

# **PERFORMANCE MANAGEMENT PORTFOLIO (HEALTH & SAFETY CONSULTATIVE GROUP) DECISION SCHEDULE**



**Monday 18<sup>th</sup> September, 2006**

**at 9.30 a.m.**

**(or immediately following the Performance Management Portfolio  
(to be held at 9 a.m.) whichever is the later**

**in Committee Room “B”**

Councillor Peter Jackson, Cabinet Member responsible for Performance Management, Councillor Rayner and Councillor Sutheran will consider the following items:-

**1. KEY DECISIONS**

None.

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Safety and Health Work Plan 2006/07 – *Chief Personnel Services Officer*
- 2.2 New Safety Inspection Report Format - *Chief Personnel Services Officer*
- 2.3 Health and Safety Performance Statistics - *Chief Personnel Services Officer*

**3. ITEMS FOR INFORMATION**

None.

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None.

**PERFORMANCE MANAGEMENT (HEALTH AND  
SAFETY CONSULTATIVE GROUP) PORTFOLIO**

Report to Portfolio Holder  
18<sup>th</sup> September 2006



**Report of:** Chief Personnel Services Officer

**Subject:** SAFETY AND HEALTH WORK PLAN 2006/7

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**SUMMARY**

**1. PURPOSE OF REPORT**

To provide updating information on progress of work on the safety and health projects included in the Health and Safety Adviser's and Employee Wellbeing Team's plan of work for 2006/7.

**2. SUMMARY OF CONTENTS**

The report, via its appendix, provides a commentary on progress made on the projects included in the plan for safety and health work to be carried out during the current year, by the Health and Safety Adviser and the Employee Wellbeing Team. This is work on specific projects, rather than the scheduled and reactive work that is carried out continuously.

**3. RELEVANCE TO PORTFOLIO HOLDER**

Corporate issues.

**4. TYPE OF DECISION**

Non-key decision.

**5. DECISION MAKING ROUTE**

Portfolio Holder only.

**6. DECISION(S) REQUIRED**

To note the report.

**Report of:** Chief Personnel Services Officer

**Subject:** SAFETY AND HEALTH WORK PLAN 2006/7

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**1. PURPOSE OF REPORT**

To provide updating information on progress of work on the safety and health projects included in the Health and Safety Adviser's and Employee Wellbeing Team's plan of work for 2006/7.

**2. BACKGROUND**

At its meeting in June, the Health and Safety Consultative Group received a report on the plan for safety and health projects for the current year. An undertaking was given that, at each future meeting of the Group, a report would be made on progress made with the tasks involved and on the final completion of each of the projects included in the plan.

**3. THE PROGRESS MADE TO DATE AND OTHER DEMANDS**

An updated edition of the Work Plan forms the appendix to this report, with the comments column used to indicate the progress made to date, in comparison with the originally planned target date milestones. Substantial progress has been made, this despite a much higher than normal level of sick leave in Employee Wellbeing Team during the first and second quarters of 2006/7. In this respect it should be remembered that the members of the Wellbeing Team are not assigned exclusively to work on the projects that feature in the Work Plan. This project work has to be integrated with the recurring work of inspections, delivery of training, professional support to health and safety committees, providing advice and consultation to managers, as well as to accident reporting and reacting to other unplanned and unpredictable safety and health related events.

**4. RECOMMENDATION**

To note the report.

# Safety and Health Work Plan: April 2006 – March 2007

## Progress on Projects at September 2006

### 1. Safety policy development and reviews

Activity 1.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish policy & guidance on aggression & violence to employees	DQ	<ul style="list-style-type: none"> <li>Edit existing draft policy &amp; guidance</li> <li>Carry out final consultation</li> <li>Obtain members' approval</li> <li>Publish policy &amp; guidance</li> <li>Start to monitor to ensure implementation of policy &amp; guidance</li> <li>Report to Portfolio Holder on implementation monitoring</li> </ul>		Jun. '06 Jul. '06 Sep. '06 Oct. '06  Nov. '06  Feb. '07	<i>The policy was endorsed by the Portfolio Holder during July</i>  <i>The guidance remains to be completed and this is subject to the prior completion of work on the Employees Protection Register, currently being led by the Legal Division and expected to be operational around the turn of 2006/7</i>
Activity 1.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Complete & Implement First Aid Policy	BT	<ul style="list-style-type: none"> <li>Use post restructure questionnaire data to determine the number of first aiders &amp; appointed persons required for each building &amp; service</li> <li>Obtain decision on payments</li> <li>Advise depts. on appointments required</li> <li>Dev. &amp; Diversity section organise training required</li> </ul>	DQ JM WBT Admin  WS/RW	Sept. '06 Nov. '06 Dec. '06  Dec. '06	<i>BT &amp; DQ completing analysis of data to determine requirement for first aiders at each workplace</i>

