

# CHESHIRE EAST COUNCIL

## Staffing Committee

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**Date of Meeting:** 24 July 2014  
**Report of:** Head of Governance and Democratic Services  
**Subject/Title:** Health and Safety Update

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### **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 4: 01.04.14 – 31.03.14

10.1.1 Five courses have been delivered to 43 CEC officers (16 Corporate and 27 Schools colleagues):

NO. OF COURSES	COURSE	ATTENDEES
1	First Aid at Work – 3 days	10 8 Corporate 2 Schools
1	First Aid Re-qualification – 2 days	7 3 Corporate 4 Schools
1	IOSH Managing Safely – 4 days	1 Corporate
1	Emergency First Aid at Work – 1 day	12 4 Corporate 8 Schools
1	Manual Handling – half day	13 13 Schools
5	<b>TOTALS</b>	<b>43</b> <b>16 Corporate</b> <b>27 schools</b>

10.1.2 Other training delivered included 1 course to ANSA employees and 1 annual defibrillator update:

NO. OF COURSES	COURSE	ATTENDEES
1	IOSH Managing Safely – 4 Days	5 ANSA
1	Defibrillator annual update	8 First Aiders
1	Managing Safety Course for Schools staff (delivered by Schools team)	18
2	<b>TOTALS</b>	<b>13</b>

## **10.2 ROSPA RECOGNITION AWARD 2014 – OUTCOME**

10.2.1 CEC has been awarded a second (consecutive) Gold RoSPA Recognition Award – which was prepared using contributions from service across the Council. The certificate was presented at a RoSPA ceremony on 14.05.14 and will be displayed in the foyer at Westfields.

## **10.3 WORKING TOWARDS THE PREPARATION OF ALTERNATIVE SERVICE DELIVERY VEHICLES (ASDV's)**

10.3.1 Senior Corporate Health & Safety Advisers have been embedding new health and safety systems for ANSA, ORBITAS and ESAR. Arrangements include:

- finalising specific Health & Safety Policies and accompanying documentation (Safety Committee constitutions etc.)
- attending ASDV Board meetings and regular safety meetings
- preparing for the arrival of a new ASDV i.e.: TSSL (Transport Service Solutions Ltd)

## **10.4 LIVE FOR WORK (EXTERNAL TRAINING PROVIDER)**

10.4.1 Live For Work trainers have been successfully delivering various health & safety courses since January 2014 and feedback received following each course (ranging from half a day to 4 days) has been excellent. Particularly of note has been their flexibility in accommodating extra unplanned course requests (mainly from schools).

10.4.2 The current contract is in place until December 2014, with an optional extension of 12 months.

## **10.5 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 4: 01.01.14 - 31.03.14**

10.5.1 Quarter 4 statistics (01.01.14 - 31.03.14), shows that **1454** accidents and **293** incident\* reports were entered onto PRIME (totalling **1747**), of which **19** 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
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Q1– Q4: 2011- 2012	6528	322
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Q1– Q4: 2012- 2013	5956	151
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Q1 2013 - 2014	1531	44
Q2 2013 - 2014	1291	33
Q3 2013 – 2014	1840	17
Q4 2013 – 2014	1747	19
<b>Total</b>	<b>6409</b>	<b>113</b>

Quarter 4 RIDDOR Type (19)	
Members of Staff	6
Members of the Public	13

Quarter 4 Accident / Incident Numbers (1747)	
Members of Staff	191
Members of the Public	1263
Incidents (no injury)	293

10.5.2 Care4CE reported 662 accidents and incidents (38% of the total) – of which 4 accident was RIDDOR Reportable. One involved the death of a service user shortly after sustaining a head injury. An inquiry has been opened and adjourned into this matter.

298 slips, trips and falls involving Service users continue to account for the highest cause of reports - which often occur when customers fall out of bed or off the toilet (17% of the total) and 79 assaults of staff were the second highest event reported (4.5% of the total).

10.5.3 Schools reported 775 accidents and 17 incidents (44% of the total), of which 12 were RIDDOR reportable. RIDDOR events occurred in the following areas: sports injuries = 4, slips / trips / falls = 5, Injured whilst handling / lifting / carrying = 1, fall from a height = 1 and injured during a curriculum activity = 1.

10.5.4 Leisure Facilities reported 263 accidents and 13 incidents (15% of the total) of which 2 were RIDDOR reportable. One was a fractured wrist sustained from a fall whilst roller skating and the other who fell down stairs whilst mopping a floor.

