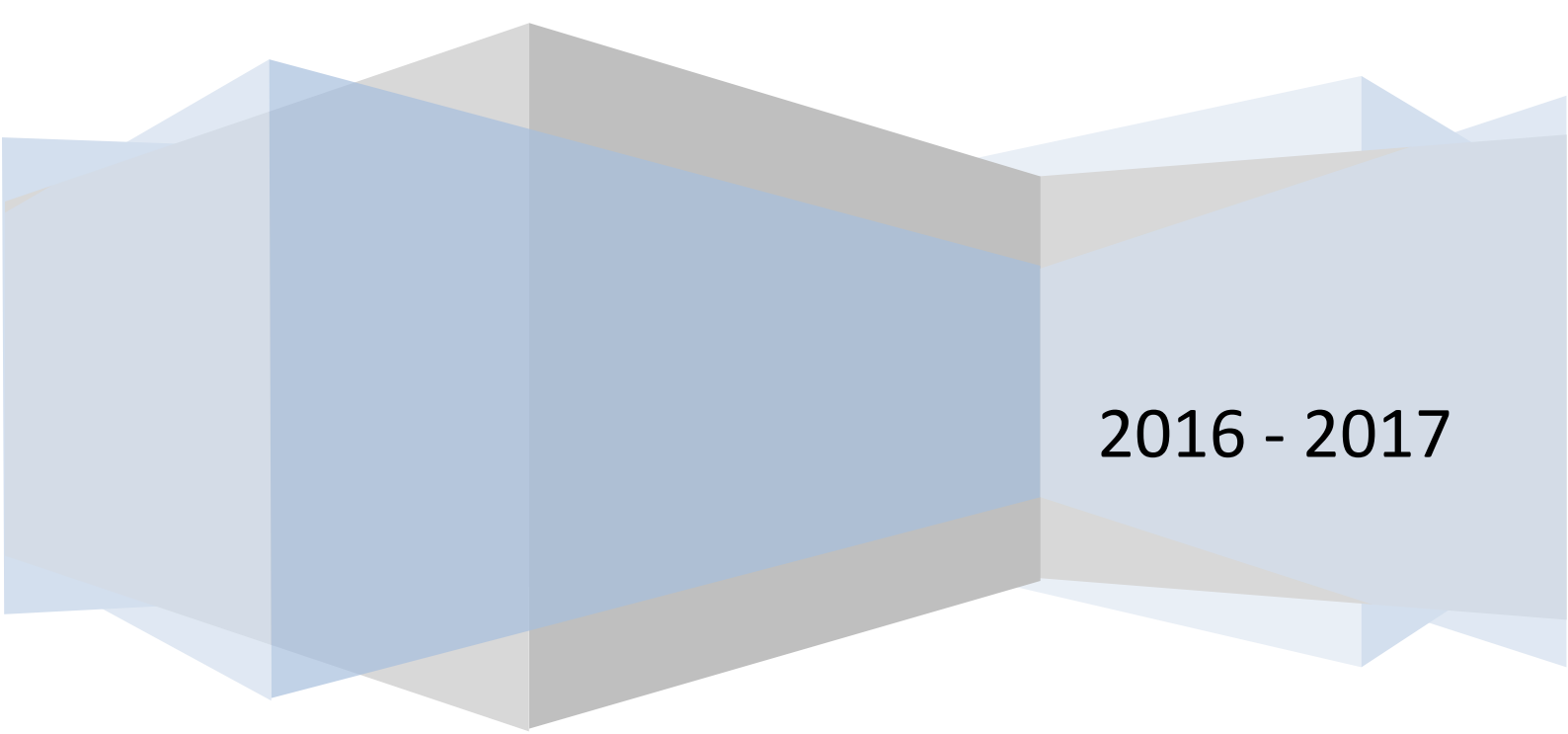


Annual Health, Safety & Wellbeing Report

Leicestershire County Council

Colin Jones

Health, Safety & Wellbeing Manager



2016 - 2017

Contents	Page
Introduction	2
Accident Data Analysis	2
Audit Statistics	8
Wellbeing	10
Training Statistics	11
Occupational Health	13
Corporate Objectives	14
Legislative Changes	14
Policy Changes	15

