

HEALTH & SAFETY

REPORT

1st and 2nd Quarters; April - September 2016

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1.0 INTRODUCTION

The purpose of this report is to identify incident trends and areas of good compliance throughout the council. Once identified, it is possible to establish areas that require improvement and development.

The report has identified varying results for quarters 1 and 2. Adults and Communities and StreetScene have identified an increase in non-notifiable incidents compared with the same period last year. Assurance and Commissioning group have had no incidents reported within the 6 month period.

A 'Report It' campaign was rolled out in May; this was to encourage managers and employees to report incidents and near misses. Early indications appear to suggest that the campaign has had some success with the increase in reported incidents from Adults and Communities and Streetscene Delivery Units. This will continue to be monitored by the Safety, Health and Wellbeing (SHaW) team.

Incident reports are continuously monitored and reviewed by the SHaW team, investigations are initiated where necessary. The online Health and Safety Management System enables SHaW to compile reports and produce statistics that can be used to identify trends and highlight areas of good compliance.

It is important to note that it is the manager's responsibility to monitor each report that relates to their team. This includes their duty to complete the 'manager's review' by carrying out local investigations and introducing prevention measures

2.0 EXECUTIVE SUMMARY

- 2.1. **Incidents** – Adults and Communities and StreetScene have seen an increase in incidents compared to the same period last year. There have been 6 RIDDOR reportable incidents from schools which is a decrease from the same period last year.

Concerns have been raised that schools are not logging incidents on the reporting system. The SHaW team are currently liaising with schools to increase their reporting and reviewing culture.

- 2.2. **Training** – 486 training modules have been completed within these 2 quarters. DSE, fire safety and manual handling modules have the biggest uptake.
- 2.3 **Audits** – The number of audits planned and undertaken in this reporting period is improving with the focus in inspection of construction sites. In addition to these, 6 audits were undertaken over this period within the Family Services and Streetscene Delivery Units as well as in 2 schools. Audit and inspection visits are significantly increasing the knowledge and awareness of health and safety amongst line managers and premises managers. Regarding the priority audits (Legionella/Asbestos/Fire), it has

been identified that additional training is required for staff in the management of legionella and asbestos and this is being arranged.

There has been an increase in the DU management teams implementing the requirements of the corporate h&s policy. This will continue to be a priority to ensure 100% implementation throughout the organisation, with support given to DU management team's by the SHaW service.

The target score for audits is above 80% with one of the Family Services audits at the Family Resource Centre achieving an audit score of 52%. The main reason for this score was low H&S training attendance by staff. An action plan has been produced by the SHaW team with recommendations to improve this score and they will be supporting management to achieve this. Training has since been carried out for Fire Wardens and further H&S training is being arranged for Quarter 4.

3.0 INTERVENTIONS

3.1. Enforcing Authority Interventions

3.1.1. There has been no enforcing authority interventions

3.1.2. There have been no SHaW lead interventions

4.0 CORPORATE ACCIDENT / INCIDENTS

4.1. Statistics - Rolling 12 Month Total (Employees Only)

Accident Incidents Rate (AIR)/Annual Rolling Total - Total incidents over the rolling 12 months i.e. Q3 15/16, Q4 15/16, Q1 16/17 and Q2 16/17 X 1,000/
Average number of employees over the rolling 12 months – shown as

	Annual Rolling Total		Q3 15/16	Q4 15/16	Q1 16/17	Q2 16/17
	Incidents	AIR	Incidents	Incidents	Incidents	Incidents
RIDDOR Incident	9	4.5	1	2	2	4
Non-notifiable Incidents	73	36.5	14	15	23	21
Physical assault	9	4.5	0	1	5	3
Verbal Assault	57	28.5	11	9	16	21

Top 3 Incident type	Number of incidents
contact with moving object	17
slip trip, fall on same level	11
Handling lifting and carrying	9

