
Report To:	Policy & Resources Committee	Date:	14 November 2017
Report By:	Head of Organisational Development, Human Resources and Communications	Report No:	HR/37/17/PR
Contact Officer:	Pauline Ramsay Health and Safety Team Leader	Contact No:	01475 714723
Subject:	Corporate Health and Safety Report		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval of the Corporate Health and Safety report for 2016/17 (Appendix 1).

2.0 SUMMARY

- 2.1 Reporting on Health and Safety performance is a key aspect of ensuring that Health and Safety is correctly managed within an organisation.
- 2.2 The Health and Safety Executive have issued guidance on how they expect Health and Safety to be managed within an organisation, this framework provides the basis for the approach which Health and Safety Inspectors will take when auditing an organisation's arrangements for managing health and safety. The Corporate Health and Safety Report reflects this framework.
- 2.3 The Corporate Health and Safety Report summarises the Council's performance data, including the numbers and types of accidents and incidences of work related ill health. It also outlines enforcement action and commentary on health and safety during the year.
- 2.4 The People and Organisational Strategy was approved by the Policy and Resources Committee in September 2016. This particular proposal is contained within Theme 2 - Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource) and Theme 3 - *Employer of Choice (Continuous Improvement)* in that it focuses on the health, safety and welfare of our workforce.

3.0 RECOMMENDATIONS

- 3.1 The Committee is recommended to approve the Corporate Health and Safety Report.
- 3.2 The Committee is asked to support this report by active promotion and support of Health and Safety.

4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that health and safety risks to employees are managed and assessed in line with its legal duties as defined by the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, Fire (Scotland) Act 2005 the Fire Safety (Scotland) Regulations 2006 and other statutory requirements.
- 4.2 Monitoring of performance in relation to compliance with this legislation is a key part of the Council's management arrangements. The Corporate Health and Safety report provides information to those with overall responsibility for health and safety management on the Council's performance in this area.
- 4.3 The Health and Safety Report consists of the following main sections:
- Policy and guidance issued or updated
 - Consultations and communication
 - Training carried out
 - Enforcement action
 - Performance in relation to incidents reported
 - Auditing and inspection

The report indicates further development work is required in the following areas:

- Violence and aggression
- Manual handling
- Slips, trips and falls

These will be addressed in Service Health and Safety Plans.

5.0 PROPOSALS

- 5.1 The Corporate Health and Safety Report will drive forward improvement in health and safety management in the Council and be used as a framework to further enhance the safety of employees and those affected by the work of the Council.

6.0 IMPLICATIONS

Finance

- 6.1 There are no financial implications for this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

- 6.2 Legal: Failure to have a robust health and safety management system in place and to

implement it could result in enforcement action being taken against the Council.

Human Resources

6.3 There are no Human Resources implications.

Equalities

6.4 There are no Equalities issues within this report.

Repopulation

6.5 There are no repopulation issues within this report

7.0 CONSULTATIONS

7.1 The Health and Safety Report has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions have agreed the report.

8.0 LIST OF BACKGROUND PAPERS

8.1 Appendix 1 – Corporate Health and Safety Report

Health and Safety Report

2016 – 2017

Prepared by: Pauline Ramsay (H&S Team Leader)
Approved By: Corporate Health and Safety Committee
and CMT
Issue Status: Final

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1. Introduction

I am pleased to introduce the Council's Health and Safety performance report for 2016/17. A high standard of health and safety performance is one of the Council's primary objectives and is recognised as an integral part of service delivery. This means having in place effective management arrangements that ensure the wellbeing of our employees. It is our employees who deliver our Council's goals and we attach great importance to ensuring the continued health, safety, welfare and development of our workforce and to minimise the distress and disruption caused by any injuries or work related illnesses which may occur. It requires that we search out, adopt and update best practice relevant to and proportionate to the risks we and our employees face, and that we generate guidance and procedures for relevant activities.

Inverclyde Council has set clear goals for reducing injury and ill health. This Health and Safety report covers the period from April 2016 to March 2017.

It summarises the Council's performance data, including the numbers and types of accidents and incidences of work related ill health. It also outlines enforcement action and commentary on health and safety during the year.

