



Shropshire Council  
Legal and Democratic Services  
Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: 20 July 2015

**Committee:**

**Decision Making Session by Portfolio Holder for Resources, Finance and Support**

**Date: Tuesday, 28 July 2015**

**Time: 3.30 pm**

**Venue: Room 1S 131, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND**

You are requested to attend the above meeting.  
The Agenda is attached

Claire Porter  
Head of Legal and Democratic Services (Monitoring Officer)

**Members of Decision Making Session by Portfolio Holder for Resources, Finance and Support**

Mike Owen

Your Committee Officer is:

**Penny Chamberlain** Principal Committee Officer

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# AGENDA

**1 Annual Report on Health and Safety Performance for 2014/2015 (Pages 1 - 18)**

Report of the Health and Safety Manager is attached, marked 1.

Contact: Carol Fox – 01743 252814

Note: Portfolio Holder Decision Making Sessions are not open to the public. However Members of the public are welcome to submit a request to address or ask a question of the Member making the Portfolio Holder decision. Any request should be submitted in writing to the Chief Executive at The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND by no later than 2 clear working days before the proposed Member Session. This is to ensure that the individual member has sufficient time to decide whether or not to hear such persons and if so the arrangements to be made. If you would like further details please telephone 01743 252729 or email [penny.chamberlain@shropshire.gov.uk](mailto:penny.chamberlain@shropshire.gov.uk)



Portfolio Holder Decision Making Session and date/time

DATE: 28<sup>th</sup> July 2015 3:30pm

Item

TBC

## ANNUAL REPORT ON HEALTH AND SAFETY PERFORMANCE FOR 2014/2015

**Responsible Officer** Carol Fox, 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 2014/2015 of Shropshire Council, and identifies key priorities for 2015/2016.

### 2. Recommendations

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

- Good progress has been made during 2014/2015 on managing health and safety across the Council.
- Reportable employee accidents to the Health & Safety Executive (HSE) have increased and minor accidents have 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 Health & Safety Team continues to maintain a good relationship with the HSE, both proactively and in response to involvement regarding specific incidents. The HSE has responded positively to how incidents have been managed.

#### B. The Key Actions for 2015/2016 are agreed

The key actions for Shropshire Council are:

- H&S training package to be developed and delivered to Service Managers and Team Managers with H&S responsibilities in line with recent senior managers training.
- Develop and implement Employee Protection Register / PVP database for the council in conjunction with stakeholders from across the council
- Continue monitoring of Workstation Safety Plus to reduce risks associated with musculoskeletal disorders.

#### Reasons for decision

To permit the Council to publicise its Annual Health and Safety Performance Report on its website and to share the findings of the Annual Accident Statistics Benchmark exercise with the other participating Councils.

## 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 2014/2015

1. Positive progress has been made with the completion of the actions for Shropshire Council arising from the Action Plan for 2014/2015. Some of the key actions where progress has been made are:
  - 42 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. Asbestos, Legionella, Manual Handling, Mobile Phones, New Construction (Design and Management) Regulations.
  - 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.
  - Draft IP&E H&S policy documents were produced for approval.

See Appendix One on page 11 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 is the 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 increased compared to the data from 2013/2014 from 12 to 16. The number of incidents related to non-employees has reduced from 14 to 7. See Appendix Two, Chart 1.
8. The main causes of the reportable employee accidents to the HSE are Slips/Trips/Falls (50%) and Manual Handling related accidents (37.5%). See Appendix Two, Chart 2.
9. This year, Shropshire Council had 878 accidents in total, comprising 23 reportable accidents, 695 minor accidents and 160 near-misses. The previous year's figure was 1395. This lower figure can be attributable in part to the following:
  - Schools do not have to report very minor injuries via the CARS reporting form system. Additionally, some schools previously feeding into the figures have converted to academies.
  - Each accident form is reviewed by a Health and Safety Officer and as a result some forms are not recorded onto the Accident Database if they do not fall into the criteria of a workplace accident, i.e. child had nose bleed after swimming.
  - This year, the head count of the council has reduced by 6.95%.
10. There were 695 minor accidents reported in total (1083 last year), 335 to employees (489 last year), 51 to service users (100 last year), 49 to visitors (103 last year), and 237 to pupils (359 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 108 (32% - 182 / 37% last year) 72 Slips, Trips & Falls (21% - 84 / 17% last year) and 66 relating to human error e.g. bumped head on unit, hit thumb using hammer (21% - 50 / 10% last year). See Appendix Two, Chart 3.
12. Of the 32% 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 which resulted in minor injuries being sustained, i.e. bruises, bites, scratches. These areas monitor behaviour very closely and have behavioural plans in place. One of these Special Schools has now converted to academy status so will not feed into these figures next year.
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 and Benefits, and relating to members of the public visiting leisure or cultural services.
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 very favourably with other Councils for reportable accidents (RIDDORS) to the HSE. Shropshire Council has an AIR figure of 1.94 compared with the average AIR figure is 3.23 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 13.06 which is below the average for the participating Councils which is 32.12. 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 40.52. This is below the average for the participating Councils which is 76.06. 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:

