

EAST AYRSHIRE COUNCIL

CABINET 23 MARCH 2011

HEALTH & SAFETY PERFORMANCE REPORT 2010/11 QUARTER 3 (OCTOBER TO DECEMBER 2010)

Report by Depute Chief Executive/Executive Director of Neighbourhood Services

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Cabinet with information on Health & Safety Performance in Quarter 3 (October to December 2010) of 2010/11.

2. BACKGROUND

- 2.1 At Cabinet on 19 May 2010 it was agreed that the Depute Chief Executive/Executive Director of Neighbourhood Services would provide Cabinet with quarterly performance reports on Health & Safety.
- 2.2 The report on Quarter 2 2010 (July to September) was submitted to Cabinet on 23 February 2011 and for comparative purposes statistics from that Quarter are contained in this report.

3. PERFORMANCE 2010/11

- 3.1 A range of measures detailing the performance of Health & Safety across the Council were developed and first reported in detail to Cabinet in August 2010. As indicated previously these measures are based on Health & Safety best practice.
- 3.2 The range of measures reported in each section of the report are summarised below.

- **Section 4 - Accidents / Incidents**

- Total number of incidents
- RIDDOR reportable to the Health and Safety Executive (HSE) (Reporting of Diseases and Dangerous Occurrences)
- Near Misses
- Non reportable injuries to employees
- Non reportable injuries to others
- Cause of Accidents/Incidents
- Action taken by Health and Safety Section and management.

- **Section 5 - Investigations / Events / Assessments and Reviews**

- Property damage
- Incident Investigations
- Master Safety File Standards
- Health and Safety Attendance at Events
- Fire Risk assessments.

- **Section 6 - Health Issues**

- Stress Absence.

- **Section 7 - Training**
 - H&S Training Delivered.

4. ACCIDENTS/INCIDENTS

Overview – Total Number of Incidents

- 4.1 Table 1 below details accident/incident statistics for the Council for Quarters 2 and 3 2010/11 along with data for the same quarters in 2009/10

TABLE 1

| Category | Quarter 2 2009/10 | Quarter 3 2009/10 | Quarter 2 2010/11 | Quarter 3 2010/11 | Change from previous Year |
|---|----------------------|----------------------|----------------------|----------------------|------------------------------------|
| RIDDOR* Reportable Fatality | 0 | 0 | 0 | 0 | - |
| RIDDOR Reportable Injury Employees | 13 | 11 | 9 | 16 | ↑ |
| RIDDOR Reportable Injury Others | 1 | 5 | 3 | 1 | ↓ |
| RIDDOR Reportable Dangerous Occurrence | 0 | 0 | 0 | 0 | - |
| RIDDOR Reportable Disease | 0 | 0 | 0 | 1 | ↓ |
| Non-Reportable Injury Employees | 143 | 129 | 180 | 239 | ↑ |
| Non-Reportable Injury Others | 168 | 209 | 204 | 247 | ↑ |
| Total No. of Incidents | 325 | 349 | 396 | 502 | ↑ |
| Near Miss | 12 | 12 | 11 | 6 | ↓ |

*RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

- 4.2 There was a 44% increase in the total number of incidents reported to the Corporate Safety Section in Quarter 3 of 2010/11 compared to Quarter 3 in 2009/10. There was a 27% increase in the total number of incidents reported between Quarter 2 and Quarter 3 of 2010/11. As Table 1 shows, the change in the number of accidents/ incidents reported varies depending on the category, with increases taking place in the non reportable injury categories. Further analysis, including corrective action taken, where appropriate, is provided by category in the following paragraphs.

RIDDOR

Reportable Incidents

- 4.3 In relation to RIDDOR reportable incidents, those reported to the Health & Safety Executive in respect of employees increased by 45% in Quarter 3 of 2010/11 (16 incidents) compared to Quarter 3 of 2009/10 (11 incidents). The occurrence of Slip/Trip/Fall incidents rose sharply, which was attributable to severe winter weather conditions experienced in Quarter 3 of 2010/11. Comparative statistics for Quarter 2 of 2010/11 are contained in Table 1 above.
- 4.4 Comparing Quarters 3 of 2009/10 and 2010/11, the cause of incidents incurred by employees that are reportable to the HSE, under RIDDOR, are shown in Table 2 below:

TABLE 2

| Cause | QUARTER 3 2009/10 | QUARTER 3 2010/11 | Change |
|----------------------------|------------------------------|------------------------------|---------------|
| Lifting, Moving & Handling | 3 | 3 | - |
| Vehicle Accidents | 2 | 0 | ↓ |
| Hand tool/ Equipment | 3 | 1 | ↓ |
| Step on/Striking Object | 1 | 2 | ↑ |
| Slips/Trips/Falls | 2 | 9 | ↑ |
| Animal Attack/ Insect | 0 | 1 | ↑ |
| Total | 11 | 16 | ↑ |

- 4.5 In relation to RIDDOR reportable incidents, those reported to the Health & Safety Executive for non-employees dropped by 80% in Quarter 3 of 2010/11 compared to the same period in 2009/10.

