

CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting:	24 October 2013
Report of:	Head of People and Organisational Development
Subject/Title:	HR and Organisational Development Update

1.0 Report Summary

- 1.1 To update the Committee on progress with Human Resource and Organisational Development (OD) issues.

2.0 Recommendations

- 2.1 To note the report.
- 2.2 To consider and approve the amended Fire Prevention Policy.

3.0 Reasons for Recommendations

- 3.1 To ensure Members are kept up to date with HR and OD developments.

4.0 Wards Affected

- 4.1 No specific wards 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 Delivery of Corporate Health and Safety Training

QUARTER 1: 01.04.13 – 30.06.13

14 courses and briefing sessions (available via the Corporate Training Programme), have been delivered to 91 employees – as detailed below:

COURSE TITLE & DURATION	NO. OF COURSES	NO. OF DELEGATES
Defibrillator Re-qualification	3	19 Corporate
First Aid at Work	1	2 Corporate
First Aid Re-qualification (3 days)	1	4 Corporate 3 Schools
CIEH Level 2 Basic Health & Safety (accredited)	1	4 Schools
First Aid at Work (3 days)	1	7 Corporate
CIEH Principals of Risk Assessment Level (accredited)	1	2 Corporate 1 School
Accident Investigation in a School setting (non accredited)	3	31 Schools
CIEH Health & Safety Level 1 (accredited)	1	2 Corporate 2 Schools
Manual Handling – non accredited	1	3 Corporate 6 School
Office Safety	1	5 Corporate
Total Corporate Delegates		45
Total School Delegates		46
Total Courses Delivered		14
Final Total Delegates		91

CORPORATE HEALTH & SAFETY AUDIT PROGRAMME

The final Self Audit on the programme has been completed - within Public Health services. Some actions were identified e.g.: to complete PRIME training, to prepare a safety training programme for the service and to ensure that a list of current risk assessments is prepared and regularly reviewed. Actions required will be monitored to ensure completion.

CONCLUSION OF THE ACCIDENT INVESTIGATION AT PYM'S LANE DEPOT ON 05.02.13

The investigation into the accident involving a Mechanic in the workshops at Pym's Lane Depot on 05.02.13 – has been concluded. The Mechanic was removing the '4 in 1' bucket from one of the tractors when he pinched his finger in the closing surfaces of the bucket, resulting in the amputation of the finger tip.

In order to meet HSE investigation requirements, actions taken included:

- Providing extra trained first aiders
- Posting new first aid notices - showing the expiry date of each first aider's certificate
- Revising the list of risk assessments so that each now refers directly to the relevant method statement
- Communicating new arrangements to Operatives through toolbox talks

Trade Union representatives were involved in the investigation. The HSE Inspector was satisfied that actions were completed within the required timescale. Through the HSE's new Fee for Intervention scheme, all costs are recovered where material breaches of health and safety legislation are identified. The cost of the HSE investigation into this accident was £1,227.60.

JOINT WORKING WITH CHESTER WEST & CHESTER COUNCIL TO DEVELOP TARGETED DELIVERY OF OCCUPATIONAL HEALTH SERVICES

A joint programme has been developed to target and monitor delivery of Occupational Health services to Cheshire East Council and Chester West & Chester Council. This includes:

- Joint preparation of Occupational Health Policy and Procedural documents
- Developing a health surveillance matrix and questionnaire set which is applicable to both Authorities
- An audit of current health surveillance provision across CEC of schools and non schools services
- A joint review of findings and development of an action plan (in agreement with OH) to ensure delivery of statutory health surveillance as required to CEC employees

CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 1: 01.04.13 – 30.06.13

In Quarter 1, 1531 accidents and 187 incident reports were entered onto PRIME, of which 44 were RIDDOR reportable to the Health & Safety Executive.