Activity 1.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Ensure compliance with vibration regs.	DQ	<ul style="list-style-type: none"> <li>Review existing policy &amp; procedures to determine additional or different requirements &amp; devise action plan</li> <li>Interpret regs. so as to identify requirements applicable to HBC operations</li> <li>Draft new policy &amp; procedures</li> <li>Consult on draft policy &amp; procedures</li> <li>Publish policy &amp; provide guidance to depts.</li> <li>Start monitoring to ensure implementation of new policy &amp; procedures</li> </ul>	SH  SH & other WBT S/Offs. WBT S/Offs  WBT S/Offs  WBT S/Offs	Aug. '06  Aug. '06 Nov. '06 Feb. '06 Mar. '07	<i>Review report being considered</i>
Activity 1.4	Lead Resp.	Tasks	Input From	Target Date Milestones	Comments
Ensure compliance with work at height regs.	BT	<ul style="list-style-type: none"> <li>Continue to monitor use of initial guidance &amp; training material compliance with regs.</li> <li>Continue to monitor delivery of training in NS Dept.</li> <li>Start to review guidance &amp; training material in light of experience gained, prior to revision of material</li> </ul>	WBT S/Offs WBT S/Offs  WBT S/Offs	Apr. '06 Apr. '06  Mar. '07	<i>Monitoring of compliance with guidance is being undertaken, training delivery by NS Dept has not been started</i>
Activity 1.5	Lead Resp.	Tasks	Input From	Target Date Milestones	Comments
Ensure compliance with noise regs.	DQ	<ul style="list-style-type: none"> <li>Review existing compliance arrangements</li> <li>Develop draft policy &amp; procedures</li> <li>Consult on policy &amp; procedures</li> <li>Identify suitable noise monitoring facility, arrange initial sampling work &amp; continuing availability of service</li> <li>Publish policy &amp; procedures and guidance to depts.</li> <li>Start to monitor compliance</li> </ul>	RH RH RH RH  RH  WBT S/Offs	Jun. '06 Nov. '06 Dec. '06 Aug. '06  Mar. '07  Mar. '07	<i>Progress delayed by Wellbeing Teams sick leave</i>

Activity 1.6	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Ensure compliance with fire regs. & produce report & project plan on modifications to buildings & procedures to ensure proper evacuation of disabled persons	DQ	<ul style="list-style-type: none"> <li>Review &amp; update existing fire risk assessment procedures</li> <li>Arrange training for fire risk assessors</li> <li>Form working group to assess &amp; report on requirements to ensure evacuation by disabled persons</li> <li>Draft &amp; present report &amp; project plan</li> </ul>	Placement student WS/RW  L Bruce & others  L Bruce & others	Jun. '06 Jul. '06 Apr '06 May '06	<i>Revised risk assessment form completed</i> <i>Training arrangements planned</i> <i>Evacuation arrangements for the present one Civic Centre wheelchair user completed, arrangements for general application in Civic Centre and other workplaces remain to be completed</i>
Activity 1.7	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Update & publish revised asbestos procedures	BT	<ul style="list-style-type: none"> <li>Publish hard copies of revised procedures</li> <li></li> <li>Start to monitor compliance with revised procedures</li> </ul>	FD & S. Horne  WBT S'Offs	May '06 May '06	<i>Completed, periodic monitoring only now required</i>
Activity 1.8	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Review bomb procedures & appointments of officers to carry them out	BT	<ul style="list-style-type: none"> <li>Re-allocate roles for each building covered by procedures</li> <li>Review &amp; re-publish procedures</li> <li>Devise &amp; establish system for rolling re-appointment of bomb team members</li> </ul>	JE & WBT Admin JE JE	Jun. '06 Jun. '06 Jun. '06	<i>Progress delayed by Wellbeing Teamsick leave</i>
Activity 1.9	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish corporate road risk policy & guidance	DQ				<i>No statutory requirements in this respect – project postponed until at least 2007/8 because of lack of resources</i>

## 2. Development of safety culture

Activity 2.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Review of corporate H&S training	DQ	<ul style="list-style-type: none"> <li>Refer to Workforce Development</li> </ul>	BT WBT S/Ofs Workforce Development Officers	May '06	<i>Short courses delivered by Wellbeing Team reviewed, revised and dates included in training programme, dates set for resumed presentation of IOSH Managing Safely Course</i>
Activity 2.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Review HBC/HJTUC safety partnership agreement	DQ	<ul style="list-style-type: none"> <li>Review jointly with HJTUC Secretary, amend if required</li> </ul>	Edwin Jeffries Other TU Reps.	Complete 31/12/06	<i>Preliminary discussions held with EJ, pending review following anniversary of adoption in Nov. '06</i>

## 3. Departmental activities

Activity 3.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish Children's Services Dept. care services H&S manual	DQ	<ul style="list-style-type: none"> <li>Edit &amp; add to A&amp;CS Dept. manual as required</li> </ul>	Alan Macnab Other CSD officers	Nov. '06	<i>Work progressing in parallel with A&amp;CS manual, as content expected to be fairly similar</i>  <i>Departmental safety policy has now been drafted, which is a key component of the manual</i>