- An elderly, partially-sighted member of the public visiting the Shirehall for a meeting tripped and fell on an external staircase. Whilst the stairs were in a reasonable state of repair, it was noted that some of the marked stair nosings were not as visible as they could have been and these have now been re-marked.
- A service user at a farm was attempting to clear a blockage on a disconnected mower, when the blade moved slightly and impacted the finger resulting in a bone chip. The task has now been revised so that blockages will only be removed with the use of a spatula tool meaning fingers are not able to be struck.
- Three members of the public sustained injuries at a theatre when an acoustic ceiling panel fell from its mounting as they were leaving the auditorium. The injuries were of a minor nature. The design and method of fixing would appear to be inadequate based on an independent report and action is being taken based on the recommendations contained within the report. More permanent remedial work is planned during the August shut down.
- 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. There has been one occasion when the Health and Safety Executive (HSE) has made direct contact.

- **An electrical Incident involving a pupil.**

A Year 6 pupil was undertaking an Assembly Hall set up with two other pupils. The task involved putting out chairs, setting up and moving an overhead projector into the middle of the hall so as to allow it to project onto the wall. As projector didn't work the IP then decided to take the plug out of the wall and as she went to take the plug out her thumb touched the wires inside the plug. The H&S Team investigated the incident and worked with the school to establish the immediate and underlying causes of the incident and to produce an action plan.

A HSE Safety Officer subsequently contacted the H&S Team to discuss the incident and advised they would take no further action following our investigation and action plan.

- **Update on choking incident.**

The Health and Safety team investigated an incident involving a service user at a day centre in December 2012. During lunch time, a service user was given first aid due to a choking incident. The service user was taken to hospital and later pronounced dead. The incident was reported to the Coroner and the Health and Safety Executive (HSE). The HSE and the Health and Safety team carried out individual investigations. The outcome of the Coroners Court was a narrative verdict of accidental death. The HSE has informed the Council that they have concluded their investigation and it is likely that they will be progressing with legal proceedings against the Council.

24. Subject to the previous paragraph, no enforcement action has been taken by the HSE as a consequence of their investigations or follow-up meetings.

### **Work-related Absences**

25. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. The percentage of stress related absences has risen by 1% up from 19% to 20%. The percentage of absences relating to work-related stress has fallen from 12.02% last year to 7.94%. Targeted work continues between Employee Relations, the Occupational Health Service, 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 Service, access to a Counselling Service and instigating an action plan.

31. The percentage of absences relating to musculoskeletal disorders has fallen by 1% down from 22% to 21% compared to last year's figures with the overall percentage of absences due to musculoskeletal disorders rising by 0.41% from 0.74% to 1.15%. 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**

32. 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 accidents, premise safety and health and safety training. The Duty Safety Officer provided immediate advice and support and followed up with a site visit if necessary.
33. 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 Asbestos, Event Safety Guidance Pack, Kitchen and Food Safety, Legionella, Manual Handling, Manual Handling of Loads (inanimate objects), Mobile Phones and Driving FAQ's, Mobile Phones, New Construction (Design and Management) Regulations, Noise, Non-ionising Radiation, Outdoor Peripatetic Workers, Photocopier and Laser Printers, Personal Protective Equipment, Pregnant Workers, Risk Assessment, Safety Committee and Representatives, Safety Training, Statutory Inspections, Temperature Control in Workplaces, Vibration Control, Violence Prevention, Voluntary Workers Procedure, Washroom and Toilet Facilities, Waste Disposal and Electrical and Electronic Waste, Work Equipment-Hand Tools, Work Equipment-Powered Tools, Young People and Work Experience.

New guidance documents and arrangements completed included Medication Policy – Adult Day Services.