Introduction

1. The health, safety and wellbeing (HSW) of staff, service users and other customers within Leicestershire County Council (LCC) is of paramount importance. The HSW Service within LCC continually monitors HSW performance within the County Council in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, clients, pupils, service users, volunteers and our contractors.
2. This report highlights to the Corporate Management Team the work that has been undertaken within the HSW Service during the 2016/17 financial year, the risk / hazard areas that impact upon the Council and where improvements need to be made to ensure improved compliance and staff safety.
3. The report details accident statistics from the 2016/17 financial year, which have been obtained from the County Council's accident recording system – AssessNET.
4. Ensuring that health and safety is factored into the working practices of the Council is the responsibility of all members of staff within the authority. Service Managers, Team Leaders and Head Teachers support the Chief Executive and Directors to meet statutory requirements and implement effective health and safety management. The Chief Executive and Directors have responsibilities for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
5. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects of HSW are covered in the report:
 - Accident Data
 - Audit Statistics
 - Wellbeing
 - Training Statistics
 - Occupational Health
 - Corporate Objectives
 - Safety Initiatives
 - Legislative changes
6. Following consideration of the aspects highlighted above, an improvement action plan has been drafted for each department and discussed at Departmental Management Teams to highlight and address some of the risks and issues identified through the process of monitoring performance.

Accident Data Analysis

7. 2016/17 is the fourth year that the HSW service has used the AssessNET system to record accidents. The system has reduced the need for paper distribution, release storage space for record retention and it also facilitates better analysis of

accident data. The implementation of the system has had a significant impact on the statistics, i.e. generally, the awareness and promotion of accident reporting requirements has led to an increase in reporting. The HSW service have continued to advertise the system on the Intranet, in Managers Briefings and have hosted several briefings and training sessions in order to promote the implementation of the system. The statistics produced will be reviewed against historical data at regular intervals to monitor improvements or a decline in figures and to react accordingly.

