

# **EAST AYRSHIRE COUNCIL**

**CABINET - 29 JUNE 2011**

## **HEALTH & SAFETY PERFORMANCE REPORT 2010-2011 QUARTER 4 (JANUARY TO MARCH 2011) AND HEALTH AND SAFETY ANNUAL REPORT 2010-2011**

### **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 4 (January to March) of 2010-2011 and the annual Health and Safety performance statistics for 2010-2011. The report provides also an update on consideration of enhanced engagement arrangements with the Trade Unions on health and safety matters.

#### **2. BACKGROUND**

- 2.1 At its meeting on 19 May 2010 Cabinet agreed that it would be provided with quarterly performance reports on Health & Safety.
- 2.2 The report containing the statistics for Quarter 4 of 2010-2011 covering January to March 2011 is attached to this report as is the report containing the consolidated quarterly statistics for the year 2010-2011.
- 2.3 At its meeting on 18 May Cabinet, in approving the Departmental Health and Safety Action Plans, noted that as part of the ongoing engagement with the Trade Unions on Health and Safety matters that further strengthening of existing arrangements would be discussed at the Chief Executive's Health and Safety Strategy Group on 24 May 2011, of which the Trade Unions are members, and thereafter report back to Cabinet when the next Health and Safety performance report was considered.
- 2.4 At the Chief Executive's Health and Safety Strategy Group on 24 May 2011 the Chief Executive made reference to the very significant progress which had been made in developing the health and safety culture within East Ayrshire Council in recent times, citing a range of work, action, initiatives and processes which had been, and were continuing to be, developed and implemented; the Chief Executive further sought the views of the Group on arrangements for developing employee engagement and communication with a view to further strengthening the Council's health and safety performance. The Chief Executive explained that Council had recently agreed that a report be submitted to Cabinet on the establishment of Focus Groups concerned with health and safety aspects for those areas of work associated with higher risk activities/operations, and that the views of the Group would be taken on board in preparation of that report.

During an open and wide-ranging discussion, support was expressed for the proposals around the establishment of Focus Groups, and it was considered that thought could also be given to the following aspects, viz:-

- development of the Trade Unions' Health and Safety Representatives' role through further training and support, to enhance the partnership with the trade unions in this area and achieve a greater coverage of employees by the union representatives; and
- a more tailored and bespoke approach to the delivery of Toolbox Talks according to the target service, in terms of timing, frequency, content etc.

To allow the Trade Unions further time to consider the issues discussed at the Chief Executive's Strategy Group and, therefore, inform any new arrangements proposed which would be reported to Cabinet the matter will be considered again at the next meeting of the Strategy Group on 18 August 2011.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no direct financial implications arising from this report. The management of health and safety in the workplace is met from existing budgets.

### **4. POLICY AND LEGAL IMPLICATIONS**

- 4.1 The collection, collation and analysis of health and safety performance statistics contributes to the Council meeting its statutory obligations under Health and Safety legislation.

### **5. RISK IMPLICATIONS**

- 5.1 The collection, collation and analysis of health and safety performance statistics allows the Council to effectively assess and minimise risks associated with its various activities.

### **6. RECOMMENDATION**

- 6.1 It is recommended that Cabinet;
- (i) notes the Health and Safety Performance report for Quarter 4 of 2010-2011 and the annual Health and Safety Performance report for 2010-2011.
  - (ii) notes that a further report on enhanced engagement arrangements on Health and Safety with the Trade Unions will be reported to Cabinet following the next meeting of the Chief Executive's Health and Safety Strategy Group; and
  - (iii) otherwise notes the content of the report

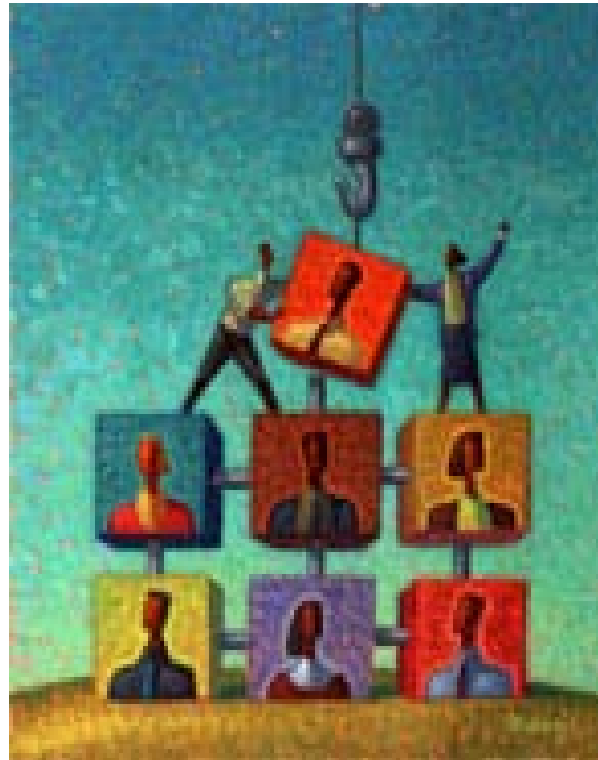
**Elizabeth Morton**  
**Depute Chief Executive/Executive Director of Neighbourhood Services**  
**22 June 2011**

### **BACKGROUND DOCUMENTS**

Nil

For further information on this report contact Martin Rose, Head of Human Resources, telephone 01563 576092.

# HEALTH & SAFETY



**Health and Safety Performance Report 2010/11  
Quarter 4 (January to March 2011)**

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# Cabinet - 29 June 2011

## 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 and Safety Performance in Quarter 4 (January to March 2011) 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 a quarterly Health & Safety Performance reports on Health and Safety.
- 2.2 The report on Quarter 3 2010 (October to December) was submitted Cabinet on 23 March 2011.

### 3. PERFORMANCE 2010/11

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

#### • Section 4 - Accidents/ Incidents

- Total number of incidents
- RIDDOR reportable to the 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

4.1 The table below details accident/incident statistics for the Council for Quarters 3 and 4 of 2010/11 with comparative data from the same quarters in 2009/10.

Category	Q3 2009/ 10	Q4 2009/ 10	Q3 2010/ 11	Q4 2010/ 11	Change from previous year
*RIDDOR – Fatality	0	0	0	0	-
*RIDDOR – Employees' Injuries	11	17	16	8	↓
*RIDDOR – Others' Injuries	5	7	1	6	↓
*RIDDOR – Dangerous Occurrence	0	1 Employee	0	0	-
*RIDDOR – Reportable Disease	0	0	1	0	-
Non-Reportable: Employees' Injuries	129	204	239	264	↑
Non-Reportable: Others' Injuries	209	227	247	316	↑
Near Miss	12	16	6	22	↑
<b>Total No. of Incidents</b>	<b>366</b>	<b>472</b>	<b>510</b>	<b>616</b>	↑

\* RIDDOR—Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

4.2 There was a 30% increase in the total number of incidents reported to the Corporate Safety Section in Quarter 4 of 2010/11 compared to the same quarter in 2009/10.

### Reportable Incidents

4.3 In relation to RIDDOR reportable incidents, those reported on behalf of Employees to the Health & Safety Executive, fell by 53% between Quarter 4 of 2010/11 and the same quarter in 2009/10.

4.4 Comparing Quarters 4 of 2009/10 with 2010/11, the cause of incidents incurred by Employees that are reportable to the HSE, under RIDDOR, are shown in the table below:

Cause	Q4 2009/10 (Tt = 17)	Q4 2010/11 (Tt = 8)
Lifting/ Moving & Handling	5	4
Vehicle	2	-
Step on/ Striking Object	3	1
Slip/ Trip/ Fall	5	2
Violence & Aggression	1	1
Dangerous Occurrence	1	-

4.5 In relation to RIDDOR reportable incidents, those reported on other status of persons to the Health & Safety Executive, fell by 14% between Quarter 4 of 2010/11 and the same quarter in 2009/10.

During Quarter 4 of 2009/10, six (6) Pupils' incidents were reported on to the Health & Safety Executive, each of which involved them incurring an injury from a

Slip/Trip/Fall. During this same period, one Member of Public incurred an injury from their Slip/Trip/Fall.

During Quarter 4 of 2010/11, five (5) Pupils' incidents were reported on to the Health & Safety Executive, of which three (3) were as a result of a Slip/Trip/Fall and two (2) during Physical Exercise. During the same period, one member of the public suffered a bacterial infection, resulting in their subsequent incident being reported on to the enforcing authority.

#### Near Misses

- 4.6 Incidents recorded as a Near Miss increased by 38% between Quarter 4 of 2010/11 and the same quarter in 2009/10. This is a rise from 16 to 22 incidents. There is no discernible reason for this change.

#### Non-Reportable Injuries to Employees

- 4.7 Non-reportable injuries to Employees increased by 29% between Quarter 4 of 2009/2010 and the same quarter in 2010/11. 204 reports were received during Quarter 4 of 2009/10 compared with 264 reports during the same Quarter in 2010/11.

