

Health & Safety

REPORT OF: Head of Health & Safety

COMMITTEE: Corporate (Whole Council) Health & Safety Committee

DATE: 3rd July 2017

SUBJECT: Annual Health & Safety Report

This report sets out information regarding incidents reported to Brighton & Hove City Council's Health & Safety Team for the 2016 - 2017 financial year - from 1st April 2016 to the 31st March 2017.

Incident Data Summary

Total incidents	1222 (1040)	RIDDOR reported incidents	24 (39)
Total injuries to staff	552 (497)	Near misses	559 (585)
Total injuries to non-staff	516 (415)	Total days lost*	1700 (1489)

Average Accident Frequency Rate: (AFR) **3.92** (3.40) Incidents occur every 100,000 hours worked

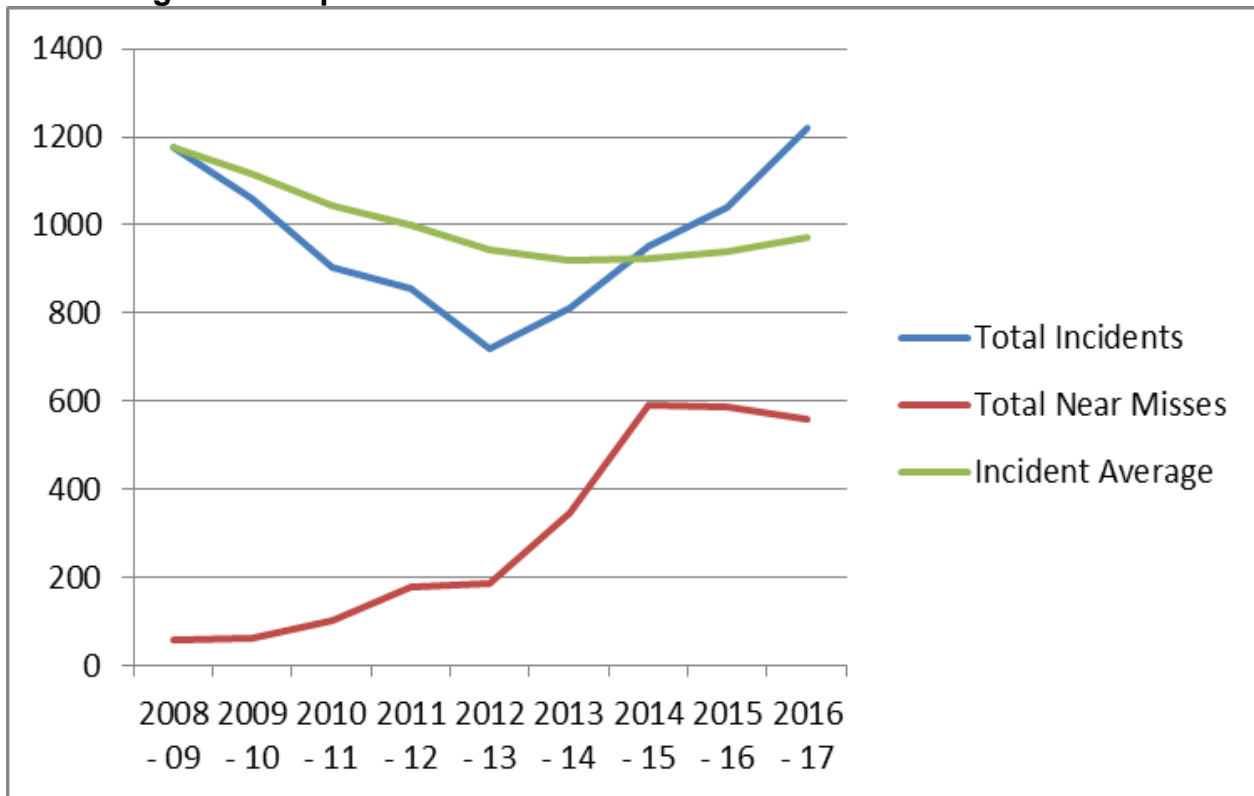
Average Accident Incidence Rate: (AIR) **18.82** (11.1) Incidents per 1000 staff

