

# **SAFETY, HEALTH & ENVIRONMENT**



## **ANNUAL REPORT 2012/13**

## **SAFETY HEALTH & ENVIRONMENT (SHE) ANNUAL REPORT 2012/13**

### **1. Summary and Introduction**

The activities summarised in this year's report are influenced by the restructuring of GCC. Key impacts are the changes to the safety management system and the monitoring of just Local Authority (LA) locations (including LA schools). Activities continue to be driven by the SHE team which in April 2013 reduced by one to a SHE Manager plus four SHE Advisers and 0.5 admin post.

### **2. Review of Corporate Objective**

In supporting and encouraging line managers and staff to establish safe working environments and practices, the Occupational Health & Safety Operational Business Plan included these workstreams:

- adjusting the aspects of GCC's safety management arrangements to reflect organisational change (including changes affecting schools) – see item 3 below;
- GCC being alert to and prepared to respond to exceptionally high safety and health risks, and to mitigate actual events;
- spectators being safe at those sports grounds regulated by GCC and discharging GCC's duties;
- staff are healthy, here and productive i.e. provision of advice to managers: helpline and referral, pre-employment assessment, recruit and fitness for work medicals, promotion of employee assistance programme, triage and counselling, referral to physiotherapy, ill health retirement assessments, health surveillance, health promotion.

### **3. Safety Management Arrangements**

A number of aspects have been altered (or are being altered) to complement the new operating model:

#### Consultation and Performance Monitoring

- revised membership of the SHE Panel (retained to serve statutory consultation and overall performance monitoring function and retain other benefits of Member awareness and engagement);
- promotion of h&s engagement at a team level, particularly where there are no appointed safety representatives;
- continuing adoption of SHE monitoring in certain functions e.g. Gloucestershire Fire & Rescue Service (GF&RS), Gloucestershire Highways (GH) and Gloucestershire Industrial Services (GIS) Healthcare plus, as yet unresolved, confirmation that h&s for schools will be integrated into the Schools Forum;
- adult care promoting the use of an h&s co-operation and co-ordination agreement between GCC and Gloucestershire Care Services (GCS).

#### Leadership

- Dilys Wynn is now the Director SHE Champion; Cllr Theodoulou remains Member SHE Champion.

#### Audit and Performance Monitoring

- SHE continues to audit health and safety management systems at a locality and operational level (including schools).
- use of the Local Government Association 'Organisational and Leadership Audit' system.
- progress re Heads of Service who will verify and, where necessary improve, arrangements for health and safety, focussing on performance monitoring for their functional areas with support from SHE Advisers who will adopt a coaching and support role.
- performance within schools is now reported only where GCC is the employer.

#### H&S Procedures, Guidance and Information Sheets

- completion and reissue of the revised *GCC Corporate Health and Safety Policy Document*.

#### Knowledge and skills development plan

- Item resolved - SHE team has received training in coaching to strengthen skills to adopt a mentoring and coaching approach.

#### Commissioning

- working with Commissioning leads to ensure appropriate h&s in the commissioning cycle.
- agreement reached with the National Health Service to apply the GCC partnership tool to provide further clarity on arrangements for integrated team of GCS.

#### Schools

- item resolved - continuing to provide above service to assist any school buying the SHE service in maintaining and improving their h&s management systems and provide the necessary assurances where GCC is the employer.

#### Roles and Responsibilities

- opportunity to promote the importance of safety representatives (whether Trades Union or directly appointed) on the back of European Health and Safety Week publicity.

#### Responding to Major Incidents

- the review of the GCC protocol for responding to major/fatal incidents is well advanced.

#### Fire Risk Assessment

- SHE has now picked up this service, delivering support to enable schools to manage fire risk assessment on a traded basis, and absorbing non-traded work within existing resources.

#### Offsite Visits Adviser Role

- now consolidated within the SHE team (previously in CYPD).

#### 4. Safety Performance - Proactive Monitoring

The principal means of proactive monitoring is by conducting audits of locations and covering areas such as:

- action since the previous audit;
- risk assessment;
- local arrangements to manage risks (fire safety, first aid, managing contractors and so on);
- local monitoring;
- induction and communication with employees, contractors and pupils;
- faculty specific areas (in secondary schools) e.g. science, design & technology, physical education/sport and site management.

A scoring system (based on a scale of 0-2, with 0.5 increments, where 0 indicates little or no activity and 2 indicates a sound management of a subject area) is used thus allowing measurement of an individual location, a group of locations (e.g. primary schools) and a subject (e.g. risk assessment). This data also is used to influence work planning and the determination of priorities.

