Inverclyde council

Report To:	**Policy and Resources Committee**	**Date:**	**15 November 2016**
Report By:	**Head of Organisational Development, Human Resources and Communications**	**Report No:**	**HR/25/16/PR**
Contact Officer:	**Pauline Ramsay Health and Safety Team Leader**	**Contact No:**	**01475 714723**
Subject:	**Corporate Health and Safety Plan**		

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval for adoption of a new Corporate Health and Safety Plan (Appendix 1) and to approve the Corporate Health and Safety report for 2015/16 (Appendix 2).

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.

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 Corporate Health and Safety plan sets out the key priorities facing the Council in terms of compliance with legislative requirements and how the Council will control the health and safety risks identified through audits, inspections and external influences.

2.5 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 Plan and Report.

3.2 The Committee is asked to support this plan by active promotion and support of Health and Safety.

Steven McNab
Head of OD, HR and Communications

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 By law (Health and Safety at Work etc. Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work in the organisation and arrangements in place for putting that policy into practice. 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 Corporate Health and Safety Plan sets a clear direction for the Council to follow; it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive Health and Safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the plan.

4.4 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.

The report indicates further development work is required in the following areas:
- Violence and aggression
- Manual handling
- Slips, trips and falls
- Vibration

These have been addressed within the Corporate Health and Safety Plan.

4.5 The corporate health and safety plan sets out six key health & safety improvement activities to take place in Inverclyde Council during the period 2016 - 2019. These are:

- A review of management arrangements and implementation of processes aimed at controlling the health risks associated with hand/arm and whole body vibration.
- Review of the risk assessment process to ensure that all tasks are covered by suitable and sufficient risk assessments.
- Training – a review of training in the Council to ensure that all services have a clearly identified training needs analysis in place and that employees receive appropriate Health and Safety training promptly.
- A review of management arrangements and implementation of processes aimed at controlling risks associated with violence and aggression at work and lone working.
- The development and implementation of management arrangements relating to safe manual handling practices, which supports the adoption of the Scottish Manual Handling Passport scheme.
- Slips, trips and fall incidents to be reduced and mechanisms to control the risks implemented within services.

5.0 PROPOSALS

5.1 The corporate health and safety plan 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 Plan and Report have 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 and plan.

8.0 LIST OF BACKGROUND PAPERS

8.1 Appendix 1 – Corporate Health and Safety Plan
Appendix 2 – Corporate Health and Safety Report

APPENDIX 1

Corporate Health and Safety Plan

2016 – 2019

Inverclyde
council

INTRODUCTION

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, and minimise the losses (financial and to our reputation) to our business from ill health and injury. 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.

The Council will follow the principals of health and safety management as laid out in the HSE Publication - HSG 65 Managing for Health and Safety.

The health and safety plan sets out the principle health & safety improvement activities to take place in Inverclyde Council during the period 2016 - 2019. All Managers and Team Leaders should read this plan and think about how they can contribute to delivering the plan's outcomes.

The plan sets out three key themes that the Council aims to develop in the period up to 2019; these were agreed by the Corporate Health and Safety Committee, the CMT and ratified by the Policy and Resources Committee.

These themes are:

• A positive health & safety culture,
• Coherent policies and procedures and
• Compliance with appropriate health and safety standards.

Aubrey Fawcett

Chief Executive

1   Managing Health and Safety

Six key priorities have been identified for development within this plan

- A review of management arrangements and implementation of processes aimed at controlling the health risks associated with hand/arm and whole body vibration.
- Review of the risk assessment process to ensure that all tasks are covered by suitable and sufficient risk assessments.
- Training – a review of training in the Council to ensure that all services have a clearly identified training needs analysis in place and that employees receive appropriate Health and Safety training promptly.
- A review of management arrangements and implementation of processes aimed at controlling risks associated with violence and aggression at work and lone working.
- The development and implementation of a management arrangements relating to safe manual handling practices, which supports the adoption of the Scottish Manual Handling Passport scheme.
- Slips, trips and fall incidents to be reduced and mechanisms to control the risks implemented within services.

It should be recognised that while these are key priorities for further development, work continues to be ongoing in other areas.

Action Plans

In order to monitor of the key priorities each Service will be required to create a Service Action Plan showing how these key priorities will be managed within their areas of responsibility. Progress against these will be reported to the Corporate Health and Safety Committee on a quarterly basis. The Corporate Health and Safety Section will carry out a risk profiling exercise within each Service and in conjunction with the services develop service action plans. Key priorities will be collated into an overall Corporate Action Plan which will be reported to the Policy and Resources Committee.

