

HEALTH, WELFARE AND SAFETY PANEL

Venue: Town Hall, Moorgate Street, ROTHERHAM. S60 2TH
Date: Thursday, 17th January, 2019
Time: 2.00 p.m.

A G E N D A

1. Apologies for absence.
2. Minutes of the previous meeting held on 18th October, 2018 (Pages 1 - 3)
3. Matters arising
4. Health and Safety Bulletin (Pages 4 - 10)
5. Reports on Visits of Inspection held on 7th December, 2018 (Pages 11 - 15)
6. Statistics of Accidents, Injuries and Incidents of Violence to Employees 2018/19 Quarters 1 to 3 (Pages 16 - 19)
7. Date of Next Meeting:-
Thursday, 11th April, 2019 commencing at 2.00 p.m.

Please note that the Local Government (Access to Information) Act 1985 is not applicable to this meeting having regard to the consultative nature of the business to be transacted.

**HEALTH, WELFARE AND SAFETY PANEL
THURSDAY, 18TH OCTOBER, 2018**

Present:- Councillor Alam (in the Chair); The Mayor (Councillor Buckley) and Councillor McNeely; together with Mrs. J. Adams (NEU), Mrs. S. D. Brook (NASUWT), Mr. L. Moat (GMB), Mr. M. Badger (UNISON) and Mr. A. Pagdin (UNITE).

Apologies for absence were received from Councillors Mallinder and Steele and from Mr. P. Harris (GMB) and Mr. A. Turner (UNISON).

11. RETIREMENT OF STAFF

The Health, Welfare and Safety Panel was informed of the retirement of two members of staff, Mr. S. Fiander (Principal Health and Safety Officer) and Mr. R. Bellamy (Democratic Services Officer).

The Panel members placed on record their thanks to Mr. Fiander and Mr. Bellamy for their work in support of the Panel and wished them both a long and happy retirement.

12. MINUTES OF THE PREVIOUS MEETING HELD ON 12TH JULY, 2018

Agreed:- That the minutes of the previous meeting of the Health, Welfare and Safety Panel, held on 12th July, 2018, be approved as a correct record for signature by the Chairman.

13. MATTERS ARISING

The Health, Welfare and Safety Panel noted that:-

(a) (Minute No. 5) - the restructuring of the Health, Welfare and Safety Section was now complete, with recruitment currently being undertaken to the one remaining vacant post; and

(b) (Minute No. 9) - further checks would be made of the training records of staff at Clifton Park.

14. STATISTICS OF ACCIDENTS, INJURIES AND INCIDENTS OF VIOLENCE TO EMPLOYEES

Consideration was given to a report about accidents, injuries and incidents of violence to staff during Quarter 1, 2018/19. The report made use of the red-amber-green ('RAG') method of performance reporting.

The Health, Welfare and Safety Panel was informed of the changes made in accident and incident recording methodology. These changes to the way accidents and incidents were recorded had been introduced during the course of the Quarter 1 reporting period. The previous system has

been replaced by an internally developed solution more adaptable to producing qualitative data. This revised method of reporting would be developed further in the future.

It was noted that some details within the report would remain confidential.

Agreed:- That the report, now submitted, about accidents, injuries and incidents of violence to staff during Quarter 1, 2018/19 be received and its contents noted.

15. SICKNESS ABSENCE QUARTER 1 2018/19

The Health, Welfare and Safety Panel noted the contents of the Sickness Absence report, Quarter 1 2018/19.

16. HEALTH AND SAFETY BULLETIN

Consideration was given to the Health and Safety Bulletin, containing recent articles and reports of legal cases relating to health and safety.

The following items were highlighted:-

- matters of interest from the Health and Safety Executive, including information about the human factors of preventing accidents at work;
- health and safety myths (empty perfume bottles in shops);
- recent Court Cases, including severe injuries.

Agreed:- That the Principal Health and Safety Officer distribute copies of the bulletin throughout the Authority and also publish the bulletin on the Council's Intranet web site.