I would like to thank all of our employees who undertake essential roles as First Aiders, Fire Wardens, risk assessors and others for playing a vital part in the management of health and safety across Inverclyde Council.

Aubrey Fawcett
Chief Executive

2. Health and Safety Policy

- 2.1 The Council is committed to safeguarding the health, safety and welfare of its employees and all other persons likely to be affected by the work of the Council. We accept the aims and provisions of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations and other relevant statutory obligations. Our H&S Policy and associated arrangements and guidance documents represents a continuing commitment to improving our standard of Health, Safety and Welfare.
- 2.2 The following policies, arrangements and guidance documents were developed, issued or reviewed during 2016/17.

Policies and Arrangements

Moving and Handling Policy – Reviewed and redrafted
First Aid at Work Policy – Reviewed and redrafted

Information sheets

IS 24 – Dealing with Stress - Reviewed
IS 25 – How to choose an office chair – Reviewed
IS 31 – Use of Mobile phones When Driving
IS 66 – Agency/Temporary Workers - Reviewed
IS 70 – Bomb Threats - Reviewed

Safety Alerts

SA No 31 – Electrical Safety
SA No 32 – Socket Covers
SA No 33 – Accessing Derelict Buildings

3. Organisation

- 3.1 Inverclyde Council Corporate Management Team (CMT) leads on improving health and safety and monitors progress regularly.
This is achieved through:
- Advice from the Corporate Health and Safety Committee (CHSC) on the overall direction of health and safety performance within the Council.
 - Consultation with Trade Union safety representatives at CHSC.
 - Competent advice from the Health and Safety Team Leader.
 - Line Managers fulfilling their roles and responsibilities for health and safety
 - The Organisational Development, Human Resources and Communications service who organise corporate health and safety training and manage the occupational health contract.
- 3.2 The Corporate Health and Safety Committee lead on improving health and safety and

monitors progress. The Chief Executive chairs the meetings and the Vice Chair is a Trades Union representative. The Committee consists of a representative from each Directorate preferably at Head of Service level, and representation from each Trades Union. Quarterly meetings are scheduled where health and safety issues such as new policies, procedures and accident statistics are discussed and approved.

4. Planning and implementation

4.1 The annual health and safety plan is linked to the Corporate Directorate Improvement Plan. Our improvement actions are linked to the wellbeing outcomes of safe, healthy, achieving, nurtured, active, respected, responsible and included. Our risk-based health and safety objectives are confirmed by the Corporate Health and Safety Committee.



4.2 The risk-based health and safety objectives are disseminated to Directorates through the Corporate Health and Safety Committee and the health and safety section of the corporate intranet Icon.

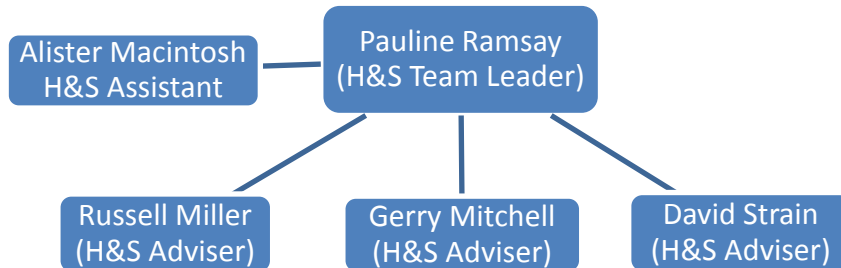
Based on the number of incidents known to have occurred in the Council and on an assessment of the potential harm to employees, the following priority areas were identified for action:

- Violence and aggression
- Manual handling
- Risk Assessment
- Vibration

The CHSC receives quarterly reports and monitors delivery of the health and safety objectives. Health and safety incident statistics are also included in the WIAR reports issued by OD, HR and Comms on a quarterly basis.

5. Advice and Support

5.1 The primary health and safety advice is provided by the Corporate Health and Safety Section, who provide support on all aspects of health and safety at work for Inverclyde Council employees. The section is centralised and organised as follows:



5.2 In addition during 2016/17 the section had taken on a Health and Safety modern apprentice who completed his SVQ Level 3 in Health and Safety. He has since moved on to achieve employment elsewhere.