Total number of RIDDOR Reports for Accidents & Incidents

Quarter	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q3 2010 - 2011	1581	122
Q4 2010 - 2011	1637	142

Q1 2011 - 2012	1388	94
Q2 2011 - 2012	1365	87
Q3 2011 - 2012	2002	74

Q4 2011 - 2012	1773	67
Annual Total	6528	322
Q1 2012 - 2013	1380	35
Q2 2012 - 2013	1532	46
Q3 2012 - 2013	1375	35
Q4 2012 – 2013	1669	35
Annual Total	5956	151

Q1 2013 - 2014	1718	44
----------------	------	----

Quarter 1 RIDDOR Type	
Members of Staff	11
Members of the Public	33

Quarter 1 Accidents & Incidents	
Members of Staff	196
Members of the Public	1335
Incidents (no injury)	187

Care4CE reported a total of 288 accidents and 102 incidents, 5 of which were RIDDOR Reportable. This represents 23% of accidents and incidents occurring in Quarter 1.

Schools reported 881 accidents and 20 incidents in Quarter 4, of which 29 were RIDDOR reportable. This represents 52% of accidents and incidents reported. Slips, trips or falls and sport injuries accounted for 16 of the 29 RIDDOR accidents reported by Schools in Quarter 1.

Tatton Park reported 10 accidents in Quarter 1 and 0 incidents. This includes 3 RIDDOR reportable accidents.

Leisure Facilities made 3 RIDDOR reports out of 316 accidents and 17 incidents in Quarter 1 – which represents 19%. All of the RIDDOR reports involved sports-related injuries.

Further details are shown as follows:

- All Accidents by Type – Appendix 1
- RIDDOR incidents by Division and Service Area – Appendix 2
- RIDDOR incidents by Division and Accident Cause – Appendix 3

QUARTER 2: 01.07.13 – 30.09.13

3 courses and briefing sessions (available via the Corporate Training Programme), have been delivered to 25 employees – as detailed below:

COURSE TITLE & DURATION	NO. OF COURSES	NO. OF DELEGATES
CIEH Level 2 Basic Health & Safety (accredited)	1	11 Corporate
First Aid at Work (3 days)	1	5 Corporate 1 Schools
COSHH Workshop (non accredited)	1	8 Corporate
Total Corporate Delegates		24
Total School Delegates		1
Total Courses Delivered		3
Final Total Delegates		25

CORPORATE HEALTH & SAFETY AUDIT PROGRAMME

In-depth / Corporate Audits within Care4CE and Children & Families have commenced – completion of which will finalise the entire Audit Programme (anticipated during Quarter 4). Arrangements for a new Corporate Health & Safety Audit Programme are currently being made, with options being considered that meet the changing needs of the Authority (in terms of the Commissioning Model and development of New Delivery Vehicles). A précis of the future programme will be reported to Staffing Committee members at the forthcoming meeting in April 2014.

INTERNAL INVESTIGATION OF AN INCIDENT AT PYMS LANE DEPOT – JULY 2013

A water bowser, used to water plants in Cheshire East towns, shed a wheel as it was exiting Pym's Lane Depot. It then shed a wheel on the opposite side of the same axle. The trailer was returned to the workshops for an urgent repair because of the hot weather. There were no injuries to the Operative involved and the incident was logged by the team as a 'near miss' on PRIME.

Ensuing action taken to prevent a reoccurrence included re-marking the 'maximum fill to' level on the external aspect of the bowser, a review of the risk assessment and method statement and delivery of a toolbox talk to Operatives. The incident was investigated internally and Trade Union representatives were involved.

FIRE PREVENTION POLICY

The Fire Prevention Policy has been jointly amended between Officers from the Corporate Health & Safety and Facilities Management Teams, following its initial issue in 2009. The policy specifies the duties which have to be met in order to protect 'relevant persons' in the event of fire in and around most premises and includes arrangements for Corporate Premises, School Premises

and Multi-Occupied Premises. Document revision resulted in only minor amendments.