Average RIDDOR Reportable incidents AFR **0.14** (0.25) RIDDOR Reportable Incidents AIR **0.68** (0.89)

*Includes days staff would not normally work

**Numbers in brackets are from the previous year's annual report

Annual Figures Comparison:



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Cost of Absence:

Included in the report is a cost for Occupational Sick Pay resulting from incidents reported throughout the year. In 2016/17 this cost was £66,561. The cost for 2015/16 was £66,476.

This is not the total cost of the absence as it does not include any expense incurred in covering the member of staff however the figure is useful as it gives an indication of economic impact of the absence.

How do we compare?

Incident reporting with our Chartered Institute of Public Finance & Accountancy (CIPFA) benchmarking partners for 2015/16 shows that BHCC has 5.1 (4.5)* RIDDOR reported incidents per 1000 FTE whilst the average rate of our benchmarking partners is 4.5 (6.9)* reported incidents - **figures in brackets show the previous year's results*

BHCC has a positive incident reporting culture which ensures incidents are reported and investigated to learn any lessons. Incident reporting mechanisms and outcomes directly impact on liability claims and the council's insurance premiums.

The data for 2016/17 is currently being collated by CIPFA.

AFR & AIR Definitions:

Accident Frequency Rate (AFR)*

This calculation identifies the number of incidents that occur for every 100,000 hours of work undertaken by the council's staff.

$$\text{Accident frequency rate} = \frac{100,000}{\text{Total hours worked}} \times \text{Total number of incidents}$$

Accident Incidence Rate (AIR)*

This calculation identifies the number of incidents that occur for every 1000 council staff.

$$\text{Accident incident rate} = \frac{\text{Number of Accidents}}{\text{Number of Employees}} \times 1000$$

*These figures are calculated using incidents to staff only.

The RIDDOR rates are based on the same calculations but use total number of staff related reportable incidents.

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Reported incidents – There were **1222** (1040) reported incidents throughout the year. A complete outline of the incidents reported during the year is provided in Appendix 1:

The highest cause of incident was ‘Violence and Aggression’ which accounted for **282** (217) of the total incidents reported, The incidents break down as follows:

Violent or Aggressive incident, 282		Number of Injured Parties Staff	Number of Injured Parties Non-Staff	Number of Incidents
Adult Services	Adults Assessment	2	3	21
Adult Services	Adults Provider	25	8	69
Adult Services	Public Health	0	0	1
Chief Executive	Chief Executive	0	0	2
Economy Environment & Culture	Transport	0	0	1
Economy Environment & Culture	Royal Pavilion & Museums	2	1	4
Economy Environment & Culture	Sports & Leisure	0	0	1
Economy Environment & Culture	City Infrastructure	3	0	11
Families Children & Learning	Early Years & Family Support	0	0	1
Families Children & Learning	Children's Health Safeguarding & Care	3	0	14
Families Children & Learning	Stronger Families Youth & Communities	0	0	2
Finance & Resources	City Services	12	3	34
Finance & Resources	HR&OD	1	0	1
Neighbourhoods Communities & Housing	Housing	8	0	76
Neighbourhoods Communities & Housing	Libraries & Information Services	10	1	29
Neighbourhoods Communities & Housing	Regulatory Services	2	0	6
Strategy Governance & Law	Life Events	0	0	1
Strategy Governance & Law	Legal Services	0	0	1
Schools	Primary School	2	0	2
Schools	Secondary School	1	0	1
Schools	Special School	9	3	4
Total		80	19	282

The second highest cause of incident was ‘Challenging Behaviour’ which accounted for **277** (226) of the total incidents reported. The incidents break down as follows:

