



Committee and Date

Cabinet

27th September 2017

ANNUAL REPORT ON HEALTH AND SAFETY PERFORMANCE FOR 2016/2017

Responsible Officer Carol Fox, Occupational Health and Safety Manager
e-mail: carol.fox@shropshire.gov.uk Tel: (01743) 252814

1. Summary

This report reviews the health and safety performance for 2016/2017 of Shropshire Council, and identifies key priorities for 2017/2018.

2. Recommendations

A. The contents of the report are accepted; particularly noting:

- Good progress has been made during 2016/2017 on managing health and safety across the Council.
- Reportable employee accidents to the Health & Safety Executive (HSE) have reduced and minor accidents have also reduced compared to last year's figures.
- Benchmarking with other Unitary Councils show that Shropshire Council performs well in terms of accident statistics.
- Service Areas and the Health & Safety Team work well together.
- The Council continues to maintain a good relationship with the HSE.

B. The Key Actions for 2017/2018 are agreed

The key actions for Shropshire Council are:

- The Health and Safety Team to work with Service Areas to produce and implement H&S management systems including policies, procedures and arrangements
- Development of external contracts with associated Service Level Agreements (SLA) in place.
- Continue updating and monitoring of Workstation Safety Plus to reduce risks associated with musculoskeletal disorders.
- Raise awareness of workstation assessments in particular agile working.
- Continuation of staff wellbeing events throughout the year.
- Support 'Leap into Learning' development for e-learning health and safety awareness courses across service areas.
- Digital Transformation Programme – support development for the management of accident data and case management arrangements for occupational health.

- Promote and engage with Service areas on increased use of the self-monitoring checklists to self-assess compliance with health and safety.
- Employee wellbeing will fit in as part of the Corporate Culture Change programme.

REPORT

3. Risk Assessment & Opportunities Appraisal

The structure of the report is in line with best current practice for reporting on health and safety performance. The contents of the report highlights that the Council is managing risks and identifying improvements in an acceptable and proportionate manner.

Progress with Action Plan for 2016/2017

1. Positive progress has been made with the completion of the actions for Shropshire Council arising from the Action Plan for 2016/2017. Some of the key actions where progress has been made are:
 - 31 Audits were completed to implement recommendations following monitoring visits, i.e. audits, inspections, safety tours across the council.
 - To implement new and revised H&S guidance into Service Areas to ensure it is communicated to all employees. E.g. Plant and Machinery, Work at Height (General Guidance), Pressure Systems, Managing Contractors, Legionella Policy & Procedures, Guidance for Managing Choking for Adults with a Learning Difficulty, New Working at Height–Potential Fall Protection Equipment and Local Exhaust Ventilation (LEV) guidance document arrangements were also completed.
 - To implement and maintain robust, legal and sensible H&S management systems including policies, procedures and arrangements into new ways of working and any commercial enterprises.

See Appendix One on page 12 for detailed information on progress with the plans.

Health and Safety Performance Information

2. Detailed below is performance information regarding reactive monitoring, where incidents have occurred and proactive monitoring to show what is being done to ensure that the Council has robust systems in place to prevent injury and ill-health. Council officers continue to work closely and regularly with the HSE in respect of reactive and proactive work.
3. The Health and Safety Executive encourage employers to include reporting on health and safety performance in their annual reports as part of the drive to manage and reduce work-related injury and ill-health.

Reactive Safety Performance

Accident and Violence Statistics

4. The Council's Accident Reporting System (CARS) is used to enable a simple and consistent approach to reporting and recording of accidents within Shropshire Council and to increase the scope and use of statistical information.
5. All accident forms are sent into the Health and Safety Team so that remedial action to prevent a reoccurrence can be monitored by a Health and Safety Officer and if necessary advice and support can be given to implement further reasonable actions.

6. The Health and Safety Team acts as the Council's statutory reporter of accidents, which are required to be reported to the Health and Safety Executive. This ensures that accurate information is passed to the HSE and if further information is required the Health and Safety Team is the first point of contact.
7. The number of reportable incidents to the HSE for employees has decreased compared to the data from 2015/2016 from 18 to 12. The number of incidents related to non-employees has remained the same at 7 incidents. *See Appendix Two, Chart 1.*
8. The main causes of the reportable employee accidents to the HSE are Slips/Trips/Falls 7 (59%) Manual Handling related accidents 3 (25%), Physical Violence 1 (8%) and Impact Injury 1 (8%). *See Appendix Two, Chart 2.*
9. This year, Shropshire Council had 797 accidents in total, comprising 19 RIDDORS (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), 635 minor accidents and 143 near-misses. The previous year's figure was 936.
10. There were 635 minor accidents reported in total (748 last year), 316 to employees (374 last year), 69 to service users (54 last year), 32 to visitors (42 last year), and 201 to pupils (242 last year). The remainder were low numbers in the categories 'contractor', 'agency staff', 'trainees', 'volunteers' and 'work experience'.
11. The main causes of the minor injuries to employees were violent incidents 103 (33%) This has slightly decreased from last year (111 / 33%). 55 Slips, Trips & Falls (17% - 60 / 16% last year) and 53 relating to human error e.g. bumped head on unit, hit thumb using hammer (17% - 85 / 23% last year). *See Appendix Two, Chart 3.*
12. Of the 33% of violent incidents to employees, the majority of these incidents were related to the challenging behaviour of service users and pupils in adults with learning disabilities service areas or Special Schools that resulted in minor injuries being sustained, i.e. bruises, bites, scratches. These areas monitor behaviour very closely and have behavioural plans in place.
13. The remaining incidents related to the behaviour of pupils in mainstream schools and incidents reported by staff working operationally in areas such as Parking Warden Services, Housing Options, Benefits, and Customer Services. The Customer Services hubs where many of these services are based had a number of incidents this year, and remedial action has been undertaken using security, additional police presence and layout advice from Crime Protection to minimise these.
14. Management of violence and aggression training is available at differing skill levels to deal with actual and potential violence and aggression. The majority of this training is job specific and tailored to manage the challenging behaviour of pupils and service users.
15. Personal safety training is also available to raise awareness of avoiding and managing violence. A course for frontline staff is available to identified staff.
16. Manual handling training is available to staff to highlight the importance of risk assessing hazardous manual handling activities and ensuring safe systems of work are in place.
17. The Health and Safety Team will continue to review each accident form and ensure that remedial action is put into place to prevent a reoccurrence and undertake investigations as necessary.
18. A comparison has been undertaken with other Unitary Councils in respect of accidents. The benchmarking compared total accidents to employees, reportable accidents to HSE and violence to employees. The benchmarking took into consideration the number of employees within each organisation so an accurate comparison can be obtained by using an Accident Incident Rate (AIR).