60 audits of LA locations/schools were undertaken in 2012/13 and average compliance scores of 1.5 (overall) were achieved, Risk assessment is monitored as a stand alone item and is reported in the high level performance indicators below.

In recent years the degree of compliance has increased to a high level. Many locations have very good arrangements in place to manage risks. Innovative ideas and good practice are shared with others and schools working in clusters help promote good practice.

Our high level performance indicator at year-end shows the following position (NB – from 2012/13 figures refer only to LA locations/schools):

<b>Performance indicators – year end figure</b>	<i>2006/07</i>	<i>2007/08</i>	<i>2008/09</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
Compliance with risk assessment procedure, verified via health and safety audit (scale 0-2)	0.97	1.07	1.13	1.28	1.32	1.52	1.3

- The target for ‘compliance with risk assessment’ has been set at 1.4 for several years and was achieved for 12 consecutive months until we separated LA schools. At this point the smaller volume exposed the trend to spikes/troughs where excellent/poor compliance occurs.

#### 5. Safety Performance - Reactive Monitoring

Our high level performance indicator at year-end shows the following position (NB – from 2012/13 figures refer only to LA locations/schools):

<b>Performance indicators – year end figure</b>	<i>2006/07</i>	<i>2007/08</i>	<i>2008/09</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
Number of reported accidents per 1000FTE (MAA)	6.3	5.9	9.7	10.3	10.0	7.7	7.4

- The trend in employee accidents per 1,000 FTE posts for all locations was 7.7 per 1000FTE (all GCC employees) and is now 7.4. Specifically in LA schools the figures are 1.2 (Primary), 0 (Secondary) and 12.3 (Special schools). This latter figure is attributable to high volumes of behaviour related events rather than ‘accidents’ per se.
- Whilst this measure (reported accidents per 1000FTE) gives an overall indication of performance, the main value in analysing accident statistics is to identify trends and root causes of accidents and then using that intelligence to determine priorities to be addressed – see ‘Causes’ below.

This year’s report does not break down numbers into service areas as the volume (outside ‘schools’) is so small to be insignificant. Sofar as LA schools are concerned the various MAA at year-end were:

- Primary schools – 1.2 per 1000 full time equivalent (FTE) posts;
- Secondary schools – 0 (i.e. one LA school and no employee accidents reported to the database; only local recording occurs);
- Special schools – 12.3 per 1000FTE (see comments below regarding behaviour related incidents).

## Causes

The main causes of accidents in 2012/13 to employees were as follows:

	<i>2008/09</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
Slips, trips, falls	11%	13%	10% (118 reports)	12% (102 reports)	5% (25 reports)
Workplace ‘violence’	28%	42%	43% (517 reports)	32% (274 reports)	10% (62 reports)
Moving/handling people and loads	6.6%	5.2%	6% (70 reports)	5.5% (46 reports)	0.7 (4 reports)

### Notes:

Only main causes shown hence totals not being 100% of events;

‘Assaults’ in the context of employees consists predominantly of behavioural issues in special schools and occurrences (e.g. verbal abuse) in libraries;

The reduction in ‘moving and handling’ causes is significant.

The main causes of accidents in 2012/13 to school pupils were as follows:

	<i>2008/09</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12</i>	<i>2012/13</i>
PE/sports injuries	27.8%	13.7%	21%	25% (389 reports)	0.9% (15 reports)
Slips, trips, falls	13.6%	19%	21%	23.5 % (363 reports)	5.5% (94 reports)
Assaults	7.4%	14%	10%	5% (78 reports)	13% (217 reports)
Horseplay	9.7%	9.3%	7%	6.5% (101 reports)	0.9% (14 reports)
Collisions/	2.5% (82)	2% (91)	4% (149)	9% (144 reports)	6.5% (112 reports)

'unintentional' injury	reports)	reports)	reports)		
Moving and handling	0.25% (8 reports)	0.3% (13 reports)	0.2% (8 reports)	0.2% (4 reports)	1.6% (27 reports)

Notes:

1. 'Assaults' consist predominantly of behavioural issues either causing self-injury or pupil vs pupil situations;
2. With the removal of all bar one secondary school the volume of PE/sports injuries has fallen considerably as contact sports are not so common in primary/special schools. Consequently, 'assaults' form are larger proportion and causes such as 'moving and handling' and 'collisions/unintentional' (mainly playground mishaps) also feature as a greater proportion.

