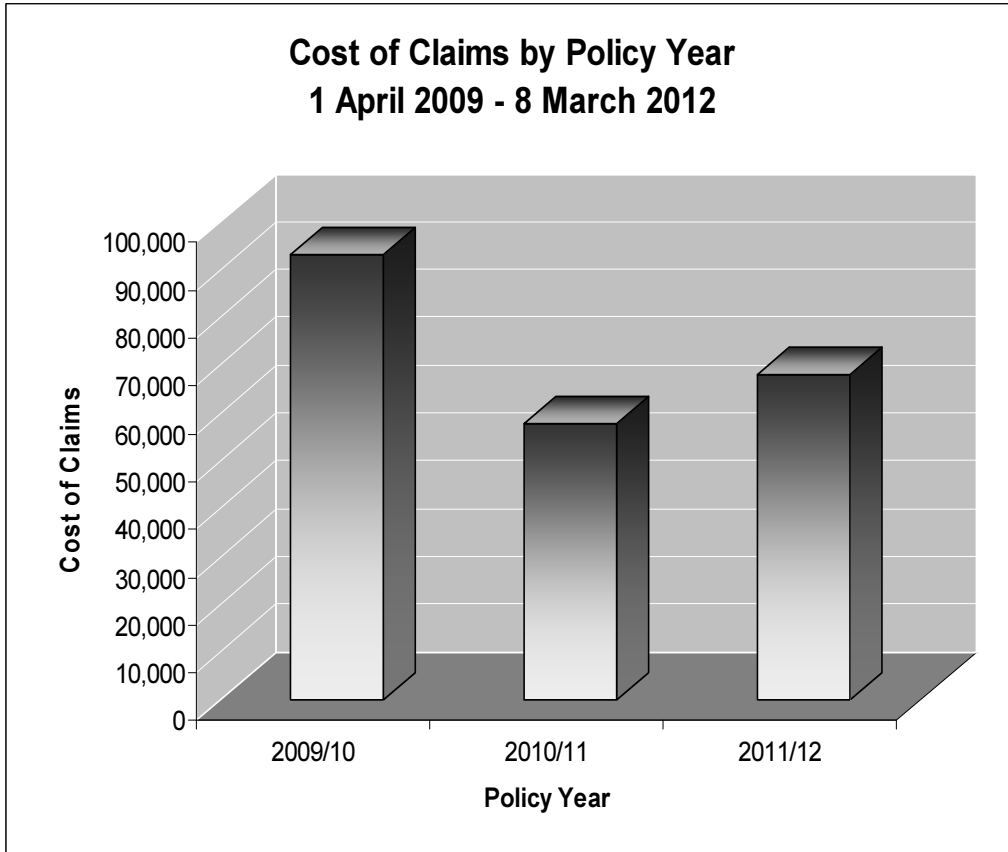
Main Health & Safety Training Courses Attendances 1/4/2011 – 01/03/2012

Directorates Courses /	Corporate Finance	Children's Services	Adults and Housing	Environment and Community	Chief Executive	Place Shaping	Total
Health and Safety Induction for staff	4	11	17	9	5	10	56
Health and Safety Induction for managers	1		3		1		5
Health and Safety Risk Assessment			28				28
Health and Safety for Premises managers		8	3	19			30
Stress Awareness							
Fire Marshals	2	1	33		2		38
Lone working			6	4			10
Personal safety		2					2
DSE users	3	1	1		1		6
DSE assessors	6	3	3		2		14
Stress awareness / risk assessment			16				16
COSHH awareness		5	21	1			27
Manual Handling		23	13	5			41
Fire safety awareness		240					240
Total	16	294	144	38	11	10	513

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

Appendix 4

Cost of claims (excluding schools)



Appendix 5

Incident type for claims (excluding schools)