10.5.5 Tatton Park reported 14 accidents and 2 incidents (1% of the total) – None of which were RIDDOR reportable.

Further details are shown in the following Appendices:

- RIDDOR accidents / incidents reported by Directorate and Location – Appendix 1
- RIDDOR accidents / incidents reported by Directorate and Accident Type – Appendix 2
- All Incident Outcomes by Type (Injury, Ill Health etc) – Appendix 3
- Incident Outcomes by Type (Ill health, near misses etc) – Appendix 4

#### **10.6 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 1: 01.04.14 - 30.06.14**

10.6.1 Quarter 1 statistics (01.04.14 - 30.06.14), shows that **1138** accidents and **258** incident\* reports were entered onto PRIME (totalling **1396**), of which **10** 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**

<b>Reporting Period</b>	<b>No. of Accidents &amp; Incidents on PRIME</b>	<b>No. of RIDDOR Reports</b>
<b>Q1– Q4: 2011- 2012</b>	6528	322
<b>Q1– Q4: 2012- 2013</b>	5956	151
<b>Q1– Q4: 2013- 2014</b>	6409	113
<b>Q1 2014 – 2015</b>	1396	10

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<b>Quarter 4 RIDDOR Type</b>	
Members of Staff	2
Members of the Public	8

<b>Quarter 4 Accident / Incident Numbers</b>	
Members of Staff	145
Members of the Public	993
Incidents (no injury)	258

10.6.2 It is acknowledged that the format of accident / incident statistics which the Staffing Committee receive every quarter, should be updated. After discussion with Cllr Marren, it has been agreed, from Quarter 2 (01.07.14 – 30.09.14) onwards, that the following report format changes will be made:

- Removal of statistics relating to ASDVs
- Separation of schools data – to be presented separately to the corporate statistics
- Comparisons to be made between quarterly figures on an annual basis (year on year)
- Condensing of Appendices 3 - All Incident Outcomes by Type (Injury, Ill Health etc) and 4 - Incident Outcomes by Type (Ill health, near misses etc)

To assist with development of these changes and to significantly reduce the time taken to prepare quarterly accident data (currently approx. 3 days per report) various actions will be undertaken, including:

- A restructuring of the reports available via PRIME to be undertaken in conjunction with the software designers – these were last updated in 2011 (with anticipated completion by 31.12.14)
- Monthly reports to be run – to enable easier data handling and more timely availability of updated statistics (including running totals). So when only interim data is available (due to the early date by which the report is required), the outstanding data can be easily attached to the interim report at the next quarter. It is anticipated that the first monthly spreadsheet will be available (for 01.07.14 – 31.07.14) week commencing 11.08.14
- Building a spreadsheet which filters out unnecessary detail (e.g.: ASDV figures) to provide only the condensed information which the Staffing Committee requires

For the purposes of this report, the nature of the following discussions will remain in the current format:

10.6.3 Care4CE reported 585 accidents and incidents (42% of the total) – of which 3 accidents were RIDDOR Reportable.

255 slips, trips and falls involving Service users continue to account for the highest cause of reports - which often occur when customers fall out of bed or off the toilet (18% of the total) and 75 assaults of staff were the second highest event reported (5% of the total).

10.6.4 Schools reported 558 accidents and 7 incidents (41% of the total), of which 6 were RIDDOR reportable. RIDDOR events occurred in the following areas: sports injuries = 1, slips / trips / falls = 3, assaulted by a person = 1 and injured during a curriculum activity = 1.

10.6.5 Leisure Facilities reported 170 accidents and 3 incidents (12% of the total) of which none were RIDDOR reportable.

10.6.6 Tatton Park reported 32 accidents and 6 incidents (3% of the total) – None of which were RIDDOR reportable.

Further details are shown in the following Appendices:

- RIDDOR accidents / incidents reported by Directorate and Location – Appendix 5
- RIDDOR accidents / incidents reported by Directorate and Accident Type – Appendix 6
- All Incident Outcomes by Type (Injury, Ill Health etc) – Appendix 7
- Incident Outcomes by Type (Ill health, near misses etc) – Appendix 8

## APPENDIX 1

### TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION QUARTER 4: 01.01.14 – 31.03.14 (19)

BUSINESS	SITE	TOTAL
ADULTS, COMMUNITY, LEISURE SERVICES	Alsager Leisure Centre	1
	Lincoln House Community Support Centre	1
	Macclesfield Leisure Centre	1
	Mountview Community Support Centre	1
	<b>Sub Total</b>	<b>4</b>
CHILDREN AND FAMILIES – NON SCHOOLS	113 Broad Street, Crewe	
	<b>Sub Total</b>	<b>1</b>
CHILDREN AND FAMILIES – SCHOOLS	Black Firs Primary School	1
	Haslington Primary School	1
	Havannah Primary School	1
	Malbank High School	1
	Marton and District Church of England Primary School	1
	Parkroyal Primary School	1
	St Marys Catholic Primary School (Crewe)	1
	Wheelock Primary School	1
	Wilmslow High School	3
	Wistaston Church Lane Primary School	1
	<b>Sub Total</b>	<b>12</b>
PLACES		
	<b>Sub Total</b>	<b>0</b>
NOT ON SITE	16 Crown Street West Macclesfield	1
	Ullswater Road Congleton	1
	<b>Sub Total</b>	<b>2</b>
<b>TOTAL:</b>		<b>19</b>