Within the 'adults' and 'children' service areas the primary causes of accidents to service users (SU) were those associated with SU frailty or health conditions and in the vast majority no injury was sustained and thus were recorded as a 'near miss'. Among those that caused an injury the main causes were:

- assaults (SU against another SU) – 17% (15 reports);
- medical condition – 20% (18 reports);
- moving and handling by staff – 2% (2 reports);
- slips, trips and falls (invariably attributed to the frailty of SU) – 42% (37 reports).

**RIDDOR Reporting (*Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995*)**

Over the last three years the number of RIDDOR reports submitted (i.e. the more serious accidents reported to the Health & Safety Executive (HSE) under the provisions of the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995*) has dropped from 221 to 192 to 98. The percentage reported within the HSE's 'within 10 day' deadline has risen from 79% to 84% to now stand at 89%. Where the 10 day deadline is not being achieved it is because schools have been very late in reporting the original accident; once reported, the report is made very swiftly. Currently, the precise total volume of reports is difficult to establish as some locations report direct to the HSE.

The main causes of accidents resulting in RIDDOR reports match the main accident causes with slips, trips and falls plus PE/sports being the principal contributors.

From April 2012 a change was implemented by the HSE. The trigger point has increased from '>3 days' to '>7 days' incapacitation (not counting the day on which the accident happened). A fall in volume is already evident in 2012/13 and is around 2-3 per month.

**6. GF&RS and Gloucestershire Highways**

**Gloucestershire Highways**

Health and Safety Summary

This extract from the *GH QSE Report 2012/13* summarises some of the information used by GH to monitor safety performance:

- zero RIDDOR or lost time accidents in 2012/13 and one to a visitor on site. This represents an average of 600 days per depot without a reportable accident occurring;
- 31 minor injuries reported against 258 near miss reports, up from 53 in 2011/12 – a +ve sign that precursors to accidents are taken seriously;
- common causes – manual handling 9; slips/trips/falls 6; hit by moving/falling object 6; and zero falls from height;
- 6 service strikes, down from 24 in 2011/12;
- vehicle incidents increased slightly from 66 last year to 70.

Causes of accidents comprise:

- Fell from a height – 0 events;
- Hit by moving or falling object – 6 events;
- Hit by/struck something fixed or stationary – 5 events;
- Injured by an animal/insect – 3 events;
- Injured while handling, lifting or carrying – 9 events;
- Other – 4 events;
- Slipped, tripped or fell – 6 events.

## 7. Gloucestershire Fire & Rescue Service

The reporting of near misses is starting to fall but there is proactive recording and investigation of these, to minimise future incidents which has been reflected in a lowering of incidents involving injuries.

There has been another increase in reported vehicle related incidents. They have not involved injuries and in vast majority of cases they are minor in nature. A policy of reporting all incidents no matter how minor has increased the number of recorded incidents and all of these are investigated. Where there is a need drivers have been through further development with the service driver instructor. Whilst some have occurred whilst en route to incidents they were manoeuvring at lower speeds such negotiating heavy traffic or narrow access.

There has been a good decrease in injury incidents some of this will be the improvement in training facilities through the new private finance initiative (PFI) fire stations and the greater emphasis on fire fighter safety and personal protective equipment. The number of 'manual handling' injuries has fallen back to previous levels. These incidents can be expected due to the physical demands involved in operational activities (e.g. pitching ladders, carrying heavy equipment, manoeuvring charged hose reels etc). It is noted, that the RIDDOR statistics have also improved further, the outcomes being short term sprains and strains, frequently not requiring time off work. And the amount of absence has decreased further this year from 306 days to 248 days which is 126 duty days in all.

Headline GF&RS statistics are:

	2010/11	2011/12	2012/13
Near Miss Incidents	50	66	60
Vehicle Incidents	20	30	40
Attacks on Personnel	1	4	0

(verbal/physical)			
Manual Handling Injuries	20	28	21
Slips, Trips, Falls	15	8	11
<b>Injury Totals</b>	91	85	66
<b>Injuries by Activity</b>			
Operational	18	13	9
En-route	8	4	2
Training	33	34	32
Routine	32	30	23
<b>RIDDOR</b>			
Major Injuries	0	1	0
Over 3-day Injuries	17	14	10

## 8. HSE Intervention

One instance of HSE intervention has occurred this year. In November 2012, SHE Advisers had audited a non-LA school that coincidentally had been involved in a navigational error in mountainous terrain.