Selection of Key Priorities

The Health and Safety Executive have identified the following key priorities areas for enforcement work, and while work is ongoing in all areas, the reasons behind selection of the 6 key priorities identified in the 2016-19 plan have been identified in the table below.

HSE Inspection Priority Area	
Falls from Height	Ongoing work with Property services, it is recognised that one of the higher risk buildings in the Council in terms of roof access and working at height is the Municipal Buildings, a roof access strategy for this building is being developed by Property Services.
	While there is no specific policy on working at height there is extensive guidance on icon and other policies including the Controlling Contractors, Construction Design and Management Regulations, and Risk Assessment Policies all cover this issue.
	Work ongoing, no specific development work identified for this plan.
Workplace Transport	The policy has been reviewed in light of the Fatal Accident Inquiry into the Glasgow Bin Lorry incident, the current policy and processes met the requirements as laid down in the Fatal Accident Inquiry, however this will be monitored and any necessary changes made as further evidence guidelines are published.

Slips & Trips	To be reviewed as part of the 2016-19 plan, due to • Second highest cause of reported accidents in the Council. • High number of claims due to slip trip and fall incidents.
Musculoskeletal Disorders	To be reviewed as part of the 2016-19 plan due to: • introduction of the Scottish Manual Handling Passport scheme, • Musculoskeletal issues account for approximately 25% of council absences. • Third highest cause of reported accidents
Hand-arm Vibration Syndrome (HAVS)	Due to HSE investigation of HAVS issues in the council this has been identified as a priority area for the 2016-19 plan. To ensure that implementation of the action plan continues.
Noise	Noise assessments are being carried out on an ongoing basis as requested by Services. Work ongoing, no specific target identified for this plan.
Occupational Asthma	Occupations where there may be exposure to respiratory sensitisers have been identified and health surveillance is carried out. Work ongoing, no specific development work identified for this plan.
Management of Risks	Ongoing support given to Services by the Corporate H&S Advisors to assist them in carrying out risk assessments. Work ongoing, no specific development work identified for this plan.
Working Environment	Workplace inspection guidance and checklists are available on ICON. Where inspections are carried out for other reasons, i.e. Fire Risk Assessment workplace issues identified are highlighted to the appropriate line manager or to property maintenance as appropriate. Work ongoing, no specific development work identified for this plan.
Sector Specific HSE Priorities	
Waste Industry – Inspection of Local Authority (LA) household waste and recycling collections 2015-16	This is a continuation of inspections undertaken between 2009-14 by the HSE. The Council were inspected at that time and received a favourable report. Work is ongoing with the Service to ensure standards are being maintained. Work ongoing, no specific target identified for this plan, though service plans may identify specific service specific work requirements.
Construction – Ongoing inspections relating to various areas of the Construction industry	Construction remains a high priority area for the HSE, as such this is an ongoing Service specific work priority, no specific target identified for this plan, though service plans may identify specific service specific work requirements.
Council Specific Priority	
Violence and aggression at work and lone working	To be reviewed as part of the 2016-19 plan due to analysis of accidents and incidents has identified that violence and aggression at work remains the most common reason for reporting incidents at work. An HSE investigation in 2014 identified potential weaknesses in the management of this and while this has been addressed by the service investigated the Council must ensure that similar weaknesses are no apparent elsewhere.
Risk assessment	To be reviewed as part of the 2016-19 plan as this was recognised as a potential area of weakness in the HSE investigations carried out in 2014 and 2015.
Training	To be reviewed as part of the 2016-19 plan as this was recognised as a potential area of weakness in the HSE investigations carried out in 2014

	and 2015.
Fire Safety	
Fire Risk Assessments	The Council have a robust Fire Safety Policy and strategy in place and Health and Safety in conjunction with Legal and Property Services carry out and maintain a fire risk assessment programme which covers approximately 160 properties in the Council. Regular meeting are held with the Scottish Fire and Rescue service to ensure that a proactive approach is taken to any fire safety issues. No specific development work has been identified for this plan.