END OF APPENDIX 1

**APPENDIX 2****TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE AND  
ACCIDENT TYPE - QUARTER 4: 01.01.14 – 31.03.14 (19)**

	PEOPLE		CORPORATE SUPPORT SERVICES	PLACES	TOTALS
	Adults, Community Leisure	Children & Families			
Fall From Height	1	2	-	-	3
Injured by an animal	-	-	-	1	1
Injured while handling / lifting / carrying	-	1	-	1	2
Slipped/Tripped/Fell on the same level	3	5	-	-	8
Sports Injury	4	-	-	-	4
Unknown Cause	-	1	-	-	1
<b>TOTALS</b>	<b>8</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>19</b>

**END OF APPENDIX 2**

## APPENDIX 3

### ALL ACCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc.) QUARTER 4 - 01.01.14 – 31.03.14 (1263)

Accident Outcomes - Injuries			
	Total	%	RIDDOR
Minor Injuries <sup>1</sup>	987	67.8	6
Fracture, Suspected fracture & Dislocation	74	5.4	12
Bite by Human, Animal or Insect	7	0.7	1
Irritation/Chemical/Grit	4	0.4	0
Burn/Scald	11	0.7	0
Crush	3	0.1	0
Penetrating Injury <sup>2</sup>	3	0.1	0
Electric Shock <sup>3</sup>	1	0.1	0
<b>Total</b>	<b>1090</b>	<b>75.1</b>	<b>19</b>

Accident Outcomes - Health Related			
	Total	%	RIDDOR
Faint / Loss of Consciousness	12	0.8	0
Seizure	13	0.9	0
Acute Illness Requiring Medical Treatment	4	0.2	0
Choking <sup>4</sup>	2	0.1	0
<b>Total</b>	<b>31</b>	<b>2.0</b>	<b>0</b>

Accident Outcomes - No Apparent Injury			
	Total	%	RIDDOR
No Apparent Injury	291	20.0	0

<sup>1</sup> **Minor injuries (987):** Knock (382); Cut / Laceration / Grazing (286); Bruise (82); Pain (53); Sprain (36); Swelling (59); Nose Bleed (19); Scratches (37); Strain (16); Twist (8); Pinch (2); Trap / Nip (7)

<sup>2</sup> **Penetrating injury (3):** All 3 accidents happened in schools, including a member of staff who received a needle stick injury administering insulin to a diabetic pupil

<sup>3</sup> **Electric shock (1):** A school pupil was working with a disassembled radio and received a mild electric shock

<sup>4</sup> **Choking (2):** Both incidents occurred in schools – 1 involving a pupil choking on their food and a teacher administering back slaps – the second involved a pupil assaulted another, choking them until other pupils intervened.

Accident Outcomes - Other			
	Total	%	RIDDOR
Other <sup>5</sup>	42	2.9	1

END OF APPENDIX 3

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<sup>5</sup> **Other (42):** Assault (10); Self Harm (1); Fall from Height (4); Unknown (7); Slip / Trip / Fall (9); Non Accidental (2); Near Miss (2); Hit by Moving / Flying Object (3); Hit by Fixed / Stationary Object (1); Moving & Handling (2); Attempted Suicide (1)

**APPENDIX 4**

**ALL INCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc.)  
QUARTER 4 - 01.01.14 – 31.03.14 (293)**

<b>All Incidents (excluding Health Related &amp; Self Harming)</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Aggressive Behaviour / Assaults / Verbal Abuse / Physical Interventions	175	60.1	0
Near Miss	41	13.9	0
Suspicious Behaviour	4	1.4	0
Rape / Sexual Assault / Indecent Exposure	4	1.3	0
Failure Of Plant/Equipment / Buildings Incident	3	1	0
Property Loss/ Damage / Theft / Attempted Robbery	8	2.7	0
Sports Related Injury	2	0.7	0
Vehicle Collision / Transport Incident	2	0.6	0
	<b>239</b>	<b>81.7</b>	<b>0</b>

<b>Incidents - Health Related</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Ill Health	<b>19</b>	<b>6.4</b>	<b>0</b>

<b>Incidents – Self Harming</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Self Harming Incident	<b>35</b>	<b>11.8</b>	<b>0</b>