#### Non-Reportable Injuries to Other Persons

- 4.8 Non-reportable injuries to other status of persons increased by 39% between Quarter 4 in 2009/10 and the same quarter in 2010/11. 227 incidents were received during Quarter 4 of 2009/10 compared with 316 incidents in Quarter 4 of 2010/11. There is no discernible reason for this change.

#### Analysis of All Non-Reportable Injuries

- 4.9 The top three reasons for non-reportable injuries sustained in Quarter 4 of 2009/10 and the same Quarter in 2010/11 are Slip/ Trip/ Fall; Step on/ Striking Object and Violence & Aggression.

#### Cause of Incidents

- 4.10 Appendix 1 details the Causes of Incidents in Quarter 4 of 2009/10 and Quarter 4 of 2010/11 for Reportable Incidents to the HSE and Non-Reportable Incidents for all status of persons.

- 4.11 Incidences of Violence & Aggression increased by 250% between Quarter 4 of 2009/10 and the same Quarter in 2010/11.

The increase in numbers was as a result of batches of forms coming in, concerning an individual, when the incidents had occurred over and up to the previous four (4) months.

- 4.12 The three most common causes of incidents throughout the year and reflected within Quarter 4 in 2009/10 and Quarter 4 in 2010/11 are Slip/Trip/Fall; Step On/ Striking Object and Violence & Aggression.

#### Violence & Aggression (April 2009 - March 2011)

- 4.13 Analyses of individual incidents show violence & aggression is most likely to be reported in educational establishments (30.09%); youth strategy (9.80%); public places, such as games halls, libraries & community education centres (17.75%); day-care settings (10.2%);

sheltered housing (12.21%); children's houses (11.64%) and hostels for the homeless (5.82%).

#### Slip/Trip/Fall (April 2009 - March 2011)

- 4.14 Slip/Trip/Falls are most likely to be reported in pre-5 establishments(5.78%); primary schools (24%); secondary schools(16.3%);special educational needs establishments (2.84%) and public places, such as games halls, libraries and community education centres (29%); sheltered housing (9.18%) and council offices (5.87%).
- 4.15 As expected Slip/Trip/Falls increase over winter months.

#### Step On/ Striking Objects (April 2009 - March 2011)

- 4.16 Step On/ Striking Objects are most likely to be reported in primary school (24.87%); secondary schools (20.85%); pre-5 establishments (6.21%); special educational needs establishments (4.27%); public places including games halls, libraries and community education centres (29.4%) and council offices (4.40%).
- 4.17.1 Overall, incidents due to Step On/ Striking Objects appear relatively stable with no discernable seasonal trend. 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.
- 4.18 Given that Educational and Social Services is the Council's largest department, those statistics are not unexpected.

#### Location of All Incidents

- 4.19 Of the 3,313 incidents reported the Safety Section between April 2009 and March 2011, 41.74% occurred in educational establishments, with a further 30% occurring in public places such as games halls, libraries and community education centres. Children's houses, day care, council offices & sheltered housing account for 2.83%, 4.92%, 5% & 7.3%, respectively.

#### Reporting Times

- 4.20 Incident reports were received by the Safety Section within an average of 11.8 working days for Quarter 4 of 2009/10, and 14.8 working days for in the same Quarter for 2010/11.

However, these averages range from 4.6 working days in CE/Corporate Support to 15.4 working days in Neighbourhood Services, during Quarter 4 of 2009/10.

During Quarter 4 of 2010/11, the average ranges from 10.4 working days in Neighbourhood Services to 25.5 working days in CE/ Finance & Corporate Support.

- 4.21 Looking at the years 2009/2010 and 2010/2011, there was an average of 13 days and 12 days, respectively for incident reports received by the Safety Section.

However, these averages range from 7.2 working days in CE/Corporate Support to 18.9 working days in Neighbourhood Services, during 2009/10.

Looking at 2010/11, the average ranges from 10 working days in CE/ Finance & Corporate Support to 12.8 working

days in Educational & Social Services. The detail of reporting times is set out in Appendix 4.

- 4.22 The date of receipt recorded by the Health and 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.

**Additional Action Taken by Health and Safety and Management**

- 4.23 The Health and Safety Section continues to work closely with Services, and establishments who 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.
- 4.24 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 towards a reduction in the number of accidents and incidents across all areas. The table below shows the number of unannounced visits undertaken by the Health and Safety team during Quarter 3 and 4 of 2010/2011.

<b>Unannounced Visits</b>		
<b>Designation</b>	<b>No. of visits Quarter 3</b>	<b>No. of visits Quarter 4</b>
Health and Safety Manager	<b>32</b>	<b>48</b>
Corporate Safety Advisers	<b>50</b>	<b>63</b>
Health and Safety Co-ordinators	<b>12</b>	<b>26</b>
<b>TOTAL</b>	<b>94</b>	<b>137</b>

- 4.25 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.

<b>Category</b>	<b>Quarter 4 2009/10</b>	<b>Quarter 4 2010/11</b>	<b>% Change</b>
Property Damage	1	3	200%
Incident Investigations	55	17	- 69%
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 Quarter 4 of 2010/11 was 3 compared to 1 in the same quarter in 2009/10.

These were as a result of a loose tile and fires. In the first instance a skylight was smashed when a loose slate fell through it resulting in a Near Miss. No one was injured.

The other two instances were damage as the result of arson. Housing stock was damaged where the property was intentionally set on fire and the other was the result of paper bins being light at a sports pavilion doorway.

- 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.

### Incident Investigations

- 5.4 17 investigations were undertaken during Quarter 4 of 2010/11 compared to 55 investigations in 2009/2010, a reduction of 69%.
- 5.5 Whether or not an investigation is undertaken is decided following examination of reports sent to the Health & Safety Section. The Health and Safety Section will review every incident report form received and where necessary, will implement a second stage investigation.
- 5.6 The Health and Safety Section routinely undertakes detailed investigations into incidents involving employees that require reporting to HSE under RIDDOR. Likewise,

other incidents that require reporting to the HSE such as those involving members of the public will also be investigated by the Health and Safety Section. Where Pupil incidents occur in physical education 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 will also be reported to the Head of Service or Executive Director, as appropriate.

### Master Safety File Standards

- 5.8 Two new safety standards were issued in Quarters 1 and 2 of 2010/11; these were Personal Safety and Managing Stress in the Workplace. A further five revised Master Safety File Standards are in the process of being concluded, with one currently in draft format for comment within the safety team. These are listed below. Discussions take place with Trade Unions before a Master Safety File Standard is finalised.

- Managing Asbestos in the Workplace
- First Aid
- Management of Road Risk
- CDM Toolkit
- Incident/Near Miss Reporting

- Fire Precautions and Procedures (Draft)

#### Health and Safety Events Attended

5.9 Health and Safety Employees attended four events in total for the Council in Quarter 4 of 2010/11.

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.

The four events attended were as follows:

- Site Safe Scotland
- West of Scotland Health and Safety Forum
- SPDS West meeting
- Ayrshire Occupational Group

The Health and Safety team will also lead on a number of campaigns, as detailed within the following table.

DATE	CAMPAIGN
April 2011 (Ewords)	Working at Height
April 2011 (Ewords)	Asbestos
28 + 30 April 2011	International Workers Memorial Day
7 June 2011	Incident Reporting In East Ayrshire Council
24 August 2011	Speak Up, Stay Safe – Young People At Work
24 October 2011	European Week For Safety And Health At Work
2 November 2011	National Stress Awareness Day

#### Fire Risk Assessments

5.10 East Ayrshire Council has 282 properties of which 73% have Fire Risk Assessments. Of these, 87% 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 report.

5.11 Outdoor Amenities are managing East Ayrshire Cemeteries Fire Safety in conjunction with Health and Safety.

These premises will be inspected on a six monthly rolling program under the B9 Management Workplace inspection. Copies of the inspection sheets will be forwarded to the Safety Section who will monitor the

inspection sheets and update the Fire Risk assessment Database.

## 6. OCCUPATIONAL HEALTH/ STRESS

6.1 Stress is one of the most common reasons for absence within the Council. The table below shows the number of days lost to stress absence for the months of April 2009 – March 2011.

6.2 The Organisational Development section provides 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.

Period	Number of Days lost to work + personal stress	Percentage of all absence
April – June 2009	3404	22%
July – Sept 2009	2839	21%
Oct – Dec 2009	3680	19%
Jan – March 2010	4212	21%
April – June 2010	3677	23%
July – Sept 2010	3224	25%
Oct – Dec 2010	4296	26%
Jan – Mar 2011	4268	25%

6.3 The original Corporate Training Calendar provided one course for managers per month. In addition, Organisational Development has been arranging to run courses within Services where managers deem this appropriate.

6.4 As a result of the increase in stress absence, more detailed analysis was undertaken by Human Resources at the beginning of the calendar year to break this information down further and to better understand those employees absent due to stress, either personal or work related.