During Quarter 3 of 2009/10, five pupils' incidents were reported to the Health & Safety Executive, each of which involved them having a slip/trip/fall.

During Quarter 3 of 2010/11 one further pupil incident was reported to the Health & Safety Executive, and this was as a result of them step on/ striking object.

- 4.6 Since the external review of the Council's Health & Safety arrangements there has also been an increased focus by the Health & Safety section on carrying out random audits and unannounced visits to all sites and details of the number undertaken are provided at paragraph 4.30 - Table 8.

Near Misses

- 4.7 Incidents recorded as a Near Miss dropped from 12 to 6 in Quarter 3 of 2010/11 compared to Quarter 3 of 2009/10 that is a decrease of 50%. Incidents recorded as Near Misses also fell from 11 to 6 between Quarter 2 and Quarter 3 of 2010/11 a drop of 45%. There is no discernible reason for this change.

Non-Reportable Injuries to Employees

- 4.8 Non-reportable injuries to employees increased by 85% in Quarter 3 of 2010/11 compared to Quarter 3 of 2009/10 and increased by 32.8% comparing Quarter 2 and Quarter 3 of 2010/11. 129 reports were received during Quarter 3 of 2009/10 compared with 239 reports during Quarter 3 of 2010/11 and 180 in Quarter 2 of 2010/11. This increase was attributable to an increase in violence & aggression incidents being directed at employees, by one individual within a residential setting. As a result, management action was taken in response to this individual that included an external multi-agency review. This matter is currently being concluded and the learning will be disseminated across agencies. It is anticipated that an action plan will follow in response to the issues identified by the review. This accounts for a large part of the increase between the two years. Further information, including a definition of what constitutes violence and aggression is provided in paragraphs 4.14 to 4.18.

Non-Reportable Injuries to Other Persons (non-employees)

- 4.9 Non-reportable injuries to non-employees increased by 18% in Quarter 3 of 2010/11 compared to Quarter 3 in 2009/10 and increased by 17.4% comparing Quarter 2 and Quarter 3 of 2010/11. 209 incidents were received during Quarter 3 of 2009/10 compared with 204 in Quarter 2 and 247 incidents in Quarter 3 of 2010/11. There is no discernable reason for this change.

Analyses of All Non-Reportable Injuries

- 4.10 The top three reasons for non-reportable injuries incurred in Quarter 3 of 2009/10 and 2010/ 11 are slips/trips/falls; step on/striking object and violence & aggression. Further information on all three categories is provided below from paragraph 4.13

Cause of Injuries / Incidents

- 4.11 Tables 3 and 4 below reflect analyses of the causes of incidents for Quarter 3 of 2009/10 and Quarter 3 of 2010/11.

Non-Reportable Incidents – Cause

TABLE 3

| Cause | QUARTER 3 2009/10 | QUARTER 3 2010/11 | Variance |
|-------------------------------------|------------------------------|------------------------------|-----------------|
| Abscond – Left Council Care | 1 | 1 | - |
| Absorption/ Contact with skin | 0 | 2 | ↑ |
| Animal Attack/ Insect | 2 | 1 | ↓ |
| Chemical/ Gas/ Fire/ Electricity | 10 | 10 | - |
| Falling Object | 10 | 7 | ↓ |
| Foreign Body | 3 | 5 | ↑ |
| Hand Tool/ Equipment | 4 | 3 | ↓ |
| Illness: Unrelated to workplace | 10 | 12 | ↑ |
| Lifting/ Moving & | 13 | 6 | ↓ |

| | | | |
|---|-----|-----|---|
| Handling | | | |
| Near Miss/ Dangerous Occurrence | 12 | 6 | ↓ |
| Needlestick | 1 | 0 | ↓ |
| Physical Exercise | 0 | 16 | ↑ |
| Slips/Trips/Falls | 128 | 145 | ↑ |
| Step on/ Striking Object | 97 | 112 | ↑ |
| Substance Misuse: Drug/ Alcohol/ Medicine | 3 | 1 | ↓ |
| Vehicle | 4 | 5 | ↑ |
| Violence & Aggression | 35 | 153 | ↑ |

- 4.12 Incidences of violence & aggression increased by 337% between Quarter 3 of 2009/10 (35 incidents) and 2010/11 (153 incidents) and by 58% between Quarter 2 (97 incidents) and Quarter 3 of 2010/11. 37 violence & aggression incidents were reported at two locations, over a short period of time, these were instigated by the one individual (Quarter 3: 2010/11).