Challenging behaviour, 277		Number of Injured Parties Staff	Number of Injured Parties Non-Staff	Number of Incidents
Adult Services	Adults Provider	36	9	46
Children's Services	SEN & Disability Services	110	36	136
Children's Services	Stronger Families Youth & Communities	5	0	5
Schools	Infant School	11	1	11
Schools	Primary School	50	5	40
Schools	Secondary School	2	1	2
Schools	Special School	35	2	37
Total		249	54	277



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The third highest cause of incident was Slips, Trips & Falls' which accounted for **230** (200) of the total incidents reported. The incidents break down as follows:

Slip/trip/fall, 230		Number of Injured Parties Staff	Number of Injured Parties Non-Staff	Number of Incidents
Adult Services	Adults Assessment	2	0	2
Adult Services	Adults Provider	11	83	96
Economy Environment & Culture	Sports & Leisure	0	1	1
Economy Environment & Culture	Property & Design	2	0	2
Economy Environment & Culture	Transport	0	1	1
Economy Environment & Culture	City Infrastructure	10	5	15
Families Children & Learning	Children's Health Safeguarding & Care	1	2	2
Families Children & Learning	Education & Inclusion	1	0	1
Families Children & Learning	SEN & Disability Services	2	1	3
Families Children & Learning	Stronger Families Youth & Communities	2	9	11
Finance & Resources	City Services	1	1	2
Finance & Resources	ICT	1	0	1
Neighbourhoods Communities & Housing	Housing	5	5	10
Neighbourhoods Communities & Housing	Libraries & Information Services	1	2	3
Strategy Governance & Law	Life Events	0	1	1
Schools	Infant School	3	6	9
Schools	Junior School	2	2	4
Schools	Primary School	6	41	47
Schools	Secondary School	5	12	17
Schools	Special School	1	0	1
Total		56	172	230

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Breakdown of incidents by service area (not including near misses)

Nb. The reporting system is not currently keeping up with the ongoing organisational change and the reports it produces are linked to directorates and teams that do not reflect current organisational structures. As a result the reports have to be corrected manually.

Work continues to correct alignments of the reporting structures between the Incident Reporting and HR systems.

Health & Adult Social Care	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Assessment Services Adults	2	8	0	0
Hospital Assessment	3	5	0	2
Housing (AA)	8	15	0	0
Integrated Learning Disability Services	79	90	1	121
Provider Services	158	186	3	204
SPFT (S75)	1	1	0	316
Public Health	5	7	0	0
Care Crew	2	2	0	0

Economy, Environment & Culture	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Cityclean	50	54	4	237
Parking & Network Operations	2	3	0	0
Parks	27	31	3	287
Libraries & Information Services	17	34	1	4
Operations & Conservation	10	11	0	0
Seafront	2	3	0	0
Venues	1	1	0	0
Property & Design	3	3	0	2

Chief Executive	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Chief Executive	0	2	0	0

Families, Children & Learning	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Childcare Quality	2	2	0	0
Clermont Family Assessment Centre	1	1	0	0
Integrated Children's Development & Disability Service	159	148	1	154
Integrated Team for Families	1	1	0	2
PRESENS	1	1	0	0
Social Work & Young People's Services	3	6	0	0
Standards & Achievement	1	1	0	0
Sure Start	19	20	0	2
Employability	0	1	0	0
Youth Offending Service	0	1	0	0

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Neighbourhoods, Communities & Housing	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Applications (P and BC)	2	2	0	2
Housing	1	5	0	0
Housing (AA)	0	1	0	0
Housing Management - North Area	12	17	0	0
Housing Needs	0	8	0	0
Housing Strategy & Development	0	1	0	0
Income Involvement & Improvement	7	40	0	0
Temporary Accommodation & Allocations	6	9	0	0
Tenancy Services	3	11	0	19
Travellers Services	1	1	0	0

Finance & Resources	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Customer Services (ICT)	1	1	0	4
Health Safety & Wellbeing	1	1	0	0
HR Operations	0	0	0	0
Internal Auditing Services	2	2	0	0
Revenues & Benefits	6	11	0	4