Activity 3.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish Adult & Community Services Dept. care services H&S manual	DQ	<ul style="list-style-type: none"> <li>Consult with dept. to finalise brief for manual, using mock up edition</li> <li>Complete drafting &amp; inserts &amp; obtain dept's approval</li> <li>Publish manual in form required</li> </ul>	Cardine Monaghan & other A&CS dept officers	May '06  Sept. '06  Oct. '06	<i>Paper mock up &amp; electronic version of work in progress document circulated for comments and weekly progress meetings being held to review newly drafted material</i>  <i>New safety policy awaited from A&amp;CS Dept.</i>
Activity 3.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish CEX Dept. safety policy	DQ	<ul style="list-style-type: none"> <li>Publish policy</li> </ul>		May '06	Completed
Activity 3.4	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish revised educational visits procedures & guidance	DQ	<ul style="list-style-type: none"> <li>Insert addition items requested by EVSG, complete final edit of DTP text &amp; return to CSD for publication</li> </ul>	Alan Macnab Other CSD officers	Jul' '06	Completion delayed and guidance on CRB checks for non-staff still awaited  Completion (with or without completed CRB guidance) now expected during September
Activity 3.5	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish policy & guidance for off-site activities visits provided by the youth service	DQ	<ul style="list-style-type: none"> <li>Complete final parts of draft, draw together items contributed by other, draft introduction</li> <li>Consult youth service officers</li> <li>Re-edit as required &amp; hand to CSD for publication</li> </ul>	Alan Macnab, Other CSD officers * David Griffiths	Jun. '06 Jul. '06  Aug. '06	<i>Completed</i>



#### 4. Safety governance

Activity 4.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Undertake Health & Safety Review	DQ	<ul style="list-style-type: none"> <li>Tasks required consist mainly of a review of progress on those detailed in this plan &amp; those likely to need to be included in the plan for 2007/8</li> <li>Draft review</li> <li>Consult</li> <li>Report to Portfolio Holder</li> </ul>	BT	Jun. '06 Jul. '06 Sep. '06	<i>In abeyance for the present</i>
Activity 4.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Develop & implement revised safety & health monitoring procedures, that will improve service provided, reduce resources required, permit the future incorporation of a wider range of wellbeing issues & promote ownership & involvement throughout the authority	DQ	<ul style="list-style-type: none"> <li>Devise abbreviated safety inspection reporting format for temporary use</li> <li>Pilot new report format with selected inspections</li> <li>Evaluate new report format</li> <li>Launch new report format on for all inspections</li> <li>Select &amp; order IT inspection &amp; report system</li> <li>Train WBT on IT inspection &amp; report system</li> <li>Pilot use of IT system by WBT</li> <li>Set up pilot group of managers to use IT system &amp; train them</li> <li>Start to roll out use of IT System throughout the authority, starting with pilot group of managers</li> </ul>	RH  BT & WBT S/Offs  BT, WBT S/Offs & Admin & Selected Mgrs.	Apr. '06  May '06 Jun. '06 Jul. '06  Jul. '06  Sep. '06  Oct. '06 Jan. '07  Apr. '07	<i>A new report format has been devised, piloted and is now in general use</i>  <i>The new format has been well received but full evaluation and a report from the Wellbeing Team is awaited before further action is taken</i>
Activity 4.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Co-ordinate agenda & items for Portfolio Holder consideration	DQ	<ul style="list-style-type: none"> <li>Consult with Portfolio Holder, officers &amp; HJTUC on agenda content</li> <li>Draft or ensure drafting of reports</li> <li>Ensure approval of reports prior to deadlines</li> </ul>	P/F Holder Edwin Jeffries JM & WS	Ahead of meetings in Jun., Sep., Nov. & Feb.	<i>DQ progressing in conjunction with EJ</i>

## 5. Safety management information

Activity 5.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Create database for fire, bomb, first aid etc. appointees & keep it up dated	BT	<ul style="list-style-type: none"> <li>Collect in remaining the few questionnaire returns</li> <li>Devise &amp; implement updating system</li> </ul>	WBT Admin. WBT Admin.	May '06 Jul. '07	<i>Database has been created, updating system now under development</i>
Activity 5.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Revise & re-publish revised standard forms used by Wellbeing Team	BT	<ul style="list-style-type: none"> <li>Start review &amp; revision of forms in following order of priority: COSHH Assessment, SRF, General Risk Assessment, Manual Handling Risk Assessment, VDU Assessment Guidance, others identified as requiring attention</li> <li>Complete review &amp; revision</li> </ul>	WBT S/Offs & Admin. WBT S/Offs & Admin.	Jul. '06 Mar. '07	<i>Progress delayed by Wellbeing Teamsick leave</i>
Activity 5.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Establish a facility for assessing, recording & advising on the H&S performance of external contractors, to satisfy requirements of corporate procurement procedure	BT	<ul style="list-style-type: none"> <li>Devise new system &amp; consult S/Offs.</li> <li>Consult within H&amp;S function</li> <li>Consult customer depts.</li> <li>Start use of new system</li> </ul>	FD & SH Northgate DQ & other S/Offs Dept officers WBT S/Offs & Admin	Jul. '06 Jul. '06 Aug. '06 Sep. '06	<i>Progress delayed by Wellbeing Teamsick leave</i>

## **PERFORMANCE MANAGEMENT PORTFOLIO**

Health and Safety Consultative Group

Report To Portfolio Holder

18 September 2006



**Report of:** Chief Personnel Services Officer

**Subject:** NEW SAFETY INSPECTION REPORT  
FORMAT

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### **SUMMARY**

#### **1.0 PURPOSE OF REPORT**

To advise of the introduction of a new format for reports on safety and health inspections carried out by the Employee Wellbeing Team and its part in proposed wider changes in the monitoring of safety performance in the authority's operations.