While the plan identifies six key areas for development it is recognised that there is a need to have flexibility in order to react to external factors which may impact upon Health and Safety requirements and change priorities for example:

- Serious incidents with wider implications – i.e. the Glasgow Bin Lorry Incident, the wall collapse in an Edinburgh school. Rosepark Care Home Fire

- Legal rulings – i.e. the Cordia appeal hearing in relation to home care.

- HSE themed or sector specific inspections, i.e. Waste industry inspections, construction inspections, asbestos inspections. Where the HSE announce such inspections then resources would be diverted to ensure that the Council is prepared prior to any visit.

- Fire Service Audits – where the Fire Service announces a planned series of audits then resources will be diverted to ensure that Services are suitably prepared.

- Issues highlighted by other local authorities.

It is also recognised that Services may have other priority areas outwith those recognised within the Corporate Health and Safety Plan. These priorities should also be added to the Service Health and Safety plan, this will allow the Health and Safety Section to create an annual work plan.

The management of Health, Safety & Wellbeing in Inverclyde Council is the responsibility of all managers and therefore forms an integral part of managing resources and providing services. The aim is to ensure the work of the Council is carried out in such a way that any risk to the Health, Safety & Wellbeing of employees, service users, visitors and others are avoided or reduced to the lowest level reasonably practicable. Employees also for an essential part of this as they have the responsibility to implement the safe systems of work and control measures introduced to protect them while at work.

The content of the plan to be developed will relate closely to the three themes identified in the Introduction.

The Council's Health and Safety Plan will follow the principles of good health and safety management as represented in the HSE Document HSG65 – Managing for Health and Safety.

2   Responsibilities

As well as the responsibilities detailed within the Corporate Health and safety Policy and other Council Policies all employees have the following responsibilities under this plan:

ELECTED MEMBERS

Elected Members are advised and informed in the development and approval of this plan, by the Corporate Management Team and their Senior Staff.

CHIEF EXECUTIVE

The Chief Executive has the overall accountability for ensuring the effective implementation of this plan within the Council. The Chief Executive will therefore, develop a culture amongst the Corporate Management Team that encompasses the integration of this health and safety plan into the general ethos of the organisation.

CORPORATE DIRECTOR EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT

The Chief Executive has confirmed the Corporate Director, Education, Communities and Organisational Development, with particular responsibility for corporate health, safety and welfare policy. This Corporate Director will take the overall lead on corporate health and safety issues affecting more than one department.

The Corporate Director Education, Communities and Organisational Development, in addition to their duties as a Corporate Director, will take lead responsibility for ensuring that: -

- The Council Health and Safety Plan is effectively implemented, with Managers, to whom specific responsibilities are allocated being aware of their responsibilities and appropriately trained to discharge their duties correctly.

CORPORATE DIRECTORS

Are responsible for ensuring, so far as reasonably practicable, the health, safety and welfare at work of employees in their respective services and all other persons who may be affected by the work of the service. In particular:-

- Each Corporate Director will promote the health and safety of employees at work and of service users through the implementation of the Council's Health and Safety Plan in accordance with all relevant statutory requirements, in each case leading by example.

HEADS OF SERVICE AND OTHER CHIEF OFFICERS

Each Head of Service, will lead in the promotion of a positive safe working culture by setting the standard and leading by example. They will each, in particular, ensure the effective implementation of this plan in those areas under their control or influence.

LEAD OFFICERS/HEADS OF ESTABLISHMENTS

For each Property/Establishment under the control of the Council the Corporate Management Team/Heads of Service will nominate Lead Officers or Heads of Establishment as appropriate, to ensure the co-ordination and implementation of this health and safety plan and corporate policy.

MANAGERS/TEAM LEADERS/SUPERVISORS

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given will assist in the promotion of a positive safe working culture by setting a standard and leading by example. They will ensure to the best of their ability that: -

- They are aware of the Council's Corporate Health and Safety Plan and what is expected of them in ensuring the required standards are applied.

EMPLOYEES

Every employee of Inverclyde Council is required to co-operate in the implementation of the Council's Health and Safety Plan by: -

- Undertaking activities in the course of their employment which assist their Service Area to meet their requirements under this plan.

