



Committee
Cabinet

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Item

TBC

ANNUAL REPORT ON HEALTH AND SAFETY PERFORMANCE FOR 2015/2016

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 2015/2016 of Shropshire Council, and identifies key priorities for 2016/2017.

2. Recommendations

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

- Good progress has been made during 2015/2016 on managing health and safety across the Council.
- Reportable employee accidents to the Health & Safety Executive (HSE) and minor accidents have increased compared to last year's figures.
- Benchmarking with other Unitary Councils show that Shropshire Council performs well in terms of accident statistics.
- The Health & Safety Team continues to maintain a good relationship with the HSE.

B. The Key Actions for 2016/2017 are agreed

The key actions for Shropshire Council are:

- Work with Service Areas to produce and implement H&S management systems including policies, procedures and arrangements
- Development of contracts across council and externally with associated Service Level Agreements in place.
- Continue updating and monitoring of Workstation Safety Plus to reduce risks associated with musculoskeletal disorders.

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 2015/2016

1. Positive progress has been made with the completion of the actions for Shropshire Council arising from the Action Plan for 2015/2016. Some of the key actions where progress has been made are:
 - 60 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.

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 2014/2015 from 16 to 18. The number of incidents related to non-employees has increased from 7 to 9. *See Appendix Two, Chart 1.*

8. The main causes of the reportable employee accidents to the HSE are Slips/Trips/Falls 12 (67%) Manual Handling related accidents 2 (11%), Work Equipment related accidents 2 (11%), Physical Violence 1 (5.5%) and Lack of training/care taken 1 (5.5%). See *Appendix Two, Chart 2*.
9. This year, Shropshire Council had 936 accidents in total, comprising 27 RIDDORS, 748 minor accidents and 161 near-misses. The previous year's figure was 878.
10. There were 748 minor accidents reported in total (695 last year), 374 to employees (335 last year), 54 to service users (51 last year), 42 to visitors (49 last year), and 242 to pupils (237 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 111 (30%) This has slightly decreased from last year (108 / 32%). 60 Slips, Trips & Falls (16% - 72 / 21% last year) and 85 relating to human error e.g. bumped head on unit, hit thumb using hammer (23% - 66 / 21% last year). See *Appendix Two, Chart 3*.
12. Of the 30% 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.
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. The Customer Services hubs where many of these services are based from had a slight increase in incidents this year.
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 2.32 compared with the average AIR figure is 3.19 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 14.29 which is below the average for the participating Councils which is 34.33. 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 48.15. This is below the average for the participating Councils which is 67.97. 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:

- Following a visit from Public Protection officers to a working farm, issues with inadequate handwashing facilities were identified and raised to the Premise Manager and the Health & Safety Team. The team worked with the premise to identify improvements, and these are being implemented now.
- Following a significant loss of oil at a school – up to 2500 litres identified from fuel records, contractors discovered a damaged underground pipe connecting the tank to the boiler. The Environment Agency, Public Protection, Premises Services, Estates and our Insurance Team have been involved in supporting the clear up and reinstatement of the school's heating system. A meeting involving the parties took place to discuss any shared learning for those involved and an Action Plan developed.
- An investigation was undertaken at a school after an incident occurred on a tyre swing. (Normally 3 Tyres linked by chains). A child was swinging on the tyre when the chain came loose from the beam above, the child fell with the tyre to the floor and the chain and bolt fell on top of the child. Luckily the child only had grazes but potentially could have been a lot worse. Recommendations have been made and information has been included in the Health and Safety Bulletin for all schools.
- It was reported that whilst our Term Maintenance contractor were in control of one of our bridges undertaking maintenance work, it collapsed overnight. No one was present or injured. It was been reported to the HSE as a Dangerous Occurrence under RIDDOR. An investigation report by our contractor and the Health and Safety Team was produced and recommendation made. The Health & Safety Team met with relevant parties and the Service Manager for Highways, Transport and Environmental Maintenance met the Contractors and Designers concerned to take the report forward and agree a plan to replace the bridge and implement recommendations.
- 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 were no occasions during 2015/2016 when the Health and Safety Executive (HSE) has made direct contact.

