

# CHESHIRE EAST COUNCIL

## Staffing Committee

---

**Date of Meeting:** 16 January 2014  
**Report of:** Head of Governance and Democratic Services  
**Subject/Title:** Health and Safety Update

---

### **1.0 Report Summary**

1.1 This report provides an update on Health and Safety matters within the Council.

### **2.0 Recommendation**

2.1 That the report be noted.

### **3.0 Reasons for Recommendations**

3.1 To ensure that the Committee is kept up to date with Health and Safety matters.

### **4.0 Wards Affected**

4.1 No specific ward affected

### **5.0 Local Ward Members**

5.1 Not applicable

### **6.0 Policy Implications**

6.1 No significant implications

### **7.0 Financial Implications**

7.1 No direct implications arising from this report.

### **8.0 Legal Implications**

8.1 No direct implications arising from this report.

### **9.0 Risk Management**

9.1 No significant risks identified as a result of this update report. Risks relating to specific issues will be dealt with separately.

## 10.0 HEALTH AND SAFETY UPDATE

### 10.1 DELIVERY OF CORPORATE HEALTH AND SAFETY TRAINING DURING QUARTER 3: 01.10.13 – 31.12.13

10.1.1 Eleven courses and briefing sessions have been delivered to ninety-six employees:

NO. OF COURSES	COURSE TITLE & DURATION	NO. OF DELEGATES
1	First Aid at Work – 3 days	6 Corporate 6 Schools
2	First Aid Re-qualification – 2 days	18 Corporate 5 Schools
1	CIEH Level 2 Health & Safety – 1 day	4 Corporate 1 Schools
1	IOSH Managing Safely – 4 days	4 Corporate
1	IOSH Managing Safely Refresher – 1 day	5 Corporate
1	Emergency First Aid at Work – 1 day	13 Corporate
1	Manual Handling – half day	7 Corporate 4 Schools
1	CIEH Level 1 Health & Safety – half day	9 Corporate
1	PRIME Briefing	10 Schools
1	Office Safety	4 Corporate
Total Corporate Delegates		70
Total School Delegates		26
<b>Total Courses Delivered</b>		<b>10</b>
<b>Final Total Delegates</b>		<b>96</b>

### 10.2 HEALTH & SAFETY BRIEFINGS FOR SCHOOLS – NOVEMBER 2013

10.2.1 Two Health & Safety Briefings were delivered to Schools representatives in Macclesfield and Middlewich. 110 people attended, including Head Teachers, Maintenance staff and Governors from a range of Academies, High Schools, Special Schools and Primaries. Guest speakers included colleagues from Assets Management and the Radiological Protection Office. To date, these sessions have been delivered annually – but due to their popularity, they will be repeated biannually from April 2014.

### 10.3 AWARD OF A HEALTH & SAFETY TRAINING CONTRACT

10.3.1 A procurement exercise was undertaken in order to award a contract for delivery of a selection of health and safety training courses. Sixty-four submissions were evaluated for running IOSH Managing Safely and refreshers, First Aid at Work and refreshers and manual handling courses.

The contract was won by Live For Work – who will be working with CEC from January 2014. Corporate Health & Safety Officers will continue to deliver CIEH accredited courses, PRIME briefings and other in-house sessions. The 2014 – 2015 programme is currently being prepared.

#### 10.4 CORPORATE HEALTH & SAFETY AUDIT PROGRAMME

10.4.1 The Corporate Audit within Care4CE has been completed. Five service audits and visits were undertaken and the average score achieved was 98%. Management actions to be addressed include:

- advising staff and carers who use gloves (e.g. latex, vinyl etc) to undertake basic health surveillance checks i.e.: showing them how to examine their hands for any signs of allergic reaction
- ensuring that a copy of the premise fire risk assessment is easily accessible, should anyone wish to refer to it

#### 10.5 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 3: 01.10.13 31.12.13

10.5.1 In Quarter 3, **1,481** accidents and **157** incident\* reports were entered onto PRIME, of which **17** were RIDDOR reportable to the Health & Safety Executive. \*An incident is an event where no physical injury occurs, although this may still be RIDDOR reportable depending upon the circumstances – e.g. a fire, loss of electric power or a scaffold collapse.

##### Total number of RIDDOR Accident / Incidents

Reporting Period	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q3 –Q4: 2010- 2011	3218	264
Q1– Q4: 2011- 2012	6528	322
Q1– Q4: 2012- 2013	5956	151
Q1 2013 - 2014	1531	44
Q2 2013 - 2014	1291	33
Q3 2013 - 2014	1638	17

<b>Quarter 3 RIDDOR Type</b>	
Members of Staff	7
Members of the Public	10
<b>Quarter 3 Accident / Incident Numbers</b>	
Members of Staff	1262
Members of the Public	219
Incidents (no injury)	157

10.5.2 Care4CE reported 398 accidents and 112 incidents (31% of the total), none of which were RIDDOR Reportable. Slips, trips and falls involving Service users accounted for the highest cause of reports (which often occur when customers fall out of bed or off the toilet). Assaults of staff were the second highest events reported.

