



# Annual Health Safety & Wellbeing Performance Report 2017 - 2018

Leicestershire County Council



## Key Facts

The Health, Safety and Welling Service (HSWS) within the Council endeavours to continually monitor HSW performance within the authority 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 contractors. This annual report intends to highlight some of the work that has been undertaken in the past year to address compliance issues and raise awareness of the appropriate hazards and risks and what the Council has done to mitigate them.



**451**

Injuries to employees



**500**

Injuries to non-employees



**1018**

Counselling sessions to staff



**45**

Audits undertaken



**429**

DSE assessments undertaken



**337**

Accidents involving slips trips and falls



**33**

RIDDOR Reportable incidents



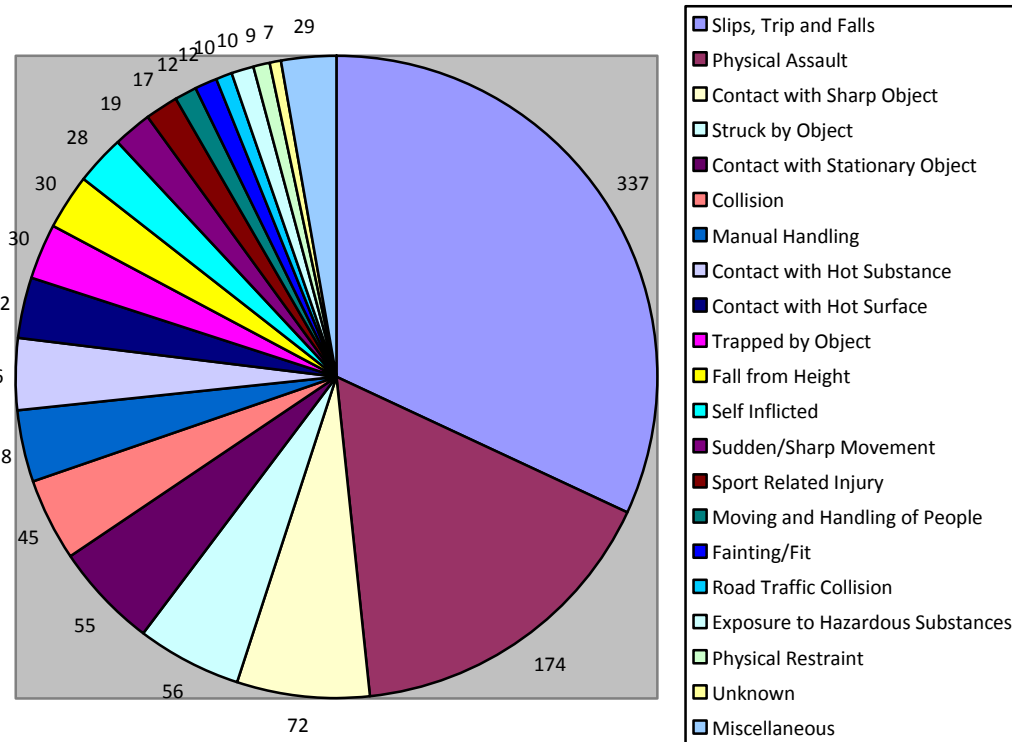
**1748**

Staff attended Health and Safety Courses

**Accident Data Analysis for Leicestershire County Council April 2017 – March 2018**

- During the 2017/2018 financial year 1053 accidents which resulted in injury were recorded within the Authority. This is a 9% decrease in injuries compared to 2016 / 2017.
- Slips, trips and falls continue to be the biggest cause of accidents and represent 31% of all accidents within the Authority
- The number of physical assaults reported has increased since 2016/2017 by 22%.
- 380 near misses were reported in 2017/2018.

**Causes of Accidents within Leicestershire County Council April 2017 – March 2018**



**174** incidents of physical assaults reported.

**33** RIDDOR Reportable accidents occurred across the authority.

**380** near misses were recorded.

Information within this report has been gained by obtaining information from Leicestershire County Council’s incident reporting system – AssessNET on 11/4/2018.



**Accident Data for LCC**

LCC	N° of Incidents	LCC	N° of Incidents
LTS Catering	142	Menphys Centre Wigston	28
Melton Supported Living Service	131	HART	26
Highways Operations	88	Carnegie CLC	26
Waterlees Supported Living Service	69	ESPO	23
Coalville Community Resource Centre	61	Roman Way	22
HART	48	Hamilton Court	21
Bridgeview CLC	43	Welland House	15
Smith Crescent	43	Charnwood Supported Living	14
Carlton Drive	40	Beaumanor Hall	12
Carnegie CLC	31		
Charnwood Supported Living	28		
Hamilton Court	28		
Roman Way	28		



## Incidents of Significance

During the 2017/2018 financial year there has been 4 RIDDOR reportable incidents within the **Adults and Communities department**. These are summarised below:

- An employee within the HART team injured his shoulder while incorrectly supporting a service user on 09/10/2017. The service user was unable to use the rotunda which was usually used for his transfers; subsequently the employee supported the weight of the service user which caused the injury. The incident was investigated, it was concluded that the Injured Person did not act in line with his training, and there was also a failure in communication. The member of staff was off work for 14 days.
- On 19/10/2017 an employee within the HART Team scolded herself while removing a bowl of soup from the microwave which she was heating for a service user. The member of staff was off work for 14 days.
- On 29/12/2017 A Home Care Assistant was visiting two service users at the Radford House Bungalow (a sheltered housing complex managed by EMH Homes) and whilst walking from one property to another, she 'slipped' and fell onto her left knee. This resulted in a soft tissue injury and 26 days away work. The cause of the injury was a combination of factors: icy weather conditions, a lack of suitable sufficient, training and instruction of wearing snow grips, and the employee's misjudgement about the wearing of PPE.