- **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 Council attended the Crown Court in Shrewsbury on 8th January 2016 and was prosecuted for a Health and safety Offence under Section 3 of the Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations Section 3. The outcome of the Coroners Court was a narrative verdict of accidental death.

The Judge imposed a fine of £25,000, ordered that the authority pay £24,300 legal costs and said it should make a £15,000 contribution towards the cost of the Health & Safety Executive inquiry

24. No further 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. Also to assist with stress management a new training course, Building Resilience Training, has been introduced and this has been received well.

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 remained the same as last year at 20%. The percentage of absences relating to work-related stress has fallen from 7.94% last year to 3.51%. 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 risen by 2% up from 21% to 23% compared to last year's figures with the overall percentage of absences due to work-related musculoskeletal disorders falling by 0.79% from 1.15% to 0.36%. 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 Kitchen and Food Safety, Work Equipment-Powered Tools, Work Equipment-Hand Tools, Young People and Work Experience, Health and Safety Management Arrangement, Choking guidance for adults with a learning disability, Premise Management Arrangement, Personal Hygiene, Safety Reps and Committees and Consultation with employees, Personal Protective Equipment, Manual Handling Risk Assessment, Occupational Health Medical Form and Occupational Health Referral Form.

New guidance documents and arrangements completed included Construction (Design and Management) Regulations and Respiratory Protective Equipment (RPE).

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 21 schools are working to 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 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.

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. Over the past year, CP has had a greater role in issues relating to the buildings or staff safety at Council properties.

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 2015/16, 60 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.

Health and Safety Monitoring (Self Audits)

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 twenty two inspection/visits were completed. A common theme in the majority of visits related to the management of asbestos during refurbishment and planned maintenance within the schools. In addition, the other common issues related to site and school security and working at height. Many projects were not able to provide a Construction Phase Plan, as required under the Construction (*Design & Management*) Regulations 2015. A summary of findings has been provided to Premises Services and also included in the Schools Newsletter bulletin.
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 in-put. 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 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) 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 2016 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 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, 122 courses were delivered to 1,182 delegates. An increase of 16% and 12% respectively when compared with 2014/15

A wide variety of topics are 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. Refresher courses were also arranged and delivered for these subjects.

There is no new Health and Safety legislation expected in the next few months and no need to develop any new courses. However, content in the COSHH + PPE training presentation was updated last year in order to reflect changes to classification and labelling of hazardous substances (implementation of European Regulation for Classification, Packaging and Labelling Regulation), these came in to force in the beginning of July 2015 and brought about the withdrawal of the familiar 'orange and black' pictogram hazard labels. The new change has prompted some thought about COSHH Risk Assessment procedures and a new guidance document is being prepared. It may be helpful to develop a more advanced 'practical' training package to support implementation of the draft procedure.

45. In addition to the Corporate Training Programme, 43 specialised health & safety courses were delivered by the Joint Training Team to Shropshire Council staff and private, independent and voluntary sector Adult Social Care employees. These courses were attended by 404 delegates. Courses delivered were Moving and Handling Induction, Moving and Handling People Refresher, Practical Hoist Refresher, Moving and Handling Champions training, Health and Safety in Social Care Provision, Care Certificate Day Four and Basic Moving and Handling for Social Workers and Social Work Assistants.

There were 2 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 72 training courses, attended by 722 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 129 training courses, attended by 1108 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 (133 delegates) and Cleaners in Charge (90 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 16 delegates, of which 10 were employees and 6 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 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. 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.
52. During 2015/2016 there were approximately 3231 users on the system and 2369 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 28%, medium risks reduced to 15% and the low risks increased to 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.

Summary of Key Performance Indicators

54. Good progress has been made during 2015/2016 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 increased 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 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 2016/2017

Key priorities for Shropshire Council are:

- Review of H&S Arrangements to ensure up to date and relevant to organisation
- Continue updating and 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.
- Development of contracts across council and externally with associated Service Level Agreements in place.
- 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.