6. Health and Safety Training

6.1 Health and safety training was organised either by Organisational Development, Human Resources and Communications, or via the employing service. While the Health and Safety section did not carry out face to face training in 2016/17 face to face training was made available via Renfrewshire Council. Face to face training will be reintroduced by the health and safety section from April 2017, a training plan will be developed and uptake of courses will be monitored.

Course/Information Session	Places available	Places taken up	Training Provider
Lone Working/Personal Safety FAQ	12	10	In-house
Working Safely	2	Cancelled	Renfrewshire Council
COSHH Awareness	2	Cancelled	Renfrewshire Council
Fire Warden	22	18	Renfrewshire Council
Blood Borne Virus	15	12	External
General Risk Assessment	2	Cancelled	Renfrewshire Council
Supervising Safely	4	2	Renfrewshire Council
Violence and aggression	4	Cancelled	Renfrewshire Council
IOSH Managing Safely	3		Renfrewshire Council
Fire Risk Assessment	2	Cancelled	Renfrewshire Council
Fire Risk Management Awareness	2		Renfrewshire Council

6.2 E-Learning

The following elearning courses are available:

- Health and Safety Induction (mandatory)
- Fire Safety Awareness (mandatory)
- Managing Stress in Others
- Asbestos awareness refresher (mandatory for employees whose work may bring them into contact with asbestos containing materials)
- Dangerous Substances
- Display Screen Equipment (mandatory for DSE users)
- Electricity
- First Aid
- Manual Handling (Recommended for employees who may carry out low risk manual handling, i.e. office staff)
- Slips, Trips and Falls
- Managing HAVS (mandatory for managers of employees who use hand held vibratory equipment)

Information on the completion of key mandatory elearning training has been provided in Appendix 1, where employees have not passed or completed certain mandatory health and safety training courses they receive a reminder to complete the training by a set date. The following training was followed up and monitored for 2016/17:

- Fire Safety Awareness
- Manual Handling
- DSE

Random checks were also carried out where there would appear to be a high proportion of employees who had failed a course or had not completed it. In a significant number of these instances the employees who had failed to complete the course were not required to do it as part of their job role.

Detailed reports on up-take of elearning training are prepared as resources permit; these are passed to each Head of Service and detail all employees, their line manager and the training they have received.

7. Consulting and communication

- 7.1 The Corporate Health and Safety Committee is the principal consultation forum on health and safety within the Council. The committee meets four times per year and is chaired by the Chief Executive. The Committee consists of a representative from each Directorate, normally at Head of Service or Senior Management level, and representation from each Trades Union. The CHSC leads on improving health and safety and monitors progress regularly.
- 7.2 Any changes to policies, objectives, or health and safety decisions are discussed, circulated to a wider audience for consultation (if applicable), and agreed by the committee prior to implementation.
- 7.3 New policies or reports are distributed to the CHSC for consultation and agreement prior to being submitted to the CMT and then the Council Policy and Resources Committee

for final approval and issue.

7.4 The following examples illustrate the topics discussed by the CHSC during 2016/2017:

Audits and Inspections:

- Manual handling audit which checked the status of the Council's approach to Manual Handling against the new Scottish Manual Handling Passport scheme. A detailed breakdown of results was supplied to individual Services.
- A DSE Audit was carried out

Training

- A Series of training Seminars on Asbestos Awareness.
- Development work on a series of toolbox talks which can be used by Supervisors to give to employees.

Occupational Health

- Development of a Health Surveillance procedure.

8. Enforcement Action

8.1 The HSE carried out an investigation into a potential HAVS case which was reported under RIDDOR, there was no follow up action as it was inconclusive if the employee is suffering from HAVS or his condition is linked to a long standing medical condition. The employee will be monitored.

8.2 The HSE followed up a RIDDOR report made in regard to Burial Grounds where an employee was thrown from a dumper truck, no further action taken.