- On the 02/01/2018 an employee within Library Services received cuts, pain and swelling to both knees when she tripped on uneven paving slabs at the top of the steps leading to the back of the Rutland Building. The incident was reported to Property Services who agreed to undertake any repair work that was needed. The member of staff was away from work for 14 days.

During the 2017/2018 financial year 1 RIDDOR reportable incident occurred within the **Chief Executive's department and is** summarised below:

- On 16/08/2017 a Solicitor was walking from Court to the car park on Bee Hive Lane, Loughborough, when she tripped over the kerb. This resulted in a fractured wrist and 35 days away from work a result of the injury. A full investigation was undertaken with actions recommended to prevent reoccurrence.



During the 2017/2018 financial year there has been six RIDDOR reportable incidents within the **Corporate Resources department**. These are summarised below:

- On the 16/01/2018 a School Food Assistant sustained an injury to the lower back whilst replacing an empty liner in a bin. The injured person has an existing long term back condition and was away from work for 34 days as a result of the injury.
- A member of staff in Professional and Business Services slipped on black ice in the County Hall car park on 29/12/17. The injured person sustained a dislocated elbow and was away from work for 38 days. A full investigation was undertaken which concluded that minimal further action was possible to reduce the risks as all reasonably practicable steps had been taken to minimise the risks of slipping on ice.
- On 07/11/2017 a School Food Assistant received an injury to her lower back whilst manual handling. She was lifting full bin bags off a trolley into dumpster bins outside in the car park, and twisted her back. The member of staff was away from work for 14 days.
- On 09/10/2017 a School Food Assistant was putting tables away in the dining hall when she slipped on a piece of food on the floor. The table fell on top of her hand and fractured her finger. The member of staff was away

from work for 147 days. A full investigation was undertaken with actions recommended to prevent reoccurrence.

- On 27/6/2017 a Casual Food Assistant tripped over a broom in the kitchen and sustained a soft tissue injury to the right knee. She was away from work for 42 days. A full investigation was undertaken with actions recommended to prevent reoccurrence.
- On 13/6/2017 a School Food Assistant burned her hand on hot gravy whilst pouring this into a jug. She was away from work for 18 days.

During the 2017/2018 financial year there has been eight RIDDOR reportable incidents within the **Environment and Transport department**. These are summarised below:

- On the 10/04/2017 a member of staff in the Operations and Contract Management team sustained a fracture to the hand, a suspected fracture to the shoulder and numerous soft tissue injuries as a result of tripping over a damaged pavement. The member of staff was off work for 7 days. The poor condition of the pavement was reported to Birmingham Council. .
- An SEN Mini Bus Driver within Passenger Fleet sustained an injury to the knee when he fell out of his bus on 03/05/2018. The Driver entered the bus from the side door and did not raise the tail lift so when he stepped back onto what he thought should be there he fell. The member of staff was



away from work for 111 days and an investigation was undertaken to prevent reoccurrence.

- On 01/06/2017 a Passenger Fleet Driver sustained a fracture to the wrist as a result of falling of a raised tail lift. The tail lift had just started to lower, when the bus suddenly jolted and started to roll forward down the car park which caused the employee to fall. The vehicle was taken to Croft to be inspected and investigated and it was found that the handbrake was faulty. At the time of writing this report it was identified that the member of staff has still not returned to work
- On 15/08/2018 A member of staff working at Croft Highways Depot sustained a crush to the finger resulting in a severe laceration to the thumb whilst deploying a tail lift. When deploying the tail lift on a 7.5tonne flatbed vehicle the operative pulled from the top of the tail board rather than using the designated handle located on the side fall protection barrier. As the tail lift opened the operative had his hand in a pinch point which resulted in a cut to his right thumb. The member of staff was away from work for 104 days. An investigation was undertaken and a new safe system of work devised and communicated to all operatives. The tail lift manufacture was invited to attend site and have modified side barriers to remove potential pinch point.
- A HGV Driver in Highways Operations received a strain/sprain to the groin whilst operating a gully sucker on site. The injury occurred on 11/09/2017 and the member of staff was away for 21 days. An investigation was

undertaken and the site purchased new gully lifting handles which were different sizes and therefore more ergonomic for the operatives. A tool box talk was also delivered on different methods of lifting stuck lids and instructed staff to leave them if they can't be lifted.

