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**REPORT TO: AUDIT AND PERFORMANCE REVIEW COMMITTEE ON  
21 OCTOBER 2009**

**SUBJECT: HEALTH AND SAFETY ANNUAL REPORT**

**BY: SENIOR HEALTH AND SAFETY ADVISER**

**1. REASON FOR REPORT**

1.1 In response to a request agreed at the Audit and Performance Review Committee on 3 September 2008 (Item 14), members are provided with a copy of the draft Health and Safety Annual Report.

1.2 This report is submitted to Committee in terms of Section G (15) of the Council's Administrative Scheme relating to the review of current performance information for all services.

**2. RECOMMENDATION**

**2.1 The Committee is asked to note the content of the attached Health and Safety Annual Report (Appendix 1).**

**3. BACKGROUND**

3.1 As part of the Members' discussion at the Audit and Performance Review Committee held on 22 October 2008 relating to a report on the work of the Internal Audit Section in the period from 1 July 2008 to 30 September 2008, it was agreed that a further report on the Health and Safety provision within the Council be submitted to this Committee in six months, to include the annual report.

3.2 The Annual Report (Appendix 1) has been prepared and will also be submitted to a future meeting of the Policy and Resources Committee.

**4. /**

#### 4. **SUMMARY OF IMPLICATIONS**

**(a) Single Outcome Agreement/Service Improvement Plan**

This report provides information relating to Health and Safety activities within the Council, in line with the corporate commitment to public performance reporting.

**(b) Policy and Legal**

Ensuring the health and safety of staff and service users is a statutory duty on the Council. An annual report is seen as a good way of celebrating improvement and highlighting opportunities for further improvement.

**(c) Resources (Financial, Risks, Staffing and Property)**

None

**(d) Consultations**

The Corporate Management Team have been consulted on the content of this report.

#### 5. **CONCLUSIONS**

**5.1 That the Committee notes the content of the Health and Safety Annual Report.**

## The Moray Council.

### HEALTH & SAFETY ANNUAL REPORT 2008-2009

#### 1. Introduction

Health and safety at work is a major part of the governance arrangements of the Council, due to the statutory nature of many of the duties. Within the area of risk management, of all the everyday risks that are faced, health and safety probably has the highest potential for loss, in terms of money, reputation and service capability.

The Council takes sensible measures to protect workers and service users from death, injury and disease whilst still allowing enterprise, initiative and challenge. In these times of competing priorities the Council must be reasonable and proportionate in its reaction to any situation and use risk assessment and then evaluation to influence decisions.

The national picture of health and safety is improving year on year, but is still not as good as it could be. There are over two hundred workers killed every year in the UK and over a hundred members of the public killed during work activities. The UK is among the best countries in the world at protecting people, but many of the incidents which happen are easily preventable with a little forethought and effort.

#### 2. Background

A complete overhaul of the Health and Safety Management System, which was first introduced in 1999, is currently underway. Revised procedures in the areas of Violence and Aggression; Computer Use; Driving; Work at Heights; and Emergency Action Procedures have all been implemented over the last twelve months. In coming months, a self assessment audit backed by focused specific topic visits will give the Council a better picture of how well each department, section or establishment is managing the risks they face or create.

#### 3. Council Statistics.

Attached is detailed incident information for the last financial year including a look-back at the previous two years. This helps focus on the areas where most incidents occur within the Council. The obvious use of this data is to help us focus on areas of concern and reduce the likelihood of future incidents to staff and service users.

As can be seen from the figures, the total number of incidents has risen this year. However, this can be accounted for as a result of better reporting procedures in Educational Services and Community Services. Incidents of Violence and Aggression account for approximately half of all reported incidents (it should be noted that the majority of these incidents are within the ASN sector of Educational Services and within the Care sector of Community Services). Falls and manual handling are the next two biggest Council wide accident categories. Work is underway to rationalise the report system in order to better define accident types. This will also allow better benchmarking with other authorities.