34. 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.
35. 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. Crime Prevention promotes and assists Shropshire schools with the 'Safer School' scheme. 122 Schools are now accredited a 'Safer School' and a further 20 schools are working to accreditation – an increase on previous years. Following a successful accreditation, it is reviewed every 2 years. Many schools have been involved in the scheme for 10 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.

### **Corporate Health and Safety Audits**

36. 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 2014/15, 42 audits were undertaken across the Council. These included 'safety tour' audits which comprise informal audits and inductions to support new Headteachers, Manual Handling of People audits within Residential and Day Services and stress audits across a range of service areas.
37. 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.



38. 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.
39. The Health & Safety team carried out a number of targeted inspections involving construction works in schools over the summer period. Works included refurbishment, roofing and electrical activities. A total of ten inspections were completed. A common theme in the majority of visits related to the management of asbestos during refurbishment and planned maintenance within the schools. Various issues were identified and recommendations were made regarding site safety, fire safety, site management, scaffolding, working at height, working practices of contractors and use of PPE.

### **Health and Safety Monitoring (Self Audits)**

40. Self-Monitoring Checklists are available to premises to self assess their level of compliance with the Councils Health and Safety Policy and guidance.
41. Schools in particular are very committed to undertaking the local assessments usually with active Governor input. Other Service Areas haven't really engaged with the process this year although this isn't a cause for concern. This is attributed to the restructuring of services.
42. 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.

### **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 carry out a fire risk assessment 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) has proven to be an effective way of dealing with issues which arise from their audits of council premises and has helped to ensure that to date, no enforcement notices or prohibition notices have been served. The council's Fire Safety Group - which includes representation from SFRS and all council service areas – meets every three months to provide a high level overview of fire safety matters affecting council premises. Operational level consultation meetings are held each month to consider specific issues; these meetings also provide an opportunity for SFRS to comment on proposals for improvement works to council premises and schools. SFRS have also completed a number of school audits and no enforcement notices or prohibition notices being served. Some notifications of deficiencies were issued and the H&S Team have supported schools in addressing the issues that have been raised.

The Learning and Skills Fire Improvement Strategy Panel meet each month to consider fire safety improvements which are required to all schools throughout the county. Schools are surveyed and considered in order of priority and the panel commission improvement works to school buildings where these are found to be necessary. Over the period up to spring 2015 improvement schemes have been developed and implemented at a number of schools; these

works can be expected to bring the buildings up to a standard necessary to meet fire safety legislation.

## Health and Safety Training

44. Health and Safety Training continues to be delivered to employees to ensure that skills and understanding is achieved and maintained to enable employees to either plan, manage, supervise or undertake their work activities safely. 105 courses were delivered to 1,059 delegates. A further 25 courses were delivered to fee paying external clients, i.e. School Academies and Colleges, Town Councils, Housing Management. Total value billed for this work was £5,070.

The subjects delivered included: Asbestos Awareness and annual refresher, 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. Refresher courses were also arranged and delivered for these topics.

A few new Health and Safety courses have been developed over the last 12-months and are now being scheduled for delivery over the next year.

- Resilience – new ways of thinking about dealing with work-related stress
- Health and Safety at Work for directors and senior managers
- Health and Safety essentials for people managing premises
- Construction (Design and Management) Regulations 2015

45. In addition to the Corporate Training Programme, 35 specialised health & safety courses were delivered to Adult Social Care and attended by 254 delegates (including basic moving and handling courses delivered to service users at Maesbury Metals and Greenacres). Courses delivered were Moving and Handling Induction, Moving and Handling People Refresher, Practical Hoist Refresher, Moving and Handling Champions training and Basic Moving and Handling Loads for Service Users.

There were 3 H&S Workshops 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.

The Occupational Health Service ran 78 training courses, attended by 761 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, Stress Awareness for employees and Stress Awareness for Managers.

Shire Services ran 124 training courses, attended by 1089 delegates and these included Shire Services Induction, Refresher Manual Handling + Slips/Trips/Falls Awareness, Fire Awareness, Ladder Safety, CIEH Health and Safety Level 2 & Level 2 refresher, Line Manager Health and Safety Awareness Workshop, CIEH Food Safety Level 1, 2, 3, and Refresher Food Safety Level 2.

There were also four IOSH Managing Safely Courses, attended by 19 delegates, of which 16 were employees and 3 were external delegates. The course is accredited by the Institution of Occupational Safety and Health (IOSH) and is aimed at Managers 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 is an Excel application that identifies Health & Safety training courses required for a general or job specific role within Shropshire Council.