- On 16/10/2017 A member of the public sustained a dislocated and fractured their ankle and broken their femur at Mountsorrel Recycling and Household Waste Site. The incident occurred after lifting a washing machine into the large household appliances (LDA) skip; he then lost his footing and fell down the ramp. It was suspected that the injured person has a suspected broken ankle so an ambulance was called and he was taken to hospital.
- On 26/02/2018 a Recycling Advisor at Barwell Recycling and Waste Site was in the process of releasing the last clamp on the general waste bin by lifting the lever upwards, when he felt a sharp pain in his lower back. He was away from 8 days as a result of the injury. An investigation was undertaken and actions to improve manual handling.
- A Parking Administrator within Notice Processing tripped in the Rutland Building at County Hall on 07/03/2018. She was entering the lift on the 1st floor of the building and tripped causing a bruised hand, grazed knuckle, twisted knee and ankle and lower back pain. As a result she was away from work for 8 days. The investigation is ongoing to determine the root cause but it is thought that the lift opened when it wasn't level with the floor causing a tripping hazard.





During the 2017/2018 financial year there has been sixteen RIDDOR reportable incidents within the **Children & Family Service**. These are summarised below:

- On the 4/4/17 a Classroom Assistant at Ashmount School sustained a fractured foot after tripping over a toy. This resulted in 6 days off work.
  - On the 24/4/17 a young child at Loughborough West Children and Family Centre sustained a burn to the chest from a cup of tea which was split. The centre has reviewed their safety procedures, hot drinks are no longer allowed in the areas when children/babies are attending.
  - On the 24/5/17 a Midday Supervisor at Whetstone Badgerbrook Primary School slipped in the school hall and fell resulting in a fractured arm and 65 days off work. Following this incident the school's risk assessment has been reviewed to consider safety procedures in the hall.
  - On the 22/6/17 a member of staff at Welland House was physically assaulted by a child at the home. As a result she had bruising and pain on her stomach area and on her elbow. The incident was reported to the police and the risk assessment was reviewed.
  - On the 31/10/2017 a member of staff a Birchwood Primary School sustained a head injury from trying to separate two pupils who were fighting. Following the incident the behaviour plan was implemented to manage the pupil's behaviour.
- A member of staff sustained a back injury on the 20/11/2017 after slipping on a newly mopped floor at All Saints Church of England Primary School (Wigston). The cleaning procedures have since been reviewed at the school.
  - On the 29/11/17 a member of staff at All Saints Primary School in Wigston sustained a sprained arm from trying to restrain a pupil. The incident was investigated and risk assessments were reviewed.
  - An employee at Stathern Primary School slipped on a wet floor on the 12/12/2017, following this incident cleaning procedures have been reviewed and the tiled floor has been replaced with carpet.
  - On the 15/12/17 at Diseworth Primary School a child's fingers were caught in a door closure mechanism resulting in a finger injury. Following this the door mechanism was changed so that it closes slower.
  - On the 19/12/17 a Teacher at Long Clawson primary School was hit in the face by a netball. Following this she was diagnosed with a detached retina which was linked to the netball collision. As a result the Teacher was off work for 40 days. Risk assessments have since been reviewed.
  - A pupil at Cossington Primary School sustained a cut to the knee from tripping after getting his foot caught in a football net. The incident was RIDDOR reportable as a part of the net was found to be faulty.





- A Learning Support Assistant at Birch Wood Special School sustained a fractured foot on the 19/1/18 after losing her footing on play equipment. Following this incident staff were reminded of the importance of wearing suitable footwear.
  - This incident happened on 30/1/18 when a member of staff within Children’s Social Care fell on a service user’s driveway and dislocated their shoulder. The member of staff contacted the office and asked for a worker to come out and specifically asked that an ambulance was not called. Two support workers attended and waited with them until their partner arrived to take them to hospital. The drive was uneven and was having some work done to it.
  - On the 2/2/18 a pupil at Newbold Verdon Primary School accidentally tripped a teacher up which resulted in a fractured nose and strained shoulders. Following this incident the safety procedures have been reviewed.
  - At Birchwood Primary School on 6/2/18 a Teaching Assistant was physically assaulted by a student she was working with. Injuries included soreness to the scalp from caused by hair pulling and bruising to the body from punching and hitting. Following this incident the pupil’s support plan was reviewed and further safety measures were implemented.
- On the 16/3/17 a Lunch Time Supervisor sustained a fractured wrist after being involved in a collision on the playground with two pupils. The incident was investigated and the school have reviewed their safety procedures.



## HS&W Activity by department

### A&C

- Supported Melton Short Breaks with a fire inspection from Leicestershire Fire and Rescue Service, resulting in the positive grade of 'broadly compliant'.
- Provided health and safety support to Bosworth Battle Field with the annual re-enactment event.
- The accident Reporting System AssessNET has been updated, with local administrators assigned for all teams.
- Accident investigation for all RIDDOR reportable accidents.
- Supported Provider Services with accident reporting, improve near miss reporting and reduce 'not specified' etc.
- Provided ongoing support to the Adult Mental Health Team regarding management of stress.
- 4 Stress assessment undertaken within the department

### CEX

- The Registration Service were supported with civil ceremony inspections throughout the year
- Legal Services have been support with risk assessments
- 1 accident investigation was conducted
- H&S team attended quarterly H&S meetings

### CR

- LTS shoe trial ongoing within LTS catering
- Advice and support to LTS catering regarding Type 1 fire risk assessment within all kitchens.
- Ongoing support to Sites Development
- Risk assessment support at Beaumanor Hall

### E&T

- HS&W service delivered 10 training sessions for Highways Delivery Managers and Supervisors on Management of H&S and Accident investigation.
- HS&W Service delivered H&S Induction to Area Managers/Supervisors (June 2017) and Site Operatives (August 2017) working for the Recycling and Household Waste Sites.
- HS&W Service have undertaken a number of site inspections at all 13 Recycling and Household Waste Sites.