Category	Number of Employees			Total
	Neighbourhood Services	Educational & Social Services	Finance & Corporate Support	
Total number of employees absent with stress during March 2011	25	71	11	107
Total number of employees absent with work related stress during March 2011	9	20	3	32
Employees with continued absence due to work related stress at end of March 2011	6	12	2	20
For those still absent at end of March with Work related stress- Anticipated Return Date Set	3	8	1	12

6.5 In March 2011 there were 107 absences due to stress. Work related stress accounted for 30% of these absences which equated to 32 absences.

<b>QUARTER 4</b>	<b>WORK RELATED STRESS DAYS</b>
JANUARY	513
FEBRUARY	515
MARCH	627
<b>TOTALS</b>	<b>1655</b>

6.6 Members of staff returning to work following day following a period of work related stress were absent for an average of 17 working days in March.

6.7 The total number of days lost to work related stress in Quarter 4 was 1655. This accounted for 9.6% of all absences.

6.8 To ensure that support is being provided in the most suitable way Executive Directors are currently conducting a full review of work related and non work related stress absence within their departments in conjunction with the Chief Executive and Human Resources. This will help 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**

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 Appendix 5 details the number of employees who have attended health and safety training during 2010-2011 along with the number of employees who are scheduled to attend.

7.3 The Health and Safety Section reports, on a monthly basis, up to date information on completion of H&S training to all departmental management teams.

## **8. REPORTING METHOD**

8.1 Statistical data appendices are attached as follows.

Appendix 1- Cause of Incidence – Reportable Incidences to the HSE and Non-Reportable Quarter 4 2009/10 and 2010/2011.

Appendix 2- Incident Trends: April 2009 – March 2011.

Appendix 3- Location of Incidents April 2009 – March 2011.

Appendix 4- Reporting times – Average working days to report incidents / Percentage of Incidents Reported to Safety Section Within 5 days.

Appendix 5- Health and Safety Training delivered.

## **9. FINANCIAL IMPLICATIONS**

9.1 There are no financial implications arising from this report.

## **10. POLICY AND LEGAL IMPLICATIONS**

10.1 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 and/ or fines.

## **11. COMMUNITY PLANNING IMPLICATIONS**

11.1 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.

## **12. CONCLUSION**

12.1 Monitoring and reporting mechanisms for Health & Safety performance has improved across a range of measures in the last year. The continued implementation of effective Health and Safety practices will be maintained.

## **13. RECOMMENDATIONS**

13.1 It is recommended that Cabinet:

- (i) notes the position in relation to Health and Safety performance during Quarter 4 of 2010/11 and the comparative reporting period in 2009/10;
- (ii) notes the proactive and reactive management actions taken in respect of the matters identified;
- (iii) asks the Depute Chief Executive/Executive Director of Neighbourhood Services to continue to report to Cabinet regularly, the matters contained within the report; and
- (iv) otherwise notes the content of this report.

Elizabeth Morton  
**Depute Chief Executive/ Executive Director of  
Neighbourhood Services**

**3 June 2011 EM/IMA/JC**

#### **LIST OF BACKGROUND PAPERS**

Nil

Implementation Officer – (ian.mcarthur@east-ayrshire.gov.uk)

## Causes of Incidents – Non-Reportable/ Reportable to the HSE– for all status of persons. Quarter 4: 2009/ 10 and 2010/11

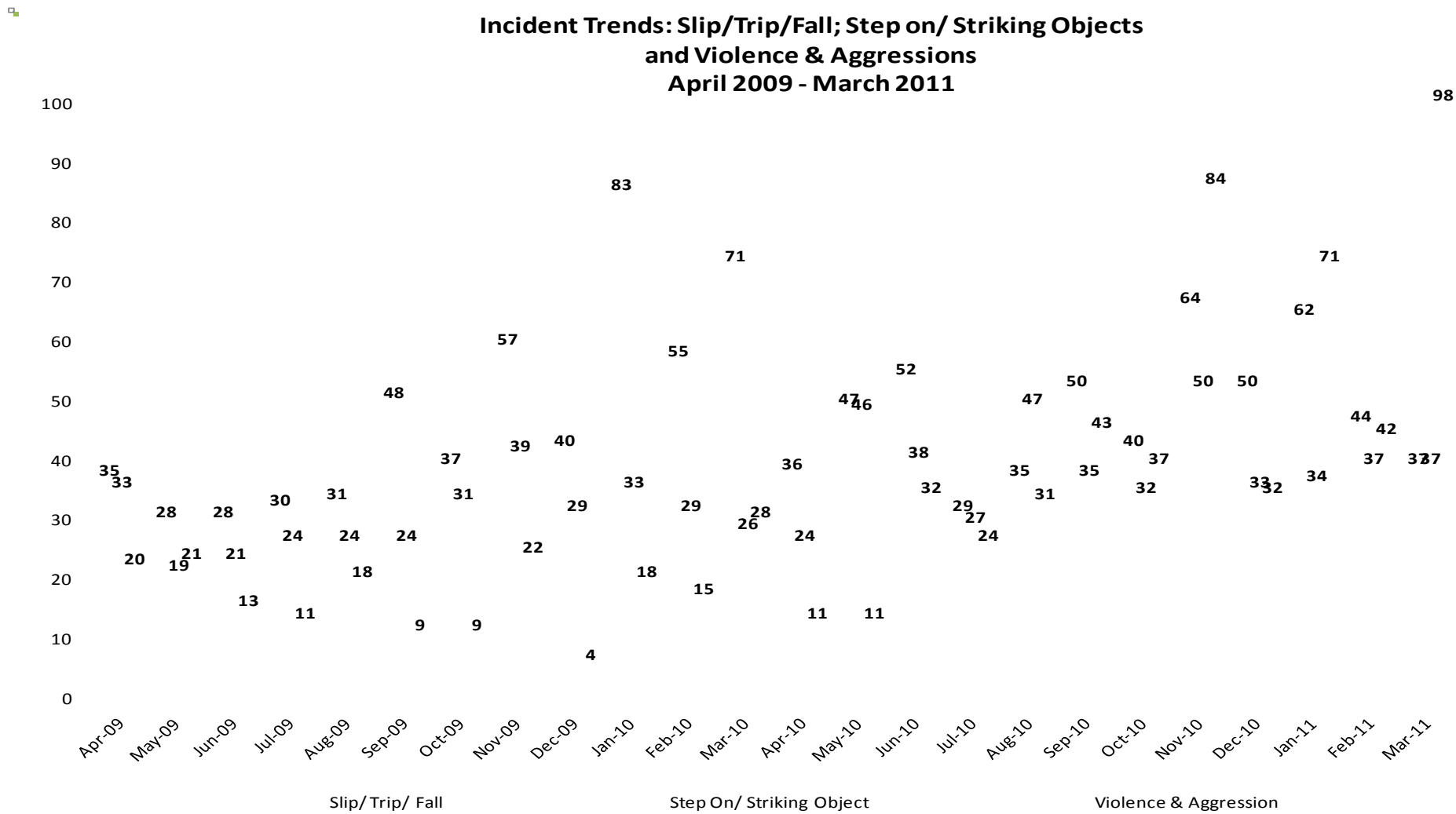
### Non-Reportable Incidents – Cause

Category	Q4 2009/10 (Tt.= 431)	Q4 2010/11 (Tt.= 580)	% Change Q4 v Q4 (09/10) (10/11)
Abscond	3	1	-67%
Absorption/ Contact	-	7	-
Animal Attack/ Insect	-	3	-
Chemical/ Gas/ Fire/ Electricity	15	10	-33%
Falling Object	8	3	-62%
Foreign Body	2	4	+100%
Hand Tool/ Equipment	7	1	-86%
Illness: Unrelated to workplace	12	14	+17%
Ingestion/ Inhalation/ Respiratory	-	1	-
Lifting/ Moving & Handling	12	13	+8%
Near Miss	16	22	+38%
Needlestick	3	6	100%
Physical Exercise	-	25	-
Slip/ Trip/ Fall	197	138	-30%
Step on/ Striking Object	84	107	+27%
Stress	1	-	-
Substance Misuse: Drug/ Alcohol/ Medicine	-	2	-
Vehicle	11	13	+18%
Violence & Aggression	60	210	+250%