Staffing Committee members are requested to consider and approve the amended Fire Prevention Policy at this meeting – as the first step in the consultative process. Any further amendments will be actioned where possible before the policy is presented to the Corporate Health & Safety Forum for final consideration in line with the agreed consultative process.



FIRE POL FIN
20.08.13.doc

CORPORATE ACCIDENT & INCIDENT STATISTICS QUARTER 2: 01.06.13 – 30.09.13

In Quarter 2, 1291 accidents and 177 incident reports were entered onto PRIME, of which 33 were RIDDOR reportable to the Health & Safety Executive.

Total number of RIDDOR Accident / Incidents

Quarter	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q3 2010 - 2011	1581	122
Q4 2010 - 2011	1637	142

Q1 2011 - 2012	1388	94
Q2 2011 - 2012	1365	87
Q3 2011 - 2012	2002	74
Q4 2011 - 2012	1773	67
Annual Total	6528	322

Q1 2012 - 2013	1380	35
Q2 2012 - 2013	1532	46
Q3 2012 - 2013	1375	35
Q4 2012 – 2013	1669	35
Annual Total	5956	151

Q1 2013 - 2014	1531	44
Q2 2013 - 2014	1468	33

Quarter 2 RIDDOR Type	
Members of Staff	6
Members of the Public	27

Quarter 2 Accident / Incident Numbers	
Members of Staff	206
Members of the Public	1085
Incidents (no injury)	177

Care4CE reported a total of 489 accidents and 129 incidents, 2 of which were RIDDOR Reportable. This accounts for 42% of accidents and incidents in Quarter 2.

Schools reported 418 accidents and 21 incidents in Quarter 2, of which 24 were RIDDOR reportable. This is 30% of the total accident and incidents reported. Slips, trips or falls and sport injuries accounted for 12 of the 24 RIDDOR accidents reported by Schools in Quarter 2. It is noted that the school summer holidays, which fall in quarter 2 are reflected in a large fall in the number of accidents and incidents reported in this period.

Tatton Park reported 26 accidents and 3 incidents in Quarter 2 incidents. No RIDDOR reportable accidents were logged.

Leisure Facilities made 3 RIDDOR reports out of 232 accidents and 7 incidents in Quarter 2 – which represents 16%. Two of the 3 RIDDOR reports involved sports-related injuries.

Further details are shown as follows:

- All Accidents by Type – Appendix 4
- RIDDOR incidents by Division and Service Area – Appendix 5
- RIDDOR incidents by Division and Accident Cause – Appendix 6

10.1 Corporate Health and Safety Audit programme

This programme continues to be delivered on target with the completion of an In-depth / Corporate audit in Legal and Democratic Services during this Quarter.

Outstanding audits remaining are a Self Audit within Public Health and In-depth / Corporate Audits in Care4CE and Children & Families. These will all commence during Quarter 1 (2013 – 2014), with completion of the entire Audit Programme due anticipated during Quarter 4 in 2014.

Arrangements for a new Corporate Health & Safety Audit Programme will be discussed during Quarter 3 and a précis will be reported to Corporate Health & Safety Forum members at the forthcoming meeting in March 2014.

10.2 Corporate Health & Safety Webpage Review

In order to continuously improve the content and documentation available on the Corporate Health & Safety webpage, a programme is in place to ensure that access to inner pages is simplified; all advisory documents are harmonised and available as Guidance Notes to support a new Corporate Health & Safety Policy (also being refreshed). All model forms and documents which are available will be updated and simplified where possible.

A member of the Corporate Health & Safety Team now has the remit for overseeing the whole webpage activity.

10.3 RoSPA Recognition Award for the Corporate Health and Safety Team

Following a successful portfolio submission in February 2013, the Corporate Health & Safety Team has been awarded a RoSPA Gold Award for Recognition. This was especially exciting as this was the team's first attempt. As a result of this award, all Council employees are invited to display the gold logo on their email signatures.