Comparison with other Unitary Councils on Reportable Accidents

19. Shropshire Council compares favourably with other Councils for reportable accidents (RIDDORS) to the HSE. Shropshire Council has an AIR figure of 1.64 compared with the average AIR figure is 2.72 for participating Councils. See Appendix Three, Chart 4.

Comparison with other Unitary Councils on Violence to Employees

20. Shropshire Council has an AIR figure of 14.03, which is below the average for the participating Councils, which is 32.58. See Appendix Three, Chart 5.

Comparison with other Unitary Councils on Total Accidents to Employees

21. Shropshire Council's AIR figure for Total Accidents to employees is 43.06. This is below the average for the participating Councils, which is 56.36. See Appendix Three, Chart 6.

Health and Safety Investigations

22. The Health and Safety Team continue to investigate and follow up accidents. The majority of these investigations were related to accidents, which were reportable under legislative requirements and were either a full investigation with recommendations or a follow up after an accident to ensure that corrective action had been put into place. The nature of the investigations in addition to those noted below included:

- A partial collapse of a section of the wooden canopy structure to the rear of a school occurred. No injuries were sustained.. Premises Services responded to the issue and surveyors were quickly at the School supported by a member of the H&S Team to ascertain the extent of the problem. As a precaution, following a preliminary structural inspection and pending further investigations, a decision was taken to close the school on 14th April 2016. Parents were informed of this closure and the school continued to provide updates to parents during this incident. An investigation commenced and similar structures were reassessed.
- A Land Surveyor fell down a manhole whilst on a site visit and sustained multiple fractures; the manhole cover had been removed. Risk assessments and monitoring of condition of roadsides were in place, all procedures are being reviewed as a result of this accident.
- A primary school pupil fell from a climbing frame and fractured their arm. The equipment was not defective and had been inspected and ROSPA checked and the surface beneath was in good condition
- There were also a number of slip, trips and fall incidents.

The Health and Safety Team were able to provide advice on additional control measures. Service Area teams have been very responsive to any recommendations put forward and have implemented remedial action.

Health and Safety Executive's (HSE) Involvement and Enforcement Activities

23. During 2016/2017 there were no occasions when the Health and Safety Executive (HSE) has taken enforcement action.

Work-related Absences

24. The Management of Health and Safety at Work Regulations requires every employer to conduct risk assessments for health and safety hazards, including work-related stress. The HSE have developed Stress Management Standards to represent a set of conditions that reflect high levels of health, wellbeing and organisational performance. The Standards can be used to identify any gaps in performance and develop possible solutions.

25. Managers are encouraged to undertake a stress risk assessment when local stress issues are identified and then implement an action plan. A Stress Risk Assessment Toolkit, which is part of the Stress Management Policy, is available to managers to help them with the risk assessment

process. The toolkit incorporates the HSE's Stress Management Standards. Coaching and support on the toolkit is available through Employee Relations Teams, Occupational Health Team and the Health and Safety Team.

26. Stress Risk Assessment training can be provided to managers by Health and Safety and Occupational Health. These sessions will also illustrate and define the roles of Health and Safety and Occupational Health in the management of stress. Also, to assist with stress management a new training course, Building Resilience Training, has been introduced and this has been received well.
27. Stress Awareness training is available through the Core Skills Framework. These courses are aimed at managers and employees to look at how to recognise signs of stress and to instigate strategies for dealing with and managing stress.
28. A Counselling Service, Network of Staff Supporters (NOSS), is available to offer confidential support to employees who feel that they would like to discuss personal and work related concerns.
29. The percentage of stress related absences has fallen by 4% from 20% to 16%. The percentage of absences relating to work-related stress has also fallen from 3.51% last year to 2.63%. Targeted work continues between Human Resources Advice and Project Team, the Occupational Health Team, the Health and Safety Team and the NOSS Counselling Service to try to reduce stress related absences through the use of the Stress Risk Assessments, action plans and training for managers. All support mechanisms are based on identifying work related and personal stress at an early stage and taking early intervention through referral to the Occupational Health Team, access to a Counselling Service and instigating an action plan
30. The percentage of absences relating to musculoskeletal disorders has reduced by 3% down from 23% to 20% compared to last year's figures with the overall percentage of absences due to work-related musculoskeletal disorders rising by 1.06% from 0.36% to 1.42%. A scheme of early referral to a Physiotherapy Service through the Occupational Health Team continues to try and support employees with musculoskeletal disorders. Manual Handling training continues to be offered and manual handling accidents related to work activities are investigated and monitored to make sure that remedial action is put into place

Proactive Safety Monitoring

Health and Safety Team - Advice and Guidance

31. A Duty Safety Officer System is used within the Health and Safety Team to allow employees and managers to access telephone advice from a Safety Officer across the Council. The response time is based on the level of risk. The team took over 1,000 telephone calls, where a response was required. The most frequent queries were related to giving Safety Advice, Health & Safety Training and accidents. The Duty Safety Officer provided immediate advice and support and followed up with a site visit if necessary.
32. The Health and Safety Team continue to review the Corporate Health and Safety Policy and arrangements and update when necessary. This year many of the health and safety arrangements were updated, these included Plant and Machinery, Work at Height (General Guidance), Pressure Systems, Managing Contractors, Legionella Policy & Procedures, Guidance for Managing Choking for Adults with a Learning Difficulty.

New guidance documents and arrangements completed included Working at Height – Potential Fall Protection Equipment and Local Exhaust Ventilation (LEV).

33. The Health and Safety Team continue to work closely with service areas to provide advice, bespoke training and monitor activities to ensure that risks are being managed sensibly and proportionately.