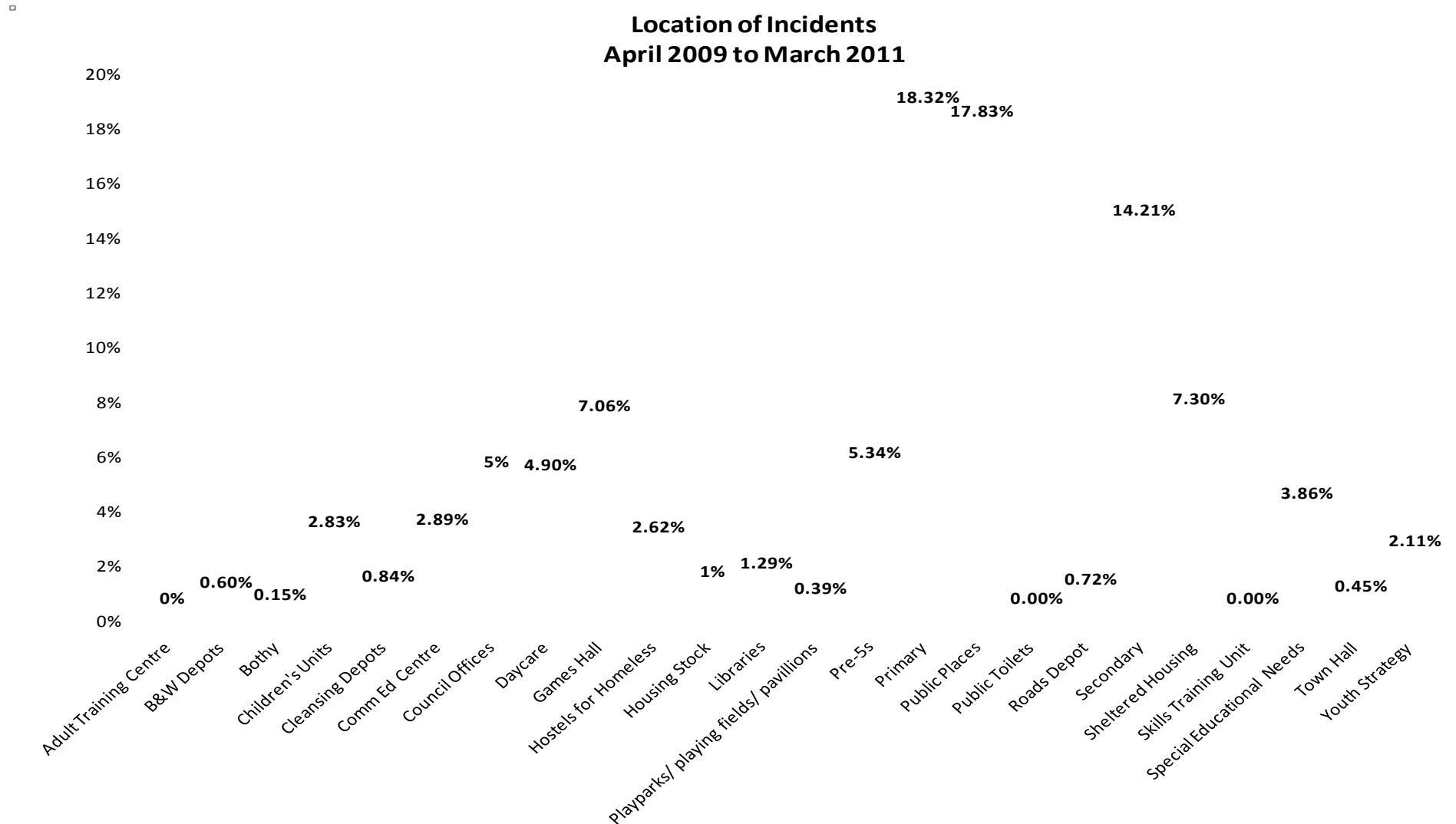
### Reportable Incidents – Cause

Category	Q4 2009/10 (Tt=24)	Q4 2010/11 (Tt=14)	% Change Q4 v Q4 (09/10) (10/11)
Abscond	-	-	-
Absorption/ Contact	-	-	-
Animal Attack/ Insect	-	-	-
Chemical/ Gas/ Fire/ Electricity	-	-	-
Dangerous Occurrence	1	-	-
Falling Object	-	-	-
Foreign Body	-	1	-
Hand Tool/ Equipment	-	-	-
Illness: Unrelated to workplace	-	-	-
Ingestion/ Inhalation/ Respiratory	-	-	-
Lifting/ Moving & Handling	5	4	-20%
NearMiss/Dangerous Occurrence	-	-	-
Needlestick	-	-	-
Physical Exercise	-	2	-
Slip/ Trip/ Fall	12	5	-58%
Step on/ Striking Object	3	1	-66%
Stress	-	-	-
Substance Misuse: Drug/ Alcohol/ Medicine	-	-	-
Vehicle	2	-	-
Violence & Aggression	1	1	-

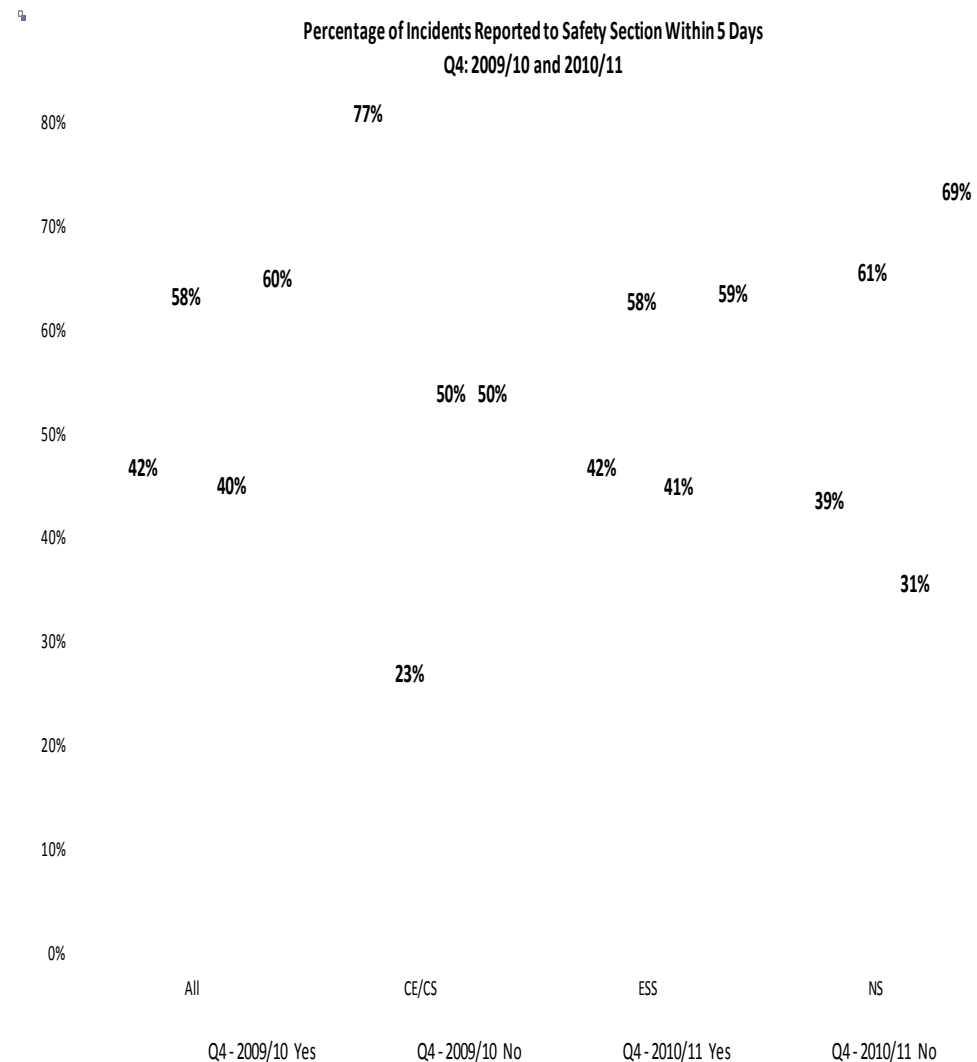
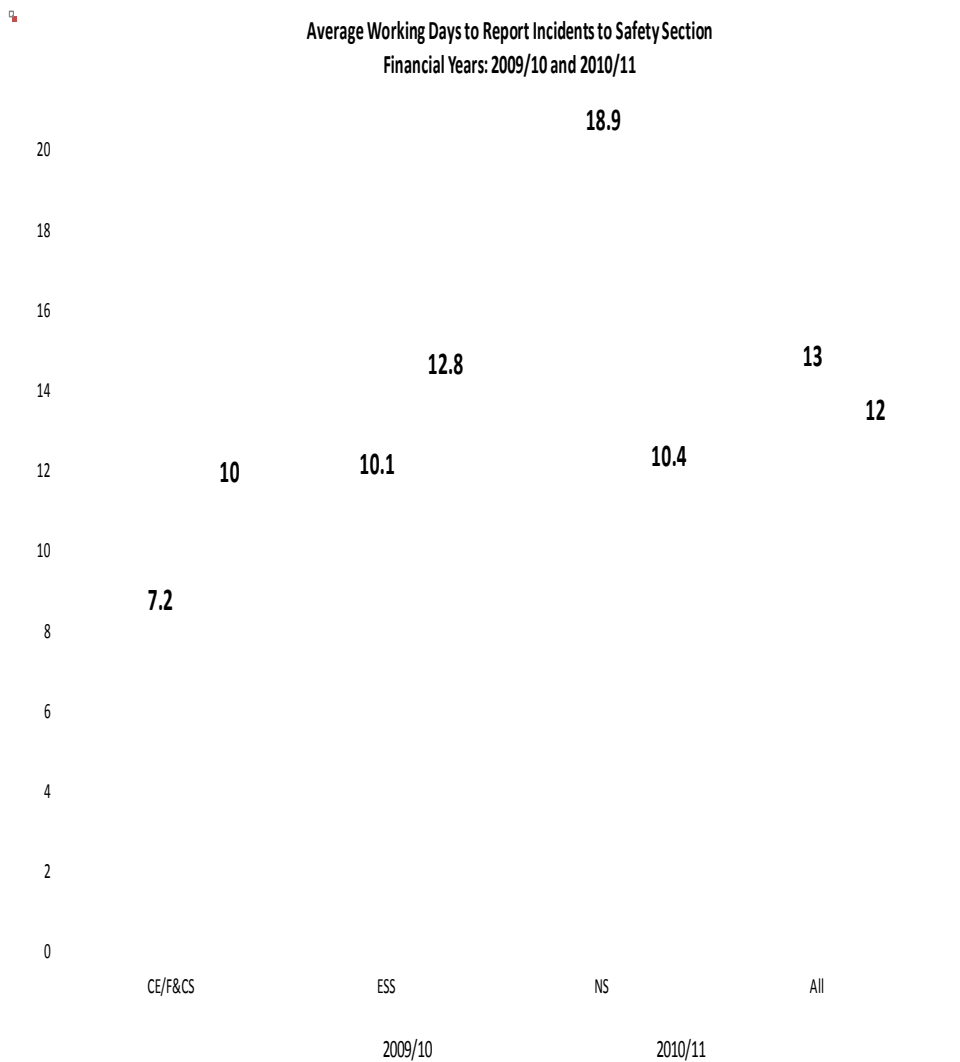
# Incident Trends: April 2009 – March 2011



