

CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 23 October 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 Recommendations:

- 2.1 That the report be noted.
- 2.2 That comments from Committee Members be provided to the Corporate Health & Safety Manager by 14 November 2014, in order for these to be incorporated into the draft Corporate Health and Safety Policy.
- 2.3 That the updated Fire Prevention Policy be approved.

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 2: 01.07.14 – 30.09.14

10.1.1 **13** courses have been delivered across **120** staff comprising 24 to CEC corporate officers, 83 to schools staff and 13 to ANSA employees

NO. OF COURSES	COURSE	ATTENDEES
3	(26) First Aid Re-qualification – 2 days	10 Corporate 2 ANSA 14 School
1	(3) IOSH Managing Safely Refresher – 1 day	3 Corporate
4	(40) Emergency First Aid at Work – 1 day LIVE FOR WORK	40 29 School 11 ANSA
1	(19) Basic First Aid	19 School
1	(14) PRIME	14 4 Corporate 10 School
1	(6) Manual Handling – half day	6 1 Corporate 5 School
1	(8) CIEH Level 2 Health & Safety in the Workplace	8 6 Corporate 2 School
1	(4) Accident Investigation	4 School
13	TOTALS	120 24 Corporate 13 ANSA 83 School

10.2 ROSPA RECOGNITION AWARD 2014 – FEEDBACK FROM ROSPA

10.2.1 Supplementing the award recently received from RoSPA is feedback which discusses areas for improvement. This noted that the following evidence would enhance a future submission:

- Evidence of completed safety tours
- Inclusion of evidence of use of occupational health support services

10.2.2 These points will be addressed in the CH&S 2015 portfolio submission by including details of safety visits undertaken by the Head of Governance & Democratic Services and other senior managers and evidence of contact made by employees and managers to the occupational health unit. The latter issue will be supplemented by details regarding the new employee assistance programme and data regarding its uptake by employees.

10.3 REVISION OF THE CORPORATE HEALTH & SAFETY POLICY

10.3.1 This document has been completely refreshed and is currently in draft format. It comprises three sections – Introduction, Organisation and Arrangements and will be supported by detailed guidance notes relating to specific health and safety issues. The draft has been circulated to Staffing Committee members, Corporate Health & Safety Forum members, Trade Union Health & Safety Representatives, the Chief Operating Officer, Directors and Heads of Services, Service Managers, Human Resources, Facilities Management, Emergency Planning, Workforce Health Manager, Organisational Development, Procurement, the Occupational Health Service and the Insurance Team.

10.3.2 The Staffing Committee is asked to provide any comments to the Corporate Health & Safety Manager by 14 November 2014, in order for these to be incorporated into the draft document, in consultation with the Chairman of the Committee, with a further draft to be consulted upon before presentation back to the Committee on 15 January 2015.

10.4 FIRE PREVENTION POLICY

10.4.1 The Fire Prevention Policy has been updated with minor additions which reflect the moving of more responsibilities from Asset Management to the managers responsible for running buildings - such as schools and centres. The draft policy is attached and additions are highlighted in the following sections:

- Section 3.0 - Arrangements For Corporate Premises – subsections h, i and w
- Section 4.0 - Arrangements For School Premises – subsections c, d, f, g, o and p

10.4.2 It is anticipated that the policy will need to be reviewed again next year in order to reflect the outcome of further proposed changes in the management of assets which are owned / leased by the Council.

10.4.3 The Staffing Committee is asked to formally approve the updated Fire Prevention Policy.

10.5 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 2: 01.07.14 - 30.09.14

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: Accidents & Incidents Totals									
CC¹	RR²	Schools	RR	ANSA	RR	ORBITAS	RR	ESAR	RR
625	5	412	16	7	0	0	0	193	3

10.5.1 From Quarter 2, the format of accident / incident³ statistics which the Staffing Committee receive every quarter, will reflect the:

- creation of and impact of ASDVs
- movement over of employees to ASDVs
- 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 CC – employees working in ‘corporate core’ services

² RR – RIDDOR reportable accidents

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.

- 10.5.2 Statistics are now given in relation to employee numbers, following 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.
- 10.5.3 In conjunction with the software designers, PRIME is being redesigned in line with the new corporate structure and is being adapted to reflect the advent of ASDVs. This is a major project (not having been amended since 2011) and is anticipated to reach completion by financial year end.
- 10.5.4 Monthly statistics for July, August and September 2014 are detailed below with commentary following.