## CFS

- 31 audits were undertaken
- 3 stress assessments were undertaken
- Accident investigations for all RIDDOR reportable incidents
- 4 occupancy assessments were undertaken

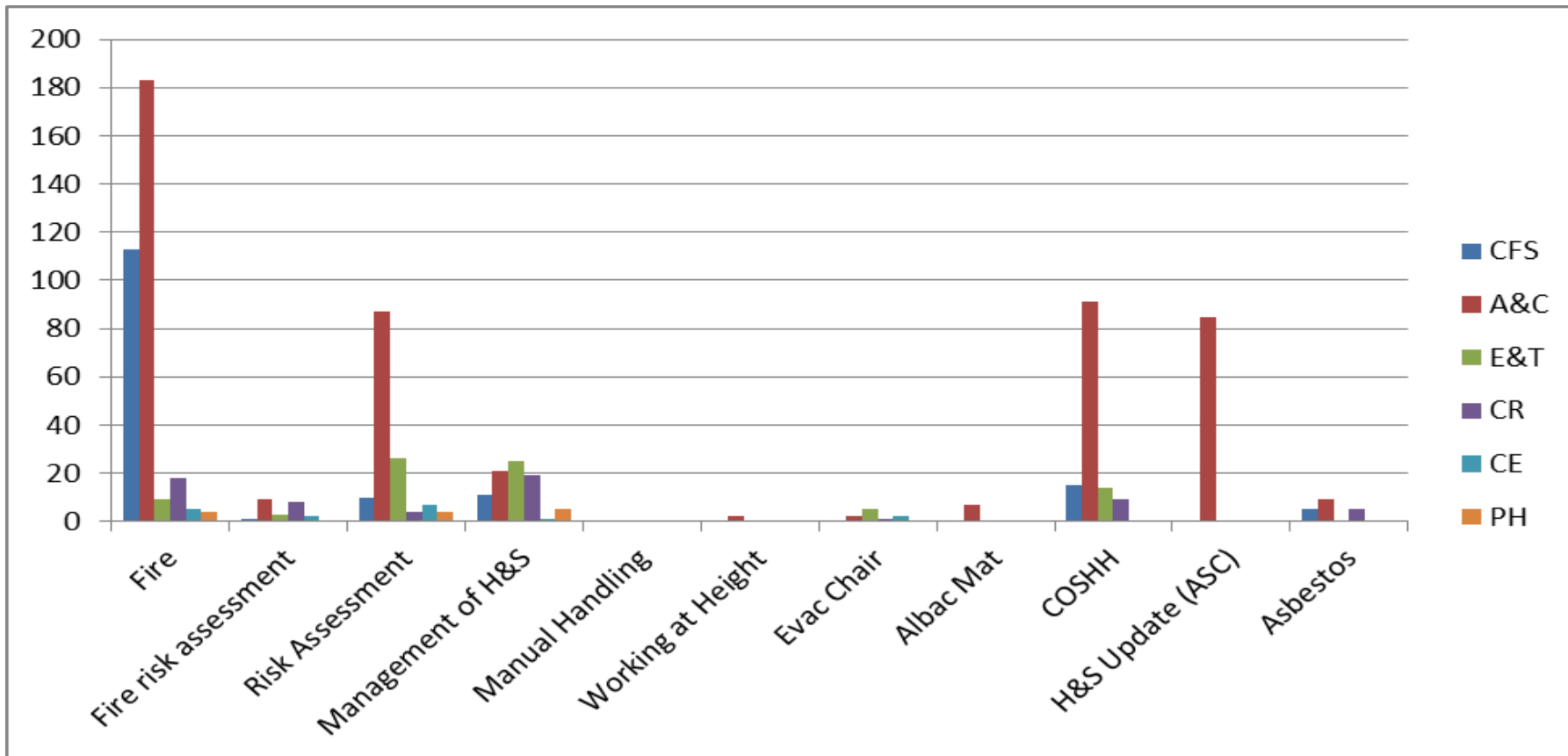
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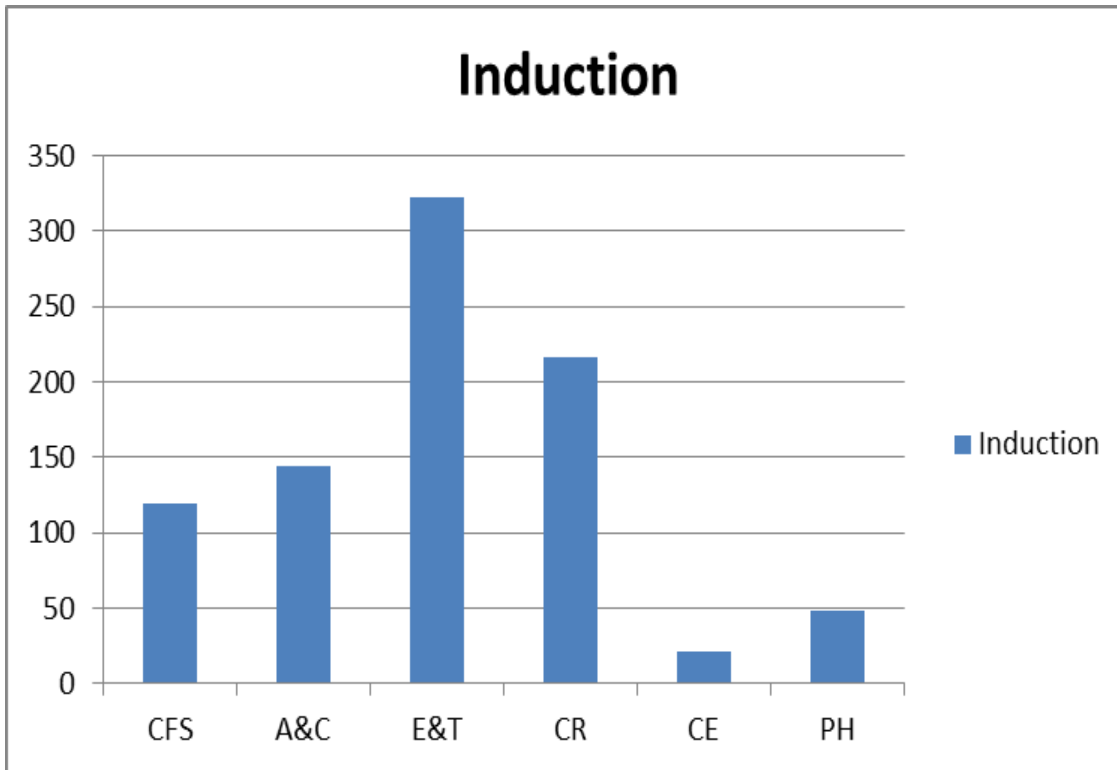
- The HS&W team have support with DSE assessment within the department.
- The HS&W team have worked closely with Public health to help implement the Wellbeing strategy.
- 5 managers from Public health attended the Management of Health & safety training course ran by the HS&W team.