Progress on Action Plan for 2015/2016

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 annual report. 2014/15 report completed and signed off by Portfolio Holder on 28/07/2015.
Targeted Safety Auditing to measure compliance and provide recommendations for improvements.	☺	On track with plan
To develop and pilot electronic CARS reporting form for use with outlook	☺	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.	☺	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.	☺	Policy statement for IP&E and IP&E Traded provided and main policy under development at present. IP&E Ceased trading 16 February 2016.
Development of contracts across council and externally with associated Service Level Agreements in place.	☺	Collaborative work on SLA's underway
Develop and implement Employee Protection Register / PVP database for the council in conjunction with stakeholders from across the council	☹	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	☺	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.

Accident Charts for Shropshire Council

Chart 1: Number of Reportable Employee Accidents for 2014/2015 and 2015/2016

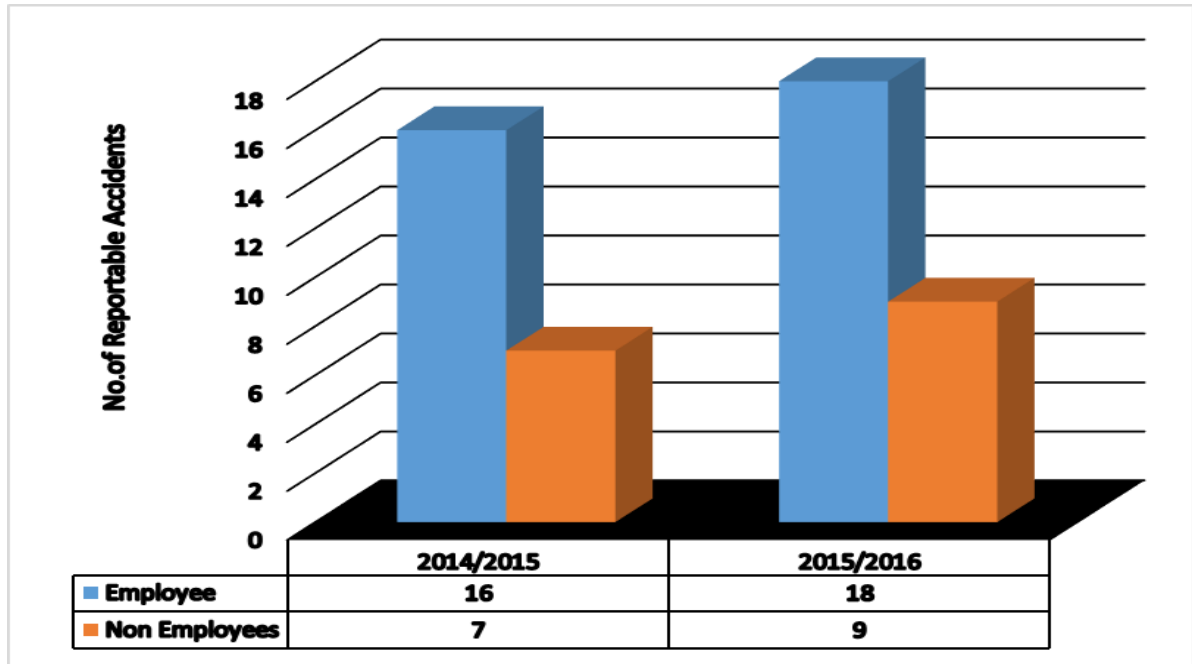


Chart 2: Main Causes of Reportable Employee Accidents for 2015/2016

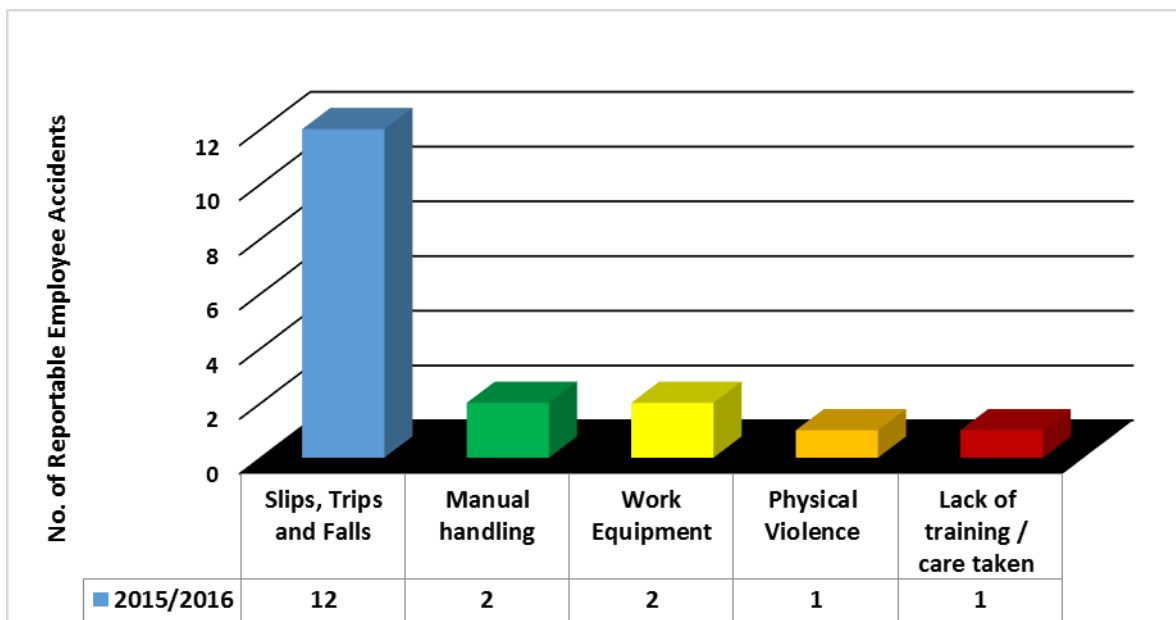


Chart 3: Main Causes of Minor Injuries to Employees for 2014/2015 and 2015/2016



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

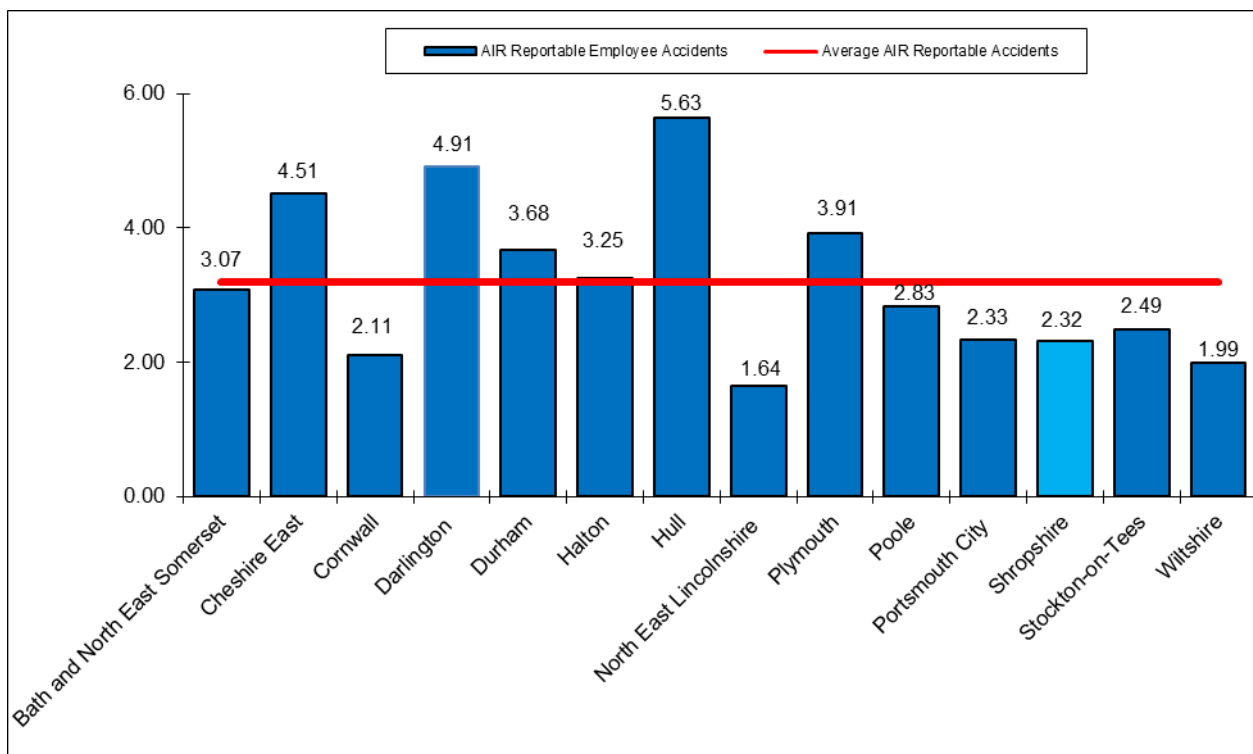


Chart 5: Benchmark for Violence to employees

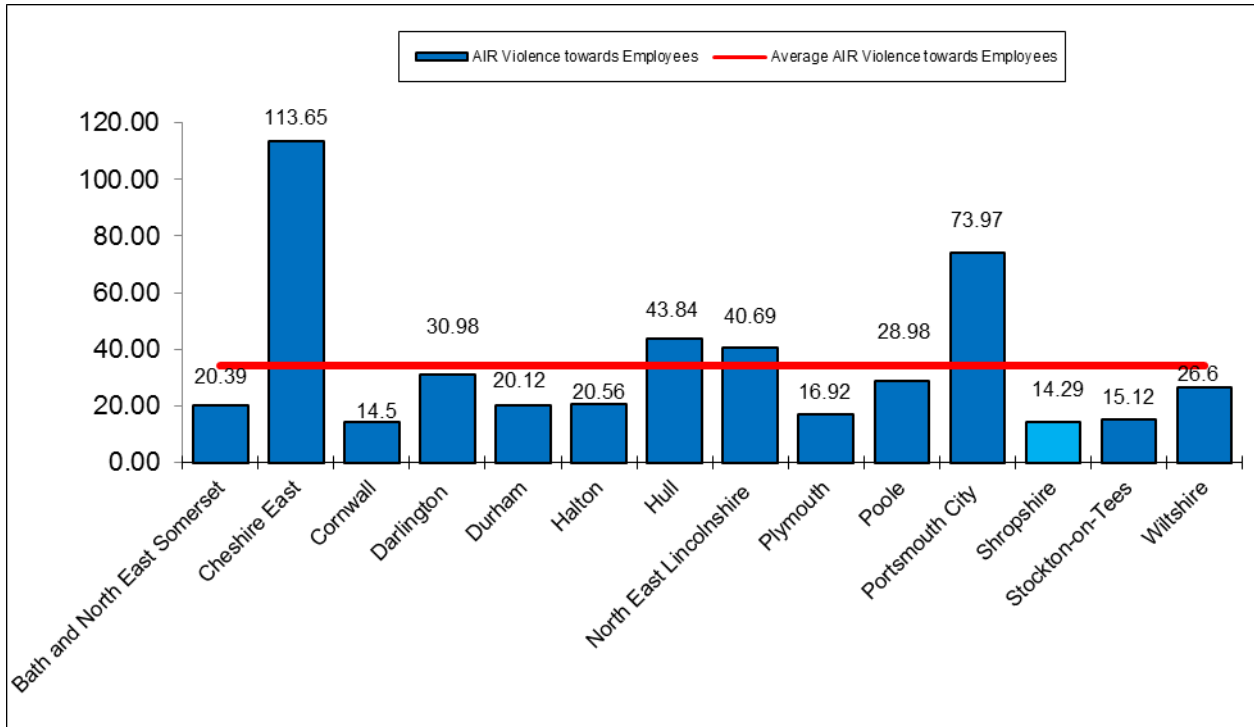
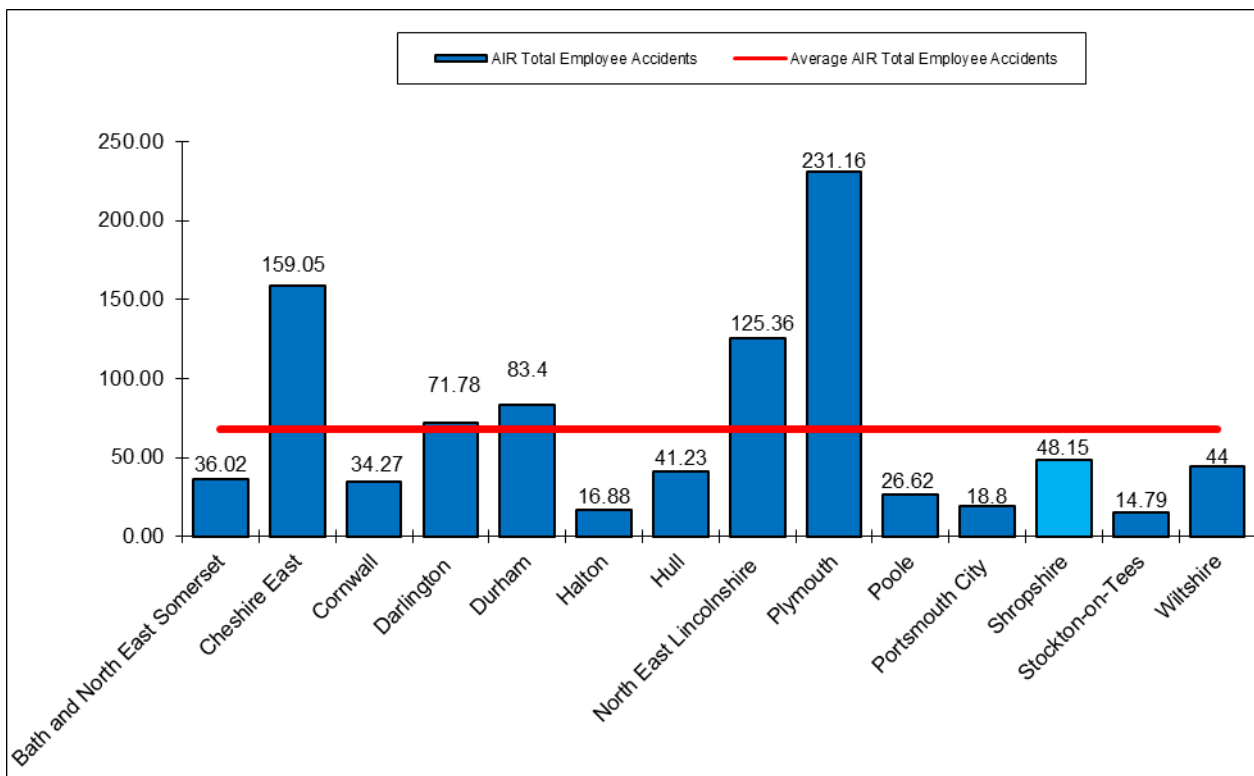