The Crime Prevention (CP) function is part of the Health and Safety team and covers all aspects of Shropshire Council premises, property and staff. Crime Prevention contributes to the Authority's participation in the Crime and Disorder Act 1998, Section 17. The work of CP includes advising on pro-active security, crime prevention and increasingly, personal safety. In addition, the function has a re-active role addressing problems/issues i.e. anti-social behaviour, theft, burglary and staff safety. The work is across all sectors of the Council.

34. Crime Prevention promotes and assists Shropshire schools with the 'Safer School' scheme and this includes academy schools. 135 Schools are now accredited a 'Safer School' and more work to the accreditation. Virtually all Shropshire Primary schools and the majority of Senior schools are involved in Safer Schools. Following a successful Safer School accreditation, the school is reviewed every 2 years. Many schools have been involved in the scheme for 15 years or more. In partnership, West Mercia Police provide excellent support and appreciate the commitment of both the Council and schools. The Crime Prevention function has a strong link with the Shropshire Officers of West Mercia Police, permitting good partnership working when circumstances dictate.

From a corporate perspective, CP supports the health and safety team with policies and arrangements and also advises/contributes with the Council security guarding/intruder alarm contracts. The CP role continues to have a strong role in issues relating to buildings or staff safety at Council properties.

Corporate Health and Safety Audits

35. The Health and Safety Team continue to undertake Health and Safety Audits in a variety of premises to offer and advice through inspections, establishment/team visits, etc. During 2016/17, 31 audits were undertaken across the Council.

Health and Safety audits were also completed for Academy Schools and external contracts with SLA's, bringing in additional income. Additionally a number of audits were completed including 'safety tour' audits comprising informal audits and inductions to support new Headteachers, Manual Handling of People audits within Residential and Day Services and Stress audits were undertaken across a range of service areas.

36. These audits and inspections were based on a prioritisation of risk, i.e. a response to incidents and specific request from senior managers to review the premise health and safety arrangements.
37. Reports on the findings of Health and Safety Audits and Inspections were sent to key people with health and safety responsibilities in service areas and key concerns were discussed and noted at the Corporate Health, Safety and Welfare Group. The Premise Manager instigated an action plan to meet any recommendations made.

Health and Safety Monitoring (Self Audits)

38. The H&S Team undertook more than 20 site visits over the summer holiday period to assist Premise Services with monitoring their construction projects. Overall findings are similar to last year. The main issues being around:

- Asbestos Management – Often the school's asbestos register is not signed by all contractors working at the school.
- Work at height – Risk assessment around fragile surfaces. Skylights not protected or considered. The Health & Safety team had to stop contractors working on 3 occasions:
- Security of school and construction site – Sometimes little control evident around visitors to school and to areas within the school where construction may be taking place. Contractor/School responsibility with input from Premises Services.
- Sometimes no Risk Assessment and Method Statement (RAMS) or Construction Phase Plan (CPP) on site.
- Personal Protective Equipment (PPE) not always worn as identified by contractor's own risk assessment.

39. Self-Monitoring Checklists are available to premises to self assess their level of compliance with the Council's Health and Safety Policy and guidance.
40. Schools in particular are very committed to undertaking the local assessments usually with active input from Governors. Other Service Areas have not really engaged with the process this year although this is not a cause for concern. This is attributed to the restructuring of services and will be addressed by the Health and Safety Team
41. The Health and Safety Team will continue to use the scoring from the self-monitoring documentation to select and undertake health and safety audits through the year of premises and teams based on the outputs from the self-monitoring process. This will target areas where support is required to improve health and safety performance.

Service Level Agreements

42. The Health & Safety Team have developed contracts with associated Service Level Agreements (SLA's) in place with a number of Academy Schools and also externally with a range of companies. These have proved beneficial to both the team and the organisations involved.

Fire Safety

43. The Regulatory Reform (Fire Safety) Order 2005 places responsibility for fire safety at any particular premises on the "responsible person" i.e. the employer and/or the person who has control of the premises. Under this legislation, the "responsible person must ensure a fire risk assessment is carried out to determine whether the premises are safe to use and ensure that all necessary fire precautions are properly implemented.

Support, advice and training is made available to premises managers in all council buildings regarding fire safety and particularly the technical aspects of fire risk assessments. Throughout the year, compliance monitoring is undertaken with respect to all premises, which are owned, occupied or used by the council – including schools – to ensure that our statutory duties under the Fire Safety Order are being properly carried out.

Regular and close liaison with Shropshire Fire and Rescue Service (SFRS) continues and has proven to be an effective way of dealing with issues, which arise from their audits of council premises. This has helped to ensure that to date; no school enforcement notices or prohibition notices have been served

SFRS have also completed a number of school audits and again no enforcement notices or prohibition notices were served.

Health and Safety Training

44. Health and Safety Training is being delivered to Council's employees to ensure that they continue to attain knowledge, understanding and develop skills to enable them to plan, manage, supervise or undertake their work activities safely.

Over the year, 108 courses were delivered to 1,261 council delegates. This was 14 fewer courses than the previous year but achieved an increased attendance of 7.5% when compared with 2015/16.

A wide variety of topics are still being delivered, e.g. Asbestos Awareness, Lone Working and Personal Safety, Moving and Handling of Loads, Ladder Safety, Fire Safety, Fire Warden, Control of Substances Hazardous to Health, Health and Safety Awareness, Risk Assessment, Evac+Chair. A few refresher courses were also arranged and delivered for these subjects. Resilience (Managing Work-related Stress) has been added to the core topics

H&S training to external fee-paying clients has increased from 9 on-site courses the previous year to 33, attended by 349 delegates. These were run for a variety of clients i.e. School

Academies and Colleges, Town Councils, Housing Management, who are mostly signed-up to a Service Level Agreement.

There is no new Health and Safety legislation expected in the next few months and no need to develop any new courses.

The impact of The Sentencing Guidelines introduced on 1st February 2016 is having a profound effect on organisations convicted for breaches of H&S law. The total level of fines has risen from £8.2Million in 2015/16 to £13.3Million in 2016/17 this trend is expected to continue to rise over the next few years. This information is being relayed in relevant H&S training topics with the aim to emphasise the need for developing and improving H&S managements systems and improving the quality of evidence to demonstrate systems are being used.