3 HSG 65

HSG 65 – Managing for Health and Safety is the Health and Safety Executives guide on how to manage health and safety within an organisation. It recommends following the Plan, Do, Check, Act management system and aims to achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.
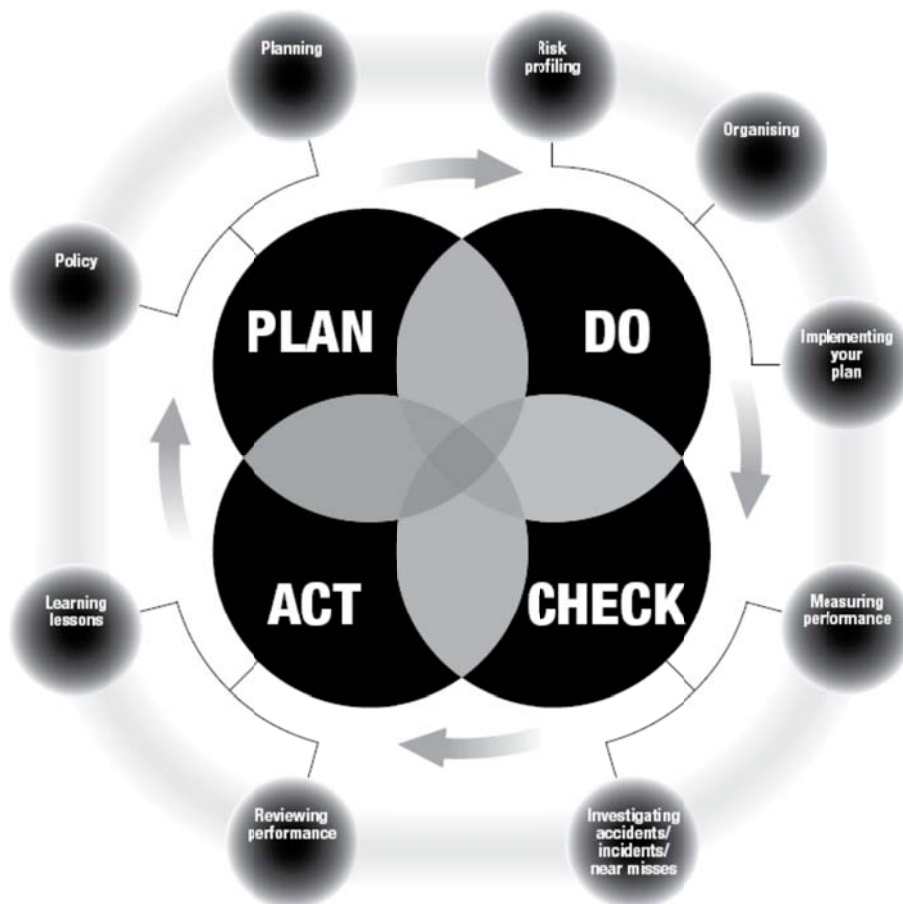
A summary of the actions involved in delivering effective arrangements and how they are frequently described is given in Table 1, under the headings of Plan, Do, Check, Act.

This process is a continuous cycle and we may have to go round it more than once, particularly when:
- Developing a new process, or service,

- Purchasing new equipment

- Implementing any change

Table 1

Plan, Do, Check, Act	Conventional health and safety management
Plan	Determine your policy. Plan for implementation
Do	Profile risks Organise for health and safety/Implement your plan
Check	Measure performance (monitor before events, investigate after events)
Act	Review performance Act on lessons learned

4   Plan

As part of our planning process it is important to recognise where we are now and where we need to be.

The planning process will help the Council to identify:
- what we want to achieve,
- who will be responsible for what,
- how they will achieve these aims,
- how success be measured.

Much of this is already contained within current policies and procedures however, where new policies are introduced Services must identify how they will put these into practice and plan how they will implement the systems.

When planning it is important that the Council consider fire and other emergencies, co-operates with anyone who shares Council premises and co-ordinates plans with them. The Council must ensure that it plans for changes and identifies any specific Health and Safety legal requirements that apply and builds Health and Safety into any changes being considered.

5   Do

There are three key stages to be implemented

I.   **Identify the risk profile**.
   a.   Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what will be done to manage the risk.
   b.   Decide what the priorities are and identify the biggest risks.

II.   **Organise the activities to deliver the plan** - In particular, aim to:
   a.   Involve employees and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
   b.   Provide adequate resources, including competent advice where needed.

III. **Implement your plan**
   a. Decide on the preventive and protective measures needed and put them in place.
   b. Provide the right tools and equipment to do the job and keep them maintained.
   c. Train and instruct, to ensure everyone is competent to carry out their work.
   d. Supervise to make sure that arrangements are followed.