Approval has been given for the team to submit a portfolio for consideration by RoSPA for assessment in February 2014.

10.4 Corporate Accident & Incident Statistics Quarter 4 2012 - 2013 (01.01.13 – 31.03.13)

In Quarter 4, **1505** accidents and **164** incident reports were entered onto PRIME (totaling 1169), of which **35** were **RIDDOR** reportable to the Health & Safety Executive: **See Appendix 1**

Care4CE reported a total of 384 accidents and 108 incidents, 1 of which was RIDDOR Reportable. Overall, the Service reported 32.6% of accidents in Quarter 4.

Schools reported 791 accidents and 14 incidents in Quarter 4, of which 26 were RIDDOR reportable. This is approximately 53% of the total accident and incidents reported. Slips, trips or falls and sport injuries accounted for 14 of the 26 RIDDOR accidents reported by Schools in this Quarter.

Tatton Park reported 10 accidents in Quarter 4 and 0 incidents. This includes 0 RIDDOR reportable accidents. This is well down from the 17 reported in Quarter 3 and raises the question: was this despite or because of the severe winter weather experience in this period?

Leisure Facilities reported 3 RIDDOR reports out of 300 accidents and 6 incidents during this Quarter. All RIDDOR reports involved sports-related injuries.

Details of RIDDOR incidents during Quarter 4 are shown at Appendix 1 - by Division and Service Area and at Appendix 2 - by Division and Accident Cause. Appendix 3 is a graphical representation of the trends for the past two and a half

years and demonstrates that the accident reporting rates and RIDDOR reports have now stabilised. The Corporate Health and Safety Team continues to carefully monitor rates and trends.

10.5 Employee Assistance Programme

Initial meetings have been held with HM Assist/PPC the supplier of the Employee Assistance Programme with regard to the implementation plans.

The draft contract has now been completed by Cheshire East Legal services and the Government Procurement Service will now forward this to the supplier for final review and agreement. Once the contract has been signed by both parties the supplier can immediately launch the programme for all employees.

Following the launch of the programme officers of the Council will work jointly with the supplier on an extensive range of promotional activities to raise awareness amongst all employees about what the programme includes, how to access it, to stress confidentiality and answer any related questions.

10.6 HR Support

The HR Delivery Team has been heavily involved in the management and implementation of Phase 2 of the Management Review. In addition to consultation, interviews and input to the new salary structure, members of the team have also undertaken feedback to managers who underwent the Penna Assessment Programme.

A great deal of work continues to be generated in terms of investigating the implications of, and helping to set up, the new alternative delivery vehicles.

In October, the team helped to launch an innovative pilot scheme aimed at reducing the amount of time employees are absent from work due to musculo-skeletal problems. The pilot provides early access to expert advice and includes a phone-back service for employees reporting themselves sick with such a condition.

One of our HR Business Partners has been invited to facilitate discussions at the "Working Longer" Conference being held by the Caring Together Group (Health & Council colleagues) looking at the implications of people working later due to the changes in pensions regulations and people generally living longer so employers need to consider flexibility of working and options for approaching retirement in different ways.

10.7 Collaborative Leadership Programme 2013

In 2011 the Cheshire and Warrington sub regional leaders board initiated a brand new and unique leadership development programme for the Cheshire and Warrington sub-region. Now into its third successful year, the programme is aimed at ambitious and aspiring senior and middle managers providing the opportunity for colleagues from differing organisational backgrounds to connect, learn and develop together.

Working in partnership, this unique 9 month programme offers a challenging, engaging and stimulating learning and development experience, set within the context of the public services transformation agenda and the implications for future leaders. Cheshire East Council have secured fourteen places on this programme and the recent induction event brought together colleagues from Cheshire Constabulary, Cheshire Fire and Rescue, Cheshire East Council, Cheshire West and Chester Council and Warrington Borough Council.