#### **2.0 SUMMARY OF CONTENTS**

The report sets out the statutory requirements for monitoring of the management of health and safety, outlines the development of new report format and indicates proposals for further future developments. A blank copy of the new report format forms the appendix to the report.

#### **3.0 RELEVANCE TO PORTFOLIO MEMBER**

Corporate issues.

#### **4.0 TYPE OF DECISION**

Non-key decision.

#### **5.0 DECISION MAKING ROUTE**

Portfolio Holder only

#### **6.0 DECISION(S) REQUIRED**

To note the report.

**Report of:** Chief Personnel Services Officer

**Subject:** NEW SAFETY INSPECTION REPORT  
FORMAT

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**1. PURPOSE OF REPORT**

- 1.1 To advise of the introduction of a new format for reports on safety and health inspections carried out by the Employee Wellbeing Team and its part in proposed wider changes in the monitoring of safety performance in the authority's operations.

**2. BACKGROUND**

- 2.1 Regulation 5 of the Management of Health and Safety at Work Regulations 1999 requires that:

“Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.”

And the Approved Code of Practice that accompanies these regulations explains that, in relation to this requirement, this means:

*“Employers should measure what they are doing to implement their health and safety policy, to assess how effectively they are controlling risks, and how well they are developing a positive health and safety culture. Monitoring includes:*

*having a plan and making adequate routine inspections and checks to ensure that preventative and protective measures are in place and effective. Active monitoring reveals how effectively the health and safety management system is functioning.”*

- 2.2 The principal method of monitoring presently used in this authority is inspections carried out by members of the Employee Wellbeing Team of workplaces and mobile operations.
- 2.3 The Employee Wellbeing Team normally carries out its inspections on an annual cycle, more frequently in some higher risk premises and operations. These are inspections in the sense of physical checks of premises, work equipment and working methods etc. but also incorporate audits features, including examination of locally generated

safety inspection reports, maintenance and other records. (By definition, audits are carried out independently of the local management, under our arrangements only by the Employee Wellbeing Team.)

- 2.4 Safety inspections and checks by local managers and supervisors are required by the Corporate Health and Safety Policy and these must obviously be more frequent than those of the Employee Wellbeing Team, although how frequently and what should be covered will depend upon the types of operations and workplaces concerned.
- 2.5 Following inspections by the Wellbeing Team, a written report is submitted to the local managers and supervisors and copied to others, including the relevant Director and the Health and Safety Adviser. The format of the inspection reports which were used until recently was developed some years ago by the then Health and Safety Unit. It consisted of a narrative description of the findings of the inspection, together with prioritised recommendations for action where this was required. These tended to be lengthy for larger workplaces, took significant amounts of time for Wellbeing Team members to write and required careful reading in full by the recipients.
- 2.6 In order to reduce the resources required to produce and to digest the safety related information contained in inspection reports and to prepare for further developments, a new report format was commissioned.

### **3. THE NEW FORMAT AND PROPOSED FUTURE DEVELOPMENTS**

- 3.1 A new report format has been developed by members of the Wellbeing Team, and following consultation and pilot trials the new format is now in general use. As can be seen from the appendix to this report, the narrative content has been severely reduced, so as to highlight the safety issues requiring attention and the actions required in this respect. However, reports are still issued with an introductory front sheet, in much the same style as the earlier reports. This front sheet identifies the premises or operation that has been inspected, indicates which member of the Wellbeing Team has carried out the inspection and includes a distribution list.
- 3.2 The new format has been well received and found to be easier to respond to in the form of action. A feedback loop has also been included in the new documentation, so as to allow the Wellbeing Team to verify that the recommended actions have been taken. A more formal survey of customers' views of the new report format is now being undertaken and will be reported on at a later date.
- 3.3 In the longer term it is proposed to link the inspections carried out by the Wellbeing Team with those carried out by local managers. This should, in due course, allow the Wellbeing Team to place more

emphasis in their inspections on the auditing part of the process, leaving the physical inspection of premises, equipment and operations to local managers and, in doing so, promoting the managers' ownership of their safety management requirements and developing their expertise in these respects.

- 3.4 The linkage of Wellbeing Team and local manager inspections may be best accomplished with the use of information technology. With this in mind, commercially available safety inspection software systems will be examined as part of this project.

#### **4. RECOMMENDATIONS**

To note the report.

## Checklist

- |                            |                                     |                                   |                                      |
|----------------------------|-------------------------------------|-----------------------------------|--------------------------------------|
| 1. Policies & Procedures   | 11. Work Equipment                  | 21. Storage Arrangements          | 31. Lifts                            |
| 2. General Risk Assessment | 12. Control of Contractors          | 22. Work at Height                | 32. Workstations                     |
| 3. Fire Safety             | 13. First Aid Provision             | 23. Noise                         | 33. Asbestos                         |
| 4. Electrical Safety       | 14. Accident and Incident Reporting | 24. Vibration                     | 34. Kitchens                         |
| 5. Gas Safety              | 15. External                        | 25. Slip/Trip/Fall Hazards        | 35. Housekeeping                     |
| 6. Hazardous Substances    | 16. Hazardous Machinery             | 26. Manual Handling               | 36. Premises                         |
| 7. Legionella              | 17. Transport                       | 27. Access and Egress             | 37. Compressed Gases                 |
| 8. Training                | 18. Visitors/Public                 | 28. Signage                       | 38. Radioactive substances & sources |
| 9. Security                | 19. Welfare Facilities              | 29. Personal Protective Equipment | 39. CRB Checks                       |
| 10. Lone Working           | 20. Confined Spaces                 | 30. Mechanical Handling           | 40. Other                            |

## Action Plan

Item	Observations	Action Required	Priority	By Who	Complete (Date)
1					
2					
3					
4					
5					
6					
7					

Item	Observations	Action Required	Priority	By Who	Complete (Date)
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Signed ..... (Manager) Date .....