## Training Statistics

The following section highlights the numbers of delegates from the Council that have attended corporate Learning and Development courses provided by the HS&W Service. **Note:** Figures also exclude job specific training which may have a safety consideration and also any training which may have been arranged directly by managers within departments.







The following Key Performance Indicators (KPIs) were set in the 2015 – 2020 Health, Safety and Wellbeing Strategy to monitor improvements in Health, Safety and Wellbeing across the Council. The table below details the performance of the whole council against the KPIs.

No.	Key Performance Indicator	Leicestershire County Council
1	Improvements in audit scores across all services of the authority, aim to achieve 50% reduction by 2018 on reports achieving 1 yearly audit revisits, and 100% by 2020.	45 audits were completed in 2017/2018. Some of the service areas which were audited are newly formed therefore there was not any previous audit data to compare the scores to. 3 service areas were given a category 1 score, which means the audit highlighted at least one major and several minor nonconformities. The audit highlighted an immediate risk to staff and customers of Leicestershire County Council and/or a significant risk of legal non-compliance. These services areas will be re-audited in 2018-19 to monitor improvement. The other service areas were scored category 2 or 3 which shows a better level of compliance and will be re-audited in 2 or 3 years respectively.
2	All audits reports and action plans are developed within 5 working days from the completion of the audit.	This KPI was not met for all audits.
3	LCC would like to realise a 10% reduction in workplace accidents and incidents year by year.	In comparison to 2016/17 there has been a 6.2% decrease in the overall number of incidents.
4	A 10% reduction in RIDDOR reported incidents year on year	In comparison to 2016/17 there has been a 12% decrease in the overall number of RIDDOR reportable incidents.
5	Robust documented investigations conducted in all instances where accidents are RIDDOR reportable for employees	All RIDDOR reportable incidents have received robust, documented investigations.
6	Ensure overall compliance with all applicable legislation across the authority.	Audit scores demonstrate partial compliance to health and safety legislation. Action plans have been developed to increase compliance.



## Wellbeing Service Statistics

The following section highlights the numbers of employees from the Council that have accessed the Employee Wellbeing Service.

Department	Q1		Q2		Q3		Q4	
	New referrals	No. of Sessions	New referrals	No. of Sessions	New referrals	No. of Sessions	New referrals	No. of Sessions
Adults and Communities	28	72	29	27	19	71	14	97
Chief Executives	0	0	2	1	1	2	1	5
Children and Family Service LA Schools	19	40	7	15	9	24	6	46
Children and Family Service Non Schools	8	66	7	17	13	73	14	117
Corporate Resources	16	71	14	45	15	72	13	121
Environment and Transport	2	6	2	4	2	2	1	4
Public Health	0	0	1	4	0	0	0	0
Non Declared	1	2	0	0	0	0	0	0
ESPO	1	3	0	0	1	3	1	8
<b>Totals</b>	<b>75</b>	<b>260</b>	<b>62</b>	<b>113</b>	<b>60</b>	<b>247</b>	<b>50</b>	<b>398</b>

25

**Total new referrals : 247**

**Total sessions: 1018**

**29% reduction** in number of **sessions** compared to 2016/17

**37% reduction** in number of **referrals** compared to 2016/17





**The Wellbeing Strategy was launched in 2018. The following KPI's were included within the strategy;**

- 10% reduction in the number of employees being referred to occupational health with mental health issues.
- 30% increase in attendance of Stress Management Training.
- Reduced sickness absences rates, target of less than 7.5 days per employee.
- Increased visibility of mental health first aiders.
- Increase in healthy food options in the canteen.
- Promote the importance of physical exercise in managing mental wellbeing.