This collaborative programme consists of range of modules, master classes and practical activities which will provide personal and professional insight and will challenge and develop leadership skills:

At the heart of the programme are four core modules:

- National picture – local context
- Leading and working together
- Embracing change through resilient teams
- Transforming Public services

This learning is developed further through two highly practical master classes:

- Exploring power
- Collaboration laboratory

The learning is then reinforced by “doing” with participants undertaking a specific task and finish project during the latter part of the programme.

11.0 Access to Information

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

Name: Julie Davies

Designation: Head of People and OD

Tel No: 01270 686328

APPENDIX 1

ALL ACCIDENTS BY TYPE ARE SHOWN FOR QUARTER 1 01.04.13 – 30.06

All Accidents by Type			
	Total	%	RIDDOR
Knock	429	28	2
No Apparent Injury	295	19.3	0
Cut/Laceration/Grazing	220	14.4	8
Bruise	102	6.7	1
Other	71	4.6	2
Fracture	58	3.8	10
Pain	51	3.3	2
Sprain	47	3.1	6
Swelling	34	2.2	1
Scratches	27	1.8	0
Nose Bleed	24	1.6	0
Burn/Scald	23	1.5	3
Irritation/Chemical/Grit	16	1	0
Pinch	15	1	0
Suspected fracture	15	1	5
Bite by Human	14	0.9	0
Twist	14	0.9	1
Faint/Loss of Consciousness	14	0.9	0
Strain	14	0.9	0
Trap/Nip	11	0.7	1
Dislocation	8	0.5	1
Penetrating Injury	7	0.5	0
Loss of Sight	5	0.3	0
Choking	4	0.3	0
Bite by Animal or Insect	3	0.2	0
Acute Illness Requiring Medical Treatment	2	0.1	0
Crush	2	0.1	0
Seizure/Absence	2	0.1	0
Hair Loss	2	0.1	0
Amputation	1	0.1	1
Electric Shock	1	0.1	0
	1531		44

APPENDIX 2

TOTAL NUMBER OF ACCIDENT & INCIDENT RIDDOR REPORTS SHOWN BY DIRECTORATE AND LOCATION - QUARTER 1: 01.04.13 – 30.06.13

BUSINESS	SITE	TOTAL
ADULTS COMMUNITY HEALTH AND WELLBEING	113 Broad Street	1
	Gainsborough Road	1
	Knutsford Leisure Centre	1
	Macclesfield Leisure Centre	1
	Nantwich Swimming Baths	2
	Sandbach Leisure Centre	1
	The Mayfield Day Care Centre	3
Sub Tot		10
CHILDREN AND FAMILIES – NON SCHOOLS		
Sub Tot		0
CHILDREN AND FAMILIES – SCHOOLS	All Hallows Catholic College	1
	Alsager School	3
	Ashdene Primary School	1
	Black Fir Primary School	1
	Broken Cross Primary School	1
	Edleston Primary School	2
	Excalibur Primary School	1
	Gorsey Bank Primary School	1
	Leighton Primary School	1
	Malbank High School	2
	Oakefield Primary	1
	Pikemere School	1
	Pott Shrigley Primary School	1
	Poynton High School	2
	Sound & District Primary School	1
	St Thomas More High School	2
	Underwood West Primary School	1
	Upton Priory Primary School	1
	Wheelock Primary School	1
	Whirley Primary School	1
	Wilmslow High School	2
	Wyche Primary School	1
Sub Tot		29
PLACES	Tatton Park	3
	Sandbach Library	1
Sub Tot		4
NOT ON SITE	Knutsford	1
Sub Tot		1
TOTAL		44