- 45 In addition to the Corporate Training Programme, Joint Training delivered the Moving and Handling People training programme for Shropshire Council adult social care staff. They recorded 153 attendances across 22 courses. Courses delivered were Moving and Handling Induction, Moving and Handling People Refresher, Practical Hoist Refresher and Moving and Handling Champions training.

Joint Training also delivered a number of health and safety courses as part of their wider training programme, open to both Shropshire Council adult social care staff and the independent, health and voluntary sector in Shropshire. For these courses, they recorded 225 attendances across 19 courses. Of these, 82 attendances were by Shropshire Council staff. Courses delivered were Health & Safety Awareness, Food Hygiene, Care Certificate Health & Safety Introduction and Care Certificate Emergency First Aid at Work.

There were two Health & Safety Workshops attended by 28 delegates run specifically for Head Teachers, Business Managers & School Governors covering topics including Contractor Information / legal obligations surrounding building work on school sites, Fire Safety / Risk Assessment, Legal Updates.

There were 68 First Aid training courses delivered, attended by 740 delegates and these included First Aid at Work, Re-Qualification Course, Emergency First Aid at Work Course, Paediatric First Aid, Emergency First Aid at Work/ Paediatric First Aid.

Shire Services ran 80 training courses, attended by 930 delegates and these included Shire Services Induction, Refresher Manual Handling + Slips/Trips/Falls Awareness, Fire Awareness, Ladder Safety, CIEH Health and Safety Level 2, 3 & Level 2 refresher, Line Manager Health and Safety Awareness Workshop, CIEH Food Safety Level 1, 2, 3, and Refresher Food Safety Level 2 & 3. Shire Services also have Catering Managers (112 delegates) and Cleaners in Charge (81 delegates) annual meetings which include any retraining in Health and Safety key points and their manuals are updated with any changes.

There were also three IOSH Managing Safely Courses, attended by 14 delegates, of which 6 were employees and 8 were external delegates. The course is accredited by the Institution of Occupational Safety and Health (IOSH) and is aimed at delegates who have a responsibility for health and safety in their day-to-day duties.

- 46 The Health & Safety Team provide a training matrix available on both the Health and Safety Intranet and Shropshire Learning Gateway. This is designed as an on-line tool to help managers find out what is considered as essential Health & Safety training for each member of staff in their team.

The matrix identifies Health & Safety training courses required for a general or job specific role within Shropshire Council.

- 47 The Health & Safety Team provide further health and safety courses through e-learning; this supports the learner by negating the requirement for several formal (classroom style) training courses.

48 Cardinus continued to provide an e-learning platform this year, with 1000 licences hosted by Cardinus on their server. This provides school employees and others within Shropshire Council who cannot access the intranet the opportunity to carry out health and safety (e-learning) training i.e. using external email. The system is also used by external clients.

49 The fully interactive e-learning courses are:

- Fire Safety Plus
- Safety for Line Managers
- Manual Handling Plus
- Manual Handling for the Office
- Effective Risk Assessment

50 These e-learning training courses are hosted on the intranet allowing training to be delivered directly to the employee's computer, who can access the training at their own convenience. Courses are set-up after a request from the delegate and completed in their own time; the course will remain 'live' until completed or deleted by the administrator.

Course Title	Requested	Completed	Unfinished
Fire Safety Plus	22	21	1
Manual Handling Plus	46	40	6
Manual Handling in the Office	4	4	0
Safety for Managers	5	4	1
Risk Assessment	69	43	26

New e-learning capability was introduced in the beginning of 2017 with the launch of the Learning Pool platform. H&S modules will be reviewed and added to the training portfolio over the forthcoming year.

Cardinus Workstation Safety Plus

51 The software system for undertaking intranet based risk assessment and training continues to be used. The software is well received by managers and employees as it allows cost effective and accessible training to be available. This negates the necessity for employees to leave their workstation to undergo training and to complete a workstation risk assessment. The council has extended the Cardinus contract and has now moved from a self-hosted option to being hosted by Cardinus themselves. This means less IT support is needed in-house and the reliability of the system is better. Work is underway to transfer to the latest version of the Cardinus platform.

52 During 2016/2017 there were approximately 3381 users on the system and 2456 workstation assessments were completed. Users complete a risk assessment, producing a high, medium or low risk result. They are then presented with an action report detailing the measures required to rectify issues raised and reduce risks. During the period, the high risks were reduced to 30%, medium risks reduced to 14% and the low risks stayed the same at 56%.

Health, Safety and Welfare Group

- 53 The Group met four times to consult with Trade Union colleagues on health and safety matters. It receives progress updates from the Health & Safety representatives and a report from the Health and Safety Manager on health and safety performance, accidents, briefings on new legislation and progress with agreed targets. The meetings are well attended with focus given to strategic health, welfare and safety matters and proactive work, which improves knowledge and performance.

Occupational Health - Workplace Wellbeing

- 54 To improve workplace wellbeing and ensure that employees take responsibility for their own health and wellbeing, the Occupational Health Team in conjunction with support from a Human Resources Officer, arranged a wellbeing event. The event took place on the 7th November 2016 at Shirehall and was billed as a 'Feel Good' Monday Event. It was the second wellbeing event of the year following on from one on the 12th February 2016.

The event was attended by over 115 employees and incorporated a variety of different activities, both informative and interactive.

Events on the day included:

- Help2Change who facilitated the provision of physiotherapy sessions from Robert Jones & Agnes Hunt Orthopaedic Hospital and provided Healthy Heart sessions on the day.
- A variety of pre bookable sessions were rolled out in the days prior to the event with a good level of sign up. These consisted of a variety of activity taster sessions e.g. salsa lessons, laughter workshops, and seminars on mindfulness.
- In order to ensure that employees attending on the day did not feel they had missed out if they had not pre booked, there were also sessions from local alternative therapists who offered Indian Head Massage, reflexology and neck and shoulder massage which were provided on a 'walk in' basis.
- In addition, there was use, for three days, of a Healthcare Monitor, which gave employees the opportunity to undertake measurements for height, weight, pulse and blood pressure. This provided the employee with an overall BMI reading. The trial of a healthcare monitor proved to be one of the most popular activities and consequently from February 2017 the Healthcare Monitor was leased for a 12-month period and sited in Shirehall. Since its' installation it has been used 549 times. The responses from employees regarding the equipment has been really positive.
- Shropshire Community Leisure trust offered free passes to swim and gym sessions.
- There were also stands from Human Resources and Occupational Health and Safety with information about policies, workstation assessments, and an opportunity to ask employees any questions they might have.
- The Counselling Service, NOSS, had a stand, which gave useful information and free bottles of water to keep employees hydrated.
- This event also had representation from our employee benefits providers with Paycare, P&MM and Dunham McCarthy who promoted their offers and P&MM also held a raffle on the day for £25 worth of free vouchers, which was won by a member of the pension team.
- Other health advisors such as Shropshire One You and Help2Slim were present.
- Representatives from LGPS and Pensionwise had stands, which highlighted the offer and support available to Shropshire Council employees.