4.2 Management Reporting Status Statistics Overall (Employees Only)

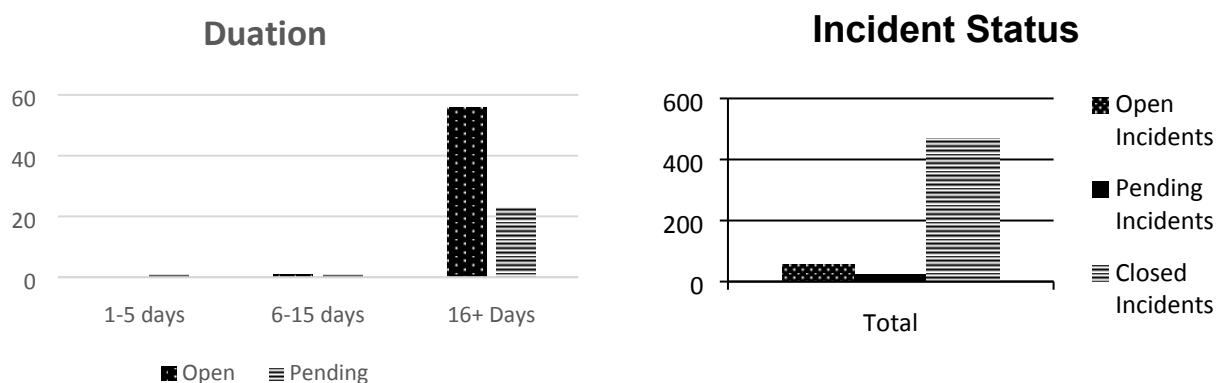
Open Incidents - Awaiting a 'Managers Review' to be completed. SHaW will only make changes to an Open incident if the incident requires immediate action, for all other reports, no changes will be made by SHaW until the manager has completed the review. Managers will be prompted to complete this.

Pending Incidents - Undergone review and are now awaiting further information to be provided or an investigation to be undertaken.

Closed Incidents – Reviewed by managers and SHaW and all actions to prevent recurrence have been exercised, SHaW will then close the incident report.

Charts below show how many incidents have remained Open/Pending and for how long, segregated into three time scales: 1 – 5 days; 6 – 15 days; 16 + days. Open incidents are awaiting review by manager. The relevant managers for these incidents have received notification that these incidents require their attention. Open and pending incidents over 16 days will be escalated to senior management and, if no action undertaken, the Head of SHaW.

	Total	Adults & Communities	Assurance	Family Services	Commissioning	Streetscene
Open Incidents	57	17	1	37	1	1
Pending Incidents	25	6	0	14	0	5
Closed Incidents	460	18	7	184	9	242



4.3 Audit Statistics Overall

Figures below represent the total number of Audits carried out.

Full	These audits are undertaken of the entire premises. This includes a comprehensive audit of the policies and procedures, risk assessments, maintenance checks, training records and a full site inspection.
Assurance	These audits are undertaken for third party contractors who are providing a service to London Borough of Barnet. This audit is to ensure that contractors are providing a suitable and competent service and are carried out on contractors working for Delivery Units.
Management	These audits are carried out to highlight any gaps in a DU's health and safety compliance and performance. This includes a review of the policies, management check lists and other relevant documentation.
Priority	These audits are undertaken to evaluate how DU's manage priorities highlighted in the council's Annual Health and Safety Report; Manual handling, work place hazards, risk assessments, fire and emergency procedures, work place violence, electrical management, gas management, COSHH and work related stress. Priority audits will occasionally include a site inspection.

Average scores	Adults & Communities	Assurance	Family Services	Commissioning	Street Scene	Schools
Full Audits	-	-	-	-	-	75%
Assurance Audits	-	-	67%	-	-	-
Management Audits	-	-	-	-	89%	-
Priority Audits	-	-	86%	-	-	76%

NOTE: Actions plans are produced by SHaW to assist managers in addressing any gaps identified as a result of audits and to improve health and safety performance.

5.0 ADULTS & COMMUNITIES ACCIDENT/INCIDENTS

5.1 **Significant RIDDOR details** – There were no RIDDOR incidents reported.

5.2 **Trend commentary** – a total of 11 Non – notifiable incidents were reported, which is an increase from the same period last year. This may be due to the “Report it” campaign to encourage greater reporting. Also the SHaW team have been working with Adults & Communities managers to help increase the knowledge of all staff in regards to the reporting of injuries / accidents, these statistics show an improving H&S culture within this DU.