The demonstration of the application gained the approval of the senior management teams. Managers at all levels were positive about the purpose of the matrix and considered it would be a useful tool.

47. The Health & Safety Team launched further health and safety e-learning courses; 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 such as Star Housing.
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.

### **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. This year, the system was moved between servers. Looking to the future, the Cardinus contract expires in September 2015, and the team has evaluated options both from Cardinus and other providers to ensure that the council continues to have a best-value and fit for purpose DSE and e-learning solution in place. A decision on the way forward will be taken in July 2015.
52. During 2014/2015 there were approximately 3169 users on the system and 2267 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 27%, medium risks reduced to 15% and the low risks increased to 58%.

### **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.

## Summary of Key Performance Indicators

54. Good progress has been made during 2014/2015 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.
55. The Health and Safety Team continue to monitor performance through audits and inspections.
56. Reportable employee accidents to the HSE have increased and minor accidents reduced compared to last year's figures. Regular reporting occurs to the Health, Safety and Welfare Group to monitor accident statistics throughout the year.
57. On comparison with other Unitary Councils, who took part in a benchmarking exercise, Shropshire Council looks very favourable in all the benchmarked areas for accident statistics.
58. 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 2015/2016

Key priorities for Shropshire Council are:

- To implement training courses for Service Managers/Team Managers on the management of health and safety.
- Develop and implement Employee Protection Register / PVP database for the council in conjunction with stakeholders from across the council
- Continue monitoring of Workstation Safety Plus to reduce risks associated with musculoskeletal disorders.
- Maintain support to the Commissioning Group to enable health and safety implications to be considered and duly managed for any new contracts.
- To support the procurement of the HR/Payroll System in relation to the capture and reporting of accident data, health and safety training records and occupational health records.
- To continue to monitor health and safety performance through Auditing and Inspection of workplaces and work activities.

## Conclusions

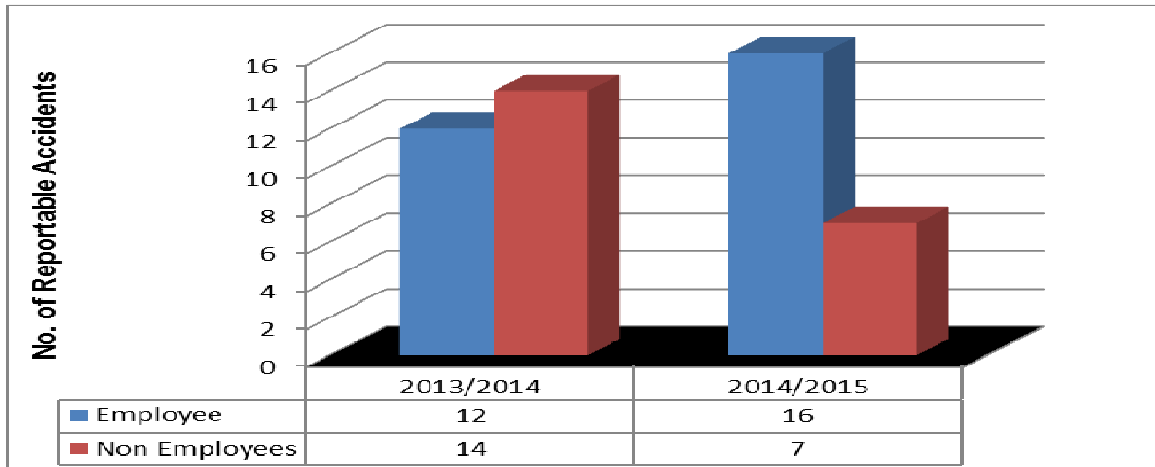
59. This report indicates that the health and safety performance of Shropshire Council has been managed well over the last twelve months.
60. The next twelve months will see new challenges in light of the financial climate. It is important to maintain focus on sensible risk management so that risks can be managed sensibly, appropriately and proportionately.