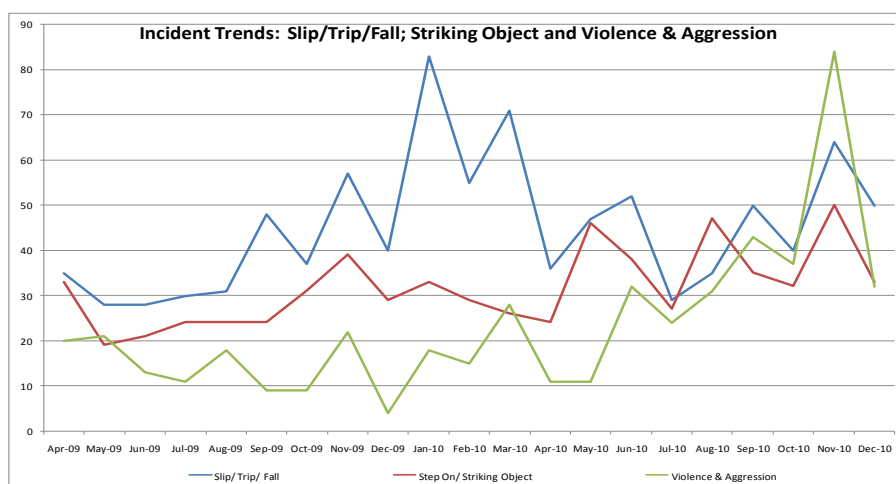
Reportable Incidents – Cause

TABLE 4

| Cause | QUARTER 3 2009/10 | QUARTER 3 2010/11 | Variance |
|-------------------------------|----------------------|----------------------|----------|
| Animal Attack/ Insect | 0 | 1 | ↑ |
| Hand Tool/ Equipment | 3 | 1 | ↓ |
| Lifting/ Moving & Handling | 3 | 3 | - |
| Slips/Trips/Falls | 6 | 9 | ↑ |
| Step on/ Striking Object | 2 | 3 | ↑ |
| Vehicle | 2 | 0 | - |

- 4.13 The three most common causes of incidents throughout the year to date and indeed reflected within Quarter 3 of 2009/10 and Quarter 3 of 2010/11 are slips/trips/falls; step on/striking object and violence & aggression. Table 5 below shows the number of incidents reported in each of these three categories for the period of April 2009 to December 2010. (Quarters 1,2,3 and 4 2009/10 and Quarters 1, 2 and 3 2010/11) Further details in relation to each category are provided in Table 5 below.

TABLE 5



Violence & Aggression

- 4.14 The Health and Safety Executive (HSE) defines work-related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work." Violence can range from a life-threatening physical attack to verbal abuse. Verbal abuse and threats are the most common type of incident.
- 4.15 Analyses of individual incidents show that violence and aggression is most likely to be reported in educational establishments (33.58%); public places, such as games halls, libraries and community education centres (21.7%); daycare establishments (12.1%); sheltered housing (12%); children's houses (10.3%) and hostels for the homeless (7.5%).
- 4.16 Table 5 shows that the most common category of incident continues to be Violence and Aggression which shows an increase of 58% between Quarters 2 and 3 of 2010/11.
- 4.17 Analysis of individual incidents shows that violence & aggression is most likely to be reported in public places, sheltered housing, day care and children's homes. The Council has in place Violence and Aggression policies whilst supporting employees with training, such as Crisis Prevention Institute training and where relevant, Therapeutic Crisis Intervention training, which is designed for use with children, to protect both them and their adult support.
- 4.18 Heads of Service and Executive Directors review all reports and ensure that focused action is taken in teams and particular establishments. This includes staff training and support along with close monitoring and review.

Step On/ Striking Objects

- 4.19 Step on/striking objects are most likely to be reported in primary school (25%); secondary schools (21%); games halls (15%) and public places including games halls, libraries and community education centres (29.2%).
- 4.20 Overall, incidents due to step on/striking objects have risen by 13% for non reportable and 50% for reportable incidents in Quarter 3 of 2010/11, when compared with the same period, Quarter 3 of 2009/10. The total number of step on/striking objects incidents has increased by 4.5% in Quarter 3

2010/11(115 incidents) when compared to Quarter 2 2010/11 (110 incidents). However, where areas have a higher incidence of injuries as a result of step on/ striking objects, toolbox talks are delivered along with associated control measures, as required.