**PERFORMANCE MANAGEMENT (HEALTH  
AND SAFETY CONSULTATIVE GROUP)  
PORTFOLIO**

Report to Portfolio Holder  
18<sup>th</sup> September, 2006



**Report of:** Chief Personnel Services Officer

**Subject:** HEALTH AND SAFETY PERFORMANCE STATISTICS

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**SUMMARY**

**1. PURPOSE OF REPORT**

To present the data obtained for the first quarter of 2006/7, to re-present the data for the four quarters of 2005/6, following reallocation of some of the reported incidents, and to provide an account of the improvements that have been and will be made to the statistical analyses of health and safety performance statistics.

**2. SUMMARY OF CONTENTS**

The report reviews some problems that emerged in the compilation of the statistics during the first year of this exercise and the means by which these are being overcome. In order to convey the significance of the recalculation of the statistics, the report restates the bases of the standard measures of safety performance that are used. A brief commentary is also provided on emerging trends in the statistics.

**3. RELEVANCE TO PORTFOLIO HOLDER**

Corporate issues.

**4. TYPE OF DECISION**

Non-key decision.

**5. DECISION MAKING ROUTE**

Portfolio Holder only.

**6. DECISION(S) REQUIRED**

To note the report and provide comments on the statistics presented.

**Report of:** Chief Personnel Services Officer

**Subject:** HEALTH AND SAFETY PERFORMANCE STATISTICS

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## **1.0 PURPOSE OF REPORT**

To present the data obtained for the first quarter of 2006/7, to re-present the data for the four quarters of 2005/6, following reallocation of some of the reported incidents, and to provide an account of the improvements that have been and will be made to the statistical analyses of health and safety performance statistics.

## **2.0 BACKGROUND**

Since the start of 2005/6, standard statistical formulae have been used to analyse the safety incidents that are reported to the Employee Wellbeing Team and the results have been reported to the quarterly meetings of the Health and Safety Consultative Group. At the meeting held during March this year, the HJTUC representative queried two apparently anomalous figures in the statistical appendix to the report. The Health and Safety Adviser undertook to examine these figures and to report back.

On examination it was found that the method and timing of the compilation of the statistics had led to the anomalous figures being reported. As a result, proposals for addressing the cause of this problem was made to the Group's meeting during June. These proposals included delaying the preparation of the statistics, so as to ensure that all of the safety incidents that occurred during a particular quarter, were in fact included in that quarter's data.

During the process of reallocating and recalculating the figures, it was also found that the severity rate element of the statistics was unreliable. This was due to the way in which the duration of employees' sick leave, following an accident or other safety incident, is reported to the Employee Wellbeing Team. The severity rates part of the statistical report has therefore been suspended, pending implementation of revised sick leave data collection arrangements.

## **3.0 THE STANDARD DATA BASED MEASURES OF SAFETY PERFORMANCE**

The three standard data based measures of safety performance that have been used since the start of 2005/6 are:

- incidence rate
- frequency rate
- severity rate.

## Incidence Rate

The formula for calculating an annual incidence rate, as used by the Health and Safety Executive and also adopted for our purposes, is:

$$\frac{\text{Number of reportable injuries in financial year}}{\text{Average number employed during year}} \times 100,000$$

This gives the rate of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable injuries rate per 100,000 employee, per year. The formula makes no allowances for variations in part-time employment or overtime. And because it is an annual calculation and the figures need to be adjusted pro-rata if they cover a shorter period.

Because the statistics reported here are quarterly, such a pro rata adjustment is made. This being the case, it is also important to ensure that reported accidents and other safety incidents are correctly attributed to the quarter in which they occurred.

As was reported in June, because the statistics were being produced shortly after the end of each quarter, some safety incidents were not being included in the appropriate quarter's figures, due to late reporting of those incidents. Although this would have had little effect on the annual incidence rate figures, it could cause some distortion to those for individual quarters. Consequently there would be the potential for trends from quarter to quarter, perhaps related to seasonal variations in day length and weather, to be obscured by the incomplete or incorrect allocation of incident reports.

## Frequency Rate

Frequency rates provide a more sophisticated analysis than do incidence rates. This is because, by counting the hours worked, rather than the number of employees, distortions are avoided that may otherwise be caused in the incidence rate calculations by part and full time working of employees and by overtime. Frequency rates can be calculated for any time period.

The calculation used for frequency rates in our statistics is:

$$\frac{\text{Number of injuries in the period}}{\text{Total hours worked during the period}} \times 100,000$$

(Some organisations use a multiplying factor one million, rather than one hundred thousand but with a factor of ten, confusion when comparing performance between organisations is unlikely because of this difference.)

As with incidence rates, and for the same reasons, it is important to ensure that safety incidents are allocated to their correct quarter. Again the statistics

presented for the four quarters of 2005/6 and appended to this report have been checked and recalculated on that basis.