## Progress on Action Plan for 2014/2015

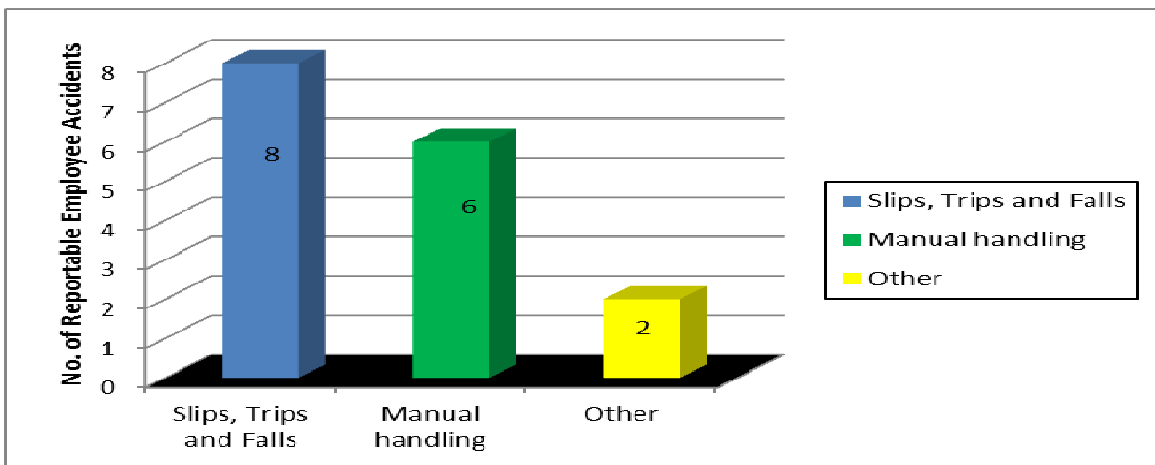
Activity	Outcome	
Review of H&S Arrangements to ensure up to date and relevant to organisation	J	On-going, Arrangements are being updated in line with project plan which is based on level of risk. Construction design management (CDM) procedure awaiting sign off by HSW Group
Production of Annual Health & Safety Performance Report including benchmarking with other unitary LA's for presentation to senior management and elected members	J	Data being collected for the annual report. 2013/14 report completed and signed off by Portfolio Holder on 2/12/2014.
Targeted Safety Auditing to measure compliance and provide recommendations for improvements.	J	On track with plan
To develop and pilot electronic CARS reporting form for use with outlook	J	No further progress due to other priorities from other services supporting the design. Currently no plans to progress due to possible procurement of alternative HR/Payroll system.
H&S training package to be developed and delivered to Service Managers and Team managers with H&S responsibilities in line with recent senior managers training.	J	Draft package and Team identified to use as a Pilot.
Work with IP&E to produce and implement H&S management system including policies, procedures and arrangements.	J	Policy statement for IP&E and IP&E Traded provided and main policy under development at present. Awaiting more information before further policy work is carried out.
Development of contracts across council and externally with associated Service Level Agreements in place.	J	Collaborative work on SLA underway
Develop and implement Employee Protection Register / PVP database for the council in conjunction with stakeholders from across the council	K	Unlikely to commence due to priorities/workload of IT project team
Continue updating and monitoring of Cardinus-Workstation Safety Plus to reduce risks associated with musculoskeletal disorders	J	Cardinus is still being rolled out to new staff. Resource Link is now up to date with structures as of January 2015 and the server is up to date. Cardinus were asked to facilitate the server move from a technical perspective. Once completed and full functionality established, the structures can be updated and a re-launch planned. Quotes from other providers were evaluated with a view to decisions being finalised for end of Cardinus contract in September 2015. User license number has been rationalised in line with smaller size of organisation.

**Accident Charts for Shropshire Council**

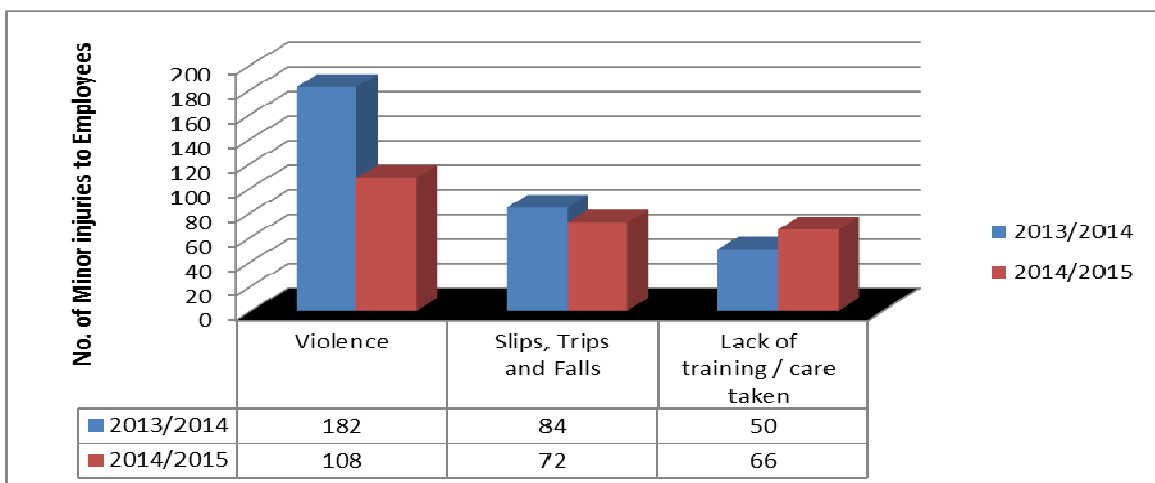
**Chart 1: Number of Reportable Employee Accidents for 2013/2014 and 2014/2015**