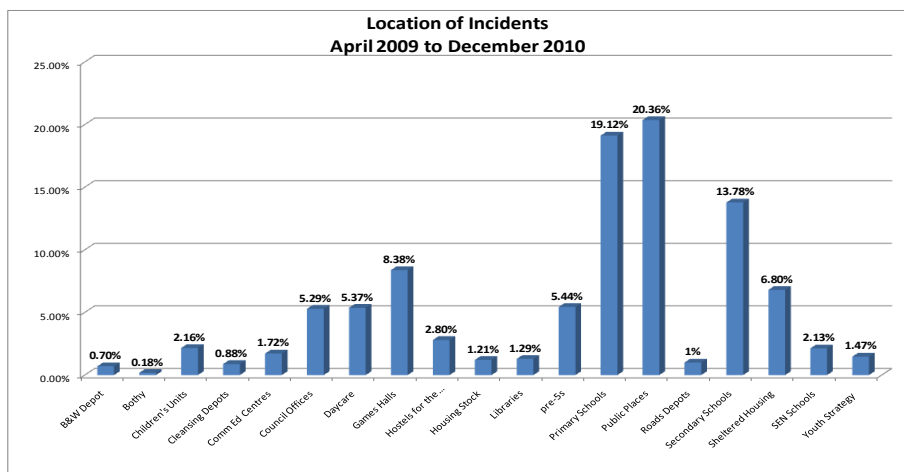
Slips/Trips/Falls

- 4.21 Slips/trips/falls are most likely to be reported in primary schools (25%); secondary schools (17%) and public places, such as games halls, libraries and community education centres (27.9%).
- 4.22 Slips/trips/falls have increased by 15% for non reportable and 50% for reportable incidents in Quarter 3 of 2010/11, when compared with the same period, Quarter 3 of 2009/10. The total number of slip/trip/fall incidents has increased by 31% in Quarter 3 2010/11(154 incidents) when compared to Quarter 2 2010/11 (117 incidents). This can be attributed to the severe winter weather experienced during November/December 2010.
- 4.23 Corrective actions are implemented where necessary and include cleaning up spillages, ensuring that signs are used where floors are wet, and ensuring rugs and mats are securely fixed. The most effective way to reduce slips, trips and falls is through good housekeeping to ensure that common causes are identified and preventative action taken. This is reinforced to employees and managers through toolbox talks and workplace inspections.

Location of All Incidents

- 4.24 Of the 3,222 incidents received by the Safety Section between April 2009 and December 2010, 41.94% occurred in educational establishments, with a further 31.75% occurring in public places such as games halls, libraries and community education centres; these alone account for 73.69% of all incidents.

TABLE 6



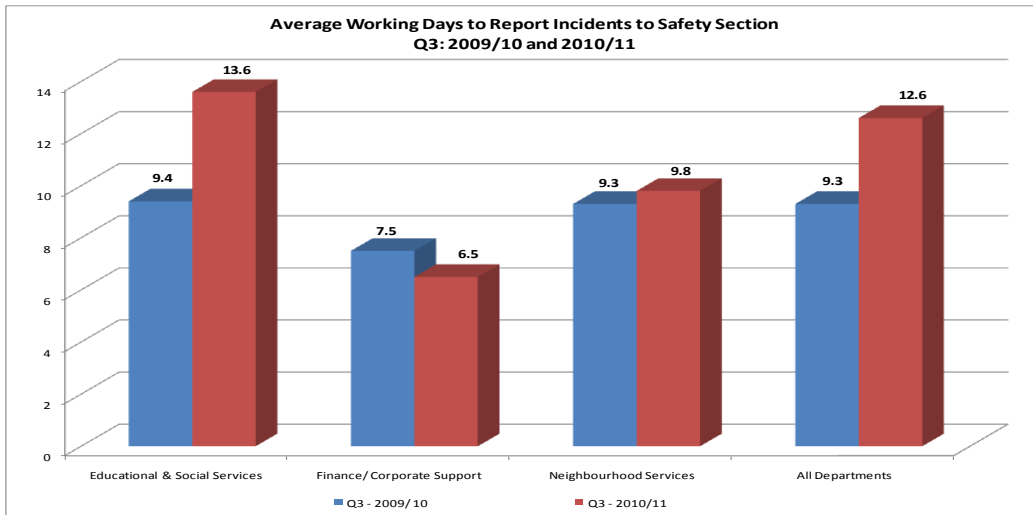
Reporting Times

- 4.25 The average time to report an incident to the Health and Safety Section in Quarter 3 of 2009/10 was 9.3 working days compared to 12.6 working days in Quarter 3 of 2010/11 and 9.4 working days in Quarter 2 of 2010/11. In Quarter 3 2009/10 the average time to report an incident varied between departments with, Finance and Corporate Support reporting incidents within 7.5 (Quarter 2 4 days) working days Educational and Social Services within

9.4 days (Quarter 2 – 9.1 days) and Neighbourhood Services within 9.3 days (Quarter 2 9.4 Days). Table 7 shows the comparative information between Quarter 3 2009/10 and Quarter 3 2010/11.

- 4.26 Comparing the position in Quarter 3 of 2010/11, the average reporting time ranges from 6.5 working days in Finance and Corporate Support to 13.6 working days in Educational and Social Services and 9.8 days in Neighbourhood Services.