Strategy, Governance & Law	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Housing & Litigation	0	1	0	0
Communications	1	1	0	3
Life Events	12	26	0	0

Schools	Number of Injured Parties	Number of Incidents	Number of RIDDORS	Absence Days
Infant School	49	47	1	33
Junior School	27	27	0	192
Nursery School	3	3	0	1
Primary School	185	167	3	75
Secondary School	100	99	2	22
Special School	65	57	2	53

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Incidents reported to the Health & Safety Executive

A total of **24** (39) incidents were reported to the HSE under RIDDOR Legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as follows:

RIDDOR	Number of Injured Parties Staff	Number of Injured Parties Non-Staff	Incidents Total
Dangerous Occurrence	0	0	0
Major Injury	3	0	3
Member of public taken to hospital	0	2	2
More than 7 days absence	19	0	19
Reportable Disease	0	0	0
Total	22	2	24

RIDDOR Cause & Location:

Major Injury	Incidents Total
Junior School	1
Libraries & Information Services	1
Primary School	1
Member of public taken to hospital	Incidents Total
Adults Provider	1
Special School	1
More than 7 days absence	Incidents Total
Adults Provider	3
City Infrastructure	8
Infant School	1
Junior School	1
Primary School	2
Secondary School	2
SEN & Disability Services	1
Special School	1

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Details of particular RIDDOR reports have been provided in each quarter's Corporate H&S Committee report. However, incidents of particular note are shown below:

Over-seven-day incapacitation of a worker

City Infrastructure - City Parks member of staff was trying to start a strimmer by pulling the pull cord starter with right hand, felt a sharp pain in right elbow. He sustained a torn muscle in his right arm which resulted in **108 days** absence.

Brunswick Primary School – A Teaching Assistant was walking past the i360 along Brighton lower promenade as part as an offsite visit with a group of pupils. As she was walking, she fell over a piece of street furniture within the 1360 grounds and fell, hitting her face and head. She sustained a broken nose, concussion and has had ongoing issues in relation to her vision, hearing, memory and psychological health. The i360 Board have been advised to review the design of the street furniture to make it stand out (it is the same colour as the surroundings). **184 Days** absence.

City Infrastructure – City Clean member of staff sustained a torn arm muscle when he tried to move a 360 ltr refuse bin. This resulted in **172 days** absence.

City Infrastructure – A member of City Parks staff received a crush injury to his right thumb while loading a ride on grass mower onto the rear of a flatbed vehicle. The member of staff had a total absence of **28 days**.

City Infrastructure – A member of City Parks staff sustained a sprained ankle when he stood off a vehicle tail lift as it was descending. This resulted in **90 days** absence.

City Infrastructure – A member of City Clean staff was removing graffiti. He placed some of the graffiti remover solution down on the ground. As he walked, he slipped on the solution he had put down and fell. This caused some of the solution in the container he was carrying to splash into his face and eyes. The member of staff sustained chemical burns to his face and eyes and resulted in **19 days** absence

Major injury

A pupil at St Barts CE primary school threw a small lump of concrete which hit a Learning Mentor's foot causing a fracture & nerve damage. This was reported as a major injury and resulted in **5 days absence**.

Rottingdean Library. The former facilities manager was installing CCTV surveillance signs and was standing in the children's area of the library looking upwards to determine the best placing. She took a step towards the area, still looking upwards and tripped over a box of picture books, falling and injuring her wrist. The accident resulted in a broken wrist and **1 day's** absence. Injured party feels that incident was due to her concentrating on sign placement and no specific failing was identified.