## Location of Incidents: April 2009- March 2011



# Reporting times - Average working days to report incidents/ % Reported to Safety Section within 5 Days



## Health and Safety Training Delivered

	People trained		People still to be trained	
	Number	%	Number	%
Accident Reporting/ Investigation TBT	175	73%	66	27%
Asbestos awareness	367	67%	180	33%
B29 awareness for managers	13	87%	2	93%
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	19	66%	10	53%
COSHH TBT	210	73%	79	51%
CPI	459	80%	114	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	6	83%	10	17%
DSE Assessor Refresher (3 years)	0	0%	2	100%
Fire Warden Duties (1/2 day)	150	70%	43	30%
Fire Warden Refresher Training	12	67%	6	0%
First Aid at Work	122	99%	1	75%
First Aid at Work Refresher (3 years)	1	25%	3	0%

	People trained		People still to be trained	
	Number	%	Number	%
Food hygiene	2	100%	0	0%
Harness Awareness - elevated platforms	15	94%	1	52%
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)	100	71%	40	29%
Legionella Awareness	48	83%	10	20%
Legionella Checks	2	50%	2	50%
Lone Working	0	0%	62	100%
Ladder awareness TBT	214	54%	185	47%
Manual Handling	538	78%	149	24%
Manual Handling Trainer	3	75%	1	50%
Office safety	0	0%	71	100%
PPE	15	52%	14	48%
Risk Assessment TBT	48	30%	113	70%
Risk Assessment Training (1 day)	51	47%	57	56%
Sharps TBT	14	25%	41	75%
Stress Awareness	10	7%	133	93%
Stress Management	85	65%	46	34%
Sharps TBT Refresher (3 years)	0	0%	14	100%
Working at Heights TBT	202	70%	88	30%
Union Rep training	TBC	TBC	TBC	TBC
<b>OVERALL</b>	<b>3,850</b>	<b>66%</b>	<b>1,964</b>	<b>34%</b>

# HEALTH & SAFETY



## Health and Safety Annual Statistics 2010 - 2011

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# Cabinet - 29 June 2011

## 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 statistics relating to Health and Safety for 2010/2011 and comparative statistics for 2009/2010.

### 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 a quarterly Health & Safety Performance update.
- 2.2 Quarterly reports have been submitted to Cabinet and this report consolidates those reports.

### 3. PERFORMANCE 2010/11

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

- **Section 4 - Accidents/ Incidents**
  - Total number of incidents
  - RIDDOR reportable to the 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

4.1 Accident/Incident statistics for 2009/2010 and 2010/ 2011 are shown in the table below:

Category	2009/ 10	2010/ 11	% Change (09/10) (10/11)
*RIDDOR – Fatality	One *	0	0
*RIDDOR – Employees' Injuries	63	42	↓
*RIDDOR – Others' Injuries	18	12	↓
*RIDDOR – Dangerous Occurrence	1 Employee**	-	↓
*RIDDOR – Reportable Disease	10 <sup>+</sup> (HAVS)	1 <sup>+</sup> (HAVS)	↓
Near Miss	60	45	↓
Non-Reportable: Employees' Injuries	598	850	↑
Non-Reportable: Others' Injuries	769	961	↑
<b>Total No. of Incidents</b>	<b>1,520</b>	<b>1,911</b>	↑

\* RIDDOR–Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

4.2 There was a 29% increase in the total numbers of incidents reported to the Corporate Safety Section between 2009/10 and 2010/11.

##### Reportable Incidents

4.3 In relation to RIDDOR reportable incidents, those reported on behalf of Employees to the Health & Safety Executive (HSE), fell by 33% between 2009/10 and 2010/11.

4.4 Comparing April-March of 2009/10 with 2010/11, the cause of incidents incurred by Employees that are reportable to the HSE, under RIDDOR, are shown in the table below:

Cause	2009/10	2010/11
Animal Attack/ Insect	1	1
Electricity		1
Foreign Body	1	-
Hand tool/ Equipment	15	2
Lifting/ Moving & Handling	14	10
Vehicle	7	1
Step on/ Striking Object	6	5
Slip/ Trip/ Fall	17	20
Violence & Aggression	1	2
Dangerous Occurrence	1	-
<b>TOTAL</b>	<b>63</b>	<b>42</b>

4.5 In relation to RIDDOR reportable incidents, those reported on persons other than employees to the Health & Safety Executive, fell by 33%, between 2009/10 and 2010/11.

During 2010/11, 11 Pupils' incidents were reported on to the Health & Safety Executive, of which seven (7) were as a result of a Slip/Trip/Fall; two (2) from them Step on/ Striking Object and the remaining two (2) pupils' incidents as a result of them partaking in Physical Exercise. During the same period, one member of the public suffered a bacterial infection, resulting in their subsequent incident being reported on to the enforcing authority.

During 2009/10, 15 Pupils' incidents were reported on to the Health & Safety Executive, each of which involved them incurring an injury from a Slip/Trip/Fall, with the exception of one incident that was as a result of them Step on/ Striking Object.

During this same period, three (3) incidents involved a Member of Public, two (2) of whom incurred an injury from their Slip/Trip/Fall and the other from a Near Miss.

#### Near Misses

4.6 Incidents recorded as a Near Miss fell by 25%, between 2009/10 and 2010/11. This is a drop of 15 events, from 60 incidents during 2009/10 to 45 incidents during 2010/11.

#### Non-Reportable Injuries to Employees

4.7 Non-reportable injuries to Employees increased by 42% between 2009/10 and 2010/11. 598 reports were received during 2009/10 compared with 850 reports during 2010/11.

#### Non-Reportable Injuries to Other Persons

4.8 Non-reportable injuries to non-employees increased by 25% between 2009/10 and 2010/11. 769 reports were received during 2009/10 compared with 961 reports in 2010/11.

#### Analysis of All Non-Reportable Injuries

4.9 The top three reasons for non-reportable injuries incurred in 2009/10 and 2010/11 are Slip/Trip/Fall; Step on/ Striking Object and Violence & Aggression.

#### Cause of Incidents

4.10 Appendix 1 details the Causes of Incidents in 2010/11 and 2009/10 for all status of persons.

4.11 Incidences of Violence & Aggression increased by 175% between 2009/10 and 2010/11.

The increase in numbers was as a result of batches of forms coming in, concerning an individual, when the incidents had occurred over and up to the previous four months.

4.12 The three most common causes of incidents throughout 2009/10 and 2010/11 were Slip/Trip/Fall; Step On/ Striking Object and Violence & Aggression.

### Violence & Aggression (2009 - 2011)

- 4.13 Analysis of individual incidents show violence & aggression is most likely to be reported in educational establishments (30.09%); youth strategy (9.80%); public places, such as games halls, libraries & community education centres (17.75%); day-care settings (10.2%); sheltered housing (12.21%); children's houses (11.64%) and hostels for the homeless (5.82%).