6 Check

What gets checked gets done. – It is important to make sure that the plan had been implemented and while paperwork plays a part in this on its own it is not a good performance measure.

I. **Measure your performance**
   a. Assess how well the risks are being controlled and if we are achieving our aims.
   b. This can include formal audits.

When considering how the Council will measure performance we need to look beyond just accident figures and look for active and reactive monitoring and measuring. Currently the Monitoring systems in the Council rely more on reactive systems than active systems for monitoring and measuring performance.

II. **Active methods** monitor the design, development, installation and operation of management arrangements. These tend to be preventive in nature, for example:

- routine inspections of premises, plant and equipment by staff;
- health surveillance to prevent harm to health;
- planned function check regimes for key pieces of plant.
- Audits of processes and procedures.

III. **Reactive methods** monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of a business, for example:
   - investigating accidents and incidents or near misses.
   - monitoring cases of ill health and sickness absence records.

7 Act

I. **Review our performance**
   a. Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
   b. Revisit plans, policy documents and risk assessments to see if they need updating.

II. **Take action on lessons learned, including from audit and inspection reports.**

8 Monitor and Review

This plan will be reviewed annually by the Corporate H&S Committee for relevance and, where necessary, priories will be updated in line with changing legislative requirements, enforcement agency priorities, statistical analysis or other relevant factor.

Services will report quarterly to the Corporate H&S Committee on progress against the key priorities.

1.   Introduction

I am pleased to introduce the Council's Health and Safety performance report for 2015/16. 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 2015 to March 2016.
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, DSE 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 2015/16.

Policies and Arrangements
Control of Vibration at Work Regulations 2005 – Reviewed
Workplace transport and Occupational Road Risk – Reviewed

Operational Standards
Operational Standard 4 – Modifying Internal Incident Reports - New
Operational Standard 5 – Monitoring Internal Incident reports – New
Operational Standard 7 – Health Surveillance – New
Operational Standard 8 – Risk Assessment – New

Information sheets
IS 18 – Occupational Health – Reviewed
IS 62 – Suspicious Packages – New
IS 64 – Health Surveillance (Noise) – New
IS 65 – HSE Inspectors - New
IS 66 – Agency/Temporary Workers - New
IS 67 – Portable Electrical Equipment – New
IS 69 – Driver Telematics – New
IS 70 – Bomb Threats - New
IS 71 – Insect Bites and Stings – New

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 department who organise corporate health and safety training and manage the occupational health contract.

3.2   The Corporate Health and Safety Committee leads 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
- Slips, trips and falls
- 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:

Pauline Ramsay
(H&S Team Leader)

Russell Miller
(H&S Adviser)

Gerry Mitchell
(H&S Adviser)

David Strain
(H&S Adviser)
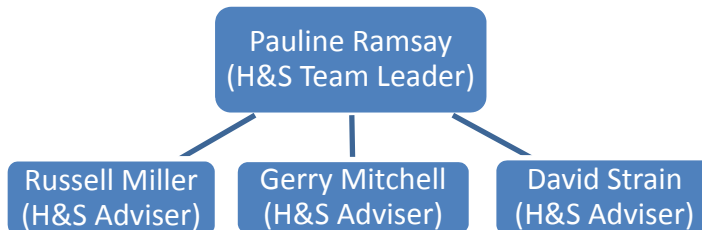
5.2 In addition the section had taken on a Health and Safety modern apprentice who is undertaking in SVQ Level 3 in Health and Safety.

6. Health and Safety Training

6.1 Health and safety training is organised either by Organisational Development, Human Resources and Communications, or via the employing service. While the Health and Safety section no longer carry out face to face training the following face to face training or information sessions have been made available to Services:

Course/Information Session	Places available	Places taken up	Training Provider
Workplace Health Safety and Welfare FAQ	12	8	In-house
Working Safely	10		Renfrewshire Council
DSE/Office Safety FAQ	12	4	In-house
COSHH Update	3		Renfrewshire Council
Fire Warden	6		Renfrewshire Council
Blood Borne Virus	15	15	External
Pregnant Employees and Young Workers FAQ	12	5	In-house
General Risk Assessment	4		Renfrewshire Council
Manual Handling FAQ	12	1	In-house
Accident Reporting/RIDDOR FAQ	12		In-house
Asbestos Awareness	45	40	External
Supervising Safely	2		Renfrewshire Council
Fire Safety FAQ	12	10	In-house
Violence and aggression	2	2	Renfrewshire Council
IOSH Managing Safely	3		Renfrewshire Council
Fire Risk Management	2		Renfrewshire Council

Course/Information Session	Places available	Places taken up	Training Provider
Awareness			
Risk Assessment FAQ	12	6	In-house
Health Surveillance FAQ (ECS only)	24	12	In-house
Health Surveillance FAQ	12	8	In-house

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 2015/16:

- 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 2015/2016:

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.