**END OF APPENDIX 4**

## APPENDIX 5

### TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION QUARTER 1: 01.04.14 – 30.06.14 (10)

BUSINESS	SITE	TOTAL
ADULTS, COMMUNITY, HEALTH AND WELLBEING	4B East Terrace	1
	Lincoln House Community Support Centre	1
	87 Fairburn Avenue	1
	<b>Sub Total</b>	<b>3</b>
CHILDREN AND FAMILIES – NON SCHOOLS		
	<b>Sub Total</b>	<b>0</b>
CHILDREN AND FAMILIES – SCHOOLS	Lostock Hall Primary School	1
	Shavington Primary School	1
	Springfields Special School	1
	St Albans Catholic Primary School	1
	Underwood West Primary School	1
	Wilmslow High School	1
	<b>Sub Total</b>	<b>6</b>
PLACES	Queens Park	1
	<b>Sub Total</b>	<b>1</b>
<b>TOTAL:</b>		<b>10</b>

END OF APPENDIX 5

**APPENDIX 6****TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE AND  
ACCIDENT TYPE - QUARTER 1: 01.04.14 – 31.06.14 (10)**

	PEOPLE		CORPORATE SUPPORT SERVICES	PLACES	TOTALS
	Adults, Community Health & Wellbeing	Children & Families			
Injured in a Curriculum Activity	-	1	-	-	1
Assaulted by a Person	-	1	-	-	1
Injured while handling / lifting / carrying	2	-	-	-	2
Slipped/Tripped/Fell on the same level	1	3	-	1	5
Sports Injury	-	1	-	-	1
<b>TOTALS</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>10</b>

**END OF APPENDIX 6**

## APPENDIX 7

### ALL ACCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc) QUARTER 1 - 01.06.14 – 31.06.14 (1,396)

Accidents Outcomes - Injuries			
	Total	%	RIDDOR
Minor Injuries <sup>6</sup>	796	70	7
Fracture	45	4	1
Suspected fracture	14	1.2	1
Bite by Human	12	1.1	0
Irritation/Chemical/Grit	11	1	0
Burn/Scald	10	0.9	0
Crush	6	0.5	0
Dislocation	5	0.4	0
Penetrating Injury	5	0.4	0
Bite by Animal or Insect	3	0.3	0
Loss of Sight	1	0.1	0
	<b>908</b>	<b>80</b>	<b>9</b>

Accident Outcomes - Health Related			
	Total	%	RIDDOR
Faint/Loss of Consciousness	17	1.2	1
Seizure/Absence	13	1.1	0
Acute Illness Requiring Medical Treatment	3	0.1	0
Choking <sup>7</sup>	1	0.1	0
<b>Total</b>	<b>34</b>	<b>2.5</b>	<b>1</b>

Accident Outcomes - No Apparent Injury			
	Total	%	RIDDOR
No Apparent Injury	<b>145</b>	<b>13</b>	<b>0</b>

<sup>1</sup> **Minor injuries (796):** Knock (381); Cut/Laceration/Grazing (176); (Bruise (75); Pain (43); Sprain (18); Swelling (15); Nose Bleed (13); Scratches (27); Strain (19); Twist (7) Pinch (8); Trap / Nip (14)

<sup>7</sup> **Choking (1):** Involved a service user choking on their food and a carer administering backslaps. The incident was not RIDDOR reportable

Accident Outcomes - Other			
	Total	%	RIDDOR
Other <sup>8</sup>	51	4.5	0

END OF APPENDIX 7

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<sup>8</sup> **Other (51):** Assault (12); Self Harm (3); Fall from Height (4); Unknown (5); Slip / Trip / Fall (6); Non Accidental (2); Near Miss (4); Hit by Moving / Flying Object (6); Hit by Fixed / Stationary Object (5); Moving & Handling (4)

**APPENDIX 8****ALL INCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc)  
QUARTER 1 - 01.04.14 – 30.07.14 (258)**

<b>All Incidents (excluding Health Related &amp; Self Harming)</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Aggressive behaviour / Assaults / Verbal abuse / Threats	205	79.6	0
Near Miss	18	7	0
Failure of Plant / Equipment / Buildings Incident	3	1.2	0
Property Loss / Damage / Attempted Robbery	4	1.6	0
Suspicious Behaviour	2	0.8	0
Stung by an insect	1	0.4	0
Indecent Exposure	1	0.4	0
Vehicle Collision /Transport Incident	4	1.6	0
	<b>237</b>	<b>92.6</b>	<b>0</b>

<b>All Incidents - Self Harming</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Self Harming Incident	13	5	0

<b>All Incidents - Health Related</b>			
	<b>Total</b>	<b>%</b>	<b>RIDDOR</b>
Ill Health	8	2.7	0

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