Figure 1. Corporate Accidents by Cause 2016/17

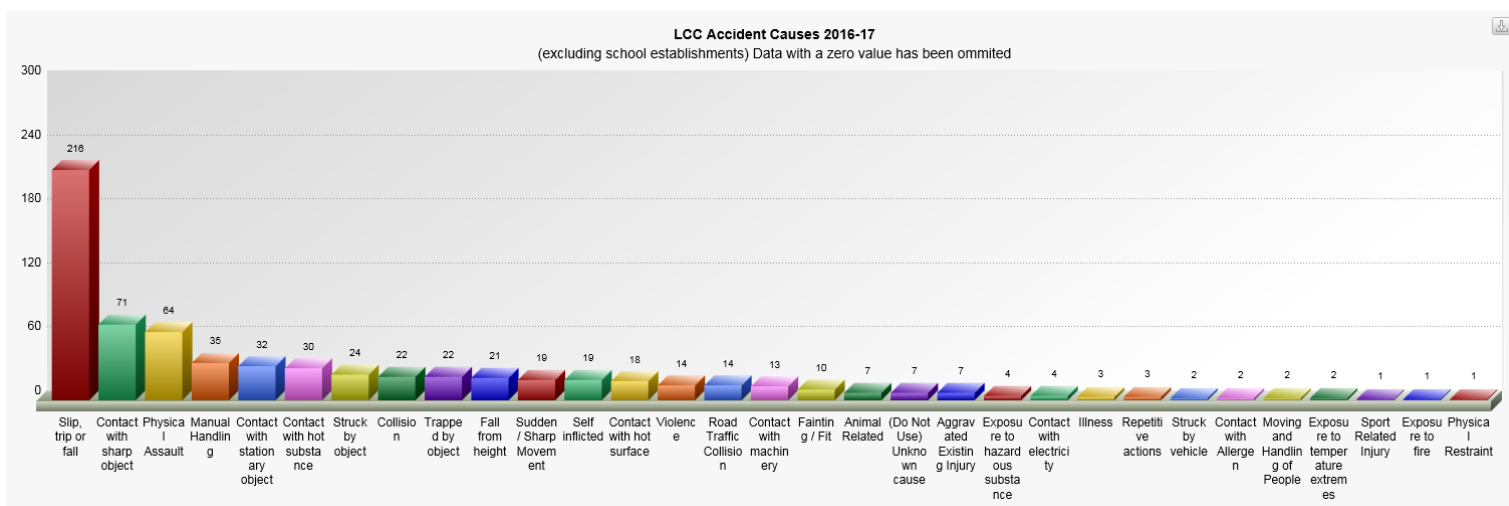


Table 1. Corporate Accidents by Cause 2013/14 - 2016/17

Accident Cause	2013/14	2014/15	2015/16	2016/17
Slip, Trip or fall	184	233	261	216
Physical Assault	43	122	105	64
Manual Handling	16	48	63	35
Collision	17	46	43	22
Contact with sharp object	23	37	53	71
Contact with stationary object	25	35	38	32
Struck by object	19	34	37	24
Contact with hot substance	11	27	36	30
Unknown cause	11	24	24	7
Fall from height	25	22	17	21
Self-inflicted	9	22	25	19
No apparent cause	8	22	16	0
Contact with hot surface	6	19	22	18

Accident Cause	2013/14	2014/15	2015/16	2016/17
Violence	21	18	7	14
Trapped by object	18	17	24	22
Not specified	27	15	63	0
Fainting / Fit	8	8	10	10
Verbal assault	3	8	3	0
Contact with machinery	5	7	9	13
Illness	0	6	6	3
Sport related injury	0	5	8	1
Animal related	7	5	8	7
Sudden / Sharp movement	0	4	16	19
Exposure to hazardous substance	0	3	1	4
Contact with electricity	0	2	2	4
Struck by vehicle	2	2	1	2
Repetitive actions	1	1	0	3
Exposure to explosion	0	1	0	0
Exposure to fire	0	1	2	1
Stress related	0	1	1	0
Exposure to temperature extremes	3	0	2	2
Aggravated existing injury	0	0	7	7
Contact with Allergen	0	0	3	2
Road Traffic Collision	N/A	N/A	N/A	14
Physical Restraint	N/A	N/A	N/A	1
Moving and Handling of People	N/A	N/A	N/A	2
Total	492	795	913	690

8. The table and graph above highlights that there have been a total of 690 accidents resulting in injury to employees, service users, visitors and contractors etc. within County Council services (excluding school establishments) during the 2016/17 financial year. Clearly slips, trips and falls are again the single biggest cause of

accidents, accounting for 31.3%. The graph below shows a break down by department of where these slips, trips or falls incidents occurred.