17. TOWN HALL, ROTHERHAM - SECURITY

Further to Minute No. 8 of the meeting of the Health, Welfare and Safety Panel held on 12th July, 2018, it was noted that the security of the Town Hall had been the subject of risk assessment in respect of security and staff training had been provided. The majority of the issues identified during May, 2018 had been resolved and the design of the reception area was still under consideration.

Agreed:- That the information be noted and at the next meeting, the Panel be informed of progress.

18. REPORTS ON VISITS OF INSPECTION HELD ON 21ST SEPTEMBER, 2018

Consideration was given to matters arising from the visits of inspection made by the Panel on Friday, 21st September, 2018, to:-

- Mowbray Gardens Library

- Dalton Youth Centre
- Sitwell Infant School

The report included the responses provided for the various issues raised at this inspection.

Members also discussed the availability of the relevant premises' records which were routinely inspected at the visits of inspection. It was agreed that all premises be advised that arrangements must be made for such records to be available for inspection by the Panel, either in paper form or accessed electronically via computer systems.

Agreed:- That the report be received and its contents noted.

19. DATE OF NEXT MEETING

Agreed:- That the following schedule of meetings and visits of inspection be implemented for the Health, Welfare and Safety Panel during 2018/2019:-

Visits of Inspection – Friday 07 December 2018 (8.45 am until 1.00 pm)

Meeting – Thursday 17 January 2019 (2.00 pm)

Visits of Inspection – Friday 08 March 2019 (8.45 am until 1.00 pm)

Meeting – Thursday 11 April 2019 (2.00 pm)

Visits of Inspection – Friday 14 June 2019 (8.45 am until 1.00 pm)

Meeting – Thursday 11 July 2019 (2.00 pm)

Health and Safety Bulletin

A digest of recent health and safety articles and cases

In this issue:

- 1. Matters of interest**
- 2. Recent Safety Myths**
- 3. Recent Court Cases**
- 4. Events**

**Emergency and Safety Team
Regeneration and Environment
January 2019**

1. Matters of interest

Training key to preventing fires and keeping staff safe

A large number of the 22,000 fires which occur in non-residential properties every year, happen in workplaces. Faulty appliances and cables of the reason behind around a quarter of the accidental fires which break out, while misuse of equipment is another leading cause, along with smoking-related incidents. Retail distribution companies and industrial premises are the most at risk of fire breakouts, while food outlets – including restaurants, pubs and takeaways – are also in the high-risk category.

Whatever the business, it's essential to protect staff by putting in place robust fire safety plans, and training staff to understand what they need to do in terms of preventing fires, and if the worst happens and a fire does break out.

As well as the risk of injuries and fatalities, failure to comply with fire safety regulations can hit businesses in the pocket, with fines and even imprisonment of up to two years imposed.

Time for training

Since the introduction of the Regulatory Reform (Fire Safety) Order 2005, all non-residential premises have been required to carry out a fire risk assessment. The assessments are in place to ensure that appropriate fire safety prevention measures, such as correctly-located and working fire alarms, fire extinguishers and fire doors, are put in place. Plans should also include recommendations for fire protection systems, equipment, evacuation protocols and record keeping.

Once fire safety equipment and procedures are in place, it's vital that staff know what to do in an emergency situation, and this is where good training comes in. Fire safety is not simply a matter for designated fire marshals, everyone in the organisation should realise that they have a personal responsibility.

It's up to companies to ensure their staff are aware of emergency procedures and that employees are required to cooperate with measures to make the workplace safe from fire risk. Employees must also agree not to do anything that could place themselves or others at risk. Businesses, meanwhile, must ensure that their employees are provided with appropriate information, instructions and training about fire safety, preferably as part of a job induction, and this training should be refreshed from time to time during their employment.

Consider a course

Appointing a fire marshal, or fire warden as they're also known, is an important first step for businesses. Marshals should be responsible for checking fire precaution measures and ensuring that fire risk assessments are up to date. It's well worth sending fire marshals on an accredited training course.