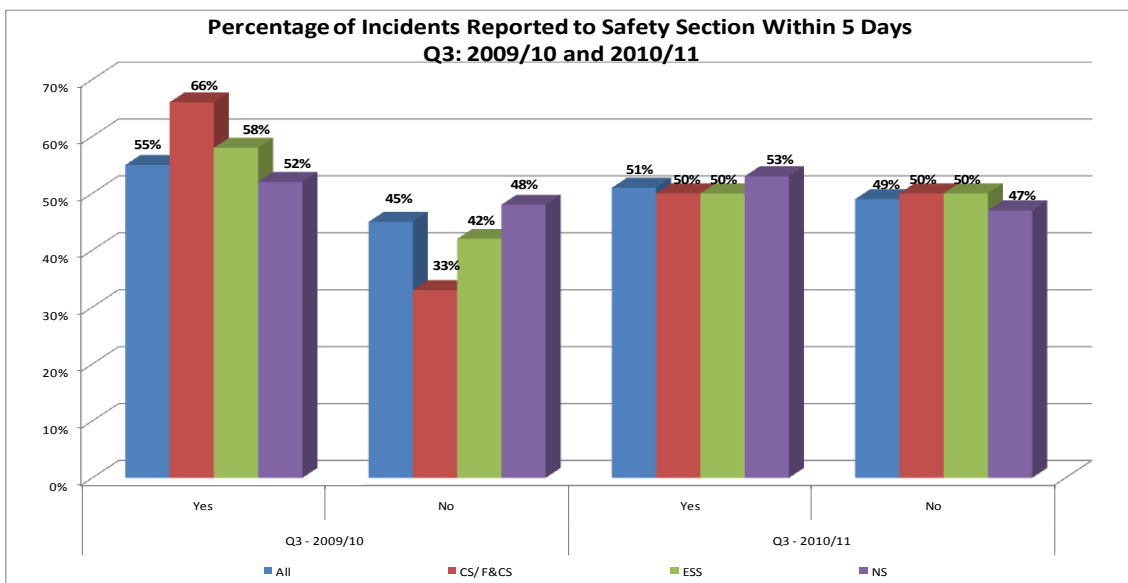
TABLE 7



- 4.27 The date of receipt recorded by the Safety Section, and which is recorded for all incidents reported, indicates that some establishments continue to submit forms in batches. This is being addressed by the Health and Safety Section in conjunction with Executive Directors.

- 4.28 Table 8 below sets out the percentage of incidents reported to the safety section within 5 days. Incident reporting has increased and therefore improved from 49% in Quarter 2 2010/11 to 55% in Quarter 3 2010/11.

TABLE 8



Additional Action Taken by Health and Safety and Management

- 4.29 The Health and Safety Section continues to work closely with Services, and establishments that report a high number of incidents, in identifying management action that is being taken in an effort to reduce the number of incidents; this includes implementation of tailored remedial actions, training courses and toolbox talks.
- 4.30 As detailed at paragraph 4.6, since the external review of the Council's Health and Safety arrangements there has been an increased focus on random audits and unannounced visits to all sites, all with a view to a reduction in the number of accidents and incidents across all areas. Table 9 below shows the number of unannounced visits undertaken by the Health and Safety team during Quarter 2 and 3 of 2010/11.

TABLE 9

| Unannounced Visits | | |
|---------------------------------|-------------------------|-----------|
| Designation | Number of visits | |
| | Quarter 2 | Quarter 3 |
| Health and Safety Manager | 45 | 32 |
| Corporate Safety Advisers | 57 | 50 |
| Health and Safety Co-ordinators | 54 | 12 |
| Total | 156 | 94 |

- 4.31 Executive Directors are now monitoring the return of report forms to ensure that reports are submitted on time, and that effective management action is being taken.

5. INVESTIGATIONS/EVENTS/ASSESSMENTS AND REVIEWS

- 5.1 The table below provides a summary of investigations, events, assessments and reviews undertaken by the corporate Health and Safety Section. Further analysis of each category is provided below.

TABLE 10

| Category | Quarter 3 2009/10 | Quarter 3 2010/11 | % Change |
|-------------------------------------|------------------------------|------------------------------|-----------------|
| Property Damage | 4 | 6 | +50% |
| Incident Investigations | 22 | 11 | -50% |
| Master Safety File Standards Issued | 0 | 0 | 0% |
| H&S Events Attended | 0 | 4 | +100% |

Property Damage

- 5.2 The number of property damage reports in Quarters 3 of 2010/11 numbered 6, there were no incidents in Quarter 2 10/11. All 6 incidences were fire related with 3 incidents occurring in housing stock, 2 of which were in the communal area of the same flats, with the last fire causing substantial damage to the property. 1 in sheltered housing, 1 at Cumnock Town Hall and 1 at the doorway of a sports pavilion.
- 5.3 Measures in place to ensure that property damage is kept to a minimum include work place inspections, and increased use of CCTV surveillance through the Risk Management Centre.

Accident Investigations

- 5.4 As shown in Table 10 above, 11 investigations were undertaken during Quarter 3 of 2010/11. This compared to 12 investigations undertaken in Quarter 2 of 2010/11 and 22 investigations undertaken in Quarter 3, of 2009/10. With a decrease in the number of RIDDOR incidents there is likely to also be a decrease in the number of investigations, although it is important to note that not all investigations will relate to reportable incidents.
- 5.5 Whether or not an investigation is undertaken will be decided following examination of reports sent to the Health & Safety Section. The Safety Section reviews every incident report form received and where necessary, will implement a second stage investigation.
- 5.6 The Safety Section routinely undertakes detailed investigations into incidents involving employees that require reporting to HSE under RIDDOR. Likewise, other incidents that are reported to the HSE such as Member of Public are also investigated by the Safety Section. Where Pupil incidents occur in physical education classes and the activity is appropriately supervised, it is not usual to complete a detailed investigation. Where the Health & Safety Manager or a Corporate Safety Adviser has reason to believe there is uncertainty with regards to the information provided by local management or a pattern is developing, they may require further information so as to make recommendations to management to prevent recurrence.
- 5.7 Results of investigations, including assessment of any remedial measures required are agreed with line managers and records are maintained of the work undertaken. Investigations are also addressed to the Head of Service or Executive Director, as appropriate.
- 5.8 Health and Safety Employees attended three events for the Council in quarter 3 of 2010/11 compared to 4 events in Quarter 2 of 2010/11. The events attended were as follows:
- Site Safe Scotland
 - West of Scotland Health and Safety Forum
 - SPDS West meeting