Figure 2. Status of Injured Person

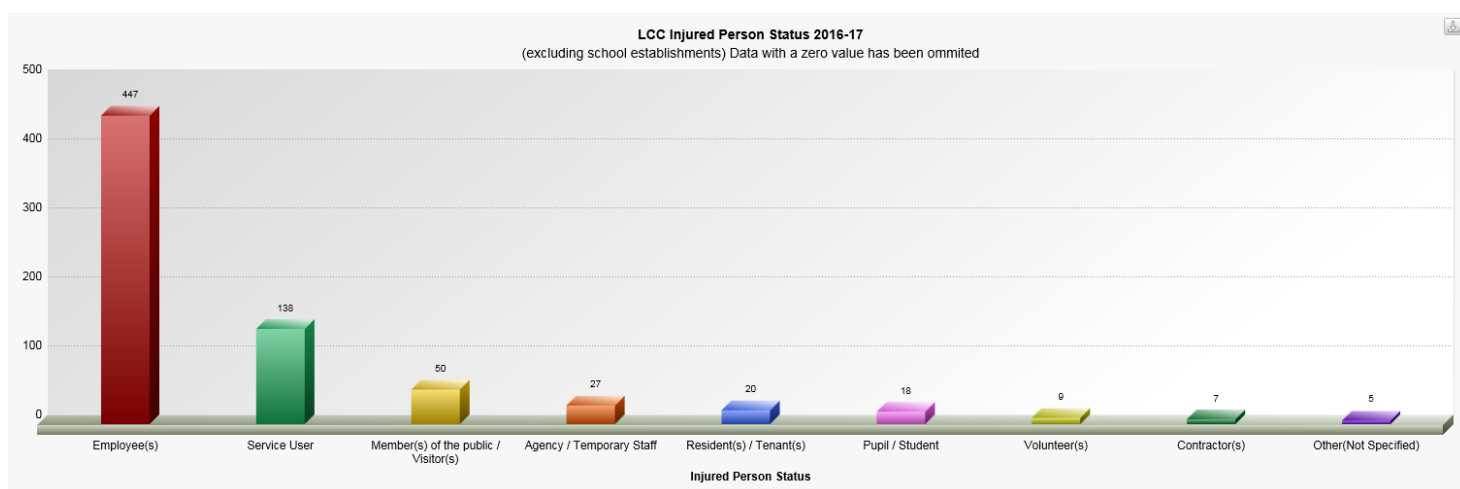


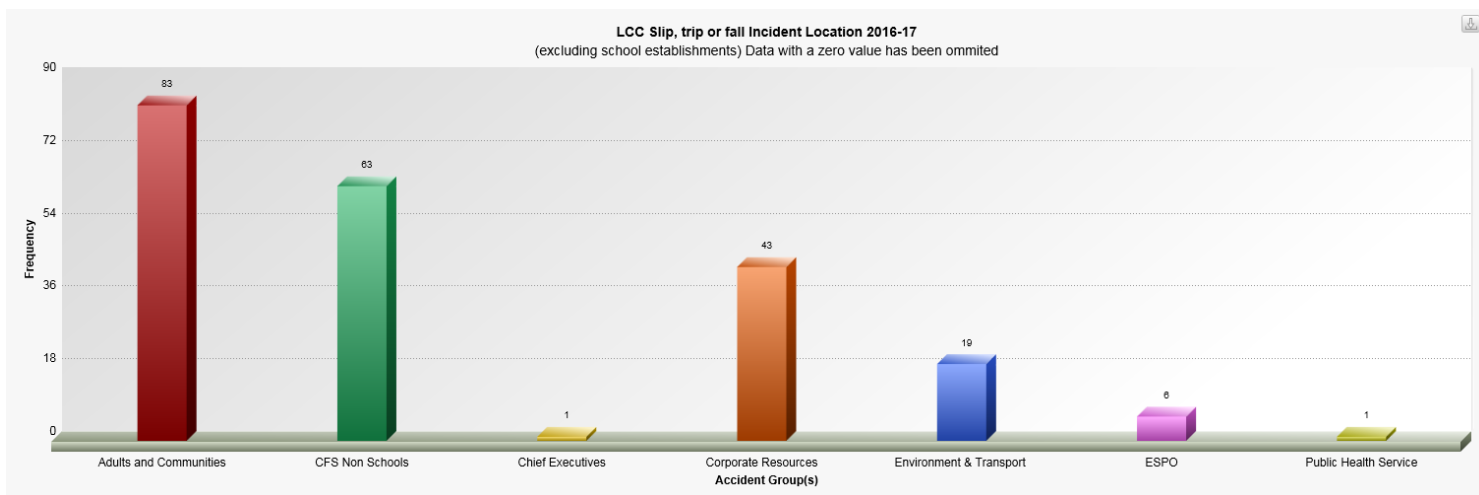
Table 2. Status of Injured Person 2013/14 – 2016/17

Status of injured person	2013/14	2014/15	2015/16	2016/17
Employee	226	401	542	447
Service user	126	223	181	138
Member of the public/ visitor	81	72	39	50
Pupil / student	10	52	154	18
Resident / tenant	38	44	33	20
Other	5	9	10	5
Contractor	0	5	13	7
Volunteers	5	4	6	9
Patients	1	2	1	0
Agency/ Temp Staff	0	0	26	27
Details could not be found	0	0	7	0
Total	492	812	1012	721

* Of the 690 reported injuries, some incidents resulted in more than one injury which accounts for the difference of 31 between table 1 and 2.