Every building and work environment is unique, so it's also worth considering an accredited training course for staff, specifically tailored to suit the needs of the individual company. As well as classroom-based learning, some professionals can deliver online training courses, many of them interactive with questions at the end to check your knowledge. At the other end of the spectrum, some fire safety experts offer hands-on learning. For example, giving trainees an opportunity to use fire extinguishers and tackle real fires in a controlled environment.

Public sector workers urged to become more asbestos aware

The UK Asbestos Training Association (UKATA) has urged all public sector employees to aware of the dangers of asbestos in order to prevent the “ticking time-bomb;’ in thousands of public buildings.

The UKATA has warned that a lack of knowledge about the killer building material is putting workers and users of these buildings at risk of fatal lung cancers.

Figures recently released by the HSE show there were 2,595 Mesothelioma deaths in 2016, with a similar number of lung cancer deaths linked to past exposures to asbestos.

Many public buildings built or refurbished before the year 2000 may contain asbestos, particularly those built in the UK between the 1950s and 1980s.

“Financially it is not always an option or necessary to remove asbestos from buildings which contain it,” said UKATA Chief Operating Officer, Craig Evans.

“However, people need to be aware of the presence of it and more importantly how to manage it.

“School caretakers are a particular group at risk due to the nature of their work which involves undertaking minor repairs of school buildings. If asbestos is disturbed during such work, there is a risk that asbestos fibres will be released and create risk to others in the school.

“Asbestos awareness is critical and why we are calling on all employees within the public sector to receive asbestos awareness training.”

Last month, the National Education Union (NEU) warned that delays to the Government’s survey on asbestos in schools were “totally unacceptable”.

The Department for Education (DfE) reopened its asbestos management assurance process, which asks schools to declare whether or not they are compliant with their legal duty to manage asbestos on their sites.

Schools now have until February 2019 to take part in the survey, although it is not mandatory.

“As the effects of asbestos remain dormant for a number of years, people are unaware of the risk they have exposed themselves to until the symptoms present themselves and it is often too late. Being asbestos aware shouldn’t just be confined to the facility manager,” added Mr Evans.

“Half-day asbestos awareness courses, which are available from UKATA member companies throughout the UK are inexpensive and will save lives.”

2. Health and Safety Myths

The Challenge Panel Chair is Judith Hackitt, Chair of HSE and HSE Board member Sarah Veale is Vice-Chair. They are supported by a pool of independent panel members who have a wide range of experience and backgrounds in managing risk on a day-to-day basis.

Myth1: Workers are banned from putting up Christmas decorations in the office

The reality

Bah Humbug! Each year we hear of companies banning their workers from putting up Christmas decorations in their offices for 'health and safety' reasons, or requiring the work to be done by a 'qualified' person.

Most organisations including HSE and local councils manage to put up their decorations, celebrating the spirit of Christmas without a fuss. They just sensibly provide their staff with suitable step ladders to put up decorations rather than expecting staff to balance on wheelie chairs.

Myth 2: HSE bans traditional school ties

The reality

As we said at the start of the last school year, few parents would see wearing ties at school as a safety issue. Millions of children have been wearing ties as part of their uniform for years without any problems.

Simple precautions such as removing the tie during laboratory work or around machinery make sense. But if the concern is really about children fighting, while clip-on ties may help, the real issue is discipline.

So HSE doesn't ban school ties - it's up to schools to make their own decisions about uniforms

3. Recent Court Cases

Company fined after asbestos containing materials were released – 21/12/2018

A Glasgow based building contractor has been fined after an employee used a powered saw to cut through a kitchen cupboard door, accidentally releasing asbestos containing materials.

Glasgow Sheriff Court heard that between 8 November 2015 and 11 December 2015, City Building (Glasgow) LLP was carrying out refurbishment work at a flat in Glasgow. An employee who was unaware of the presence of asbestos fibres within a kitchen cupboard door cut through the door and disturbed the asbestos fibres.