8.3 The fire service carried out a series of audits on council properties and while there was no enforcement action taken there were some common areas of concern highlighted:

- Training and training records
- Fire doors being kept clear
- Co-operation and co-ordination with other users (Inverclyde Leisure Properties)
- Storage of combustible items
- Maintenance of fire resistant doors

Any issues identified have been followed up with the relevant service.

9. Performance

9.1 Incident summary

Inverclyde Council employs approximately 4,200 employees in varied roles and exposed to similarly varied risks. The Council's activities are wide ranging and include risks from hazards associated with building maintenance, machinery, electricity, moving and handling people, asbestos, violence and aggression, and premises used by the public.

Accidents/incidents within the Council are reported by employees and recorded onto an Accident Database. During 2016/2017, employees reported 372 incidents, of these 71 were classified as a near miss and a further 63 did not result in any injury, all other incidents resulted in some form of injury to an employee. 50 of the incidents resulted in the employee having to take time off from work.

- In terms of more serious injuries there were 3 fractures, one concussion and 1 amputation of the tip of a finger.
- The fractures included:
 - Two employees from Environmental and Commercial Services who tripped or slipped resulting in the injury.
 - A Teacher who stubbed their toe on a table.
- The concussion occurred when a pupil with additional support needs threw themselves forward while the Learning Assistant was unbuckling them and head butted the learning assistant.
- The amputation occurred when a pupil with additional support needs ran and slammed a door catching the employee's finger in it.

There were 20 RIDDOR reportable incidents, two were major incidents and mentioned above, one was a reportable disease and 17 resulted in over 7-day absences. Examples of the over 7 day incidents reported to the HSE:

- 5 resulted from slips trips or falls, i.e an employee clearing rubbish from the shore slipped on rocks.
- A catering assistant was splashed with hot oil while clearing debris from the bottom of the fryer.
- A street sweeper was sweeping the pavement when a dog attacked him, he jumped back onto the edge of the road and a moving car hit his left leg.
- Lifting Heavy coffin (32st) from hearse to graveside and strained muscle when lowering on to putlogs

The lagging indicators present a picture of our reported incidents. Performance in this category may be influenced by a strengthening culture of internal reporting procedures rather than an arbitrary indication of success or failure to manage risk effectively.

The majority of employee incidents identified by reactive monitoring are:

- verbal abuse 30%
- violence 23%
- slip, trip or falls 12%
- manual handling 8%.

The following incident data is broken down into two main categories, incidents over a 3 year reporting period and then a more detailed look at the data gathered during 2016/2017.

- Incident data over a 3-year reporting period
- Incident data for 2016/2017 (breakdown of reports by Directorate)

9.2 Employee incident data over a 3- year reporting period

Table 1 – 3-year employee incident data

All Reports	Year	2016/2017	2015/2016	2014/2015
	RIDDOR - Fatality		0	0
RIDDOR – major injury		2	3	1
RIDDOR – all other		17	16	9
RIDDOR – Reportable Disease		1	2	5
All other incidents		352	325	404
Total incident reports		372	343	419
Incident rate per 1,000 employees		79.1	70.4	87.5

Overall, we have seen a decrease in the total number of reports since 2014/2015, however there has been an increase in reports in comparison to 2015/16. The number of major injuries has remained relatively low, though there has been a large increase in the total number of incidents reported which is indicative of improved reporting.

Table 2 – 3-year employee “violence & verbal abuse” incident data

Violence & Verbal Abuse Reports	Year	2016/2017	2015/2016	2014/2015
	Incidents Reported		197	180

There were 110 incidents of verbal abuse and 87 cases of violence reported during 2016/2017.