**Chart 2: Main Causes of Reportable Employee Accidents for 2014/2015**



**Chart 3: Main Causes of Minor Injuries to Employees for 2013/2014 and 2014/2015**

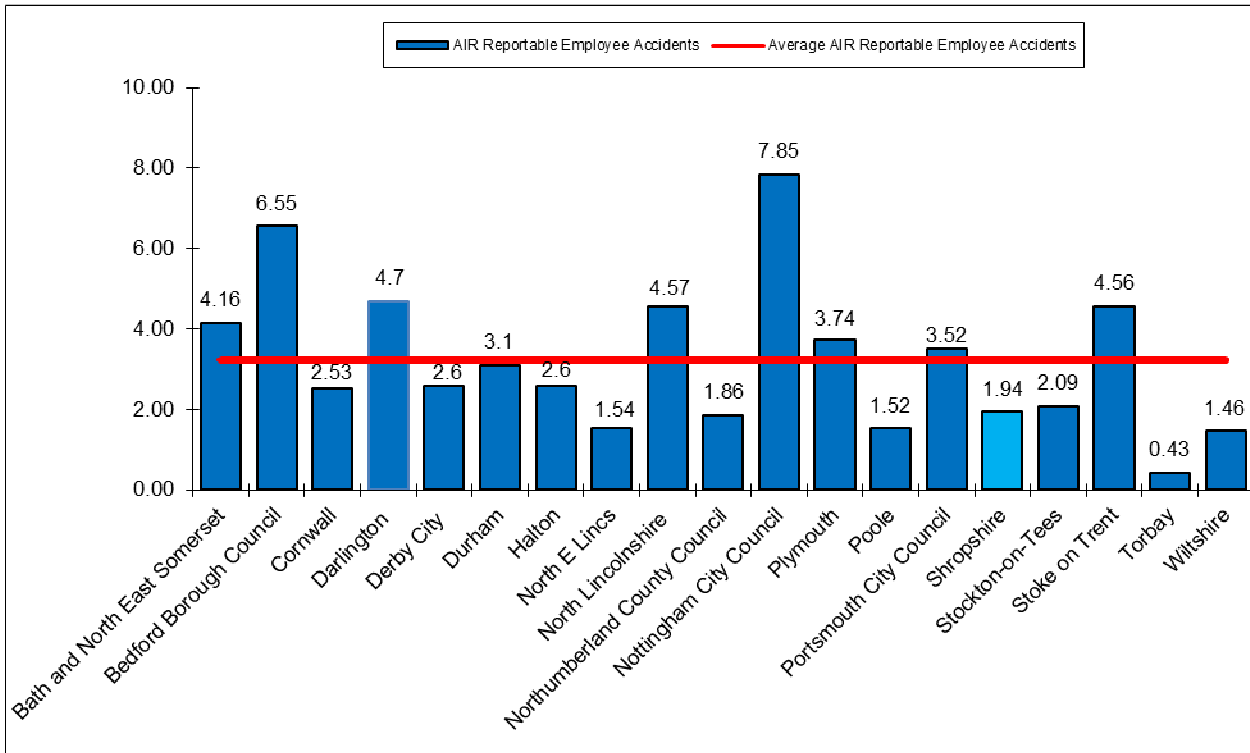


**Benchmarking with other Unitary Councils**