An investigation by the Health and Safety Executive (HSE) found that following receipt of an Asbestos Refurbishment Survey pertaining to the kitchen, City Building (Glasgow) LLP failed to realise that the door had not been surveyed.

City Building (Glasgow) LLP, Darnick Street, Glasgow has today pleaded guilty to breaching Section 2(1) of the Health and Safety at Work etc Act 1974 and has been fined £4000.

Speaking after the hearing HSE principal inspector, Graeme McMinn, said

“This incident could so easily have been avoided by simply carrying out correct control measures and safe working practices. When getting asbestos survey carried out it is important to ensure that all of the planned work areas have been surveyed.

“Companies should be aware that HSE will not hesitate to take appropriate enforcement action against those that fall below the required standards.”

Engineering company fined after apprentice left seriously-injured – 17/12/2018

An engineering company has today been fined after an apprentice was seriously-injured by a lathe.

Kilmarnock Sheriff Court heard how, on 16 September 2016 in Stewarton, Ayrshire, the safety interlocks of a CNC lathe were overridden to allow an apprentice to operate a machine with the doors open meaning he was exposed to dangerous moving parts. The apprentice was left seriously injured after his clothing became entangled in the rotating stock bar of the lathe. Injuries sustained include serious burns and lacerations to his neck, arm and torso as a result of his clothing being ripped off by the rotating stock bar.

An investigation by the Health and Safety Executive (HSE) found the company had failed to carry out the correct control measures and to implement a safe system of work.

Hyspec Engineering Limited of Rigg Street, Stevenston, North Ayrshire pleaded guilty to breaching Regulation 11(1) and (2) of the Provision and Use of Work Equipment Regulations 1998 and has been fined £80,000.

Speaking after the hearing, HSE inspector Kathryn Wilson said: “This incident could so easily have been avoided by simply carrying out correct control measures and safe working practices. Whilst the employee suffered serious injuries, the consequences could have been so much worse.

“Companies should be aware that HSE will not hesitate to take appropriate enforcement action against those that fall below the required standard”.

Local authority sentenced after member of public contracts Legionnaires' Disease – 6/12/2018

Tendring District Council has been fined after a member of public contracted Legionnaires' Disease having been a regular user of its leisure centre facilities.

Colchester Magistrates' Court heard how the member of public frequently used the showers at Walton Lifestyles when, in November 2016, he fell seriously ill and was taken to hospital where he remained for 18 days. He was diagnosed with Legionnaires' disease, sepsis, pneumonia and chronic kidney failure.

Water samples taken from the men's shower tested positive for the legionella bacteria. Legionella bacteria can proliferate in hot and cold water systems that aren't properly maintained or cleaned.

An investigation by the Health and Safety Executive (HSE) found Tendring District Council had failed to adequately manage the water systems at a number of leisure centres in the district, including Walton Lifestyles, Dovercourt Lifestyles and Clacton Leisure Centre. The significant failings included not having suitable and sufficient Legionella Risk Assessments for the leisure facilities and not providing adequate control measures required for Legionella control. Staff were not adequately trained and a lack of monitoring meant these failings went unnoticed for several months.

Tendring District Council of Town Hall, Station Road, Clacton-on-Sea, Essex pleaded guilty to breaching Section 3(1) of the Health and Safety at Work Act 1974 and has been fined £ 27,000 and ordered to pay costs of £ 7,500.

Speaking after the case, HSE inspector Tania van Rixtel said: "Hot and cold water systems can provide the ideal breeding ground for the potentially fatal legionella bacteria if certain control measures are not in place. Controls such as maintaining water temperatures, regular flushing of low-use outlets and adequate cleaning are all necessary in order to reduce the risk of legionella developing.

"Tendring District Council failed to ensure controls such as these were being implemented therefore causing a potential risk to human health. This could have easily been a fatality and given the number of people who use the facilities, the potential legionella risk to the public would have been significant."