9.3 Employee incident data 2016/2017 (breakdown of reports)

RIDDOR reports

Table 3 – RIDDOR (breakdown by Directorate)

Employee RIDDOR	Directorate	2016/2017
	Education, Communities & Organisational Development	3
	Environment, Regeneration & Resources	16
	HSCP	1
	Total	20

All incidents 2015/2016

Table 4 – Employee All incidents (breakdown by Directorate)

Employee - All incidents reported	Directorate	2016/2017
	Education, Communities & Organisational Development	151
	Environment, Regeneration & Resources	79
	HSCP	142
	Total	372

Table 5 – All Employee Incidents (breakdown by type)

Type of Incident	Number of Incidents
Verbal abuse by service user/pupil	53
Verbal abuse by member of public	43
Violence or assaulted by Service User/Pupil (Additional Support Needs)	42
Manual handling injury due to handling, lifting or carrying	30
Violence/assaulted by service user/pupil	28
Hit by a moving, flying or falling object	16
Slipped, tripped or fell (no obvious cause)	15
Verbal abuse by service user/pupil (Additional Support Needs)	14
Hit something fixed or stationary	13
Slipped, tripped or fell (wet floor)	13
Violence/assaulted by member of public	12
Horseplay/carry on	9
Contact with a sharp object	8
Hit by a moving vehicle	6
Medical condition	6
Slipped, tripped or fell (on stairs)	6
Slipped, tripped or fell (over extraneous item)	6

Road traffic accident	6
Animal Attack	5
Violence or assaulted by member of the public (Additional Support Needs)	5
Contact with hot item	4
Fire/explosion incident	4
Sharps/Needlestick incident	4
Contact with hot liquid	3
Slipped, tripped or fell (damaged surface)	3
Building/Masonry Fault	2
Trapped or caught between two objects	2
Slipped, tripped or fell exiting vehicle	2
Exposed to hazardous substance	2
Faulty equipment	2
Gas Leak	1
Exposure to vibratory equipment	1
Electricity or electrical discharge	1
Contact with moving material or material being machined	1
Fell from height	1
Exposure to noise	1
Slipped, tripped or fell (on ice/snow)	1
Client on floor (unknown cause)	1
Grand Total	372

Table 6 – Employee “verbal abuse & violence” incidents (breakdown by Directorate)

Employee – verbal abuse/violence incidents reported	Directorate	2016/2017
	Education, Communities & Organisational Development	105
	Environment, Regeneration & Resources	11
	HSCP	81
	Total	197

61 of the verbal abuse and violence incidents involved a service user/pupil or member of the public with “additional support needs”.

Table 7 – Employee “slips, trips and falls” incidents (breakdown by Directorate)

Employee – slip, trip or fall incidents reported	Directorate	2016/2017
	Education, Communities & Organisational Development	20
	Environment, Regeneration & Resources	13
	HSCP	13
	Total	46

The following types of slips, trips and falls were reported during 2016/2017:

Slipped, tripped or fell (no obvious cause)	15
Slipped, tripped or fell (wet floor)	13
Slipped, tripped or fell (on stairs)	6
Slipped, tripped or fell (over extraneous item)	6
Slipped, tripped or fell (damaged surface)	3
Slipped, tripped or fell exiting vehicle	2
Slipped, tripped or fell (on ice/snow)	1

Table 8 – Employee “manual handling” incidents (breakdown by Directorate)

Employee – manual handling incidents reported	Directorate	2016/2017
	Education, Communities & Organisational Development	4
	Environment, Regeneration & Resources	18
	HSCP	8
	Total	30

5 of the manual handling accidents were RIDDOR reportable as the injured person was off work for more than 7 days.

Table 9 – Employee “days lost” from incidents (breakdown by Directorate)

Employee – days lost reported	Directorate	2016/2017
	Education, Communities & Organisational Development	99
	Environment, Regeneration & Resources	566
	HSCP	314
	Total	978

Table 10 –top three reasons for “days lost” per incident type

Employee – days lost reported	Incident description	2016/2017
	Slip trip or fall	319
	Violence or assault	246
	Manual handling	183

One of the violence to staff issues which resulted in work days lost was a random assault on a senior home support worker in the street during the day.

9.4 Audit Summary

DSE Audit

Results are based on the number of staff who responded to a series of survey questions.

