

CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 15 January 2015
Report of: Interim Head of HR & OD
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 Members are requested to comment upon the Draft Corporate Health & Safety Policy

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

Please note that data within this report refers only to employees working in schools and the corporate core.

10.1 DELIVERY OF CORPORATE HEALTH AND SAFETY TRAINING DURING QUARTER 3: 01.09.14 – 31.12.14

10.1.1 17 courses have been delivered across 170 staff from the Corporate Core and from Schools.

NO. OF COURSES	COURSE	ATTENDEES
2	First Aid at Work (3 days)	19 delegates 13 Corporate 6 School
6	Emergency First Aid at Work (1 day)	56 delegates 53 Corporate 3 School
2	First Aid Re-qualification (2 days)	14 delegates 7 Corporate 7 School
1	IOSH Managing Safely (4 days)	5 Corporate
1	IOSH Managing Safely Refresher (1 day)	1 Corporate
1	Manual Handling (3 hours)	10 School
1	Risk Assessment Workshop (3 hours)	6 delegates 4 Corporate 2 School
2	AED Training for First Aiders (Corporate Buildings)	9 Corporate
1	Corporate Induction	50 delegates mixed Schools
17	TOTALS	170

10.2 SCHOOL VISITS AND INSPECTIONS UNDERTAKEN DURING QUARTER 3: 01.09.14 – 31.12.14

10.2.1 The following School visits and Local Exhaust Ventilation (LEV) tests were undertaken:

- Primary Reviews – 43
- Secondary Reviews – 4
- Special School Reviews – 1
- LEV Tests Design & Technology – 3
- LEV Tests Science – 2

10.2.2 Inspections undertaken involved:

- Hollins View
- Mayfields allotments
- Crewe Lights switch on
- Carter House
- Macon House
- Heatherbrae
- Nantwich Lights switch on
- Congleton Lights switch on
- Cheyne Hall

10.3 REVISION OF THE CORPORATE HEALTH & SAFETY POLICY

10.3.1 The Corporate Health and Safety Policy has been completely refreshed - attached at Appendix 1, and has passed along the agreed consultation route (i.e.: the Corporate Health & Safety Forum and now twice to the Staffing Committee). Members are advised that this is a final opportunity to make any further recommendations before the document is forwarded to the Head of Paid Service for approval.

10.4 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 3: 01.10.14 – 31.12.14

Total number of RIDDOR Accident / Incidents

Reporting Period	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q1– Q4: 2011- 2012	6528	322
Q1– Q4: 2012- 2013	5956	151
Q1– Q4: 2013- 2014	6271	113

Q1: 2014- 2015 (including ASDVs)	1396	10
Q2: 2014- 2015 (excluding ASDVs)	1037	21
Q3: 2014- 2015¹ (excluding ASDVs)	1012	33

Q3: 2014 – 2015: Accidents & Incidents (excluding ASDVs) (01.10.14 – 30.11.14)			
Corporate Core	RR²	Schools	RR
499	12	512	21

¹ 01.10.14 – 30.11.14 data is shown with December 2014 stats to be presented to the meeting on 15.01.15

² RR – RIDDOR reportable accidents

- 1.2 From Quarter 3, the format of accident / incident³ statistics which the Staffing Committee will receive every quarter, will reflect the:
- reduced number of staff remaining within CEC
 - identification of schools data – which is presented separately to corporate statistics
 - fact that statistics regarding Academies are no longer reflected in these figures - as Academies are now responsible for their own accident and RIDDOR reporting
- 1.3 These criteria follow guidance given by the Head of Legal Services and Monitoring Officer at the Staffing Committee on 23.10.14 - who advised that that it will be more appropriate for the Cheshire Residents First Board to issue an annual report to the Staffing Committee which includes the overall position of statistics regarding Alternative Service Delivery Vehicles – rather than the Staffing Committee receiving these quarterly via the Corporate Health & Safety Manager.
- 1.4 Statistics are now shown in relation to employee numbers and follow the HSE formula for calculating the Accident Frequency Percentage. Commentary is presented relating to a selection of specific accidents and incidents of note, in place of the former general comments and tables of data. Comparisons will be possible between quarterly figures on an annual basis (year on year) from Quarter 2 in 2015.
- 1.5 Monthly statistics for October and November 2014 are shown below. Statistics for December 2014 and relevant commentary on all statistics will be presented to the Staffing Committee at the meeting.

ACCIDENT & INCIDENT OVERVIEW DETAILS: 01.10.14 – 31.10.14

		Corporate Core employees: 4014⁴	Schools employees: 4651
Accidents	Employees	31	21
Accident Rate Factor (Employees)		7.7%	4.5%
	MOTP ⁵	112	189
Incidents	Employees	110	3
	MOTP		
A&I Total		253	213

³ 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.

⁴ All employee numbers refer to head counts

⁵ MOTP – Members of the Public

		Corporate Core	Schools
RIDDOR	Employees	0	1
	MOTP	10	9
RIDDOR Total		10	10

ACCIDENT & INCIDENT OVERVIEW DETAILS: 01.11.14 – 30.11.14

		Corporate Core Employees: 4011	Schools employees: 4660
Accidents	Employees	35	32
Accident Rate Factor (Employees)		8.7%	6.9%
	MOTP ⁶	114	263
Incidents	Employees	97	5
	MOTP		
A&I Total		246	300

		Corporate Core	Schools
RIDDOR	Employees	1	3
	MOTP	1	8
RIDDOR Total		2	11

⁶ MOTP – Members of the Public