Fulham Company fined for failing to undertake asbestos assessment – 21/11/2018

A residential property development company has today been sentenced after failing to carry out an asbestos survey prior to undertaking extensive refurbishment works.

Westminster Magistrates' Court heard how, on and before 6 December 2017, Pascal Huser Design & Build Ltd undertook construction work at a property in Fulham, London. The company failed to carry out an asbestos survey for the property which was uncovered during a routine Health and Safety Executive (HSE) inspection.

The subsequent HSE investigation found the company removed a boarded asbestos ceiling without taking any precautions to prevent workers being exposed to the health risk. This happened because the company failed in its duty to carry out an asbestos survey for the property.

Pascal Huser Design & Build Ltd of Putney Bridge Road, London pleaded guilty to breaching Regulation 5 of Control of Asbestos Regulations 2012 and has been fined £16000 and ordered to pay costs of £4940.40.

Speaking after the hearing, HSE inspector Jenny Morris said: "The risk of exposure to asbestos could so easily have been avoided if the company had carried out a suitable and sufficient asbestos assessment to identify the presence of asbestos within the property prior to commencing refurbishment work".

"Companies should be aware HSE will not hesitate to take appropriate enforcement action against those that fall below the required standards."

4. Events

- The Future of Gas II - 4 to 5 February, London
- HSE Inspectors' Guide to Risk Assessment - 5 February, Manchester
- NEBOSH Certificate in Leadership Excellence - 6 March, Buxton

Health, Welfare and Safety Panel Visits

Date: 7th December 2018

<p>Date: 7th December 2018</p> <p>Present:</p> <p>Councillors: Cllr S. Alam</p> <p>Union Representatives: Sue Brook, (NASUWT), Jill Adams (NEU) Phil Harris (GMB) Lewis Moat (GMB)</p> <p>Officers: Asif Akram - Health & Safety Advisor , Andy Guest – Risk Management Officer</p>	
Facilities Management Comments	
<p><u>9:15 West Melton Primary School</u></p> <p>Present: Head Teacher Mrs Z Norris, Site Supervisor Mr Ken Williams Paul Stewart – Facility Management Services</p> <p><u>School Hall</u> The PE Equipment has not been formerly inspected by appropriately qualified inspectors. The panel has been informed that the Building Manager has commissioned GEM (Gymnasium Equipment Maintenance Services Ltd) to carry out an audit of indoor and outdoor play equipment.</p> <p><u>Caretakers Store</u> Found to be over crowded with tools and equipment. Requires removal/relocation of some of the items.</p> <p><u>Cleaners Cupboard</u> Contains bottles with no labels - Where chemicals are decanted into bottles appropriate labelling should be applied.</p> <p>2 first aid kits contain items that have expired – Contents require checking and replacing where appropriate.</p> <p>COSHH file requires reviewing – last reviewed 2013</p>	<p>This inspection has been completed by GEM (arranged by the school not BM).</p> <p>Store room now tidied.</p> <p>Reported to Linda Bacon in Cleaning Services labels to be applied, first aid kits to be checked / re stocked COSHH information updated and sent to site.</p> <p>Facilities Services to replenish items.</p> <p>Facilities Services to review and update.</p>