10.5.3 Schools reported 727 accidents and 17 incidents (45% of the total), of which 10 were RIDDOR reportable. RIDDOR events occurred in the following areas: sports injuries = 3, slips / trips / falls = 3 and 4 were involved being exposed to / in contact with harmful substances, falls from height, being hit by a moving vehicle and being injured whilst handling / lifting / carrying.

10.5.4 Leisure Facilities reported 192 accidents and 4 incidents (13% of the total) of which 1 was RIDDOR reportable. This was a fractured wrist sustained from a fall whilst roller skating.

10.5.5 Tatton Park reported 18 accidents and no incidents (1% of the total) – 1 of which was RIDDOR reportable. This involved a visitor to the gardens who slipped (on a gradient) and broke her ankle.

Further details are shown as follows:

- RIDDOR accidents / incidents reported by Directorate and Location – Appendix 1
- RIDDOR accidents / incidents reported by Directorate and Accident Type – Appendix 2
- All Injuries by Type – Appendix 3

## **11.0 Access to Information**

11.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Bronwen MacArthur-Williams  
 Designation: Corporate Health & Safety Manager  
 Tel No: 07970 146 943

## APPENDIX 1

**TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION  
- QUARTER 3: 01.10.13 – 31.12.13**

<b>BUSINESS</b>	<b>SITE</b>	<b>TOTAL</b>	
<b>ADULTS, COMMUNITY, HEALTH AND WELLBEING</b>		<b>0</b>	
<b>CHILDREN AND FAMILIES – NON SCHOOLS</b>		<b>0</b>	
<b>CHILDREN AND FAMILIES – SCHOOLS</b>	Ashdene Primary School	1	
	Christ the King Primary School	1	
	Kings Grove High School	1	
	Malbank High School	2	
	Monks Copenhall Primary School	1	
	Park Lane Special School	2	
	Sir William Stanier School	1	
	St. Anne's Fulshaw Primary School	1	
	Upton Primary School	1	
	<b>Sub Total</b>	<b>11</b>	
<b>PLACES</b>	Pym's Lane Garages	1	
	South Park, Macclesfield	1	
	Tatton Park Gardens	1	
		<b>Sub Total</b>	<b>3</b>
<b>NOT ON SITE</b>	Dooley Lane, Macclesfield	1	
	Swettenham	1	
	Unnamed walkway	1	
		<b>Sub Total</b>	<b>3</b>
		<b>TOTAL:</b>	<b>17</b>

END OF APPENDIX 1

APPENDIX 2

**TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE AND  
ACCIDENT TYPE - QUARTER 3: 01.10.13 – 31.12.13**

	PEOPLE		CORPORATE SUPPORT SERVICES	PLACES	TOTALS
	Adults, Community Health & Wellbeing	Children & Families			
Exposed to / in contact with harmful substances	-	1	-	-	1
Fall From Height	-	1	-	-	1
Hit by a moving vehicle	-	1	-	-	1
Hit by moving / flying or falling object	-	-	-	1	1
Injured by an animal	-	-	-	1	1
Injured while handling / lifting / carrying	-	1	-	1	2
Slipped/Tripped/Fell on the same level	-	3	-	3	6
Sports Injury	1	3	-	-	4
<b>TOTALS</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>6</b>	<b>17</b>

END OF APPENDIX 2

**ALL INJURIES BY TYPE - QUARTER 3: 01.10.13 – 31.12.13**

<b>All Injuries by Type</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Minor Injuries <sup>1</sup>	950	65.0	4
No Apparent Injury	323	21.8	0
Other	47	3.2	2
Fracture	25	1.7	6
Burn/Scald	22	1.5	0
Faint/Loss of Consciousness	18	1.2	0
Bite by Human	18	1.2	0
Seizure/Absence	13	0.9	0
Dislocation	12	0.8	1
Suspected fracture	12	0.8	2
Irritation/Chemical/Grit	10	0.7	1
Crush	8	0.5	0
Bite by Animal or Insect	6	0.4	1
Penetrating Injury <sup>2</sup>	4	0.3	0
Electric Shock <sup>3</sup>	3	0.2	0
Hair Loss	3	0.2	0
Loss of Sight <sup>4</sup>	3	0.2	0
Acute Illness Requiring Medical Treatment	3	0.2	0
Choking <sup>5</sup>	1	0.1	0

<sup>1</sup> **Minor injuries (950):** Knock (473); Cut / Laceration / Grazing (187); Bruise (105); Pain (40); Sprain (32); Swelling (28); Nose Bleed (24); Scratches (18); Strain (17); Twist (13); Pinch (8); Trap / Nip (5)

<sup>2</sup> **Penetrating injury (4):** 2 during 'horseplay' in schools, 1 as an assault in a school and 1 occurred in the changing room (possible splinter in the foot)

<sup>3</sup> **Electric shock (3):** 2 schools maintenance officers ( 1 was changing a 6' florescent tube and the other occurred whilst unplugging Christmas tree lights) and 1 occurred at Macclesfield Cemetery - whilst removing tiles from a wall, the chisel touched a hidden cable

<sup>4</sup> **Loss of sight(3):** 2 were hit in the face by a football causing temporary loss of sights, 1 bumped her head on a table

<sup>5</sup> **Choking (1):** a service user began to choke whilst having lunch – was 'back slapped' and made a full recovery.