ACCIDENT & INCIDENT OVERVIEW DETAILS: 01.07.14 – 31.07.14

		Corporate Core employees: 3960	Schools employees: 4679	ANSA employees: 347	ORBITAS employees: 23	ESAR employees: 371
Accidents	Employees	16	13	3	0	3
Accident Rate Factor – for Employees		4.0%	2.8%	8.6%	0%	8.1%
	MOTP ⁴	162	116	0	0	92
Incidents	Employees	4	0	0	0	0
	MOTP	48	1	0	0	0
A&I Total		230	180	3	0	95

		Corporate Core	Schools	ANSA	ORBITAS	ESAR
RIDDOR	Employees	0	1	0	0	0
	MOTP	5	13	0	0	3
RIDDOR Total		5	14	0	0	3

⁴ MOTP – Members of the Public

ACCIDENT & INCIDENT OVERVIEW DETAILS: 01.08.14 – 31.08.14

		Corporate Core employees: 3976	Schools employees: 4599	ANSA employees: 348	ORBITAS employees: 23	ESAR employees: 369
Accidents	Employees	14	4	2	0	0
Accident Rate Factor - Employees		3.5%	0.9%	5.7%	0%	0%
	MOTP ⁵	96	0	0	0	46
Incidents	Employees	4	0	1	0	0
	MOTP	84	0	0	0	2
A&I Total		198	4	3	0	48

		Corporate Core	Schools	ANSA	ORBITAS	ESAR
RIDDOR	Employees	0	0	0	0	0
	MOTP	0	0	0	0	0
RIDDOR Total		0	0	0	0	0

⁵ MOTP – Members of the Public

ACCIDENT & INCIDENT OVERVIEW DETAILS: 01.09.14 – 30.09.14

		Corporate Core employees: 4011	Schools employees: 4626	ANSA employees: 348	ORBITAS employees: 24	ESAR employees: 361
Accidents	Employees	24	19	0	0	0
Accident Rate Factor - Employees		5.9%	4.1%	0%	0%	0%
	MOTP ⁶	76	174	0	0	46
Incidents	Employees	25	2	1	0	1
	MOTP	72	3	0	0	3
A&I Total		197	228	1	0	50

		Corporate Core	Schools	ANSA	ORBITAS	ESAR
RIDDOR	Employees	1	1	0	0	0
	MOTP	0	1	0	0	0
RIDDOR Total		0	2	0	0	0

⁶ MOTP – Members of the Public

10.5.5 DIALOGUE REGARDING REPORTS – JULY 2014

ESAR RIDDOR REPORTS:

- All three occurred at Macclesfield Leisure Centre and involved young people (less than 18 years of age) who sustained sporting injuries requiring hospital treatment. None of the accidents were connected and all were fully investigated by the centre management

SCHOOLS RIDDOR REPORTS:

- 12 MOTP⁷ reports all resulted from sporting injuries which required hospital treatment
- The 13th report concerns a pupil who sustained burns to her leg as a result of applying chewing gum remover to her leggings. The incident was investigated by the school and although the Health and Safety Executive (HSE) initially showed some interest, they were happy that the burns were not severe and that the school had taken appropriate action to prevent a reoccurrence

NURSERY NON RIDDOR REPORT:

- Contamination at a nursery school occurred due to release of hydraulic oil from equipment being used by a utilities company in an adjacent park. A fine mist of oil was sprayed from the arm of an excavator working at a height of approximately 20 metres (contaminating the whole of the nursery exterior and playground). Upon discovery of the problem, the nursery was closed for three days whilst decontamination work was carried out. Although the incident was not RIDDOR reportable, the HSE were informed – however they showed no interest as the oil was of a low hazard and no-one was injured

10.5.6 DIALOGUE REGARDING REPORTS – AUGUST 2014

- No RIDDOR reportable accidents or incidents were recorded. This is mainly due to the fact that school pupils, who account for the majority of RIDDOR cases, were on holiday.

ANSA NON RIDDOR REPORT:

- A Waste wagon caught fire on a round in Crewe. The tipping controls burnt out, so it was impossible for the fire to be extinguished through the rear of the wagon. The Fire Brigade cut through the body of the vehicle in order to fully extinguish the fire – however there were no injuries sustained.

⁷ MOTP – members of the public

10.5.7 DIALOGUE REGARDING REPORTS – SEPTEMBER 2014

SCHOOLS RIDDOR REPORTS:

- Picking up a tray (resting over an operating gas ring), a kitchen worker sustained burns to her hands and was subsequently off work for more than 7 days.
- A pupil was injured due to a defective piece of playground equipment (subsequently destroyed) and required hospital treatment.

CORPORATE CORE RIDDOR:

- An employee in a community care home slipped and fell, sustaining broken bones in her hand and was off work for more than seven days. This accident was attributed to the employee wearing inappropriate footwear.

ESAR NON RIDDOR:

- Theft of an employee's car from Macclesfield Leisure Centre after their locker was broken in to and the keys were stolen.

ANSA NON RIDDOR:

- A Waste wagon collecting recycling caught fire on a round in Macclesfield. The crew tried to tackle the fire with extinguishers however they then called the Fire Service to completely extinguish the fire. There were no injuries.