### Slip/Trip/Fall (2009 - 2011)

- 4.14 Slip/Trip/Falls are most likely to be reported in pre-5 establishments (5.78%); primary schools (24%); secondary schools (16.3%); special educational needs establishments (2.84%) and public places, such as games halls, libraries and community education centres (29%); sheltered housing (9.18%) and council offices (5.87%).
- 4.15 As expected Slip/Trip/Falls increase over winter months.

### Step On/ Striking Objects (2009 - 2011)

- 4.16 Step On/ Striking Objects are most likely to be reported in primary school (24.87%); secondary schools (20.85%); pre-5 establishments (6.21%); special educational needs establishments (4.27%); public places including games halls, libraries and community education centres (29.4%) and council offices (4.40%).

- 4.17 Overall, incidents due to Step On/ Striking Objects

appear relatively stable with no discernable seasonal trend. 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.

- 4.18 Given that Educational and Social Services is the Council's largest department, those statistics are not unexpected.

### Location of All Incidents

- 4.19 Of the 3,313 incidents received by the Health and Safety Section during 2009-2011, 41.74% occurred in educational establishments, with a further 30% occurring in public places such as games halls, libraries and community education centres. Children's houses, day care, Council offices & sheltered housing account for 2.83%, 4.92%, 5% & 7.3%, respectively.

### Reporting Times

- 4.20 For 2009/10 and 2010/11, there was an average of 13 days and 12 days, respectively for incident reports being received by the Safety Section.

However, these averages range from 7.2 working days in CE/Corporate Support to 18.9 working days in Neighbourhood Services, during 2009/10.

In 2010/11, the average time to report ranges from 10 working days in CE/ Finance & Corporate Support to 12.8 working days in Educational & Social Services.

4.21 For 2009/10 and 2010/11, the percentage of incidents reported to the Health and Safety Section, within 5 days is set out in Appendix 4.

4.22 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 Safety Section in conjunction with Executive Directors.

**Additional Action Taken by Health and Safety and Management**

4.23 The Health and Safety Section continues to work closely with Services, and establishments who 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.

4.24 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 towards a reduction in the number of accidents and incidents across all areas. The table below shows the number of unannounced visits undertaken by the Health and Safety team during 2010/2011.

<b>Unannounced visits during 2010/11</b>	
<b>Designation</b>	<b>Number of visits</b>
Health and Safety Manager	<b>125</b>
Corporate Safety Advisers	<b>170</b>
Health and Safety Co-ordinators	<b>92</b>

4.25 Executive Directors are now monitoring the return of Accident/Incident report forms to ensure that they 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.

<b>Category</b>	<b>2009/10</b>	<b>2010/11</b>	<b>% Change</b>
Property Damage	12	8	↓
Incident Investigations	99	46	↓
Master Safety File Standards Issued	0	2	↑
H&S Events Attended	0	12	↑

**Property Damage**

5.2 Eight property damage reports were received in 2010/11. This is a reduction of 33% from twelve received in 2009/2010.

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.

#### Incident Investigations

5.4 During 2010/11 46 investigations undertaken compared to 99 in 2009/2010 which represents a reduction of 54%.

5.5 Whether or not an investigation is undertaken will be decided following examination of reports sent to the Health & Safety Section. The Health and Safety Section will review every incident report form received and where necessary, will implement a second stage investigation.

5.6 The Health and Safety Section routinely undertakes detailed investigations into incidents involving employees that require reporting to HSE under RIDDOR. Likewise, other incidents that require reporting to the HSE such as members of the public will also be investigated by the Health and Safety Section. Where Pupil incidents occur in physical education 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 will also be addressed to the Head of Service or Executive Director, as appropriate.

#### Master Safety File Standards

5.8 Two new safety standards were issued in Quarters 1 and 2 of 2010/11; these were Personal Safety and Managing Stress in the Workplace. A further five revised Master Safety File Standards are in the process of being concluded, with one currently in draft format for comment within the safety team. These are listed below. Where appropriate, discussions will also take place with Trade Unions before a Master Safety File Standard is finalised.

- Managing Asbestos in the Workplace
- First Aid
- Management of Road Risk
- CDM Toolkit
- Incident/Near Miss Reporting
- Fire Precautions and Procedures (Draft)

#### Health and Safety Events Attended

5.9 Health and Safety Employees attended twelve (12) events in total for the Council in Quarters 1 to 4 of 2010/11.

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.

The four events attended were as follows:

- Site Safe Scotland
- West of Scotland Health and Safety Forum
- SPDS West meeting
- Ayrshire Occupational Group

The Health and Safety team will also lead on a number of campaigns, as detailed within the table below.

DATE	CAMPAIGN
April 2011 (Ewords)	Working at Height
April 2011 (Ewords)	Asbestos
28 + 30 April 2011	International Workers Memorial Day
7 June 2011	Incident Reporting In East Ayrshire Council
24 August 2011	Speak Up, Stay Safe – Young People At Work
24 October 2011	European Week For Safety And Health At Work
2 November 2011	National Stress Awareness Day

### Fire Risk Assessments

- 5.10 East Ayrshire Council has 282 properties of which 73% have Fire Risk Assessments. Of these, 87% 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 report.
- 5.11 Outdoor Amenities are managing East Ayrshire Cemeteries Fire Safety in conjunction with Health and Safety.

These premises will be inspected on a six monthly rolling program under the B9 Management Workplace inspection. Copies of the inspection sheets will be forwarded to the Safety Section who will monitor the inspection sheets and update the Fire Risk assessment Database.

## **6. OCCUPATIONAL HEALTH/ STRESS**

- 6.1 Stress is one of the most common reasons for absence within the Council. The table below shows the number of days lost to stress absence for the months of April 2009 – March 2011.
- 6.2 The Organisational Development section provides 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.

Period	Number of Days lost to work + personal stress	Percentage of all absence
April – June 2009	3404	22%
July – Sept 2009	2839	21%
Oct – Dec 2009	3680	19%
Jan – March 2010	4212	21%
April – June 2010	3677	23%
July – Sept 2010	3224	25%
Oct – Dec 2010	4296	26%
Jan – Mar 2011	4268	25%

- 6.3 The original Corporate Training Calendar provided one course for managers per month. In addition, Organisational Development has been arranging to run courses within Services where managers deem this appropriate.
- 6.4 As a result of the increase in stress absence, more detailed analysis was undertaken by Human Resources at the beginning of the calendar year to break this information down further and to better understand those employees absent due to stress, either personal or work related.

Category	Number of Employees			Total
	Neighbourhood Services	Educational & Social Services	Finance & Corporate Support	
Total number of employees absent with stress during March 2011	25	71	11	107
Total number of employees absent with work related stress during March 2011	9	20	3	32
Employees with continued absence due to work related stress at end of March 2011	6	12	2	20
For those still absent at end of March with Work related stress- Anticipated Return Date Set	3	8	1	12

In order to ensure that the most up to date information available was used, this is covered in March figures reporting on Work related stress.

- 6.5 In March 2011 there were 107 absences due to stress. Work related stress accounted for 30% of these absences which equated to 32 absences.

## **7. HEALTH & SAFETY TRAINING**

- 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 Appendix 5 details the number of employees who have attended health and safety training during 2010/2011 along with the number of employees who are scheduled to attend.
- 7.3 The Health and Safety Section report, on a monthly basis, up to date information on completion of H&S training to all departmental management teams.

## **8. REPORTING METHOD**

- 8.1 Statistical data appendices are attached as follows.
- Appendix 1- Cause of Incidence – Non-Reportable/ Reportable Incidences to the HSE 2009/10 and 2010/2011.
- Appendix 2- Incident Trends: April 2009 – March 2011.
- Appendix 3- Location of Incidents April 2009 – March 2011.

Appendix 4- Reporting times – Average working days to report incidents / Percentage of Incidents Reported to Safety Section within 5 days for 2009/10 and 2010/11.

Appendix 5- Health and Safety Training delivered.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 There are no financial implications arising from this report.

## **10. POLICY AND LEGAL IMPLICATIONS**

- 10.1 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 and/ or fines.

## **11. COMMUNITY PLANNING IMPLICATIONS**

- 11.1 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.

## **12. CONCLUSION**

- 12.1 Monitoring and reporting mechanisms for Health & Safety performance has improved across a range of measures in the last year. The continued

implementation of Health and Safety practices will be maintained.