### **Severity rate**

For the four quarters of 2005/6 severity rates (also known as mean duration rates) were also calculated and reported on. This rate is derived from the number of days lost through accidents and other safety incidents divided into the number accidents and incidents. This gives the average number of days lost per accident or other incident.

As with any statistics, the veracity of the outcome depends entirely on the accuracy of the data used in the calculation. However, during the review of the statistics as mentioned earlier in this report, it was found that the absence figures being used were those being reported to the Employee Wellbeing Team, mainly for the purposes of the management of longer term or repeated absences. This did not include some shorter-term absences and also some long periods of absence, spanning more than one quarter. Clearly therefore the severity rates calculated for 2005/6 and reported on are unreliable and have been understated.

## **4.0 THE STATISTICAL REPORTS ATTACHED AND FUTURE REPORTS**

As indicated elsewhere in this report, the statistics appended to this report include both incidence and frequency rates, recalculated for all four quarters of 2005/6 and newly calculated for the first quarter of 2006/7. As previously, these are analysed to show separate figures for the four divisions of the Chief Executive's Department, the combined Chief Executive's Department, the Children's Services Department and separately the schools, the three remaining departments, and finally for the whole authority.

It is intended in future to continue to present the statistics largely in this manner, although some improvement in their actual presentation and layout may be possible to make the key points more clear.

However, for the severity rates, it will be necessary for the Employee Wellbeing Team to make new arrangements to check the Human Resources database in relation to each Safety Incident Report Form received, so as to establish whether any absence has resulted and, if so, its duration. It has therefore not been possible to recalculate the severity rates for 2005/6 or to calculate those for the first quarter of 2006/7 and this part of the statistics is omitted from the appendix to this report. This element of the statistics remain suspended until the new arrangements for assembling accurate absence data has been established.

As indicated by the report to the June meeting, in future, the compilation of statistics will be delayed until shortly prior to Health and Safety Consultative Group meetings. This should lead greater accuracy in all three statistical measures used, by ensuring that the final outcome of accidents and other safety incidents is reflected, in terms of being reportable or not under RIDDOR

and, in almost all cases, the total duration of any sickness absence that has resulted.

## 5.0 COMMENTARY ON THE STATISTICS

There is now a statistical tool for the measurement of the authority's safety performance and this has been applied over a period of fifteen months. As detailed elsewhere in this report, difficulties have arisen in its development but, as also indicated, these have been identified and either dealt with or are in the process of being dealt with.

In earlier reports, caution has been advised concerning attempts to identify trends over a short period and this caution still applies. To this should be added that, when producing statistics for fairly small groups of employees, such as the separate divisions of the Chief Executive's Department, a very small number of accidents could have a disproportionate effect on the recorded incidence and frequency rates.

This disproportionate effect is clearly illustrated by the figures for the Department of Children's Services during the four quarters of 2005/6. During the first three quarters there were no RIDDOR reportable incidents and consequently the incidence and frequency rates were both recorded as 0.00. Then in the fourth quarter one reportable incident occurred. This resulted in the incidence rate climbing 25.45 and the frequency rate to 68.78. The smoothing effect of considering a longer period of time can then be seen from the Children's Services figures for the full year. Over that longer period, the single reportable incident that occurred in the last quarter produced incidence and frequency rates of only 6.36 and 17.19 respectively, one reportable incident in twelve months being considered, rather than one in a period of only three months.

As has also been pointed out in previous reports, it is the parts of the authority in which higher risk operations are carried out (typically involving the use of vehicles, machinery and work at height) where reportable incidents are more likely to occur, and do occur. So over the whole fifteen month period, the Department of Neighbourhood Services recorded fourteen reportables, while the mainly office based Chief Executive's did not record a single one. When making such comparisons, apart from higher risks, the other factor that needs to be considered is the number of employees concerned, which is obviously greater in Neighbourhood Services. And this illustrates the value of incidence and frequency rates, where the rate per 100,00 employees or 100,000 hours of work are calculated (irrespective of the real number of employees) rather than make a comparison of the crude number of reportable incidents.

Over the whole authority there is still little to be deduced from the number of reportable incidents. The number per quarter has varied from a low of three to a high of seven but this does not seem to be significantly linked to the time of the year or any other currently known factor.

The number of safety incidents reported to the Employee Wellbeing Team but not reportable under RIDDOR has also been fairly consistent. In the low est quarter there were seventy and ninety eight in the highest. It should be remembered that the non-reportables are still an important part of the safety performance picture. Although reflecting minor injuries and incidents such as verbal abuse of employees, they can provide warning of the potential for accidents and incident with potentially much more serious outcomes. Indeed an increase in the number of non-reportables should be encouraged, rather than being regarded with concern. This is because the more safety related incidents that are reported, the fuller picture that can be obtained and acted upon.

## **6.0 RECOMMENDATION**

To note the report and provide comments on the statistics presented.