Health, Welfare and Safety Panel Visits

Date: 7th December 2018

<p><u>Foundation Classroom</u> Store cupboard overfilled with items making it difficult and awkward to reach things higher up and at the back of shelving – Requires a clear out of unwanted items and/or relocation.</p> <p><u>Foundation Outdoor Play Area</u> Disused items including plastic guttering and broken toys at side of sheds/play houses require removing.</p> <p>Perpex/Polycarbonate sheeting to play houses is needed to protect from the elements.</p> <p><u>Kitchen Store Room</u> Has a leak resulting in water ingress – Requires repair</p> <p><u>Disabled Toilet</u> Hoist not in use therefore has not been inspected as per LOLER regs – Requires a sign to say not in use.</p> <p>Also, contents of First Aid Box require checking and updating where necessary.</p> <p>Wall near external door leading to caretakers store requires a repair.</p> <p><u>Resource Store</u> (Near reception) Store room not locked and contains confidential information (accident records). These require relocating or a lock needs to be fitted to the door.</p> <p><u>Car parks</u> Both car parks have limited artificial lighting available to them. This is a concern during winter months, particularly around traffic movement at the end of the school day. Moreover, there have been reports of anti-social behaviour. Consideration should be given to improve the lighting in these areas.</p>	<p>Items relocated to other stores - Head teacher to monitor.</p> <p>Broken items removed.</p> <p>Sheeting ordered.</p> <p>Repair carried out (Morrisons).</p> <p>Serviced by Park gate Mobility Dec 18.</p> <p>All boxes checked / updated.</p> <p>Repair to be completed by caretaker over Christmas break.</p> <p>Confidential information relocated in secure areas.</p> <p>Quotes to be obtained and funding sources investigated.</p>
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Health, Welfare and Safety Panel Visits

Date: 7th December 2018

<p><u>10:30 Rowan Centre</u></p> <p>Present: Adele Park (School Business Manager) , Craig Wassell (Site Manager) Paul Stewart – Facility Management Services</p> <p><u>Lower KS2 Classroom</u> Wiring from smartboard and laptop etc could present a trip hazard. Requires tidying.</p> <p><u>PAT Testing</u> As per information in the PAT Testing Register it is clear PAT testing is being carried out, however, expired labels from equipment need to be removed.</p> <p><u>First Aid Boxes</u> In some areas first aid boxes are not easily accessible (on top of kitchen cupboards) and should be relocated with appropriate signage in place.</p> <p><u>Woodland Room</u> Bracket loose on tall cupboard, requires repair.</p> <p><u>Staff Room</u> Shears in kitchen cupboard require relocating to appropriate store.</p> <p><u>Portage Block</u> Tall blue locker needs securing to wall to prevent it from being pulled over.</p> <p>No hot water in unisex toilets.</p> <p>No toilet seats on toilets.</p> <p>Cupboard door in the kitchen (near to back door) requires attention to fastener to ensure it closes fully.</p>	<p>Furniture repositioned and cables tidied.</p> <p>Old labels to be removed.</p> <p>Boxes relocated signs to be fitted.</p> <p>Repaired by Caretaker.</p> <p>Removed to locked caretakers store.</p> <p>Now Secured.</p> <p>Now operational.</p> <p>All Seats now replaced.</p> <p>Repaired by caretaker.</p>
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Health, Welfare and Safety Panel Visits

Date: 7th December 2018

<p><u>Documentation</u> Risk Assessments in Caretakers Office require reviewing and updating to reflect changes to the building</p> <p>It was suggested at the time of the visit that violence to staff forms are filed in date order rather than alphabetically.</p> <hr/>	<p>Currently being reviewed / updated to be fully completed in January.</p> <p>Actioned.</p> <hr/>
<p><u>11:30 Rawmarsh CLC</u></p> <p>Present: Simon Mansfield (Assistant Head Music Service) and Trish Sharp (CLC Manager) Paul Stewart – Facility Management Services</p> <p><u>PAT Testing</u> Given the nature of the activities carried out by the service there is significant usage of portable electrical equipment. The majority of equipment on site was due for testing in June 2017.</p> <p>The panel suggested contacting the Rowan Centre and commissioning the site supervisor to undertake the testing. This was arranged during the time of the visit.</p> <hr/>	<p>Testing arranged for early in the new year (consideration also being given to purchasing own PAT testing equipment).</p> <hr/>
<p>The panel would like to express their appreciation to the staff on site for their warm welcome and introduction to the service and building.</p>	

Health, Welfare and Safety Panel Visits

Date: 7th December 2018

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Health, Welfare and Safety Panel– 2018/19 Quarter 3 Health and Safety Statistics