A Stress Working Group has been set up with representatives from Strategic Human Resources, Health Safety & Wellbeing and Learning and Development to help address issues relating to work related stress and mental health issues. The group works closely with other groups and teams such as Public Health, Wellbeing Champions and the Employee Wellbeing Service to help achieve the KPI's within the strategy. The following work streams were identified and progressed during 2017-18 financial year;

- **Promotion and marketing of the support available to managers and employees.** A Wellbeing signposting page had been created which is located on the home page of the intranet. This page is designed to signpost employees and managers to the Wellbeing Support available through LCC.
- **Education and Training.** Further training has been developed to support managers and employees with mental health and stress.
- **Increased visibility of Mental Health First Aiders.** The team is working to increase the visibility of MHFA's.
- **Wellbeing Calendar.** The team is working closely with Comms to promote national wellbeing days on the intranet calendar.
- **Time for Change.** The pledge for Time for Change has been signed by the Council. The Time to Change pledge means that as a Council we pledge to stop the stigma around mental health in the workplace. An action plan has been completed and this centres on the key areas the Stress Group have been



working on; increased working with MHFA, training and support for managers to having conversations with employees around mental health and stress.



## Occupational health statistics

The follow 4 tables show the number of referrals to LCC's Occupational Health provider.

### Quarter 1

Division	1. Infections	2. Cancer / malignancy	3. Haematological	4. Endocrine / Metabolic	5.1 Stress	5.2 Psychotic illness	5.3 Anxiety	5.4 Depression	5.5 Alcohol & Drug Dependence	5.6 Other Psychiatric / Mental Health	6. Neurological	7. Ophthalmological	8. Audiological	9. Cardiovascular & cerebro-vascular	10. Respiratory	11. Gastro-Intestinal	11.1 Dental	12. Dermatological (P/MH)	13.1 Back Pain	13.2 Neck Pain	13.3 Fracture	13.4 Lower Limb Disorder	13.5 Upper Limb Disorder	13.6 Arthritis	13.7 Rheumatism	13.8 Other M/skeletal & injuries	14. Genitourinary	15. Gynaecological Pregnancy	17. Congenital malformations	18. Other	18.25. CFS/Fibromyalgia/ME	18.5 Connective tissue disorder	19. Injuries & poisoning	20. Unspecified surgery/post op	21. Fit	23. WSA	Total Diagnosed	Cancelled Case	Total Closed			
A001 ESPO				1	2						1				1				1				1	1															10	1	11	
C0001 Chief Executive's							1																																	1		1
J0001 Environment & Transport														1	1	1						1	1			1	1													7	14	21
K0001 Children & Young People's Service	3	6		3	19	1	16	11	1	1	4			1	2	2			3			2	2	1		7	2		1	1				1						90	13	103
P0001 Public Health																																								0	1	1
R0001 Corporate Resources		1			3		1	1						1	1								1																	9	2	11
S0001 Adults & Communities	1			1			2	3		1	2			1	3				3		1	1	2			3	1	1		2	2				2					32		32
Strategic Director - Community Wellbeing & Custome					1																																			1		1
Strategic Director-Corporate Services C001		1			1			3							1											1														7	1	8
Strategic Director-Housing, Planning, Regeneration					1		1				1								2					1		1									1					8	1	9
<b>2017 - 2018</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>5</b>	<b>27</b>	<b>1</b>	<b>20</b>	<b>19</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>14</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>165</b>	<b>33</b>	<b>198</b>	
Subtotal (% of Total Diagnosed)					70 (42%)								38 (23%)																													
Work Related (% of Subtotal)					25 (36%)								7 (18%)																													
Covered by EQA (% of Subtotal)					35 (50%)								12 (32%)																													