Since January 2017, seven employee wellbeing sessions have been run with 56 people getting involved. The sessions for the first quarter of 2017 were:

- Early bird workout
- Let's Salsa
- How to get active in Shropshire (linking in with Shropshire Community Leisure Trust)
- Healthy Heart checks

- Stop smoking advice
- Prostate Cancer awareness session
- Nutrition and hydration workshop

Summary of Key Performance Indicators

- 55 Good progress has been made during 2016/2017 on managing health and safety across the Council. This can be demonstrated through the development of health and safety arrangements and initiatives undertaken to reduce and manage risk.
- 56 The Health and Safety Team continue to monitor performance through audits and inspections.
- 57 Reportable employee accidents to the HSE have reduced and minor accidents have also reduced compared to last year's figures. Regular reporting occurs to the Health, Safety and Welfare Group to monitor accident statistics throughout the year.
- 58 On comparison with other Unitary Councils, who took part in a benchmarking exercise, Shropshire Council looks favourable in all the benchmarked areas for accident statistics.
- 59 The Health and Safety Team has provided robust and responsive service to service areas on health and safety issues through offering advice by telephone, site visits, and attendance of meetings, provision of investigation reports and the delivery of the Managing Safely Course to managers and supervisors.

Actions for 2017/2018

Key priorities for Shropshire Council are:

- The Health and Safety Team to work with Service Areas to produce and implement H&S management systems including policies, procedures and arrangements
- Development of external contracts with associated Service Level Agreements in place.
- Continue updating and monitoring of Workstation Safety Plus to reduce risks associated with musculoskeletal disorders.
- Raise awareness of workstation assessments in particular agile working.
- Continuation of staff wellbeing events throughout the year.
- Support 'Leap into Learning' development for e-learning health and safety awareness courses across service areas.
- Digital Transformation Programme – support development for the management of accident data and case management arrangements for occupational health.
- Promote and engage with Service areas on increased use of the self-monitoring checklists to self-assess compliance with health and safety.
- Employee wellbeing will fit in as part of the Corporate Culture Change programme.

Progress on Action Plan for 2016/2017

Activity	Outcome	
Review of H&S Arrangements to ensure up to date and relevant to organisation	☺	On-going, Arrangements are being updated in line with project plan, which is based on level of risk.
Production of Annual Health & Safety Performance Report including benchmarking with other unitary LA's for presentation to senior management and elected members	☺	Data being collected for the 2016/2017 annual report. 2015/16 report completed and agreed at Directors meeting on 5th September 2016. Portfolio Holder briefed. Presented to Cabinet on 28th September 2016. All signed off. .
Targeted Safety Auditing to measure compliance and provide recommendations for improvements.	☺	On track with plan
Work with Service Areas to produce and implement H&S management system including policies, procedures and arrangements.	☺	Draft H&S arrangements have been provided as needed to teams on request and as needed.
Development of contracts across council and externally with associated Service Level Agreements in place.	☺	Collaborative work on SLA's and Contracts underway
Continue updating and monitoring of Cardinus-Workstation Safety Plus to reduce risks associated with musculoskeletal disorders	☺	Structure amended to reflect change from Commissioning to P&E. Passed to Cardinus January 2017 to upload so testing can take place on Cardinus hosted system. Both systems still operational and in use.