9. The table above highlights that most incidents recorded on AssessNET have occurred to staff, i.e. 62% of accidents have involved County Council employees and 38% have involved service users, members of the public, volunteers etc.
10. When this information is cross referenced with the total number of (Full Time Equivalent workers (FTEs) working within the County Council, approximately 13.1% of all FTE employees have been involved in an accident within the last financial year i.e. just over 1 in every 7 people.

Figure 3. Slips, trips or falls by department 2016/17



11. This graph shows that predominantly slips, trips or falls incidents have occurred in the Adults and Communities and Children and Family Service Departments.

Table 3. Slip, trips or falls – Status of injured person 2016/17

Department	A&C	CFS (Non Schools)	CE	CR	E&T	ESPO	Public Health	Total
Employees	27	26	1	43	13	3	3	116
Contractors	0	0	0	1	0	1	0	2
Service Users	44	19	0	0	1	0	0	64
Resident / Tenant	12	0	0	0	0	0	0	12
Member of the public/ visitors	6	21	0	0	1	0	0	28
Public / Student	1	1	0	0	2	0	0	4

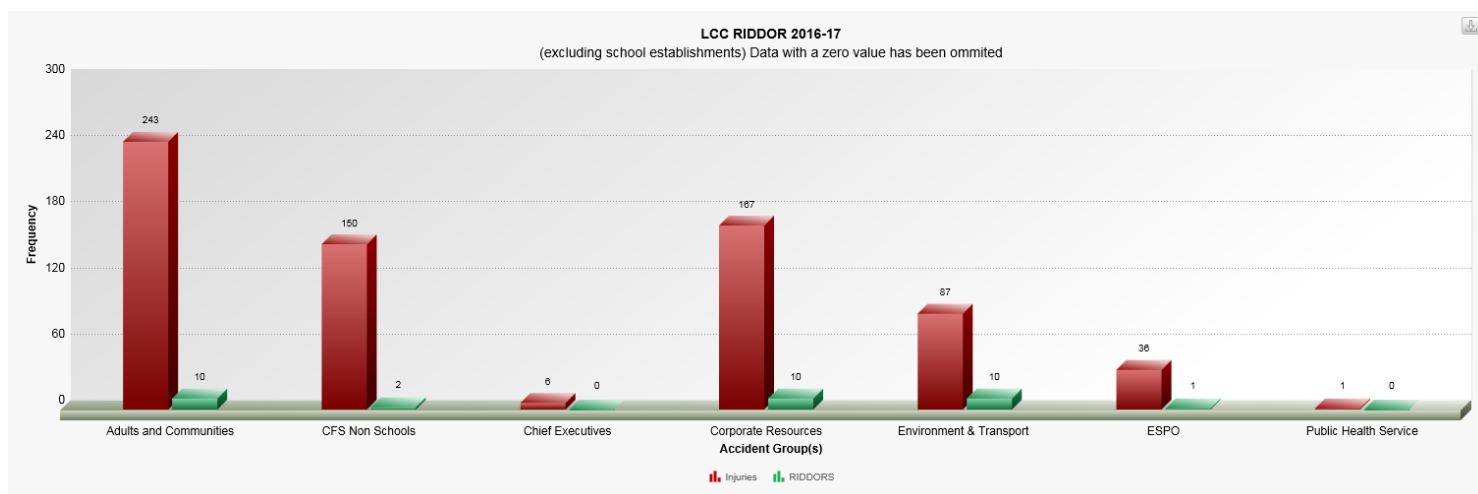
Department	A&C	CFS (Non Schools)	CE	CR	E&T	ESPO	Public Health	Total
Volunteer	0	4	0	0	0	0	0	4
Agency / temporary staff	0	1	0	0	1	2	0	4
Other	0	1	0	0	1	0	0	2
Total	90	73	1	44	19	6	3	236

* Of the 216 reported slips, trips or fall, some incidents resulted in more than one injury which accounts for the differences shown in figure 3 and table 3.