Quarter 2

Division	1. Infections	2. Cancer / malignancy	3. Haematological	4. Endocrine / Metabolic	5.1 Stress	5.2 Psychotic illness	5.3 Anxiety	5.4 Depression	5.5 Alcohol & Drug Dependence	5.6 Other Psychiatric / Mental Health	6. Neurological	7. Ophthalmological	8. Audiological	9. Cardiovascular & cerebro-vascular	10. Respiratory	11. Gastro-Intestinal	11.1 Dental	12. Dermatological (P/MH)	13.1 Back Pain	13.2 Neck Pain	13.3 Fracture	13.4 Lower Limb Disorder	13.5 Upper Limb Disorder	13.6 Arthritis	13.7 Rheumatism	13.8 Other M/skeletal & injuries	14. Genitourinary	15. Gynaecological/Pregnancy	17. Congenital malformations	18. Other	18.25. CFS/Fibromyalgia/ME	18.5 Connective tissue disorder	19. Injuries & poisoning	20. Unspecified surgery/post op	21. Fit	23. WSA	Total Diagnosed	22. Cancelled		
A001 ESPO				1	8					1	1	1			2			1	6			1	2	3		3												31		
C0001 Chief Executive's																						1																	1	
External Organisation								1																															2	1
J0001 Environment & Transport	1	1			4	5	1		1		3	1		3	2	2			6	1		2	4			5	1			2					4			48	23	
K0001 Children & Young People's Service	7	14	3	6	55	1	40	42	2	4	12	3	2	10	9	12			15	2	1	8	10	6	6	17		2		11	5			4					309	61
P0001 Public Health							1												1																			2	1	
R0001 Corporate Resources	3	1	2	1	9	6	5		2	4			2	2	2				8			2	1	1	2		2		1			1	4				61	10		
S0001 Adults & Communities	5	1		1	17	15	15		1	8	1	1	2	4	4		1		15	1	2	1	6	5	13	2	3		7	5			8					144	15	
Strategic Director - Community Wellbeing & Custome					3						1														1													5		
Strategic Director-Corporate Services C001		1			1		2	1							2										1													8		
Strategic Director-Housing, Planning, Regeneration		1					2	3			2								5			2		1	2			1		1			1					21	7	
<b>Total</b>	<b>16</b>	<b>19</b>	<b>5</b>	<b>9</b>	<b>97</b>	<b>1</b>	<b>68</b>	<b>69</b>	<b>4</b>	<b>8</b>	<b>31</b>	<b>6</b>	<b>3</b>	<b>17</b>	<b>21</b>	<b>20</b>		<b>2</b>	<b>56</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>24</b>	<b>16</b>	<b>7</b>	<b>44</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>22</b>	<b>11</b>		<b>1</b>	<b>18</b>	<b>4</b>		<b>632</b>	<b>118</b>		
Work Related					55	1	19	13		2	1								11	1		2	4	1	9				1									121	19%	
Equality Act	3	19	3	5	17	1	31	42		5	21	5	3	11	11	7		1	17		1	6	6	13	5	11	2	1	1	7	9			5				269	43%	
Subtotal (% of total)					247 (39%)																					169 (27%)														
Work Related (% of subtotal)					90 (36%)																					28 (17%)														
Covered by the EQA (% of subtotal)					96 (39%)																					59 (35%)														

Awaiting Diagnosis

Grand Total

29



Quarter 3

Division	1. Infections	2. Cancer / malignancy	3. Haematological	4. Endocrine / Metabolic	5.1 Stress	5.2 Psychotic illness	5.3 Anxiety	5.4 Depression	5.5 Alcohol & Drug Dependence	5.6 Other Psychiatric / Mental Health	6. Neurological	7. Ophthalmological	8. Audiological	9. Cardiovascular & cerebro-vascular	10. Respiratory	11. Gastro-Intestinal	11.1 Dental	12. Dermatological (P/MH)	13.1 Back Pain	13.2 Neck Pain	13.3 Fracture	13.4 Lower Limb Disorder	13.5 Upper Limb Disorder	13.6 Arthritis	13.7 Rheumatism	13.8 Other M/skeletal & injuries	14. Genitourinary	15. Gynaecological/Pregnancy	17. Congenital malformations	18. Other	18.25. CFS/Fibromyalgia/ME	18.5 Connective tissue disorder	19. Injuries & poisoning	20. Unspecified surgery/post op	21. Fit	23. WSA	Total Diagnosed	22. Cancelled										
A001 ESPO													1	1	1			1	1			1	2			2											11	1										
C0001 Chief Executive's								1																														1										
D2895 Leicestershire Traded Service					5			4			1																											13	5									
J0001 Environment & Transport				1	1								1	2	2	1						1	3	2		1									2			18	4									
K0001 Children & Young People's Service	2	2			38		18	13		7	8		2	4	3	3			4	1	2		3	4		5	1	2		3	3		2	4			134	20										
R0001 Corporate Resources		1		1	3		1	2		2	3			2	2	3			3				1	5	3	1	1	1										38	4									
S0001 Adults & Communities	1	3			8	1	4	3		1	2			1		1			2			2	3	1		2	1	1	1	1	1							39	3									
Strategic Director - Community Wellbeing & Custome																								1		1												2	3									
Strategic Director-Corporate Services C001					2			1			1																										4	1										
Strategic Director-Housing, Planning, Regeneration					4		1				1								2			1				2											11	2										
<b>Total</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>61</b>	<b>1</b>	<b>24</b>	<b>24</b>	<b>10</b>	<b>16</b>	<b>4</b>	<b>9</b>	<b>8</b>	<b>9</b>	<b>1</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>16</b>	<b>11</b>	<b>14</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>271</b>	<b>43</b>	<b>15</b>	<b>329</b>	<b>131</b>	<b>48%</b>													
Work Related				34		9	2			1			1					2				3															55	20%										
Equality Act	1	6	2	8	1	13	14		6	15	1	1	8	6	4			3	1	1	4	6	11		3	1	3	1	4	6			2				131	48%										
Subtotal (% of total)				120 (44%)										62 (23%)																																		
Work Related (% of subtotal)				45 (38%)										5 (8%)																																		
Covered by the EQA (% of subtotal)				42 (35%)										29 (47%)																																		