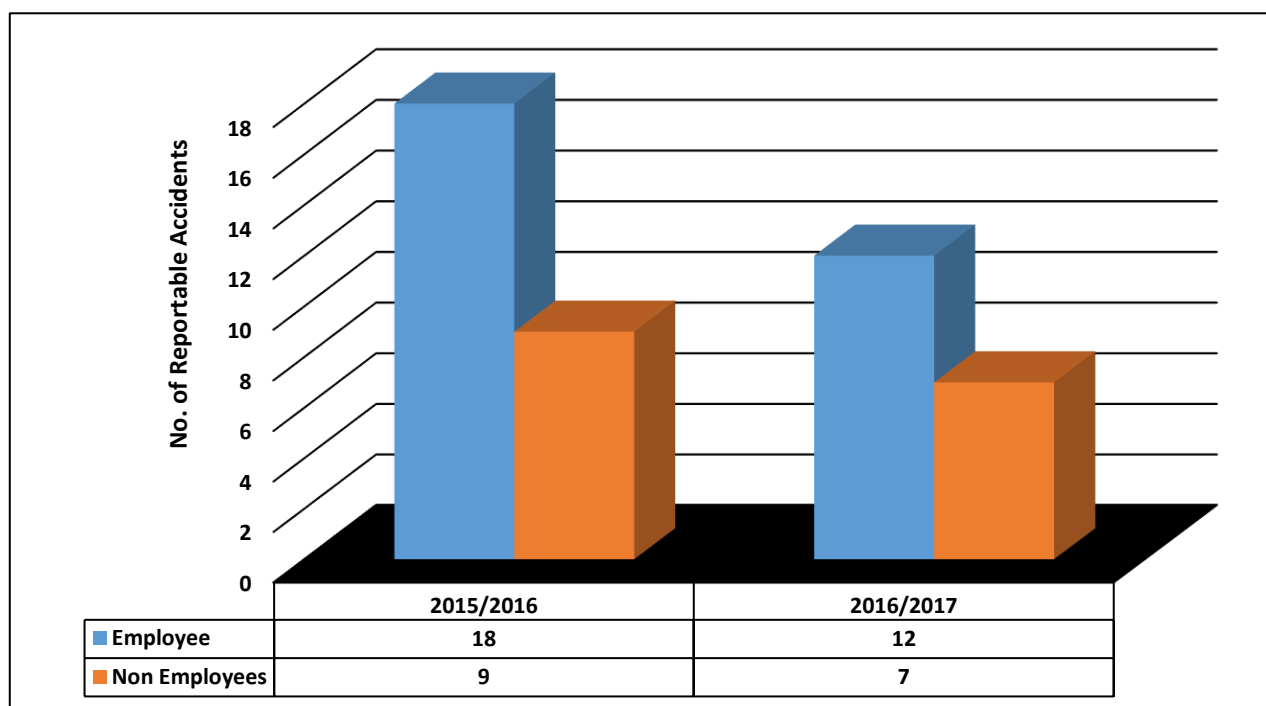
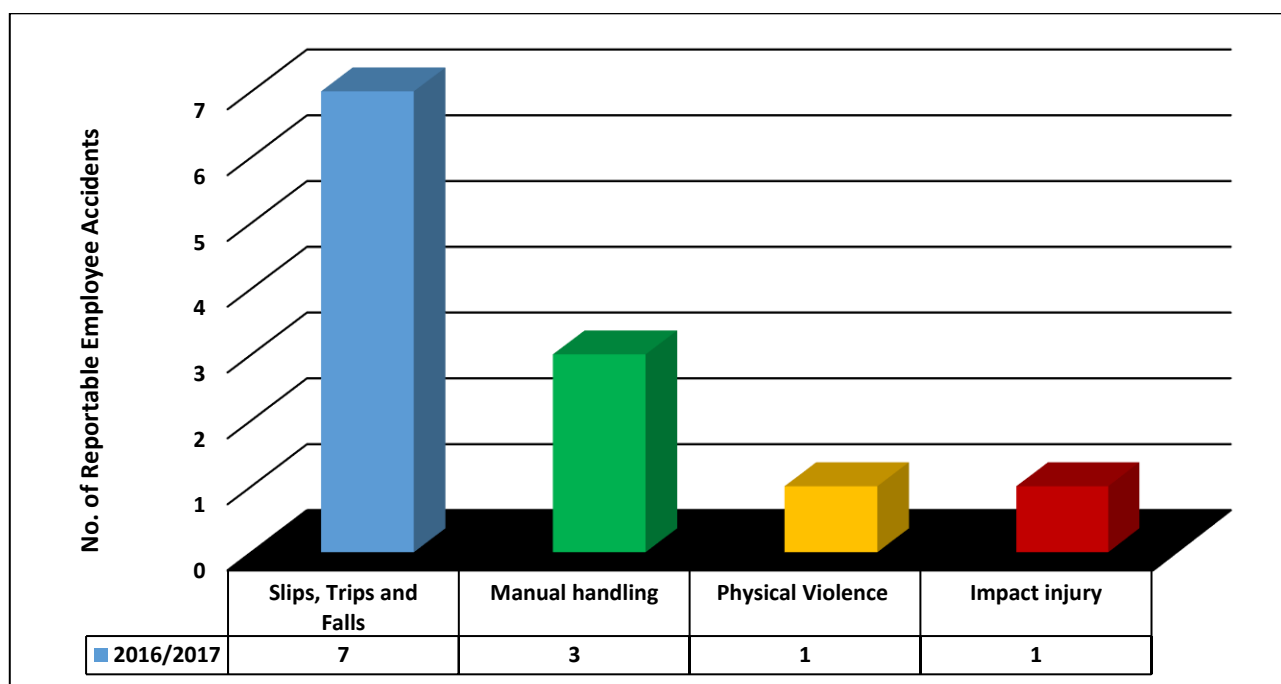
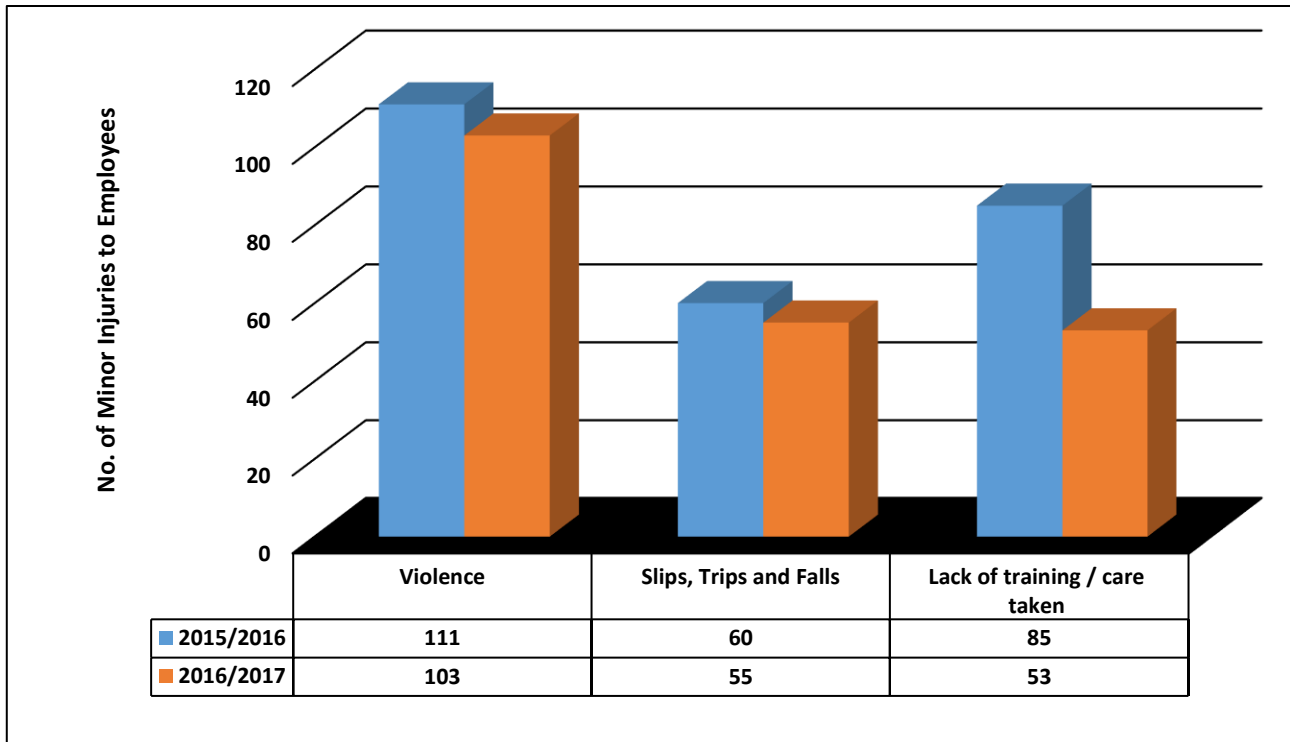
Accident Charts for Shropshire Council**Chart 1: Number of Reportable Employee Accidents for 2015/2016 and 2016/2017****Chart 2: Main Causes of Reportable Employee Accidents for 2016/2017**