12. The table below breaks down the detail in the graph above to show the status of the injured person.

13. Ratio of Accidents to RIDDOR Reportable Accidents (Note: the figures below exclude near misses, property damage etc.) RIDDOR is the legislation that requires the reporting of certain accidents, occupational diseases and specific dangerous occurrences.

Figure 4. Injuries and RIDDOR incidents by department.



Total number of RIDDOR: 33 Compared to 39 RIDDOR's 2015/16

14. RIDDOR reports are generated electronically and forwarded to the Health and Safety Executive or to the Care Quality Commission.

15. The table below shows that the average accident to RIDDOR ratio has decreased meaning more RIDDORs have been reported per accident occurring. This is because the number of RIDDORs has not reduced at the same rate as the number of accidents reported in 2016/17.

Table 4. RIDDOR Ratio by department 2013/14 – 2016/17

Department Name	Accident: RIDDOR Ratio 2013/14	Accident: RIDDOR Ratio 2014/15	Accident: RIDDOR Ratio 2015/16	Accident: RIDDOR Ratio 2016/17
Adults and Communities	47:1	33:1	37:1	24:1
Chief Executives	13:1	15:1	12:1	6:0
Children and Family Services (Non Schools)	38:1	28:1	198:1	75:1
Corporate Resources	13:1	10:1	17:1	17:1
Environment and Transport	18:1	4:1	7:1	9:1
ESPO	Not reported	18:1	60:1	36:1
Public Health	Not reported	0	0	1:0
Combined Average Ratio:	26:1	15:1	47:1	24:1

Audit Statistics

16. By auditing proactively, issues are identified at the earliest opportunity. Where non conformities are identified, the auditor supports Managers through the development of an action plan and provides practical advice. The frequency of future audits is determined based on the findings of the previous audit. Using a simple score system the auditor will give individual services an audit score of 1, 2 or 3. If an audit receives a score of 1, then another audit is completed in the following year (high priority); a score of 2 would result in a bi annual audit (medium risk) and a 3 would generate an audit every 3 years (low priority). Monitoring and support visits are undertaken by the responsible advisor.

Table 5. Planned / Completed audits by department 2013/14 - 2016/17

Department	No. of audits planned 2013/14	No. of audits completed 2013/14	No. of audits planned 2014/15	No. of audits completed 2014/15	No. of audits planned 2015/16	No. of audits completed 2015/16	No. of audits planned 2016/17	No. of audits completed 2016/17
Adults & Communities	85	72	60	60	6	6	43	43
Chief Executives	16	11	7	8	3	3	7	5
Children & Family Services (Non-Schools)	19	10	15	12	8	8	16	15
Children & Family Services (Schools)	100	87	75	84	25	25	35	31
Corporate Resources	21	16	20	15	12	12	10	12
Environment & Transport	39	39	40	41	3	1	4	2
ESPO	0	0	2	2	1	1	0	0
Public Health	0	0	0	0	0	0	0	0
Academies	32	30	60	58	43	52	28	34
TOTAL	312	264	279	280	101	108	143	142

17. Since the commencement of the Audit Programme in 2013, more than 780 proactive audits have been undertaken. As a result of this it has become evident that the recommendations to improve compliance to legislation included in the audit action plans have not been completed. This has resulted in the need to modify the process to engage Service Managers. This will result in a decline in number of audits in 2017-18 however the audit will have a greater scope by including more than one section within each service.

Wellbeing

18. The following highlights the work undertaken by the Wellbeing Advisors. Within the HSW Service there are 3 staff (2 FTE's). The Wellbeing staff offer a wide range of support including confidential counselling for employees with issues that affect or has the potential to affect their performance at work. The total number of staff who came forward for support in 2015/16 is 391. This number has resulted in more than 1442 counselling sessions (excluding telephone counselling).

19. From the counselling sessions that took place in 2016/17, a sample of the reasons for referral was taken and it can be roughly estimated that 45% were home related issues and 55% were work related issues. Overall, the majority of the referrals were related to mental health, depression, acute anxiety etc. which has increased since 2015/16. Other issues include; relationship problems, work pressures and bereavement.