The purpose of these events was to ensure that there was a health and safety presence, or for Health and Safety employees to liaise with other Health and Safety professionals regarding health and safety related matters, including best practice.

- 5.9 The Health and Safety team will also lead on a number of campaigns during 2011, as detailed in Table 11 below.

TABLE 11

| DATE | CAMPAIGN |
|------------------------------|---|
| Ongoing (March 2011 onwards) | Working at Height |
| March 2011 (onwards) | Slips, trips in winter conditions |
| March 2011 (onwards) | Asbestos |
| Thursday 28 April 2011 | International Workers Memorial Day |
| Tuesday 7 June 2011 | Incident Reporting In East Ayrshire Council |
| Wednesday 24 August 2011 | Speak Up, Stay Safe – Young People At |

| | |
|---------------------------|---|
| | Work |
| W/C 24 October 2011 | European Week For Safety And Health At Work |
| Wednesday 2 November 2011 | National Stress Awareness Day |

Fire Risk Assessments

- 5.10 Following further investigations since the last quarterly report was submitted, the Council has reviewed its property list and has 282 properties of which 64% have Fire Risk Assessments. Of these, 83% are up to date. The outstanding properties are being prioritised and updated by Health and Safety Officers and progress in relation to the number completed will be included in the next quarterly report.

6. OCCUPATIONAL HEALTH AND STRESS

- 6.1 Stress is one of the top three reasons for absence within the Council. The table below shows the number of days lost to stress absence between January 2009 and December 2010. As Table 12 below shows, stress accounted for around a quarter of all absence in Quarter 3 (October – December 2010). Figures for Quarter 3 2011 show a slight increase up from 24.9% in Quarter 2 to 26.02%.

TABLE 12

| Period | Number of Days lost due to stress | Stress absence as a percentage of all absence |
|-------------------------|--|--|
| January – March 2009 | 3729.5 | 20.9% |
| April – June 2009 | 3403.5 | 22.0% |
| July – September 2009 | 2838.5 | 21.2% |
| October – December 2009 | 3680 | 19.2% |
| January – March 2010 | 4211.5 | 21.2% |
| April – June 2010 | 3676.5 | 22.6% |
| July – September 2010 | 3224 | 24.9% |
| October – December 2010 | 4296 | 26.02% |

- 6.2 In May 2010 a new Master Safety File Standard was issued to all employees on Managing Stress in the Workplace. The key aims and objectives of the standard are to:
- Increase awareness of stress and the methods available to combat it
 - Initiate appropriate action to manage and reduce stress at work
 - Assist employees in managing stress in themselves and others
 - Manage problems which occur and to provide confidential support
 - Manage the return to work of those who have been absent as a result of stress.
- 6.3 The Organisational Development section is running training courses in support of the Council's Stress Management policy. The manager's course, "The Management of Workplace Stress", is mandatory for all managers. The "Managing your Stress" course aimed at supporting employees to address any stress experienced by them is available and accessible based on need.

- 6.4 The original Corporate Training Calendar provided one course for managers per month. In addition, Organisational Development are arranging to run courses within Services where managers deem this appropriate.
- 6.5 To expedite the process and ensure all managers are trained as soon as possible a further 8 dates for the “Management of Workplace Stress” have been added to the training calendar. A Stress Awareness Tool Box Talk has been developed and has been circulated to all Heads of Services.
- 6.6 As a result of the increase in stress absence, a more detailed analysis was undertaken by Human Resources at the beginning of the calendar year. The analysis provided a better understanding of those employees absent due to stress, either personal or work related.
- 6.7 The information presented in Table 13 below covers the position during Quarter 3 of 2010/11.