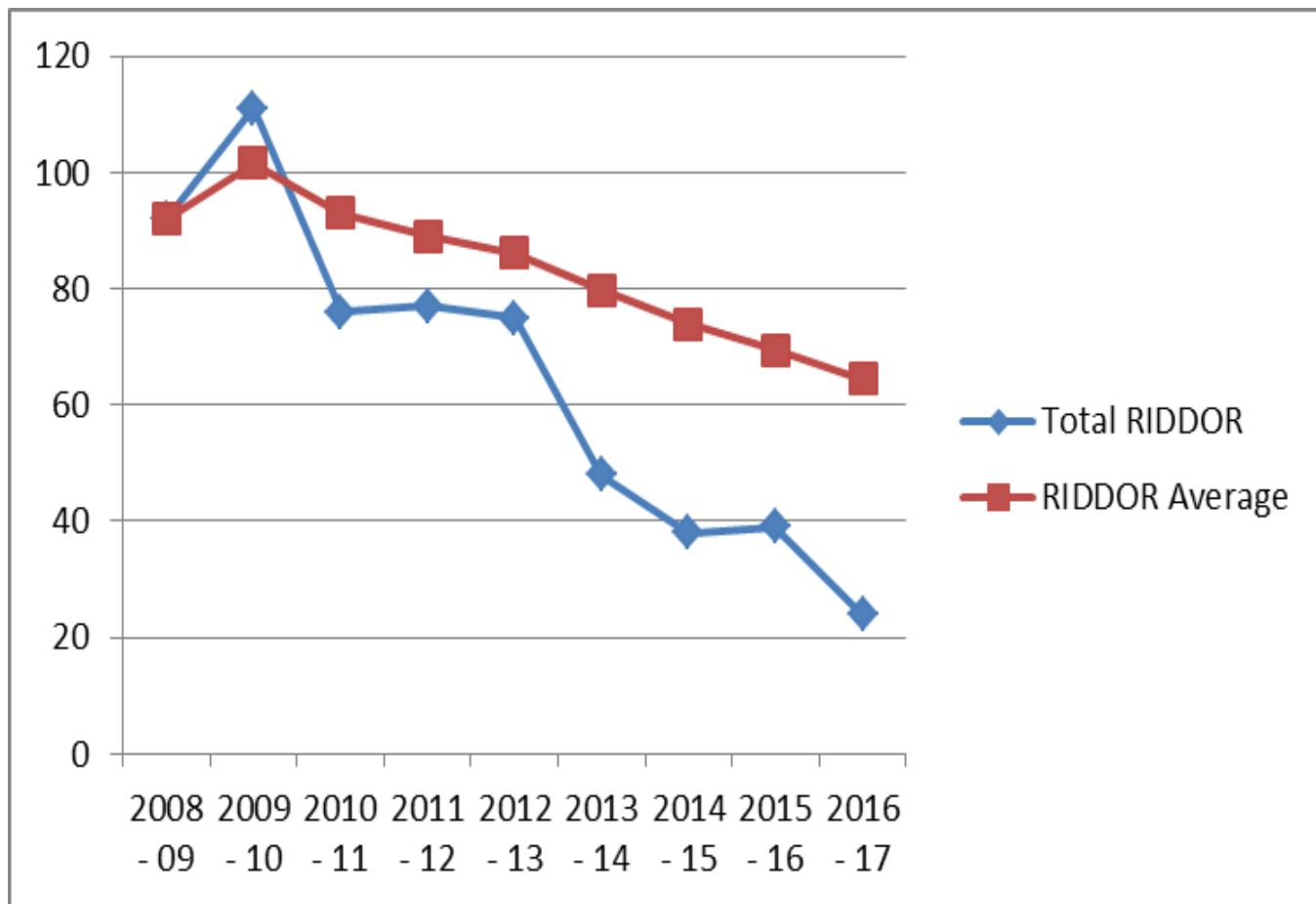
Members of Public Taken to Hospital

A pupil with severe learning disabilities broke away from his carers and climbed out of a first floor window at Downs View School. He fell onto a bench and sustained a small cut to the back of his head. He was taken to hospital for treatment. The pupil was being kept away from school whilst alterations are being made to the building and walkways to help ensure pupil and staff safety. During the works there was close liaison between the school, parents, H&S, Architects and Education Property Management.