							2005/6							
		<u>BASEDATA</u>												
No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
1		<b>Number of HSE reportable occurrences involving employees</b>												
		Apr - Jun	N/A	0	0	0	0	0	1	0	3	3	0	7
		Jul - Sep		0	0	0	0	0	0	0	0	3	0	3
		Oct - Dec		0	0	0	0	0	1	0	3	1	0	5
		Jan - Mar		0	0	0	0	0	1	1	2	2	1	7
		Apr - Sept		0	0	0	0	0	1	0	3	6	0	10
		Apr - Dec		0	0	0	0	0	2	0	6	7	0	15
		Apr - Mar		0	0	0	0	0	3	1	8	9	1	22
2		<b>Number of HSE non reportable occurrences involving employees</b>												
		Apr - Jun		4	0	0	0	4	43	0	20	10	2	79
		Jul - Sep		6	3	0	0	9	20	8	18	10	5	70
		Oct - Dec		1	2	0	0	3	47	0	33	9	6	98
		Jan - Mar		2	0	0	0	2	41	5	32	7	5	92
		Apr - Sept		10	3	0	0	13	63	8	38	20	7	149
		Apr - Dec		11	5	0	0	16	110	8	71	29	13	247
		Apr - Mar		13	5	0	0	18	151	13	103	36	18	339
3		<b>Total Number of HSE reportable and non reportable occurrences involving employees</b>												
		Apr - Jun		4	0	0	0	4	44	0	23	13	2	86
		Jul - Sep		6	3	0	0	9	20	8	18	13	5	73
		Oct - Dec		1	2	0	0	3	48	0	36	10	6	103
		Jan - Mar		2	0	0	0	2	42	6	34	9	6	99
		Apr - Sept		10	3	0	0	13	64	8	41	26	7	159
		Apr - Dec		11	5	0	0	16	112	8	77	36	13	262
		Apr - Mar		13	5	0	0	18	154	14	111	45	19	361

		<b>CALCULATIONS</b>												
	<b>H&amp;S 7 1a</b>	<b>Annual Equivalent Incidence rate:HSE reportable occurrences per 1,000 FTE employees</b>												
		Apr - Jun	N/A	0.00	0.00	0.00	0.00	0.00	7.94	0.00	30.95	9.32	0.00	8.41
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.32	0.00	3.61
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	7.94	0.00	30.95	3.11	0.00	6.01
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	7.94	25.45	20.63	6.22	5.58	8.41
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	3.97	0.00	15.48	9.32	0.00	6.01
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	5.29	0.00	20.63	7.25	0.00	6.01
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	5.96	6.36	20.63	6.99	1.39	6.61
	<b>H&amp;S 8 1b</b>	<b>Annual Equivalent Incidence rate:HSE non reportable occurrences per 1,000 FTE employees</b>												
		Apr - Jun	N/A	484.78	0.00	0.00	0.00	58.20	341.48	0.00	206.34	31.08	11.16	94.96
		Jul - Sept		727.16	78.85	0.00	0.00	130.95	158.83	203.59	185.70	31.08	27.89	84.14
		Oct - Dec		121.19	52.57	0.00	0.00	43.65	373.25	0.00	340.46	27.97	33.47	117.80
		Jan - Mar		242.39	0.00	0.00	0.00	29.10	325.60	127.24	330.14	21.75	27.89	110.59
		Apr - Sept		605.97	39.43	0.00	0.00	94.58	250.15	101.79	196.02	31.08	19.53	89.55
		Apr - Dec		444.38	43.81	0.00	0.00	77.60	291.18	67.86	244.17	30.04	24.17	98.97
		Apr - Mar		393.88	32.85	0.00	0.00	65.48	299.79	82.71	265.66	27.97	25.10	101.87
	<b>H&amp;S 9 1c</b>	<b>Total Annual equivalent Incidence rate:HSE reportable and non reportable occurrences per 1,000 FTE employees</b>												
		Apr - Jun	N/A	484.78	0.00	0.00	0.00	58.20	349.42	0.00	237.29	40.40	11.16	103.37
		Jul - Sept	N/A	727.16	78.85	0.00	0.00	130.95	158.83	203.59	185.70	40.40	27.89	87.75
		Oct - Dec		121.19	52.57	0.00	0.00	43.65	381.19	0.00	371.41	31.08	33.47	123.81
		Jan - Mar		242.39	0.00	0.00	0.00	29.10	333.54	152.69	350.77	27.97	33.47	119.00
		Apr - Sept		605.97	39.43	0.00	0.00	94.58	254.12	101.79	211.50	40.40	19.53	95.56
		Apr - Dec		444.38	43.81	0.00	0.00	77.60	296.48	67.86	264.80	37.29	24.17	104.98
		Apr - Mar		393.88	32.85	0.00	0.00	65.48	305.74	89.07	286.29	34.96	26.50	108.48