	Total Q1/2 15/16	AIR	Q1/2 16/17	EMPLOYEE AIR	Adults Social Care	Community & Wellbeing		Non- Employees
RIDDOR Incidents	0	0.0	0	0.0	0	0		0
Non-notifiable Incidents	3	10.8	7	24.5	6	1		4
Physical Assault	0	0.0	0	0.0	0	0		0
Verbal Assault	1	3.6	1	3.5	1	0		0

Incident type	Number of Incidents (ALL)
Slip/trip/fall on same level	6
Handling/lifting/carrying	2
Contact with moving object	2
Fall from Height	1

5.3 Audit

5.3.1 No audit was undertaken in the Adults & Communities DU, there is however a plan in place to undertake a management audit in Quarter 3.

	Adults Social Care	Community & Wellbeing	Average audit score
Full Audits	0	0	-
Assurance Audits	0	0	-
Management Audits	0	0	-
Priority Audits	0	0	-

5.4 Corporate Training

5.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken.

27 courses were completed; the most popular courses undertaken were DSE and Fire Safety.

Course	Number of course completed
DSE	13
Fire Safety	5
Other	9

6.0 ASSURANCE ACCIDENT/INCIDENTS

6.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

6.2 **Trend commentary** – No reported incidents in this period. A lack of reports is not currently a cause of concern. However the trend will be monitored to ensure there is no lack of reporting.

6.3 Audit

6.3.1 No audits had been carried out during this period

	Governance	Operational Assurance	Electoral Registration	Average audit score
Full Audits	0	0	0	-
Assurance Audits	0	0	0	-
Management Audits	0	0	0	-
Priority Audits	0	0	0	-

6.4 Corporate Training

6.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken.

6.4.2 94 courses were completed; the most popular courses were Manual Handling and Office Safety.

Course	Number of courses completed
Manual handling	16
Office Safety	16
Workplace safety	10
H&S for homeworkers (employees)	5
Induction safety	5
Pregnancy interactive	5
Fire Safety	3
Other	34

7.0 FAMILY SERVICES ACCIDENT/INCIDENTS

7.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

7.2 **Trend commentary** – there has been a significant increase in reported verbal assault incidents when comparing to the same period last year. This may be due to the “Report it” campaign to encourage greater reporting. The trend will be monitored by the SHaW team.

	Total Q1/2 15/16	AIR	Total Q1/2 16/17	EMPLOYEE AIR	Early Intervention & Prevention	Children’s Social Care		Non- Employees
RIDDOR Incidents	0	0.0	0	0.0	0	0		0
Non- notifiable Incidents	1	1.6	0	0.0	0	0		0
Physical Assault	1	1.6	4	6.0	4	0		0
Verbal Assault	16	25.6	30	45.1	26	4		0

7.3 Audit

7.3.1 5 audits were completed by the SHaW team. These audits scored an average of 77%. An audit at the Family Resource Centre achieved a relatively low audit score of 52%. The main reason for this score was low H&S training attendance by staff. An action plan has been produced by the SHaW team with recommendations to improve this score and they will be supporting management to achieve this. Training has since been carried out for Fire Wardens and further H&S training is being arranged for Quarter 4.

Family Services	Total	Early Intervention & Prevention	Children’s Social Care	Average audit score
Full Audits	0	0	0	-
Assurance Audits	2	0	2	67%
Management Audits	0	0	0	-
Priority Audits	3	2	1	86%

7.4 Corporate Training

7.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken.

349 training modules were completed; the most popular courses being DSE, Fire Safety and H&S we are all responsible.

Course	Number of courses completed
DSE	98
Fire Safety	78
Health and safety we are all responsible	33
Induction	27
Manual Handling	26
Office Safety	21
Other	66

8.0 COMMISSIONING GROUP ACCIDENT/INCIDENTS

8.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

8.2 **Trend commentary** – No reported incidents in this period, this suggests staff may not be reporting incidents or this area of work is of a low risk. It will be monitored by the SHaW service

8.3 Audit

8.3.1 No audits were completed in the Commissioning Group

Deputy Chief Operating Officer	Total	Finance	Information Management	Communications	Health & Safety	Program & Resources	Average audit score
Full Audits	0	0	0	0	0	0	-
Assurance Audits	0	0	0	0	0	0	-
Management Audits	0	0	0	0	0	0	-
Priority Audits	0	0	0	0	0	0	-

8.4 Corporate Training

8.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken. 4 modules were completed within this reporting period.

course	Number of courses completed
DSE	3
Fire Safety	1

9.0 STREETSCENE ACCIDENT/INCIDENTS

9.1 **Significant RIDDOR details** – 0 RIDDOR reportable incident occur within street scene in quarter 2.