Chart 6: Benchmark for Total Accidents to Employees



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	6524	20	3.07	133	20.39	235	36.02
Cheshire East	3766	17	4.51	428	113.65	599	159.05
Cornwall	11380	24	2.11	165	14.50	390	34.27
Darlington	2647	13	4.91	82	30.98	190	71.78
Durham	17398	64	3.68	350	20.12	1451	83.40
Halton	4620	15	3.25	95	20.56	78	16.88
Hull	7277	41	5.63	319	43.84	300	41.23
North East Lincolnshire	2433	4	1.64	99	40.69	305	125.36
Plymouth	7921	31	3.91	134	16.92	1831	231.16
Poole	4245	12	2.83	123	28.98	201	26.62
Portsmouth City	6435	15	2.33	476	73.97	121	18.80
Shropshire	7767	18	2.32	111	14.29	374	48.15
Stockton-on-Tees	6017	15	2.49	91	15.12	89	14.79
Wiltshire	11543	23	1.99	307	26.6	508	44.00

4. Financial Implications

There are no financial implications associated with this report. There may be future financial implications in respect of the Actions for 2016/2017 although these will be approved by Senior Managers before they are progressed.

5. 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

Michael Wood

Local Member

N/A

Appendices - 3

Appendix One – Progress on Action Plan for 2015/2016

Appendix Two – Accident Charts for Shropshire Council

Appendix Three – Benchmarking with other Unitary Councils