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 6 cases of Hand Arm Vibration syndrome reported via the Reporting of Injuries Diseases and Dangerous Occurrences regulations 2013. While no formal enforcement action was taken the Council were issued with a letter of concern and were subject to fees for intervention.

8.2   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
- Compartmentation breaches
- Emergency lighting checks

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 2015/2016, employees reported 343 incidents, of these 33 were classified as a near miss and a further 54 had no injury reported, all other incidents resulted in some form of injury to an employee. 42 of the incidents resulted in the employee having to take time off.

- In terms of more serious injuries there were 5 fractures and 1 amputation of the tip of a finger.
- The fractures included:
  - A catering assistant dropped a food mixer paddle on her foot.
  - Home support worker tripped on a brick.
  - Home support worker slipped on a mat.
  - Road worker caught his hand between the rear trailer door and the upright metal post on the trailer.
  - Eyeco was kneeling with her hand on the floor when a pupil bounced onto her hand.
- The amputation occurred when a Roadworker caught the tip of his finger in a rotating augur.

There were 18 RIDDOR reportable incidents, three were major incidents and mentioned above, two were cases of reportable disease and 13 resulted in over 7-day absences. Examples of the over 7 day incidents reported to the HSE:
- A pupil with additional support needs caused a basketball stand to fall and strike a learning assistant.
- Ceiling tile fell and struck a Catering manager on the head.
- A support assistant caught her foot on a child's Halloween costume.
- Cleaner slipped on stairs while carrying bin bags.

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 31%

- violence 21%
- slip, trip or falls 15%
- 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 2015/2016.
- Incident data over a 3-year reporting period
- Incident data for 2015/2016 (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	2015/2016	2014/2015	2013/2014
	RIDDOR - Fatality	0	0	0
	RIDDOR – major injury	3	1	2
	RIDDOR – all other	16	9	5
	RIDDOR – Reportable Disease	2	5	
	All other incidents	325	404	231
	Total incident reports	**343**	**419**	**238**
	Incident rate per 1,000 employees	**70.4**	**87.5**	**55.7**

Overall, we have seen an increase in the total number of reports since 2013/2014, however there has been a decrease in reports in comparison to 2014/15. The number of major injuries has remained relatively low, however there has been a large increase in the total number of incidents reported which is indicative of improved reporting.

We attribute the rise in "total incident reports" to the introduction of the new on-line reporting system during 2013/2014. This has made it easier for employees to report incidents.

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

Violence & Verbal Abuse Reports	Year	2015/2016	2014/2015	2013/2014
	Incidents Reported	180	236	114

There were 108 incidents of verbal abuse and 72 cases of violence reported during 2015/2016.

9.3   Employee incident data 2015/2016 (breakdown of reports)

RIDDOR reports

Table 3 – RIDDOR (breakdown by Directorate)

Employee RIDDOR	Directorate	2015/2016
	Education, Communities & Organisational Development	3
	Environment, Regeneration & Resources	11
	HSCP	4
	Total	**18**

All incidents 2015/2016

Table 4 – Employee All incidents (breakdown by Directorate)

Employee - All incidents reported	Directorate	2015/2016
	Education, Communities & Organisational Development	146
	Environment, Regeneration & Resources	76
	HSCP	121
	Total	**343**

Table 5 – All Employee Incidents (breakdown by type)

Incident Type	2015/2016
Verbal abuse by service user/pupil	52
Verbal abuse by member of public	49
Violence or assaulted by Service User/Pupil (Additional Support Needs)	36
Manual handling injury due to handling, lifting or carrying	28
Violence/assaulted by service user/pupil	27
Hit by a moving, flying or falling object	18
Slipped, tripped or fell (no obvious cause)	15
Hit something fixed or stationary	13
Road traffic accident	12
Slipped, tripped or fell (on stairs)	12
Violence/assaulted by member of public	8
Verbal abuse by service user/pupil (Additional Support Needs)	7
Slipped, tripped or fell (over extraneous item)	7
Trapped or caught between two objects	6
Slipped, tripped or fell (wet floor)	6
Slipped, tripped or fell (damaged surface)	5
Hit by a moving vehicle	5
Contact with a sharp object	5