Item / Measure		Q1	Q2	Q3	Q4	Comment / Commentary	Direction of Travel/ BRAG
1. Accident and Incident Reporting							
TOTAL number of accident reports received	<i>ACH&PH</i>	9	16	12		Q3 has seen an increase on Q2. This is mainly attributed to the start of the new academic year and subsequent increase in school's accident reporting. Note this information is <i>accidents ONLY</i> . In previous years, this has been reported as a combined figure with Violence to staff incidents. It is not possible to manipulate historic data further and extrapolate accident only figures. See section 3 below.	
	<i>ACX</i>	0	0	0			
	<i>CYPS (inc Schools and Academies)</i>	48	24	40			
	<i>FCS</i>	0	2	1			
	<i>R&E</i>	9	12	29			
	TOTAL	66	54	82			
TOTAL Number of RIDDOR incidents (broken down as below)		4	4	6		Slight increase on previous quarter. Investigations undertaken, either desk top or site visit dependant on the incident and evidence provided. No issues outstanding.	
Incident resulted in over 7 Day absence		3	4	5			
Dangerous Occurrence		0	0	0			
Fatality		0	0	0			
Major Incident / Hospital Treatment		1	0	1			
	PREVIOUS YEAR	5	2	3			
	Difference	-1	+2	+2			
Highest recorded accidents by injuries sustained	Slip, Trip or Fall	27	31	30		There has been an increase in overall accident numbers, and the top categories of accidents have stayed the same as previous quarters.	
	Injured Lifting, Carrying or Handling	7	7	19			
	Hit by Something Stationary	4	6	2			
Accident Incidence Rate per 1000 employees (includes Violence to Staff incidents)		54.1	24.8	39		To date, this has only been calculated on an annual basis and therefore for 2018/19 a quarterly comparison is not available. (For 2017/18 there were 169 accidents per 1000 FTE employees)	Year-end comparison
	PREVIOUS YEAR						
	Difference	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>		
Accident	0-3 Days	<i>n/a</i>	21	40		Although the proportion of accidents reported within 3 days for Q3 (49%)	

Item / Measure		Q1	Q2	Q3	Q4	Comment / Commentary	Direction of Travel/ BRAG
Reporting; Days lapse from date of accident to date reported	4-7 Days	n/a	13	24		has improved on Q2 (39%) there is still a significant number reported between 4 to 7 days (30%) after 8 days or more (21%). Notably accident reports received over 8 days from the date of the accident have come predominantly from schools. Three out of the 6 RIDDOR reportable accidents were reported late to the HSE as a consequence of internal late reporting.	
	8-21 Days	n/a	15	13			
	21+ Days	n/a	5	5			
2. Violence to Staff							
Number of Violence to Staff reports received to date	Employees	46	37	15		Note this information is violence to staff reports ONLY. In previous years, this has been reported as a combined figure with accident reports. It is not possible to manipulate historic data further and extrapolate violence to staff incident only figures for comparison purposes. See comparison section below (section 3). The increase in Q3 was expected given the start of the new academic year and recommencement of school reporting.	
	LA maintained Schools	139	30	75			
	Academies under SLA	37	11	36			
	TOTAL	222	78	126			
Highest recorded violence to staff incidents by injuries sustained	Physical Assault	216	63	112		For information	
	Verbal Abuse	5	11	7			
	Racial Abuse	0	0	3			
	Sexual Abuse or Harassment	1	1	0			
	Threatening Gestures	0	2	1			
	Damage to Personal or other property	0	0	0			
	Struck by Missile	0	1	3			
	TOTAL	222	78	126			
Violence to Staff Reporting (Days lapse from date of accident to date reported)	0-3 Days	n/a	51	42		This information has only been collected with effect 14 August 2018; notably violence to staff reports received over 8 days from the date of the incident are predominantly in connection with physical or verbal abuse reported in either a school setting, residential care home, child case conferencing suite or waste management.	
	4-7 Days	n/a	16	38			
	8-21 Days	n/a	8	36			
	21+ Days	n/a	3	10			
3. FOR COMPARISON ONLY							
TOTAL number of accident reports		66	54	82		To date figures for 18/19 show a slight (0.2%) decrease.	