### **13. RECOMMENDATIONS**

13.1 It is recommended that Cabinet:

- (i) notes the position in relation to Health and Safety Statistics for 2010/11 and the comparative statistics for 2009/10;
- (ii) notes the proactive and reactive management actions taken in respect of the matters identified;
- (iii) asks the Depute Chief Executive/Executive Director of Neighbourhood Services to continue to report to Cabinet regularly, the matters contained within the report; and
- (iv) otherwise notes the content of this report

**Elizabeth Morton**  
**Depute Chief Executive/ Executive Director of**  
**Neighbourhood Services**

**3 June 2011 EM/IMA/JC**

### **LIST OF BACKGROUND PAPERS**

Nil

Implementation Officer – (ian.mcarthur@east-ayrshire.gov.uk)

**Causes of Incidents – Non-Reportable/ Reportable to the HSE– for all status of persons.  
April-March: 2009/ 10 and 2010/11**

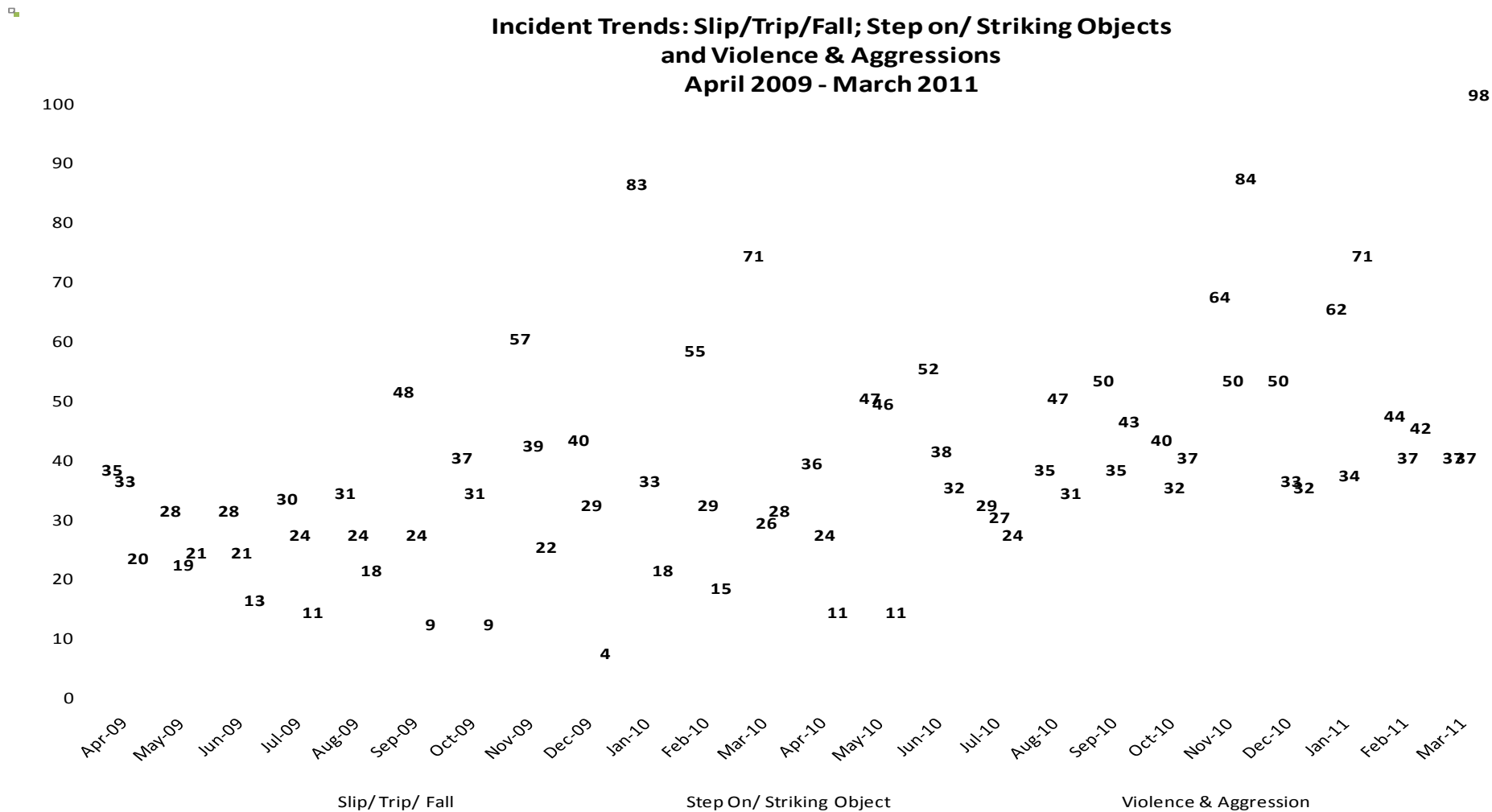
**Non-Reportable Incidents – Cause**

Category	April-March 2009/10 (Tt.=1,367)	April-March 2010/11 (Tt.=1,811)	% Change April-March 2009/10 v 2010/11
Abscond	8	3	-62%
Absorption/ Contact	1	11	+1,000%
Animal Attack/ Insect	11	14	+27%
Chemical/ Gas/ Fire/ Electricity	43	40	-7%
Falling Object	46	29	-37%
Foreign Body	14	18	+28%
Hand Tool/ Equipment	27	11	-59%
Illness: Unrelated to workplace	41	42	+2%
Ingestion/ Inhalation	2	1	-50%
Lifting/ Moving & Handling	45	35	-22%
Near Miss	59	43	-27%
Needle stick	7	13	+86%
Physical Exercise	-	43	-
Slip/ Trip/ Fall	510	521	+2%
Step on/ Striking Object	324	434	+34%
Stress	3	-	-
Sub*TBT – Toolbox Talk stance Misuse: Drug/ Alcohol/ Medicine	9	10	+11%
Vehicle	30	28	-7%
Violence & Aggression	187	515	+175%

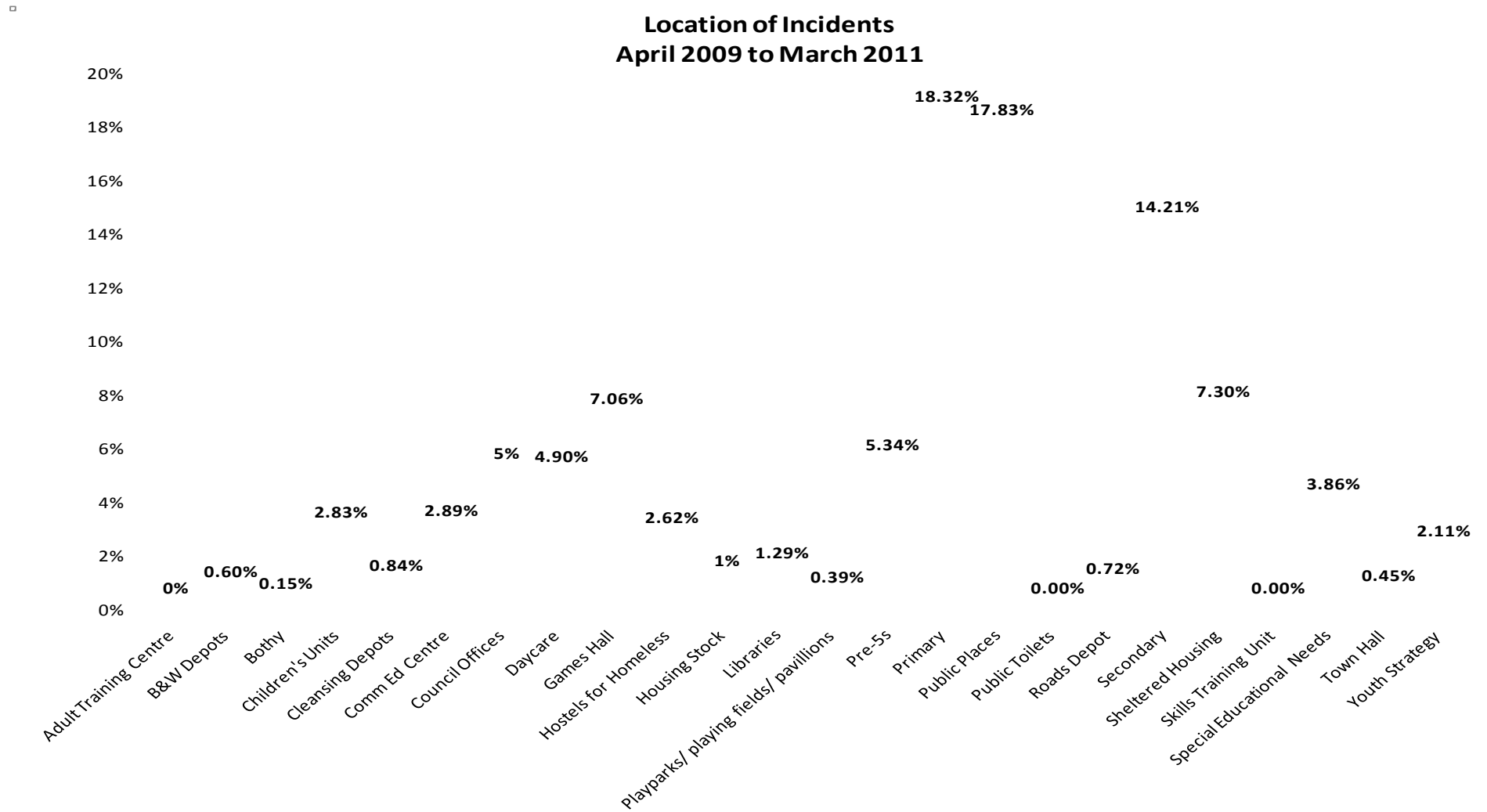
**Reportable Incidents – Cause**

Category	April-March 2009/10 (Tt=81)	April-March 2010/11 (Tt=54)	% Change April-March (09/10) (10/11)
Abscond	-	-	-
Absorption/ Contact	-	-	-
Animal Attack/ Insect	1	1	0%
Chemical/ Gas/ Fire/ Electricity	-	1	100%
Dangerous Occurrence	1	-	- 100%
Falling Object	-	-	-
Foreign Body	1	1	0%
Hand Tool/ Equipment	15	2	-87%
Illness: Unrelated to workplace	-	-	-
Ingestion/ Inhalation/ Respiratory	-	-	-
Lifting/ Moving & Handling	14	10	-28%
Near Miss/ Dangerous Occurrence	1	-	- 100%
Needle stick	-	-	-
Physical Exercise	-	2	100%
Slip/ Trip/ Fall	33	27	-18%
Step on/ Striking Object	7	7	0%
Stress	-	-	-
Substance Misuse: Drug/ Alcohol/ Medicine	-	-	-
Vehicle	7	1	-86%
Violence & Aggression	1	2	+100%