Table 6. Counselling referrals and sessions 2013/14 – 2016/17

20. The table below details the number of referrals and sessions delivered by department.

Department	Referrals 2013/14	Sessions 2013/14	Referrals 2014/15	Sessions 2014/15	Referrals 2015/16	Sessions 2015/16	Referrals 2016/17	Sessions 2016/17
Adults & Communities	94	225	98	266	87	323	125	463
Chief Executives	12	48	29	102	6	8	14	50
Children & Family Services (Non Schools)	45	177	66	320	48	337	45	186
Children & Family Services (Schools & Academies)	98	288	107	377	111	315	116	387

Department	Referrals 2013/14	Sessions 2013/14	Referrals 2014/15	Sessions 2014/15	Referrals 2015/16	Sessions 2015/16	Referrals 2016/17	Sessions 2016/17
Corporate Resources	45	92	33	96	64	211	67	293
Environment & Transport	25	75	28	75	17	55	15	27
ESPO	0	0	2	4	4	32	4	12
Public Health	0	0	3	5	0	0	5	24
Total	319	905	366	1245	337	1281	391	1442

21. The Wellbeing Service continues to support a range of non-counselling activities including speaking at the head teacher briefings and other team meetings and events. The stress awareness course was delivered both as part of the corporate training programme and also to specific hot spots e.g. Employee Service Centre and Adult Learning Service.

22. The 'Being Well, Doing Well' website and intranet pages were updated throughout the year. New information and links were included; also the number of audio exercises on managing stress have been increased.

23. The popular weight management course runs as usual and some staff have received one to one support from the Smoking Cessation Advisor.

Training Statistics

24. The following section highlights the numbers of delegates that have attended corporate Learning and Development courses provided by the HSW Service.

25. Note: Schools and educational establishments are trained as part of a separate training programme in addition to the corporate Learning and Development (L&D) Programme. Figures also exclude job specific training which may have a safety consideration (e.g. abrasive wheels) and also any training which may have been arranged for staff directly by managers.

Corporate Health and Safety Training Courses

26. The table below shows that the overall number of staff attending Health and Safety training has reduced by over 350. Managers should review their staff's training needs and it is also strongly recommended that all managers attend the corporate

Management of Health and Safety Training Course and the Risk Assessment Course.

Table 7. Health and Safety training 2013/14 – 2016/17

Course Title	Total Staff Attended 2013/14	Total Staff Attended 2014/15	Total Staff Attended 2015/16	Total Staff Attended 2016/17
Asbestos/Legionella Seminar	35	16	10	24
COSHH	87	63	63	72
Fire Awareness	389	302	248	314
Fire Risk Assessment & Fire Risk Management	0	43	18	0
Fire Warden/ Evacuation Officer	0	28	30	31
Management of Health & Safety (Supervisors and Senior Managers)	79	76	76	53
Manual Handling	142	78	80	81
Risk Assessment	157	157	123	77
Working at Height	37	11	9	2
Health and Safety Induction	142	108	101	43
Health and Safety Induction e-learning	0	322	312	138
Health and Safety Update	0	82	59	86
Evacuation Chair	0	9	41	29
Albac Mat	0	0	59	104
Food Safety Awareness (Non SFS)	198*	117*	103*	100*
Food Safety level 2 (Non SFS)	60*	99*	188*	65*
Infection Control	144*	112*	206*	130*
Emergency First Aid	358*	186*	308*	309*
Paediatric Emergency First Aid	57*	118*	110*	87*
First Aid at Work (3 day)	44*	32*	41*	72*
First Aid re-qual (2 day)	32*	19*	28*	19*
DSE Assessor	N/A	N/A	N/A	11*
Total	1955	1978	2213	1847

* contracted trainers via L&D

27. All Health and Safety training courses can be booked through Learning and Development.

Occupational Health

28. Occupational health is a contracted service provided by Health Management Ltd. During 2016/17 the contract came to an end. A procurement exercise was undertaken using the ESPO framework which resulted in our current provider being reappointed. The appointment is for an initial 2 years with the option to extend for a further 2 years maximum. The contract is managed by the Health, Safety and Wellbeing Manager.