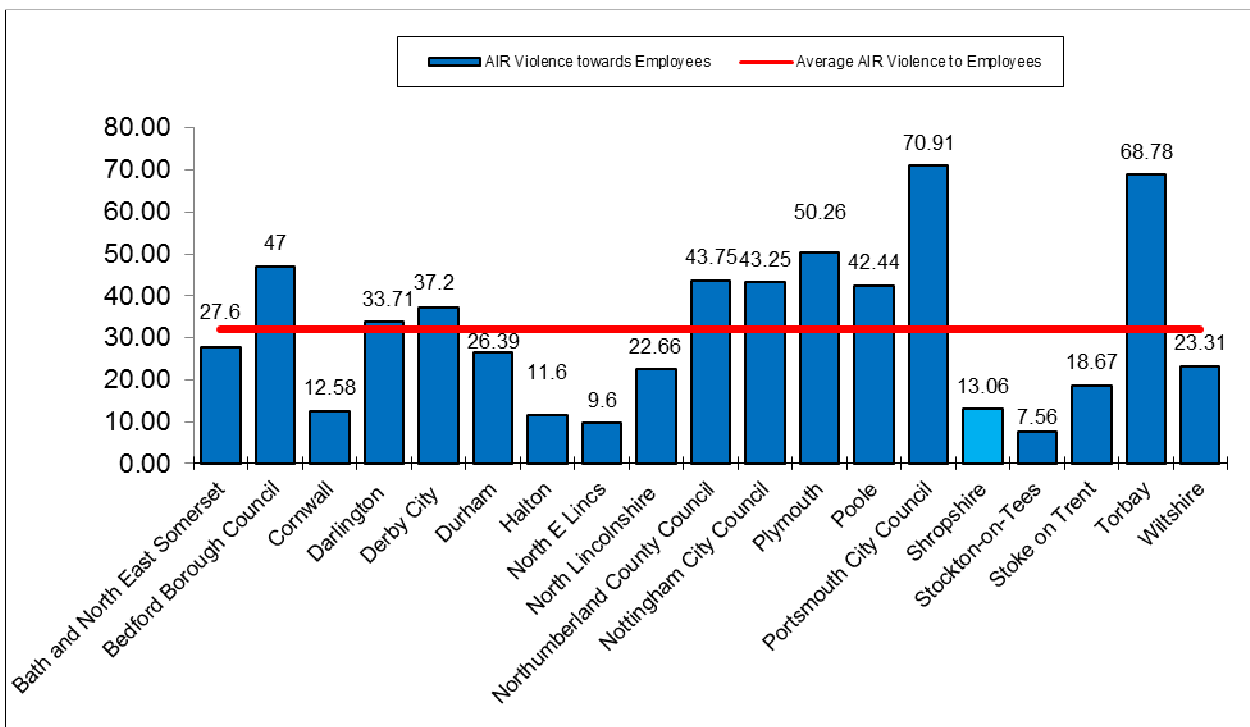
\*AIR = Accident Incident Rate - used for benchmarking purposes

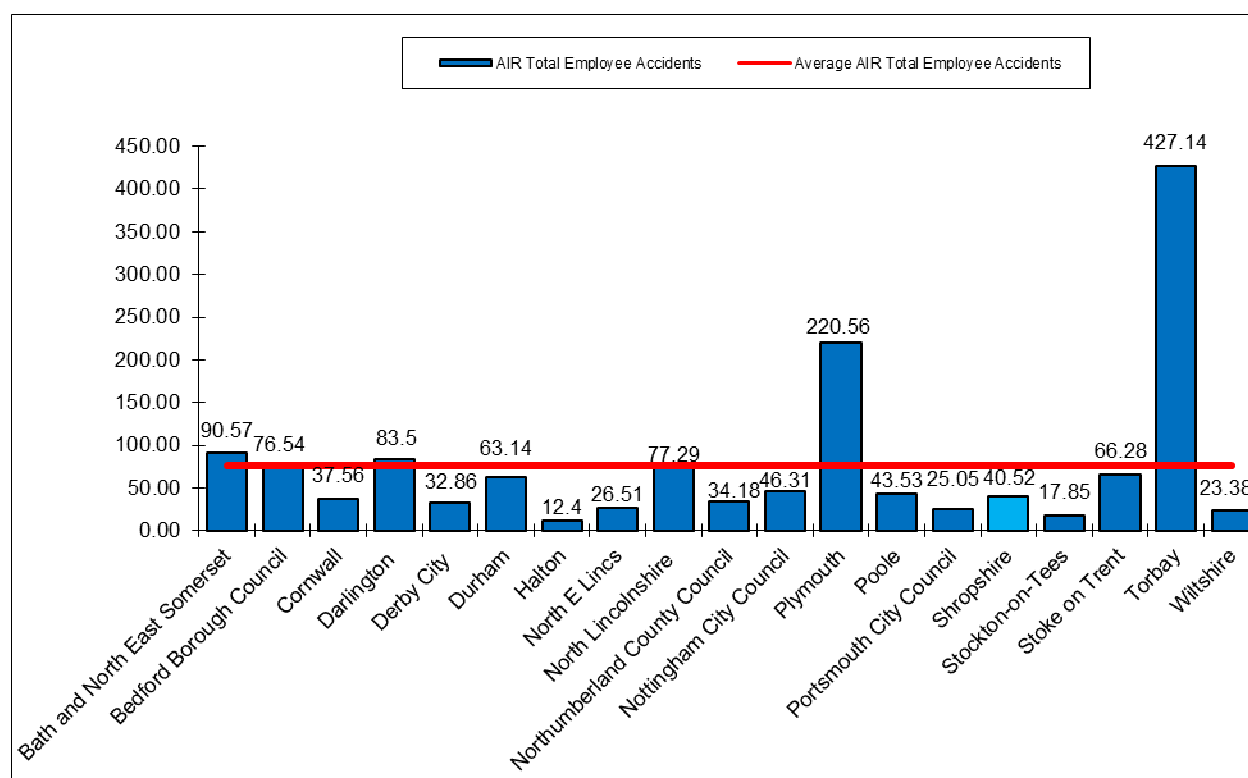
$$\text{AIR} = \frac{\text{Number of Accidents}}{\text{Number of Employees}} \times 1000$$