TABLE 13

| Category | Number of Employees | | |
|--|------------------------|-------------------------------|-----------------------------|
| | Neighbourhood Services | Educational & Social Services | Finance & Corporate Support |
| Total number of employees absent with stress during January 2011 | 36 | 117 | 8 |
| Employees with continued absence due to stress at end of January 2011 | 17 | 40 | 4 |
| For those still absent at end of January - Anticipated Return Date Set | 11 | 15 | 3 |
| No Anticipated Return Date | 6 | 25 | 1 |

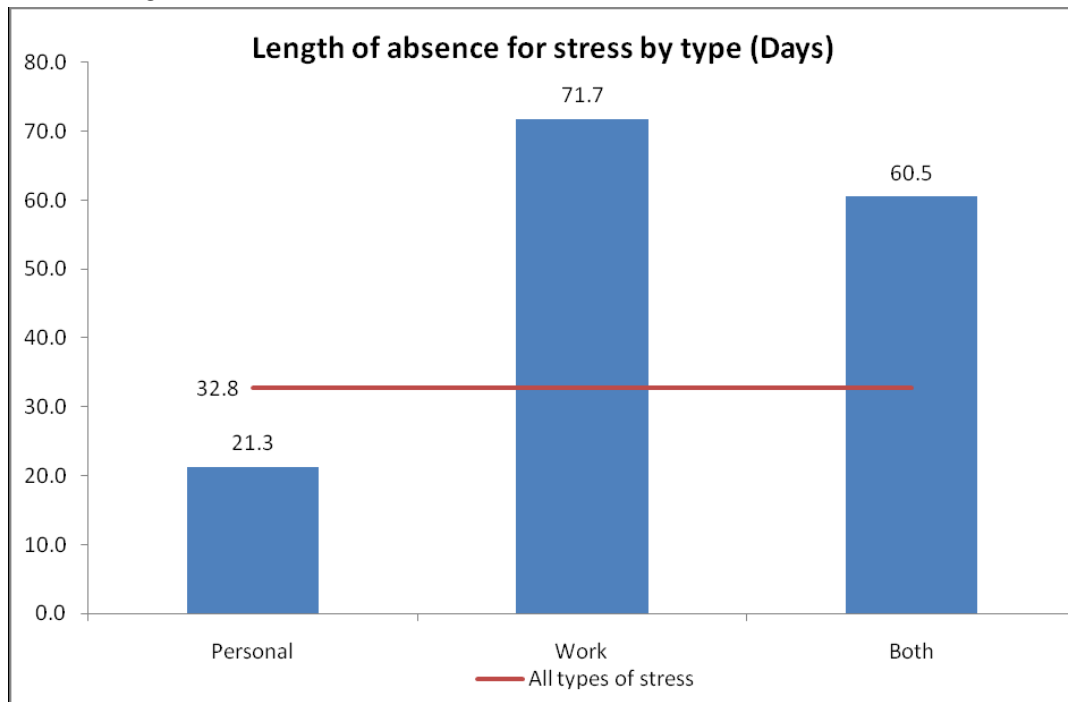
- 6.8 As Table 13 above shows, in the period October – December 2010 there were 161 absences as a result of stress. Table 14 below shows the reasons for stress absence, split by category.

TABLE 14

| Period | Number of Absences | Percentage |
|--------------|--------------------|-------------|
| Personal | 112 | 69.6% |
| Work | 44 | 27.3% |
| Both | 5 | 3.1% |
| TOTAL | 161 | 100% |

- 6.9 Table 15 below shows that on average, employees who are absent due to stress are absent an average of 32.8 working days. This average varies significantly from 71.7 days for work related stress to 21.2 days for personal stress. This shows that although fewer people are absent due to work related stress their absence tends to be for a much longer period.

TABLE 15



- 6.10 The Health and Safety Section are currently carrying out Stress Audits in seven locations and it is anticipated that management reports and action plans, which have now been produced will be presented to appropriate managers in March 2011.
- 6.11 To ensure that support is being provided in the most suitable way Executive Directors have completed a full review of work related and non-work related stress absence within their departments in conjunction with the Chief Executive and the Head of Human. This is helping to ensure that employees continue to receive appropriate support and that suitable arrangements are put in place, including ensuring that a plan is in place for every employee to return to work and that further intervention is identified where appropriate.

7. HEALTH & SAFETY TRAINING DELIVERED

- 7.1 The recommendations from the Ralston Review of the Council's health and safety arrangements included requirements around training for employees. As a result it was agreed that a training matrix would be developed for each service which detailed mandatory and optional training requirements for various roles within each Service. These matrices can then be used to identify training requirements.
- 7.2 Analysis in terms of training requirements met has not been fully completed for a small number of health and safety matrices.
- 7.3 A review of Health & Safety Training at March 2011, for those where analysis has been completed, indicates that 65% of employees have completed the courses for which they were nominated. This is an increase of 6% against Quarter 2 2010/11.

- 7.4 The Health and Safety Section report, on a monthly basis, up to date information on completion of Health and Safety training to all departmental management teams.
- 7.5 All managers are directed to review and prioritise mandatory training courses and, where necessary, the Health and Safety Section will arrange extra training.
- 7.6 Health and Safety training records for trade union health and safety representatives have been requested from the trade unions for inclusion in the health and safety training record below.
- 7.7 Two new Toolbox Talks have been developed by the Corporate Health & Safety Section for stress awareness and violence and aggression. These will be issued to Heads of Services to initiate a planned delivery to all relevant employees during March / April 2011 and reporting on the application of these will be included in the future quarterly reports.
- 7.8 Table 16 below presents refined and updated information building on that which was provided in the last quarterly report.