Item / Measure		Q1	Q2	Q3	Q4	Comment / Commentary	Direction of Travel/ BRAG		
(from section 1)									
TOTAL number of violence to staff reports (from section 2)		222	78	126					
Combined TOTAL for comparison		288	132	208					
	PREVIOUS YEAR	276	151	336					
	Difference	+4%	-13%	-38%					
<i>Cumulative</i>	18/19	288	420	628					
	17/18	276	427	763					
	Difference	+4%	-1.6%	-0.2%					
4. Near Miss Reporting									
Numbers and type of near misses reported	n/a	n/a	n/a					This information is not centrally recorded or corporately collected across all departments. Procedure to be rewritten and disseminated and reporting will occur thereafter.	B
5. Training									
Total number of training sessions delivered	17	18	15			Q1: This includes, Fire Safety, Fire warden, Fire Extinguisher, Manual Handling and needle stick, Risk Assessment, Introduction to COSHH and Working at Height Q2: As above plus Personal Safety, Face Fit Testing, Accident Investigation and Evacuation Chair Training. Q3 As above plus Asbestos Awareness and an external IOSH Managing Safely Course.	G		
Number of Staff Trained	150	213	137			Audiences have been a combination of school settings (Fire safety and the correct use of fire extinguisher), Facilities Services (Needle stick injury avoidance) and Streetpride (Face Fit Testing). Additionally various council departments undertook training on Accident Investigation Techniques to aid accident investigation and reporting processes.	G		
6. Proactive Inspections and Audits									
Number of <i>proactive</i> inspections and audits taken place	10	7	16			The number of proactive inspections has increased over recent months. This has been facilitated by new staff being recruited to posts within the revised Health and Safety structure. Visits of note include:	A		

Item / Measure	Q1	Q2	Q3	Q4	Comment / Commentary	Direction of Travel/ BRAG
					School Safety Audits Programme of visits to primary, secondary and special schools to undertake detailed assessments of health and safety policies, procedures and practices.	
Number of <i>reactive</i> inspections and audits taken place	11	14	8		Vibration Monitoring Series of inspections taking vibration magnitude measurements of hand held powered equipment used by employees.	A
7. Investigations and Lessons learnt						
Number of investigations undertaken	1	1	0			A
8. Health and Safety Executive or others - interventions, inspections or contacts with the authority						
Number of contacts with the council	1	1	1		Q1: Coroner's Inquest scheduled for November 2018 following the death of a council tenant following a fall at their flat. Q2: Improvement notice issued to an Academy (under SLA receive risk management support from the council) in connection with Asbestos Management. Remedial Actions to be in place by Mid November and confirmed to HSE. Learning can be transferred to other schools and establishments. Q3: Coroner's inquest held in November 2018 concluded death of tenant was as a result of an accident.	A
Celebrating good news and successes	1	0	1		Fire Sprinkler System to be implemented at Shaftsbury House following advice from H&S during inspections of large residential blocks.	G

NOTE:

Quarter 1 data above is derived from two source databases owing to a change in recording methodology part way through the quarter; therefore, some information is not available for comparison. Changes to the way accidents and incidents are recorded have been introduced during the reporting period. The previously procured system has been replaced by an internally developed solution that is more adaptable to producing qualitative data. This shift however occurred in August 2018. This development in its infancy and further consultation is required with Directorates and other stakeholders

Accident Incidence Rate - The AIR is defined as the total number of accidents/incidents, in a period, per 1000 employees and is given by the calculation:

$$\text{(Accident Incidence Rate = } \frac{\text{Total number of accidents} \times 1,000}{\text{Average number of persons employed}})$$