	<b>H&amp;S 10 2a</b>	<b>Annual Equivalent Frequency rate:HSE reportable occurrences per 100,000 hours worked</b>	N/A											
		Apr - Jun		0.00	0.00	0.00	0.00	0.00	21.46	0.00	83.65	25.20	0.00	22.74
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.20	0.00	9.75
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	21.46	0.00	83.65	8.40	0.00	16.24
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	21.46	68.78	55.77	16.80	15.08	22.74
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	10.73	0.00	41.83	25.20	0.00	16.24
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	14.31	0.00	55.77	19.60	0.00	16.24
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	16.10	17.19	55.77	18.90	3.77	17.87
	<b>H&amp;S 11 2b</b>	<b>Annual Equivalent Frequency rate:HSE non reportable occurrences per 100,000 hours worked</b>	N/A											
		Apr - Jun		1310.20	0.00	0.00	0.00	157.30	922.92	0.00	557.67	83.99	30.16	256.65
		Jul - Sept		1965.30	213.11	0.00	0.00	353.92	429.26	550.24	501.90	83.99	75.39	227.41
		Oct - Dec		327.55	142.07	0.00	0.00	117.97	1008.77	0.00	920.15	75.59	90.47	318.38
		Jan - Mar		655.10	0.00	0.00	0.00	78.65	879.99	343.90	892.27	58.79	75.39	298.88
		Apr - Sept		1637.75	106.56	0.00	0.00	255.61	676.09	275.12	529.78	83.99	52.77	242.03
		Apr - Dec		1201.02	118.40	0.00	0.00	209.73	786.98	183.41	659.91	81.19	65.34	267.48
		Apr - Mar		1064.54	88.80	0.00	0.00	176.96	810.24	223.53	718.00	75.59	67.85	275.33
	<b>H&amp;S 12 2c</b>	<b>Total Annual Equivalent Frequency rate:HSE reportable and non reportable occurrences per 100,000 hours worked</b>	N/A											
		Apr - Jun		1310.20	0.00	0.00	0.00	157.30	944.38	0.00	641.32	109.18	30.16	279.39
		Jul - Sept		1965.30	213.11	0.00	0.00	353.92	429.26	550.24	501.90	109.18	75.39	237.16
		Oct - Dec		327.55	142.07	0.00	0.00	117.97	1030.23	0.00	1003.80	83.99	90.47	334.62
		Jan - Mar		655.10	0.00	0.00	0.00	78.65	901.46	412.68	948.04	75.59	90.47	321.62
		Apr - Sept		1637.75	106.56	0.00	0.00	255.61	686.82	275.12	571.61	109.18	52.77	258.27
		Apr - Dec		1201.02	118.40	0.00	0.00	209.73	801.29	183.41	715.67	100.78	65.34	283.72
		Apr - Mar		1064.54	88.80	0.00	0.00	176.96	826.33	240.73	773.76	94.49	71.62	293.20

2006/7														
<b>BASEDATA</b>														
No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
1		<b>Number of HSE reportable occurrences involving employees</b>												
		Apr - Jun	N/A	0	0	0	0	0	1	0	0	5	0	6
		Jul - Sep		0	0	0	0	0	0	0	0	0	0	0
		Oct - Dec		0	0	0	0	0	0	0	0	0	0	0
		Jan - Mar		0	0	0	0	0	0	0	0	0	0	0
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												
2		<b>Number of HSE non reportable occurrences involving employees</b>												
		Apr - Jun		0	0	0	1	1	50	9	14	8	1	83
		Jul - Sep		0	0	0	0	0	0	0	0	0	0	0
		Oct - Dec		0	0	0	0	0	0	0	0	0	0	0
		Jan - Mar		0	0	0	0	0	0	0	0	0	0	0
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												
3		<b>Total Number of HSE reportable and non reportable occurrences involving employees</b>												
		Apr - Jun		0	0	0	1	1	51	9	14	13	1	89
		Jul - Sep		0	0	0	0	0	0	0	0	0	0	0
		Oct - Dec		0	0	0	0	0	0	0	0	0	0	0
		Jan - Mar		0	0	0	0	0	0	0	0	0	0	0
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												

		<b>CALCULATIONS</b>												
	<b>H&amp;S 7 1a</b>	<b>Annual Equivalent Incidence rate:HSE reportable occurrences per 1,000 FTE employees</b>												
		Apr - Jun	N/A	0.00	0.00	0.00	0.00	0.00	7.70	0.00	0.00	15.75	0.00	7.23
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												
	<b>8 H&amp;S 1</b>	<b>Annual Equivalent Incidence rate:HSE non reportable occurrences per 1,000 FTE employees</b>												
		Apr - Jun	N/A	0.00	0.00	0.00	51.03	14.51	384.93	227.01	147.68	25.20	5.58	100.00
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												
	<b>9 H&amp;S 1</b>	<b>Total Annual equivalent Incidence rate:HSE reportable and non reportable occurrences per 1,000 FTE employees</b>												
		Apr - Jun	N/A	0.00	0.00	0.00	51.03	14.51	392.63	227.01	147.68	40.95	5.58	107.22
		Jul - Sept	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												

	<b>H&amp;S 10 2a</b>	<b>Annual Equivalent Frequency rate:HSE reportable occurrences per 100,000 hours worked</b>	N/A											
		Apr - Jun		0.00	0.00	0.00	0.00	0.00	20.81	0.00	0.00	42.57	0.00	19.54
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												
	<b>11 H&amp;S 2b</b>	<b>Annual Equivalent Frequency rate:HSE non reportable occurrences per 100,000 hours worked</b>	N/A											
		Apr - Jun		0.00	0.00	0.00	137.91	39.23	1040.36	613.55	399.12	68.11	15.07	270.26
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												
	<b>12 H&amp;S 2c</b>	<b>Total Annual Equivalent Frequency rate:HSE reportable and non reportable occurrences per 100,000 hours worked</b>	N/A											
		Apr - Jun		0.00	0.00	0.00	137.91	39.23	1061.17	613.55	399.12	110.68	15.07	289.79
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept												
		Apr - Dec												
		Apr - Mar												