Slipped, tripped or fell (on ice/snow)	4
Faulty equipment	4
Medical condition	3
Slipped, tripped or fell exiting vehicle	2
Fire/explosion incident	2
Contact with moving material or material being machined	2
Horseplay/carry on	2
Contact with hot liquid	2
Exposure to vibratory equipment	2
Sharps/Needlestick incident	2
Allergic Reaction	1
Client on floor (unknown cause)	1
Violence or assaulted by member of the public (Additional Support Needs)	1
Fell from height	1
Gas Leak	1
Animal Attack	1
Exposed to hazardous substance	1
Total	**343**

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

Employee – verbal abuse/violence incidents reported	Directorate	2015/2016
	Education, Communities & Organisational Development	**108**
	Environment, Regeneration & Resources	**7**
	HSCP	**65**
	Total	**180**

47 of the verbal abuse and violence incidents involved a service user/pupil or public with "additional support needs".

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

Employee – slip, trip or fall incidents reported	Directorate	2015/2016
	Education, Communities & Organisational Development	**13**
	Environment, Regeneration & Resources	**20**
	Community Health Care Partnership	**18**
	Total	**51**

The following types of slips, trips and falls were reported during 2015/2016:
- Slipped, tripped or fell (no obvious cause)   15
- Slipped, tripped or fell (on stairs)   12
- Slipped, tripped or fell (over extraneous item)   7
- Slipped, tripped or fell (wet floor)   6

- Slipped, tripped or fell (damaged surface)   5
- Slipped, tripped or fell (on ice/snow)   4
- Slipped, tripped or fell exiting vehicle   2

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

Employee – manual handling incidents reported	Directorate	2015/2016
	Education, Communities & Organisational Development	2
	Environment, Regeneration & Resources	17
	Community Health Care Partnership	9
	Total	28

4 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	2015/2016
	Education, Communities & Organisational Development	41
	Environment, Regeneration & Resources	331
	Community Health Care Partnership	227
	Total	599

Slips, trips and falls were responsible for the highest number of workdays lost.

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):	70.4 incidents per 1000 employees
Target Performance level:	45 incidents per 1000 employees
Analysis of Performance and Service commentary:	Though the overall trend over the last 3 years has been an increase in incidents reported there was a decrease of 18% in the number of incidents being reported between 2014/15 and 2015/16. There has been a large decrease (24%) in incidents of violence or verbal abuse reported by employees especially within Education. Education has introduced a number of initiatives to tackle this issue. The impact of these will be monitored on an ongoing basis. The rise in incidents reported coincided with the introduction of a new online accident reporting system which has made it easier for employees to record incidents, and raised the profile of incident reporting across the Council, this has provided significant statistical data which has helped the Council to target specific issues such as violence to staff, manual handling and slip risks.
Trend:	Long term rising Short term improving

Appendix 1

Course completion by Directorate.

Directorate/Course	Completed (No associated test available)	Passed (Test included as part of the course)
Chief Executive	**1**	**1**
Fire	1	
Fire Test		1
HSCP	**105**	**150**
Asbestos Awareness		1
Display Screen Equipment	5	
Display Screen Equipment Test		8
Fire	89	
Fire Safety Awareness (Limited Audio) 60 mins		17
Fire Test		117
Manual Handling	4	
Manual Handling Test		7
Snow and Ice Clearing	7	
EC&OD	**216**	**241**
Asbestos Awareness		
Display Screen Equipment	43	
Display Screen Equipment Test		40
Fire	148	
Fire Safety Awareness (Limited Audio) 60 mins		54
Fire Test		126
Manual Handling	24	
Manual Handling Test		21
Snow and Ice Clearing	1	
HAVS Awareness for Managers		
ER&R	**109**	**138**
Display Screen Equipment	16	
Display Screen Equipment Test		12
Fire	90	
Fire Safety Awareness (Limited Audio) 60 mins		5
Fire Test		112
Manual Handling	3	
Manual Handling Test		7
HAVS Awareness for Managers		2
Grand Total	**431**	**530**

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.