As a consequence of a cursory review of the off-site visits part of the audit report, the HSE wrote a Letter of Contravention to GCC alleging shortcomings in our arrangements; the school concerned does not use GCC's off-site visits manual. A carefully constructed 13 page document refuting the Inspector's points was sent.

Our reply received a very brief acknowledgement from the HSE followed in mid-May by an invoice under the Fee for Intervention process. The entire invoice was disputed via the HSE's the appeals process. Following a meeting with the Principal Inspector in July the invoice was withdrawn in its entirety.

## 9. Off-Site Visits

Notifiable (i.e. residential or adventurous activities) off-site visits (OV) by schools and others again included a vast range of destinations and activities undertaken though the volume dropped to 750 (from ~1000 in 11/12). Plans are notified to SHE so that arrangements might be reviewed and feedback provided. Generally trips are well planned and safely delivered. Refresher training again has been provided for Off-Site Visit Co-ordinators (OVC) (130 participants in 2012/13).

SHE continues to promote standards for off-site visits through the Off-Site Visits Manual predicated upon Government publications and good practice in this area. An external review is being undertaken in 2013/14 to gain an independent view of the efficacy of our arrangements.

## 10. Corporate Risk Register

Mitigation of Risk 1 '*Failure to protect employees, pupils, third parties, volunteers, young persons, adults and children against significant injury or death as a result of the council's negligence*' (incorporated in Strategic Risk 2 *Governance*) continues to be driven by the Occupational H&S Operational Business Plan.

## 11. Environmental Compliance

In the context of this report consideration is restricted to environmental legal compliance issues rather than wider resource management and carbon reduction issues.

Findings from SHE audits reveal no substantial 'across the board' failings in environmental or waste compliance. Minor failings occasionally are identified. Typically these include fluorescent light tubes or paint cans disposed of with inert wastes in skips at GCC premises or failure to establish (under the 'duty of care') that waste contractors outside the county contract have appropriate waste management licences. The *Waste Regulations 2011* increased the legal duty to ensure that the best waste management option is being selected from the 'waste hierarchy' - typically establishments are reusing and recycling wherever practicable as an alternative to disposal. Overall environmental compliance is deemed to be satisfactorily controlled and managed.

## 12. SHE Panel

The SHE Panel met on three occasions during the year and encouragingly staff/TU representation and participation is now much greater. Salient items covered this year, in addition to standing items (e.g. safety performance, forthcoming legislation) include:

- implementation of the Government's response to its review of health and safety i.e. changes to Approved Codes of Practice and abolition of outdated statutory instruments;
- changes to GCC's safety management system including consultation arrangements;
- much more extensive participation by Safety Representatives in particular presentation of a paper entitled *Unison Report of issues of Verbal Harassment & Aggression* based upon research into anti-social behaviour in libraries to highlight both long and short term health effects (primarily stress and related conditions).

## 13. Schools Traded Services

Traded services with schools continues at a high level reflecting increasing satisfaction with the service provided; in 2012/13 four primary schools and two secondary did not buy the SHE service. In 2013/14 three primary, five secondary and one special school have not bought the service reflecting influences such as sponsors having their own resources or school using providers that offer facilities such as 24/7 services or other features. However, one secondary school has since terminated their arrangement with another provider and resumed use of the SHE team.

Compliance within schools continues to be closely monitored and is improving overall and output from audits frequently indicates a very satisfactory safety management system in place locally.

Courses again have been run on managing health and safety in schools for Governors, Headteachers and Administrators; similarly, refresher training has been

provided for off-site visit co-ordinators. These courses have been well attended and positive feedback received.

#### **14. Corporate Training**

Numbers attending courses has varied this year – Fire Risk Assessment has experienced a steady demand (35 participants) complementing the work done by AMPS/SHE on fire safety; Minimising Conflict courses have been well subscribed (60 participants) including some run for specific teams; Workplace Risk Assessment (20 participants) and Work Related Stress (20 participants) are steady but the demand for longer and more detailed IOSH courses (e.g. Managing Safely) has reduced to zero.

#### **15. Looking Ahead**

In 2013/14 the residual aspects of changes to the safety management system will be implemented. In particular this will involve the 'leadership of health and safety' audit and the audits of middle managers accompanied by coaching in addressing local issues.

In addition, recognising the partnerships in operation, safety performance monitoring of key contracts (e.g. Branton Trust, GCS, Prospects) will be addressed. Inclusion of safety in the commissioning arrangements should further strengthen our position proactively.

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For more information, please contact Paul Cobb, Safety, Health & Environment Manager (01452 425350) or [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk).

A wide range of health and safety information can be found at <http://staffnet/login>