Quarter 4

Division	1. Infections	2. Cancer / malignancy	3. Haematological	4. Endocrine / Metabolic	5.1 Stress	5.2 Psychotic illness	5.3 Anxiety	5.4 Depression	5.5 Alcohol & Drug Dependence	5.6 Other Psychiatric / Mental Health	6. Neurological	7. Ophthalmological	8. Audiological	9. Cardiovascular & cerebro-vascular	10. Respiratory	11. Gastro-Intestinal	11.1 Dental	12. Dermatological (P/MH)	13.1 Back Pain	13.2 Neck Pain	13.3 Fracture	13.4 Lower Limb Disorder	13.5 Upper Limb Disorder	13.6 Arthritis	13.7 Rheumatism	13.8 Other M/skeletal & injuries	14. Genitourinary	15. Gynaecological Pregnancy	17. Congenital malformations	18. Other	18.25. CFS/Fibromyalgia/ME	18.5 Connective tissue disorder	19. Injuries & poisoning	20. Unspecified surgery/post op	21. Fit	23. WSA	Total Diagnosed	22. Cancelled	Awaiting Diagnosis	Grand Total										
A001 ESPO							1						2	1	1	1		1	3			1	2			2													16	1	17									
C0001 Chief Executive's								1																	1														3		1	4								
D2895 Leicestershire Traded Service		3	3	27	7	8	1				5	3	2	2					3				2	1		6	1	1		4	1	1			3				84	17	5	106								
E0001 Centre of Excellence				1	1																																	1		1										
J0001 Environment & Transport			1	1	1								1	4	3	1						1	4	2	1	1				1					1	4		27	5	1	33									
K0001 Children & Young People's Service	2	3		40	21	13		8	8	1	2	5	3	3				5	1	2		3	4		5	1	2		4	3			2	4				145	20	2	167									
R0001 Corporate Resources		1	1	4	1	3		2	4				2	2	3				3			1	5	4		1	1	2		1	3							44	4	1	49									
S0001 Adults & Communities	1	3		13	1	6	3		1	2		1	1	1	1			3	1		3	3	1		2			2	1	2	2		1					55	4	59										
Strategic Director - Community Wellbeing & Custome																								1		1												2	3	5										
Strategic Director-Corporate Services C001				2			1			1																											4	1	5											
Strategic Director-Housing, Planning, Regeneration				4	1					1								2								2												11	2	13										
<b>Total</b>	<b>3</b>	<b>10</b>	<b>5</b>	<b>92</b>	<b>1</b>	<b>37</b>	<b>30</b>	<b>1</b>	<b>11</b>	<b>21</b>	<b>4</b>	<b>8</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>1</b>	<b>19</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>19</b>	<b>13</b>	<b>2</b>	<b>20</b>	<b>4</b>	<b>7</b>	<b>1</b>	<b>13</b>	<b>9</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>392</b>	<b>57</b>	10	459												
Work Related				56	11	3				2			1					3				3		1	1				1			2			1			85	22%											
Equality Act	1	10	5	16	1	21	16		7	18	2	1	14	7	4			5	2	1	5	8	13	2	5	3	4	1	5	9	1	3	8	4			190	48%												
Subtotal (% of total)				172 (44%)										84 (21%)																																				
Work Related (% of subtotal)				70 (41%)										8 (10%)																																				
Covered by the EQA (% of subtotal)				61 (35%)										41 (49%)																																				



## Forthcoming Changes

Managers and staff within departments are advised to be aware of potential legislative and policy changes that may impact on their operations in the 2017 / 18 financial year. There are no forthcoming changes to health and safety legislation or approved codes of practice publicised by the HSE that would impact on the Council as a whole.

The HS&WS have been actively engaged in reviewing all of the Council’s policies and guidance documents available on the Intranet. This ensures that it all remains relevant and up to date. The following table outlines the policies have been reviewed or developed within the 2017/18 financial year and those that are planned for review during the next. Managers are advised to ensure that they are familiar with those that are applicable to their operations.

Policy Changes 2017 / 2018	Planned Policy Changes 2018 / 2019
The Management of Stress in the Workplace	Driving in Hot Weather
Electrical Safety	AssessNET Guidance
First Aid Guidance	Use of Car Seat Belts and Restraint Systems for Children
Driver and Vehicle Safety Policy	Contractor Management policy and Form
Winter gritting	Driving Mini Buses
Noise at Work	Driving in adverse weather
Manual Handling and Risk Assessment	Pocket Guide to Health and Safety for Premise Managers
Glazing	CDM Adequacy of construction phase health and safety plan





Asbestos Management Plan & Exposure form	CDM Construction phase health and safety plan
Policy Statement	CDM Design Hazard Identification
Work at Height	CDM Preconstruction information pack
Challenging Behaviour & Violence at Work	CDM Summary of Duties under CDM 2015
Fire Safety Guidance	
General arrangements	
Work Equipment	
HAVS	

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