Chart 3: Main Causes of Minor Injuries to Employees for 2015/2016 and 2016/2017**Appendix Three****Benchmarking with other Unitary Councils**

*AIR = Accident Incident Rate - used for benchmarking purposes

$$\text{AIR} = \frac{\text{Number of Accidents}}{\text{Number of Employees}} \times 1000$$

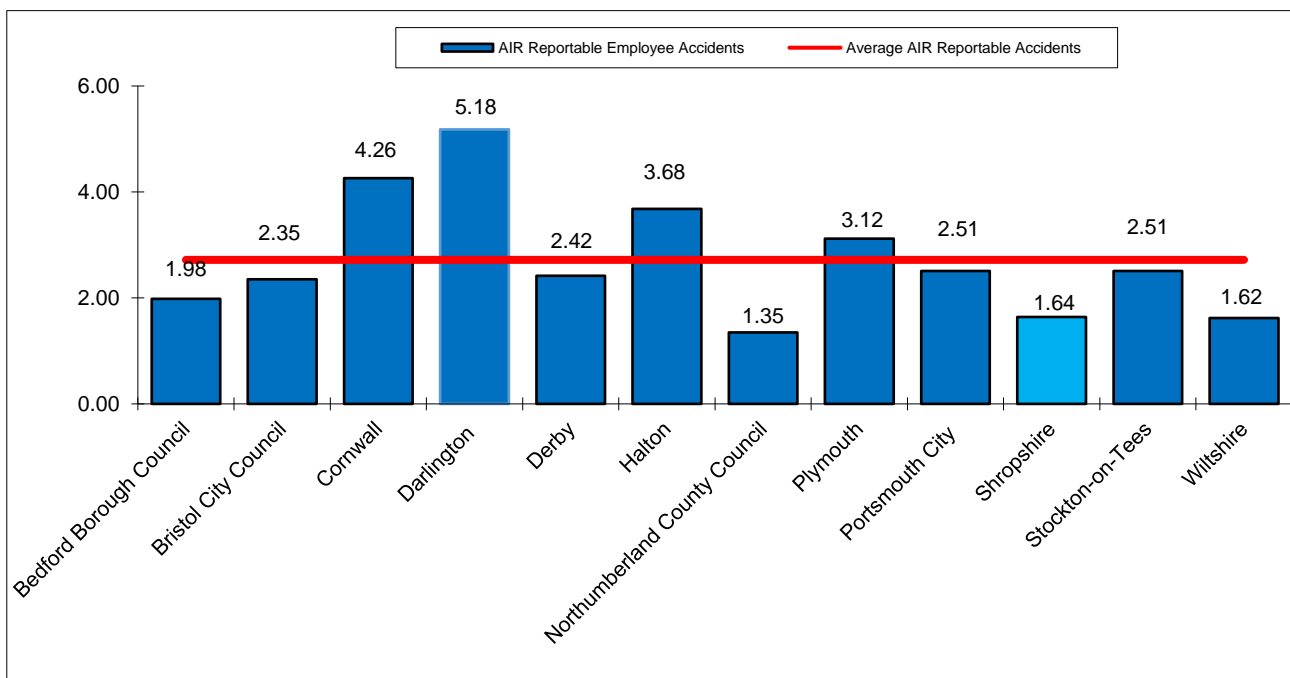
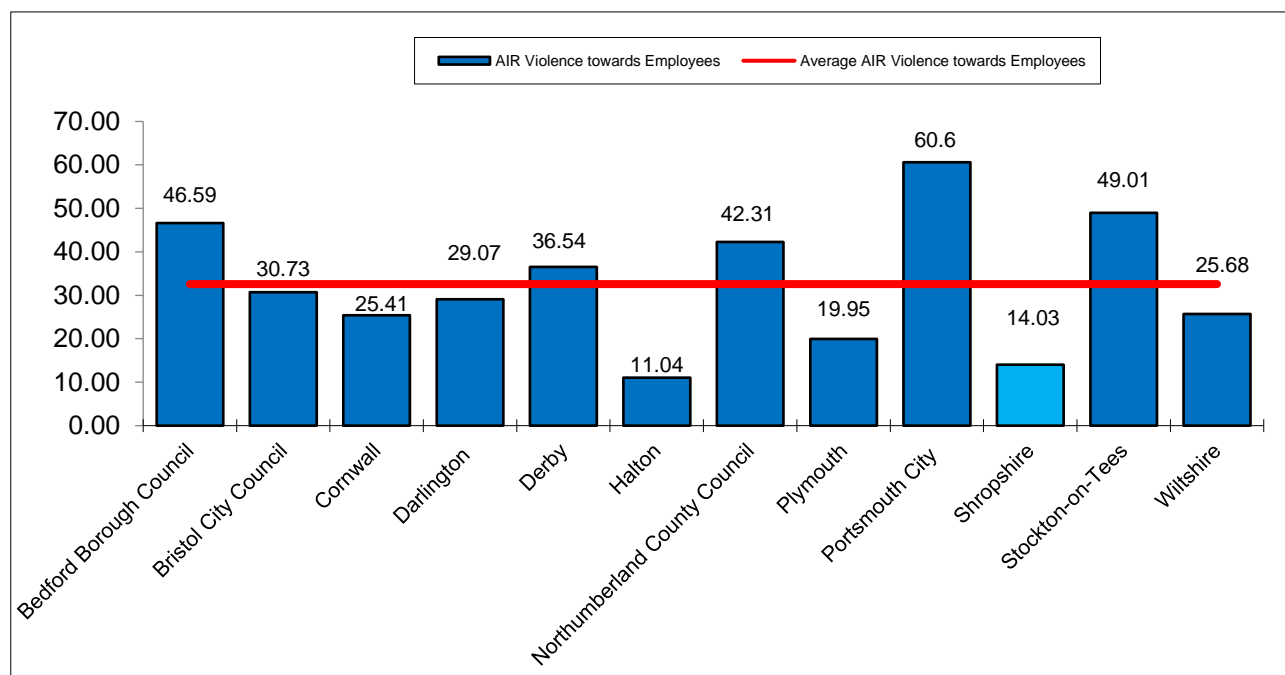
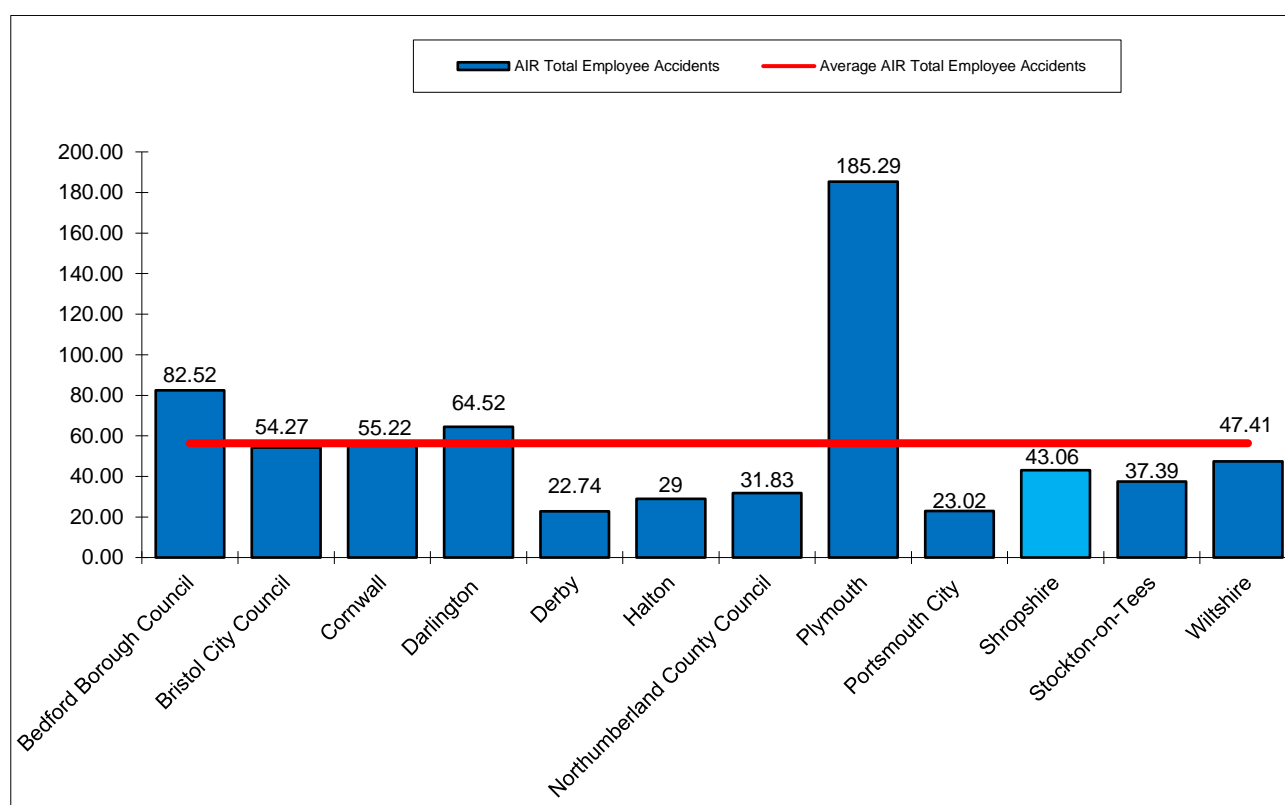
Chart 4: Benchmark for Reportable Injuries to Employees