9.2 **Trend commentary** – there has been an increase in the total number of incidents report by the StreetScene DU compared to the same period last year. This may be due to the “Report it “campaign to encourage greater reporting. The trend will be monitored by the SHaW team

	Total Q2 15/16	AIR	Total Q2 16/17	EMPLOYEE AIR	Green Streets	Contract Management	Business Improvement	Waste & Recycling	Waste Strategy	Non- Employees
RIDDOR Incidents	4	8.4	0	0.0	0	0	0	0	0	0
Non- notifiable Incidents	18	37.8	33	66.0	13	1	0	18	1	2
Physical Assault	4	8.4	2	4.0	0	1	0	1	0	0
Verbal Assault	3	6.3	3	6.0	1	0	0	2	0	0

Incident type	Number of Incidents (ALL)
Handling Lifting & Carrying	15
Contact with moving object	8
Slip/Trip/Fall on same level	5
Other	7

9.3 Audit

10.3.1 One health and safety audit was carried out within the Streetscene DU and achieved a score of 89%

StreetScene	Total	Green Streets	Transport	Business Improvement	Waste & Recycling	Waste Strategy	Average Score
Full Audits	0	0	0	0	0	0	-
Assurance Audits	0	0	0	0	0	0	-
Management Audits	1	0	0	1	0	0	89%
Priority Audits	0	0	0	0	0	0	-

9.4 Corporate Training

9.4.1 The table below shows figures for the number of corporate training courses that have been completed and passed; local training undertaken by the DU will not be displayed in the table. This table excludes courses that have still yet to be completed or courses that have failed to meet the pass mark.

The numbers in the table below have been taken directly from the eLearning database and represent the most popular courses undertaken. 2 modules were completed during the reporting period although it should be noted that Streetscene carry out extensive toolbox training for its staff that would not appear in these figures.

Course	Number of course completed
Fire Safety Interactive	1
Office Safety	1

4 SCHOOLS

10.1 Significant RIDDOR details: 5 of the 6 RIDDOR reportable incidents were for pupil injuries with only 1 being for a member of staff

1053 – Child was playing in the outdoor classroom; she fell into the step up to the shed. RIDDOR has been completed and uploaded to the system, incident is now closed.

1079 – Pupil tripped over another pupil at lunch time and fell on right arm. RIDDOR not uploaded to incident.

1089 – Pupil slipped on climbing frame hitting back of their head causing a small laceration. RIDDOR has been completed and uploaded to incident.

1096- Child was running in the playground and fell on left arm. RIDDOR has been uploaded to the incident and has been closed by a member of the SHaW team.

1104- Teacher tripped over iPad charging case in the office. RIDDOR has been uploaded and incident has been closed by a member of the SHaW team.

1133- Pupil fell on a metal bolt. RIDDOR has been completed and uploaded to system; incident needs to be closed off by a member of the SHaW team.

10.2 Trend commentary:

Employees – there were 3 non-notifiable reported by LBB employees and 1 non-notifiable reported by teaching staff, this is a decrease compared to the same period last year.

Non-Employees – there has been a slight decrease in incidents reported by schools for pupils compared with the same period last year.

To assist in trend spotting, a separate document detailing the cause and number of incidents for each school has been attached at the end of this report.

	Total Q1/2 15/16	AIR	Total Q1/2 16/17	AIR	Teachers	LBB Employees			Total Q1/2 15/16	Total Q1/2 16/17	Pupils	Other Non- Employees
RIDDOR Incidents	2	0.7	1	0.3	0	1		RIDDOR Incidents	8	5	5	0

Non-notifiable Incidents	10	3	5	4	1	1	2	2	Non-notifiable	33	25	24	1	
	Top Three Primary Cause			Total	Teaching Staff & LBB Employees			Pupils & Non-Employees						
	Physical Assault	Slip, Trip, Fall			18	0	4	2	Assault	2	14	2	1	1
		Verbal Assault	Contact with Moving Object			7	2	0	1	Verbal Assault	4	7	0	0
	Fall from Height			5	0			4						

10.3 Audit

10.3.1 One Full audit and one Priority audit were completed in the reporting period that achieved an average score of 76%

Schools	Total	Average Score
Full Audits	1	75%
Assurance Audits	-	-
Management Audits	-	-
Priority Audits	1	75%