A Service User at Ireland Lodge had been mobilising in the corridor when he tripped over another resident's zimmer frame in a doorway. He fell and fractured his hip (neck of femur) and was taken directly to hospital for treatment. Management are reviewing how best to keep equipment accessible to SUs in their rooms, but kept in a way that does not pose a hazard to others.

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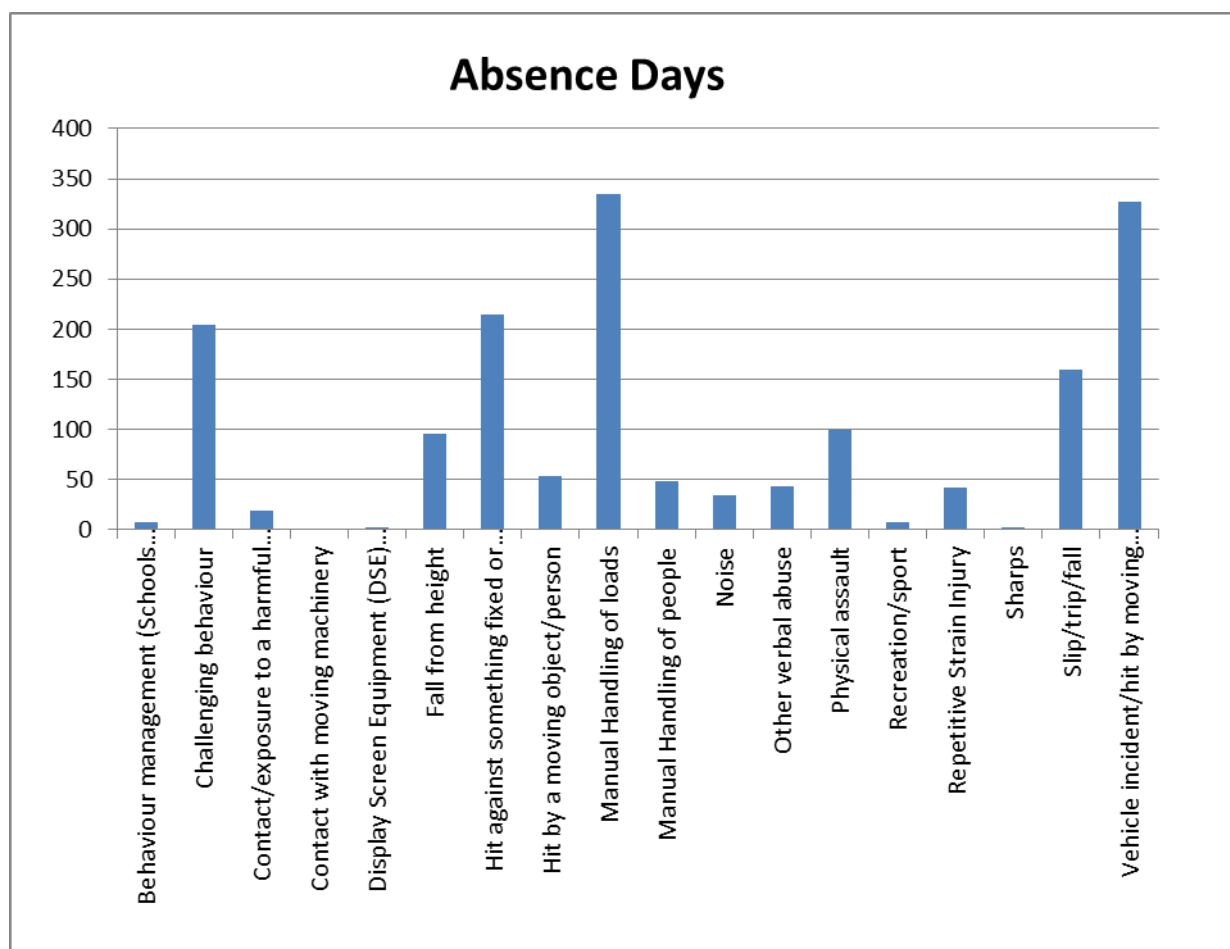
Graph showing the trend line for total number of RIDDORs:



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Lost Time Incidents: A total of **1700** (1498) days were lost due to **77** (78) separate incidents. The causes of incidents resulting in lost time are as follows:

Incident Cause	Number of Injured Parties	Number of Incidents	Absence Days
Behaviour management (Schools only)	2	2	7
Challenging behaviour	15	15	204
Contact/exposure to a harmful substance	1	1	19
Contact with moving machinery	1	1	1
Display Screen Equipment (DSE) related ill health	1	1	3
Fall from height	3	3	96
Hit against something fixed or stationary	4	4	215
Hit by a moving object/person	5	5	54
Manual Handling of loads	12	12	335
Manual Handling of people	5	5	49
Noise	1	1	34
Other verbal abuse	1	1	44
Physical assault	1	1	100
Recreation/sport	1	1	8
Repetitive Strain Injury	2	2	42
Sharps	1	1	2
Slip/trip/fall	18	18	160
Vehicle incident/hit by moving vehicle	3	3	327
Total	77	77	1700



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Significant Events: Of the 77 staff absence incidents some key reports are noteworthy:

A Social Worker from **SPT S75** staff was involved in a major Road Traffic Collision whilst driving back from a meeting in Bedfordshire. She sustained significant injuries that resulted in long term sickness absence. This has highlighted some issues with SPT access to PIER personnel management tools and also the need to raise awareness of driving at work standards/expectations. Not a **RIDDOR** as this is a Road Traffic Collision - This incident resulted in **316 days** absence.

Adults Provider – Whilst providing care to an adult with challenging behaviour, a Home Care Support Worker was subject to Verbal Abuse. This had a severe emotional impact on the staff member and she was absent from work for **44 days**. The service user has a long history with CST/IAH, with 15 H&S incident reports in 2016, and he is on the clients of concern register. Actions continue to manage staff contact with this person and his behaviour is being addressed by senior care managers. A formal letter was sent by ASC senior management following a multi-disciplinary meeting to explain to the SU about acceptable behaviour and consequences if actions continue.

A care worker at 83 Beaconsfield Villas tripped over a colleague's foot whilst dealing with an altercation between a Service User and staff (challenging behaviour). This was not reported under RIDDOR as there was no direct link to the Service Users actions or failure in work procedures. This worker was absent for **110 days** and has since been reassigned to another unit in relation to emotional distress.

A member of City Parks staff had a bicycle horn sounded in his ear by a work colleague while he was driving. This startled him and caused a temporary hearing impairment. The member of staff went off sick with work related stress. This resulted in a **34 day** absence.

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Management Information - H&S Training Courses

The **Health and Safety training programme** was developed to support the needs of staff across the organisation. Over **24** different courses have been delivered through **92** training events to **997** delegates. This includes bespoke training events which have been tailored to meet the specific needs of teams and services. In addition **718** staff completed online learning modules. The number of staff who attended the various training courses is listed below.