APPENDIX 3

TOTAL NUMBER OF ACCIDENT & INCIDENT RIDDOR REPORTS SHOWN BY DIRECTORATE AND ACCIDENT TYPE QUARTER 1: 01.04.13 – 30.06.13

	PEOPLE		PERFORMANCE AND CAPACITY	PLACES	TOTALS
	Adults Community Health & Wellbeing	Children and Families			
Assaulted by a Person					
Contact with hot surface / liquid					
Fell From Height					
Hit by a moving/flying/falling object					
Hit something fixed or stationary					
Injured while handling/lifting/carrying					
Horseplay					
Slipped/Tripped/Fell on the same level					
Sports Injury					
Unknown Cause					
Total					

APPENDIX 4

ALL ACCIDENTS BY TYPE ARE SHOWN FOR QUARTER 2 01.07.13 – 30.09.13

All Accidents by Type			
	Total	%	RIDDOR
No Apparent Injury	349	27	0
Knock	267	20.7	1
Cut/Laceration/Grazing	205	15.9	12
Bruise	93	7.2	0
Other	56	4.3	1
Pain	40	3.1	1
Fracture	37	2.9	6
Swelling	28	2.2	0
Scratches	28	2.2	1
Sprain	26	2	4
Bite by Human	22	1.7	0
Nose Bleed	17	1.3	0
Burn/Scald	12	0.9	1
Faint/Loss of Consciousness	12	0.9	1
Trap/Nip	11	0.9	0
Strain	10	0.8	0
Suspected fracture	10	0.8	2
Seizure/Absence	9	0.7	0
Pinch	9	0.7	0
Twist	9	0.7	0
Irritation/Chemical/Grit	9	0.7	0
Dislocation	8	0.6	2
Crush	7	0.5	1
Bite by Animal or Insect	5	0.4	0
Acute Illness Requiring Medical Treatment	5	0.4	0
Penetrating Injury	3	0.2	0
Loss of Sight	2	0.2	0
Hair Loss	1	0.1	0
Choking	1	0.1	0
	1291		33

APPENDIX 5

TOTAL NUMBER OF ACCIDENT & INCIDENT RIDDOR REPORTS SHOWN BY DIRECTORATE AND LOCATION - QUARTER 2: 01.07.13 – 30.09.13

BUSINESS	SITE	TOTAL
ADULTS COMMUNITY HEALTH AND WELLBEING	7 Norbreck	1
	Alsager Leisure Centre	1
	Poynton Leisure Centre	1
	Stanley Centre	1
	Manor Way Play Ground	1
	Mount View Community Centre	1
	Victoria Community Centre	1
Sub Tot		7
CHILDREN AND FAMILIES – NON SCHOOLS		
Sub Tot		0
CHILDREN AND FAMILIES – SCHOOLS	Alsager Highfields Primary School	1
	Alsager School	3
	Black Fir Primary School	1
	Broken Cross Primary School	1
	Cledford Primary School	1
	Daven Primary School	1
	Dean Oaks Primary School	1
	Gainsborough Primary School	1
	Kings Grove High School	3
	Malbank High School	4
	Sir William Stanier School	1
	Springfield Special School	1
	Upton Primary School	1
	Willaston Primary School	1
	Wilmslow High School	2
Sub Tot		23
PLACES	Newall Avenue Depot	1
Sub Tot		1
NOT ON SITE	Knutsford	1
	Stoke Hall Lane Nantwich	1
Sub Tot		2
TOTAL		33

APPENDIX 6

TOTAL NUMBER OF ACCIDENT & INCIDENT RIDDOR REPORTS SHOWN BY DIRECTORATE AND ACCIDENT TYPE QUARTER 2: 01.07.13 – 30.09.13

	PEOPLE		PERFORMANCE AND CAPACITY	PLACES	TOTALS
	Adults Communit Health & Wellbeing	Children and Families			
Contact with hot surface / liquid					
Contact with Sharps or needles					
Fell From Height					
Hit by a moving/flying/falling object					
Horseplay					
Hit something fixed or stationary					
Injured while handling/lifting/carrying					
Self-Harming					
Slipped/Tripped/Fell on the same level					
Sports Injury					
Total					