Chart 5: Benchmark for Violence to employees**Chart 6: Benchmark for Total Accidents to Employees**

Appendix Three

Benchmarking with other Unitary Councils

Council	Number of Employees (Head Count)	Reportable Employee Accidents	AIR* (Reportable Employee Accidents)	Violence to Employees	AIR* (Violence to Employees)	Total Employee Accidents /Incidents	AIR* (Total Employee Accidents)
Bedford Borough Council	4035	8	1.98	188	46.59	333	82.52
Bristol City Council	12788	30	2.35	393	30.73	694	54.27
Cornwall	7044	30	4.26	179	25.41	389	55.22
Darlington	2511	13	5.18	73	29.07	162	64.52
Derby	9498	23	2.42	347	36.54	216	22.74
Halton	4620	17	3.68	51	11.04	134	29
Northumberland County Council	10400	14	1.35	440	42.31	331	31.83
Plymouth	5764	18	3.12	115	19.95	1068	185.29
Portsmouth City	6386	16	2.51	387	60.60	147	23.02
Shropshire	7339	12	1.64	103	14.03	316	43.06
Stockton-on-Tees	3,183	8	2.51	156	49.01	119	37.39
Wiltshire	11136	18	1.62	286	25.68	528	47.41

60 Financial Implications

There are no financial implications associated with this report. There may be future financial implications in respect of the Actions for 2017/2018 although these will be approved by Senior Managers before they are progressed.

61 Conclusions

This report indicates that the health and safety performance of Shropshire Council has been managed well over the last twelve months.

The next twelve months will continue to see new challenges in light of the financial climate. It is important to maintain focus on sensible risk management so that risks can be managed sensibly, appropriately and proportionately.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information) None
Human Rights Act Appraisal The recommendations contained in this report are compatible with the provisions of the Human Rights Act 1998.
Environmental Appraisal N/A
Risk Management Appraisal The contents and key actions of this report are in compliance with good risk management.
Community / Consultations Appraisal Mechanisms are in place for consultation with employees and Trade Unions.
Cabinet Member
Steve Charmley
Local Member
N/A
Appendices - 3
Appendix One – Progress on Action Plan for 2016/2017 Appendix Two – Accident Charts for Shropshire Council Appendix Three – Benchmarking with other Unitary Councils