**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)
Bath and North East Somerset	5289	22	4.16	146	27.60	479	90.57
Bedford Borough	5958	39	6.55	280	47	456	76.54
Cornwall	11050	28	2.53	139	12.58	415	37.56
Darlington	2551	12	4.70	86	33.71	213	83.50
Derby City	9221	24	2.60	343	37.20	303	32.86
Durham	18,039	56	3.10	476	26.39	1139	63.14
Halton	5000	13	2.6	58	11.6	62	12.4
North E Lincs	2603	4	1.54	25	9.60	69	26.51



North Lincolnshire	5473	25	4.57	124	22.66	423	77.29
Northumberland County	10240	19	1.86	448	43.75	350	34.18
Nottingham City	9804	77	7.85	424	43.25	454	46.31
Plymouth	6148	23	3.74	309	50.26	1356	220.56
Poole	4618	7	1.52	196	42.44	201	43.53
Portsmouth City	6826	24	3.52	484	70.91	171	25.05
Shropshire	8268	16	1.94	108	13.06	335	40.52
Stockton-on-Tees	6210	13	2.09	47	7.56	111	17.85
Stoke on Trent	9641	44	4.56	180	18.67	639	66.28
Torbay	2299	1	0.43	158	68.73	982	427.14
Wiltshire	12357	18	1.46	288	23.31	326	23.38

#### 4. Financial Implications

There are no financial implications associated with this report. There may be future financial implications in respect of the Actions for 2015/2016 although these will be approved by Senior Managers before they are progressed.

**List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information):**

None

**Key Decision: Yes**

**Included within Forward Plan: Yes**

**If a Key Decision and not included in the Forward Plan have the General Exception or Special Urgency Procedures been complied with: N/A**

**Name and Portfolio of Executive Member responsible for this area of responsibility:**

Mike Owen

**Local Member:**

N/A

**Appendices: 3**

Appendix One – Progress on Action Plan for 2014/2015

Appendix Two – Accident Charts for Shropshire Council

Appendix Three – Benchmarking with other Unitary Councils

**Declaration of Interest**

- I have no interest to declare in respect of this report

Signed ..... Date .....  
 NAME: .....  
 PORTFOLIO HOLDER FOR: .....

- I have to declare an interest in respect of this report

Signed ..... Date .....  
 NAME: .....  
 PORTFOLIO HOLDER FOR: .....

(Note: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter.)

For the reasons set out in the report, I agree the recommendation(s) in the report entitled .....

Signed .....  
 Portfolio Holder for .....  
 Date .....

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and pro-forma is returned to Democratic Services for processing.

Additional comment : .....  
 .....  
 .....

Note: If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, Head of Legal and Democratic Services, Chief Executive and the Head of Finance, Governance and Assurance (S151 Officer) and, if there are staffing implications the Head of Human Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Portfolio Holder: Your decision will now be published and communicated to all Members of Council. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication.

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