Table 8. Occupational Health referral activity 2013/14 – 2016/17

Department	No. Referrals 2013/14	No. Referrals 2014/15	No. Referrals 2015/16	No. Referrals 2016/17
Adults and Communities	158	150	167	175
Chief Executives	18	15	8	2
Children and Family Services	449	461	410	371
Corporate Resources	68	92	108	85
Environment and Transport	73	75	71	70
ESPO	0	15	40	29
Public Health	1	4	8	4
Total	767	812	812	736

29. Of the 736 referrals there are two areas of significance, Mental Health cases and musculoskeletal which is in line with previous years and national trends for similar organisations.

2017/18 Corporate Objectives

30. The Health, Safety and Wellbeing Team have established 6 key work stream objectives. These include:

- Slips, trips and falls campaign
- Audit action plan reviews
- Eliminate category 1 audit scores
- Reduce the number of RIDDOR reports by 10%
- Reduce the number of accidents reported by 10%
- Increase the number of managers attending the Management of H&S training and Risk Assessment training

Legislative Changes

31. CMT are advised that there are no proposed legislative changes.

32. The 2015/16 report highlighted the introduction of the Health and Safety Executive's (HSE) sentencing guidelines. Since then there have been significant changes as detailed in a recent report from the global law firm Clyde & Co.

33. They have reported that:

- HSE fines have increased by 74% in a year
- Local authority fines rise by 1,870% in a year

34. The new sentencing guidance introduced on 1st February 2016 toughened penalties for health and safety and corporate manslaughter offences. Under the new approach, the scale of fines varies according to the turnover of the company but can exceed £20m for the very worst cases involving corporate manslaughter, and potentially more for the largest companies.

35. The amount collected in fines by the HSE increased by 74% during the first of the new sentencing guidelines, to £61.6m up from £35.5M

36. The total sum collected by local authorities shows an even greater increase of 1,870% over the same period. Fines collected by local authorities in the last year rose to £15.2m, up from £0.8m in the previous 12 months.

Policy Changes

37. The HSW Service has been actively engaged in reviewing all of the County Council policy and guidance documents available on the Intranet. This ensures that the policy and guidance given to Managers remains relevant, concise and appropriate to the changing circumstances of the Authority. The following outlines those that are planned for review during the next 12 months. Managers are advised to ensure that they are familiar with those that are applicable to their operations. All policies can be found on the 'Access Health and Safety Guidance' page on the Intranet.

- The Management of Stress in the Workplace
- Electrical Safety
- First Aid Guidance
- Driver and Vehicle Safety Policy
- Winter gritting
- Noise at Work
- Manual Handling and Risk Assessment
- Asbestos exposure form
- Suspicious Packages: Anthrax and Other Biological Threats
- Glazing
- Asbestos policy (PS)
- Asbestos Management Plan & Exposure form
- Work at Height
- Challenging Behaviour & Violence at Work
- Fire Safety Guidance
- Work Equipment
- Hand Arms Vibration Syndrome.

Contact Us: Health, Safety and Wellbeing Service are based in the Rutland Building, room 700.

Colin Jones	Health, Safety and Wellbeing Manager
Jessica Wenham	
(Maternity Leave)	Senior Health, Safety and Wellbeing Advisor
Nicholas Cole	Senior Health, Safety and Wellbeing Advisor
Philip Broughton	Senior Health, Safety and Wellbeing Advisor
Amy Walling	(Temporary) Senior Health, Safety and Wellbeing Advisor
Stuart Bennette	(Temporary) Senior Health, Safety and Wellbeing Advisor

Health Safety and Wellbeing Duty Officer (0115 305 5515)

healthandsafety@leics.gov.uk

Traded services

<http://www.leicestershiretradedservices.org.uk/>

Visit the [HS&W Service on the intranet](#) to:

- View LCC policies on key risk areas
- Report an accident
- Download forms
- Understand how to structure your safety management systems
- Find information on how to carry out a risk assessment
- Apply for an eye care voucher

This page is intentionally left blank