Directorate	% Staff aware of their responsibilities	% staff had DSE Assessments carried out	% Staff completed DSE Awareness training.
Education, Communities & Organisational Development	70%	41%	52%
Environment, Regeneration & Resources	85%	72%	83%
HSCP	74%	38%	50%
Overall Council	76%	50%	61%

Some Service areas have performed well and have established a robust system for carrying out DSE Assessments and training

- Within Legal and Property Services 76% of employees have had a DSE assessment carried out and 80% have had DSE awareness training.
- In Finance 86% of employees have had a DSE assessment carried out and 96% have had DSE awareness training.

Manual Handling Passport Audit

A rolling programme of manual handling audits is in place and will be monitored on an ongoing basis, the audits will concentrate on high risk establishments.

Directorate Score	Establishment 1	Establishment 2	Establishment 3
Education, Communities & Organisational Development	57%	28%	
Environment, Regeneration & Resources	83%		
HSCP	76%	76%	85%

Where weaknesses have been found these have been addressed with the Service or establishment.

10. Corporate 'Health Check' indicator

Service:	Organisational Development, Human Resources & Performance
Indicator:	Incident Rates (per 1000 employees)
Relevance:	This indicator demonstrates the number of incidents per 1000 employees. Examples of types of incidents the indicator covers include animal exposure, violence, manual handling and slip, trip or fall.
Current Performance level (2013/2014):	79.1 incidents per 1000 employees
Target Performance level:	75 incidents per 1000 employees
Analysis of Performance and Service commentary:	<p>Though the overall trend over the last 4 years has been an increase in incidents reported there was a decrease of 19% in the number of incidents being reported between 2014/15 and 2015/16, however this has been offset by an increase of 12% between 2015/16 and 2016/17.</p> <p>The online accident reporting system has made it easier for employees to record incidents, this accounts for the significantly higher number of incidents being recorded. This has provided significant statistical data which has helped the Council to target issues such as violence to staff, manual handling and slip risks. The target performance level has been re-evaluated taking into account improved accident reporting and has been set to 5% below the average accident rate for the past three years.</p>
Trend:	Improving long term.

Appendix 1

Course completion by Directorate.

Directorate/Course	Completed (No associated test available)	Passed (Test included as part of the course)
Chief Executive	3	4
Display Screen Equipment	1	
Display Screen Equipment Test		1
Fire Safety	1	
Fire Test		1
First Aid	1	
First Aid Test		1
Health & Safety Induction Course (General)		1
Education Communities OD	515	567
Asbestos Awareness		1
Display Screen Equipment	156	
Display Screen Equipment Test	1	162
Electricity Test		4
Fire Safety	260	
Fire Safety and Fire Risk Assessment Policy	12	
Fire Test		299
First Aid	13	
First Aid Test		16
Health & Safety Induction Course (General)		37
Manual Handling	18	
Manual Handling Test		22
Slips; Trips and Falls	21	
Slips; Trips and Falls Test		26
Snow and Ice Clearing	6	
Stress management	28	
Env Regen & Resources	137	182
Display Screen Equipment	47	
Display Screen Equipment Test		42
Electricity	1	
Electricity Test		1
Fire Safety	73	
Fire Safety and Fire Risk Assessment Policy	6	
Fire Test		110
First Aid	2	
First Aid Test		2
HAVS Awareness for Managers		1
Health & Safety Induction Course (General)		17

Directorate/Course	Completed (No associated test available)	Passed (Test included as part of the course)
Manual Handling	3	
Manual Handling Test		6
Slips; Trips and Falls	1	
Slips; Trips and Falls Test		3
Snow and Ice Clearing	2	
Stress management	2	
Health & Soc Care Partn	209	205
Asbestos Awareness		1
Display Screen Equipment	32	
Display Screen Equipment Test		39
Electricity	4	
Electricity Test		4
Fire Safety	131	
Fire Safety and Fire Risk Assessment Policy	10	
Fire Test		129
First Aid	5	
First Aid Test		7
Health & Safety Induction Course (General)		17
Manual Handling	3	
Manual Handling Test		3
Slips; Trips and Falls	6	
Slips; Trips and Falls Test		5
Snow and Ice Clearing	8	
Stress management	10	
Grand Total	864	958

As some courses are completed on a three year refresher cycle, the number who have undertaken a course may not reflect the actual numbers of employees in a service.