TABLE 16

| | People trained | | People still to be trained | |
|--|----------------|------------|----------------------------|------------|
| | Number | % | Number | % |
| Accident Reporting / Investigation TBT | 172 | 73% | 63 | 27% |
| Asbestos awareness | 358 | 67% | 178 | 33% |
| B29 awareness for managers | 13 | 87% | 2 | 13% |
| CDM Appreciation | 41 | 93% | 3 | 7% |
| Accident Reporting Refresher (3 years) | 103 | 100% | 0 | 0% |
| Child Protection Guidelines | 109 | 100% | 0 | 0% |
| Child Protection Refresher (2 years) | 0 | 0% | 109 | 100% |
| Construction Skills certificate | 126 | 79% | 33 | 21% |
| Confined Spaces | 0 | 0% | 15 | 100% |
| Corporate Manslaughter | 9 | 47% | 10 | 53% |
| COSHH TBT | 210 | 73% | 79 | 27% |
| CPI | 440 | 76% | 142 | 24% |
| CPI refresher training (2 years) | 118 | 88% | 16 | 12% |
| CPI Trainer | 1 | 50% | 1 | 50% |
| Display Screen Equipment (Users) TBT | 50 | 50% | 50 | 50% |
| Driver Assessment Refresher (4 years) | 7 | 100% | 0 | 0% |
| Driver Assessment Training | 150 | 74% | 54 | 26% |
| DSE Assessor | 5 | 83% | 1 | 17% |
| DSE Assessor Refresher (3 years) | 0 | 0% | 2 | 100% |
| Fire Warden Duties (1/2 day) | 147 | 70% | 64 | 30% |
| Fire Warden Refresher Training | 7 | 100% | 0 | 0% |
| First Aid at Work | 97 | 99% | 1 | 1% |
| First Aid at Work Refresher (3 years) | 1 | 100% | 0 | 0% |
| Food hygiene | 2 | 100% | 0 | 0% |
| Harness Awareness - elevated platforms | 15 | 94% | 1 | 6% |
| H&S Induction | 245 | 90% | 26 | 10% |
| IOSH – Working Safely (1 day) | 0 | 0% | 102 | 100% |
| IOSH (Managers Refresher 1 day) | 19 | 61% | 12 | 39% |
| IOSH (Managers) | 96 | 71% | 40 | 29% |
| Legionella Awareness | 39 | 80% | 10 | 20% |
| Legionella Checks | 2 | 50% | 2 | 50% |
| Lone Working | 0 | 0% | 62 | 100% |
| Ladder awareness TBT | 203 | 53% | 181 | 47% |
| Manual Handling | 520 | 76% | 162 | 24% |
| Manual Handling Trainer | 3 | 60% | 2 | 40% |
| Office safety | 0 | 0% | 71 | 100% |
| PPE | 15 | 52% | 14 | 48% |
| Risk Assessment TBT | 48 | 30% | 113 | 70% |
| Risk Assessment Training (1 day) | 46 | 44% | 60 | 56% |
| Sharps TBT | 14 | 25% | 41 | 75% |
| Stress Awareness | 10 | 7% | 133 | 93% |
| Stress Management | 77 | 66% | 39 | 34% |
| Sharps TBT Refresher (3 years) | 0 | 0% | 14 | 100% |
| Working at Heights TBT | 202 | 70% | 88 | 30% |
| Union Rep Health & Safety Training | TBC | TBC | TBC | TBC |
| OVERALL | 3,720 | 65% | 1,996 | 35% |

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications arising from this report.

9. LEGAL IMPLICATIONS

9.1 East Ayrshire Council has a statutory responsibility to comply with Health and Safety legislation. Failure to comply with statutory Health and Safety responsibilities could potentially leave East Ayrshire Council open to prosecution. The provision of the performance information contained in this report assists the Council in meeting its statutory obligations.

10. POLICY / COMMUNITY PLANNING IMPLICATIONS

10.1 Community Safety is a core theme of the East Ayrshire Community Plan. The application of rigorous Health & Safety standards to protect our employees, service users and stakeholders is central to the Council's approach to community safety.

11. RECOMMENDATIONS

11.1 Cabinet is recommended to:

- (i) note the position in relation to Health and Safety performance at Quarter 3, 2010/11;
- (ii) note the proactive and reactive management actions taken in respect of the matters identified; and
- (iii) otherwise note the content of this report.

Elizabeth Morton

Depute Chief Executive / Executive Director of Neighbourhood Services

9 March 2011

LIST OF BACKGROUND PAPERS

1. Health and Safety Performance Update Report – Quarter 1 2010/11 – Report to Cabinet 18 August 2010
2. Health and Safety Performance Update Report – Quarter 2 2010/11 – Report to Cabinet 23 February 2011
3. Review of Health and Safety – Report to Cabinet 2 December 2009
4. Review of Health and Safety Arrangements – Improvement Plan Progress – Report to Cabinet 19 May 2010

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