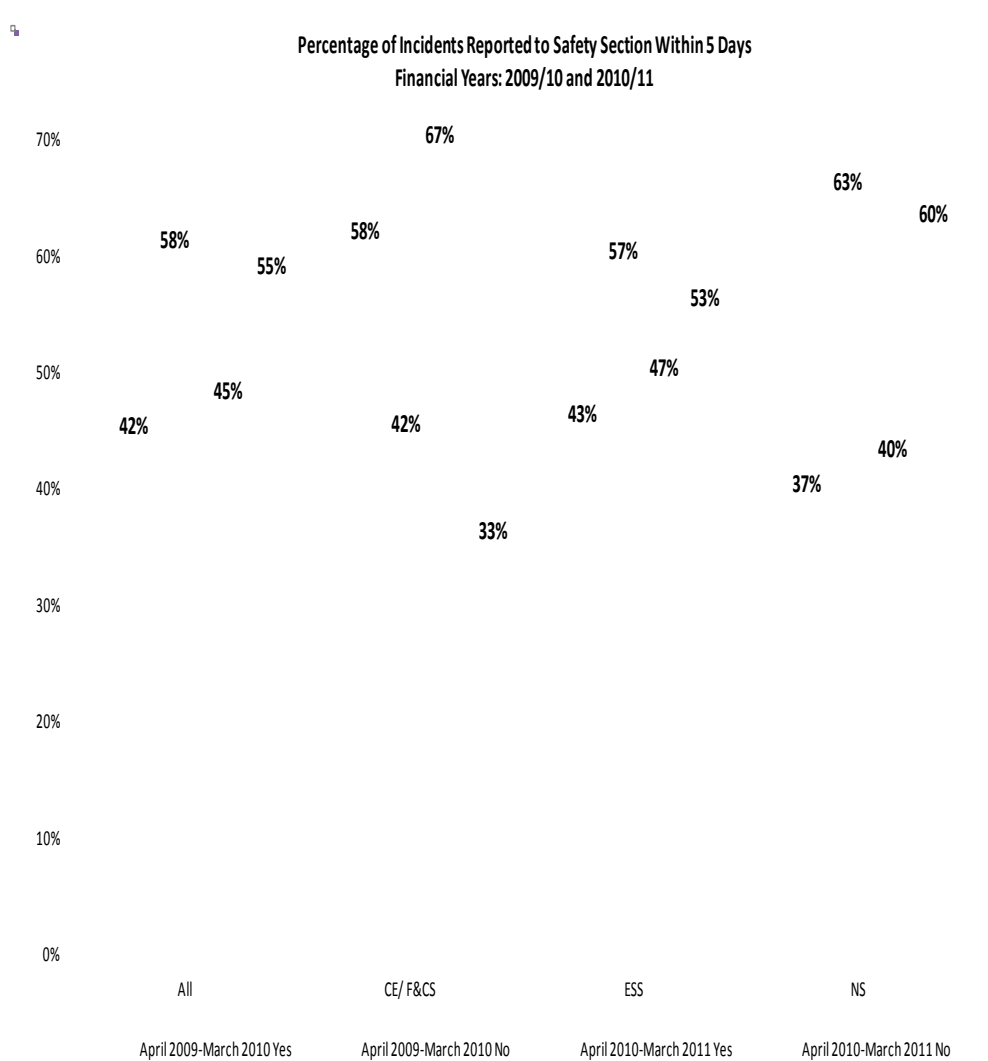
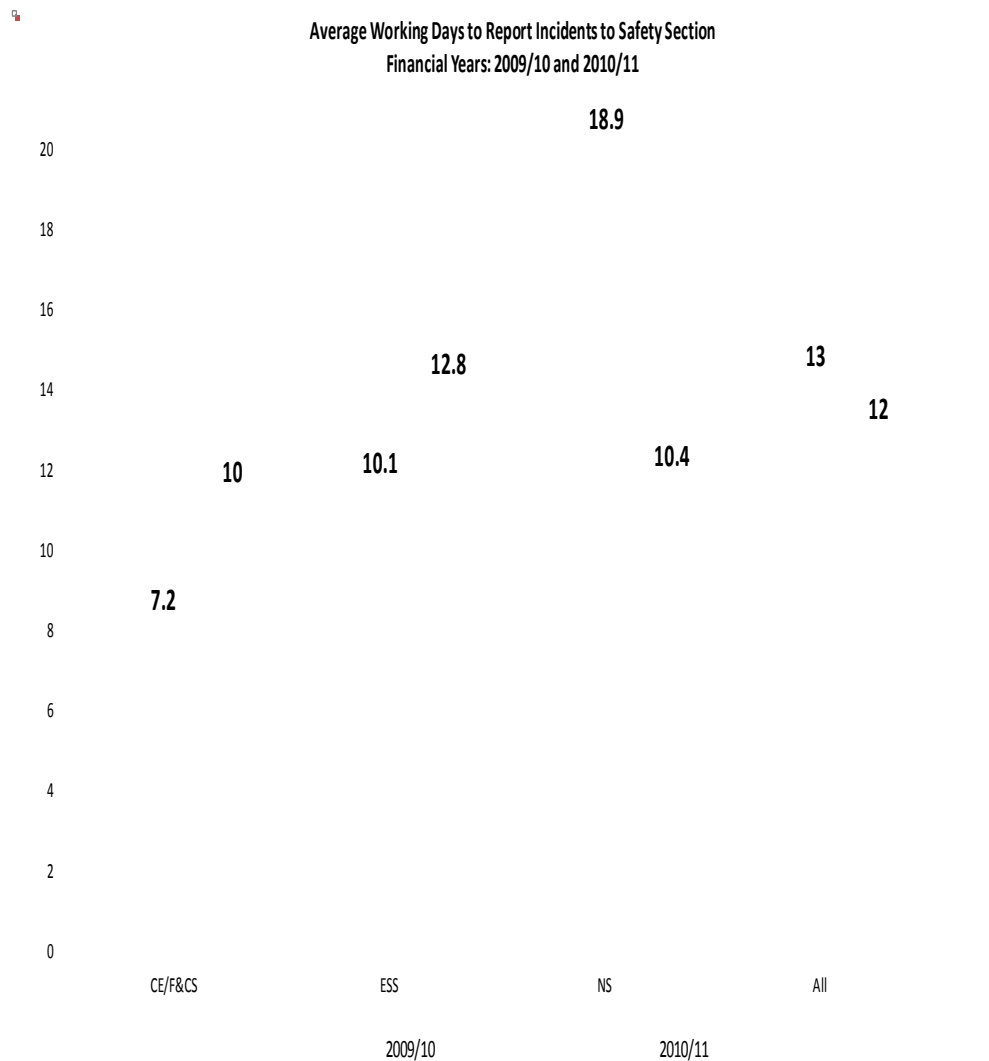
# Incident Trends: April 2009 – March 2011



## Location of Incidents: April 2009- March 2011



# Reporting times - Average working days to report incidents/ % Reported to Safety Section within 5 Days



## Health and Safety Training Delivered

	People trained		People still to be trained	
	Number	%	Number	%
Accident Reporting/ Investigation TBT	175	73%	66	27%
Asbestos awareness	367	67%	180	33%
B29 awareness for managers	13	87%	2	93%
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	19	66%	10	53%
COSHH TBT	210	73%	79	51%
CPI	459	80%	114	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	6	83%	10	17%
DSE Assessor Refresher (3 years)	0	0%	2	100%
Fire Warden Duties (1/2 day)	150	70%	43	30%
Fire Warden Refresher Training	12	67%	6	0%
First Aid at Work	122	99%	1	75%
First Aid at Work Refresher (3	1	25%	3	0%

	People trained		People still to be trained	
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