Course name	Provider	Number of Events	% Attendance	Number Attended
Core H&S Programme				
DSE Risk Assessor	H&S Team	4	89%	41
Management of Contractors	H&S Team	2	77%	17
Personal Safety Awareness	H&S Team	5	89%	56
Risk Assessment	External	5	94%	58
Fire Risk Assessment	External	4	95%	40
COSHH Risk Assessors	External	1	86%	12
Emergency First Aid at Work	External	7	85%	69
First Aid at Work (3 days)	External	9	86%	85
First Aid at Work Recertification (2 days)	External	5	90%	46
First Aid Annual Refresher (half day)	External	6	86%	62
Safer Lifting of loads	External	8	87%	86
Effective Health & Safety Management	External	2	88%	23
IOSH Managing Safely	External	1	100%	11
Legionella Awareness	External	4	89%	57
Totals for scheduled training events		63	88%	662
Bespoke Team Training				
Evac Chair	H&S Team	2	-	8
Personal Safety Awareness	H&S Team	6	-	50
Health & Safety Awareness	H&S Team	1	-	20
COSHH Awareness	H&S Team	1	-	9
Managing Contractors	H&S Team	1	-	19
Risk Assessment	H&S Team	6	-	93
Fire Risk Assessment	H&S Team	4	-	51
Fire Warden	H&S Team	2	-	9
Low Risk Work at Height	H&S Team	5	-	67
Educational Visits Coordinator Risk Asses.	H&S Team	1	-	9
Totals for bespoke events		29	-	335
H&S eLearning Modules		Number of courses completed		
Asbestos Awareness	Internal	21		
Asbestos Management Plan	Internal	6		
Management - Asbestos Remedial Works	Internal	0		
Management of Contractors	Internal	10		
Display Screen Equipment	Internal	339		
Fire Safety Awareness	Internal	95		
Health & Safety Awareness	Internal	184		
Stress Management & Wellbeing	Internal	63		
Total number H&S eLearning modules completed		718		

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Appendix 1: SUMMARY INFORMATION: Annual Report for year 2016/2017

Highlighted areas indicate top 3 incident causes.

Cause of Incident	Injured Parties	Injured Parties	Injured Parties	Injured Parties Total	Number of Near Misses	Number of Incidents
	Staff	Non-Staff	N/A			
Administration of medication	0	4	0	4	172	5
Behaviour management (Schools only)	12	11	0	23	1	23
Challenging behaviour	249	54	2	305	96	277
Contact/exposure to a harmful substance	1	3	0	4	5	4
Contact with electricity	0	0	0	0	5	0
Contact with extreme temperature	3	6	0	9	1	9
Contact with moving machinery	2	2	0	4	1	4
Display Screen Equipment (DSE) related ill health	3	0	0	3	0	2
Drowned/Asphyxiation/Choking	0	1	0	1	9	1
Existing medical condition	5	12	0	17	6	18
Explosion	0	0	0	0	1	0
Exposure to event causing emotional/psychological harm	1	1	0	2	2	2
Fall from height	6	22	0	28	8	28
Fatality/Major Incident	0	2	0	2	0	2
Fire	0	1	0	1	13	1
Hit against something fixed or stationary	22	50	0	72	10	72
Hit by a moving object/person	22	44	0	66	5	63
Injured by animal	4	1	0	5	1	5
Local environmental conditions	1	1	0	2	7	2
Manual Handling of loads	36	4	0	40	1	41
Manual Handling of people	15	1	0	16	4	16
Noise	1	0	0	1	0	1
Recreation/sport	2	77	0	79	0	77
Repetitive Strain Injury	3	0	0	3	0	3
Sharps	9	10	0	19	5	19
Slip/trip/fall	56	172	0	228	169	230
Trapped by something collapsing	0	0	0	0	0	0
Use/failure of equipment	9	12	0	21	14	21
Vehicle incident/hit by moving vehicle	10	6	0	16	23	14
Violence & Aggression	80	19	-	99	-	282
- Homophobic harassment	0	0	0	0	0	1
- Other emotional abuse	7	1	0	8	0	21
- Other verbal abuse	30	4	0	34	0	129
- Physical assault	23	11	0	34	0	38
- Racial harassment	0	0	0	0	0	3
- Sexual harassment	2	0	0	2	0	3
- Verbal threats of a serious nature	12	0	0	12	0	56
- Violent behaviour resulting in damage to property	2	1	0	3	0	18
- Violent behaviour resulting in damage to self	0	2	0	2	0	4
- Written abuse or threats	4	0	0	4	0	9
Total	552	516	2	1070	559	1222