#### **4. Review of Policy and development work.**

The service plan for this year has at its core the development and communication of a new Health and Safety policy statement. This is the “vision statement” from the leaders of the organisation. It is generally accepted that it is good to have a simple and accessible document without legal jargon or too many exclusions which all staff can buy into. The Council is also committed to ensuring that procedures and practices surrounding procurement of goods and services have health and safety matters built in to them. A commitment has also been made to review the system for dealing with accidents or dangerous occurrences.

The current accident report and investigation system could be improved and this will be achieved by a range of measures including the development of a better reporting system, a simpler procedure, more practical training sessions and direct action where poor practice is identified.

The HSE strategy “Be part of the solution” was launched earlier this year and the actions that the Council is taking are in line with this national drive to integrate health and safety into the everyday running of an organisation. An extract from this strategy reads :-

“To be truly effective, health and safety has to be an everyday process supported by all as an integral part of workplace culture”

There is a drive nationally to position health and safety as a critical part of an efficient “best value” culture, as opposed to it being seen as a hindrance and a “bolt-on extra”. The Council needs to be proactive in its approach to the risks it creates and through risk assessment, ensure that where possible risk is eliminated, minimised or controlled, and sometimes even tolerated.

In the next report, in addition to the incident data, information will be provided on how each department is performing in terms of implementation of the Health and Safety Management Systems.

#### **5 Adhoc Issues.**

The nature of health and safety within a diverse organisation such as the Council, often leads to the occurrence of unforeseen issues and incidents. For example, during the last year a serious incident involving a Social Worker and a client ended in a serious injury to the worker, a child in out of area placement and an investigation by the Health and Safety Executive.

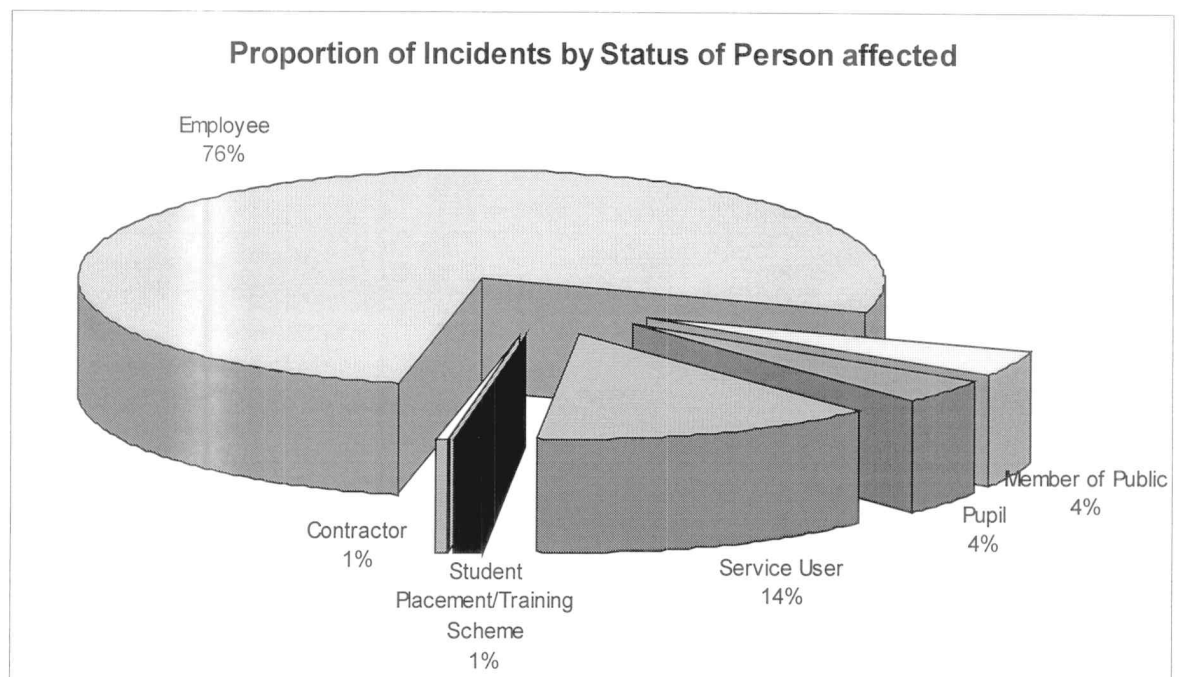
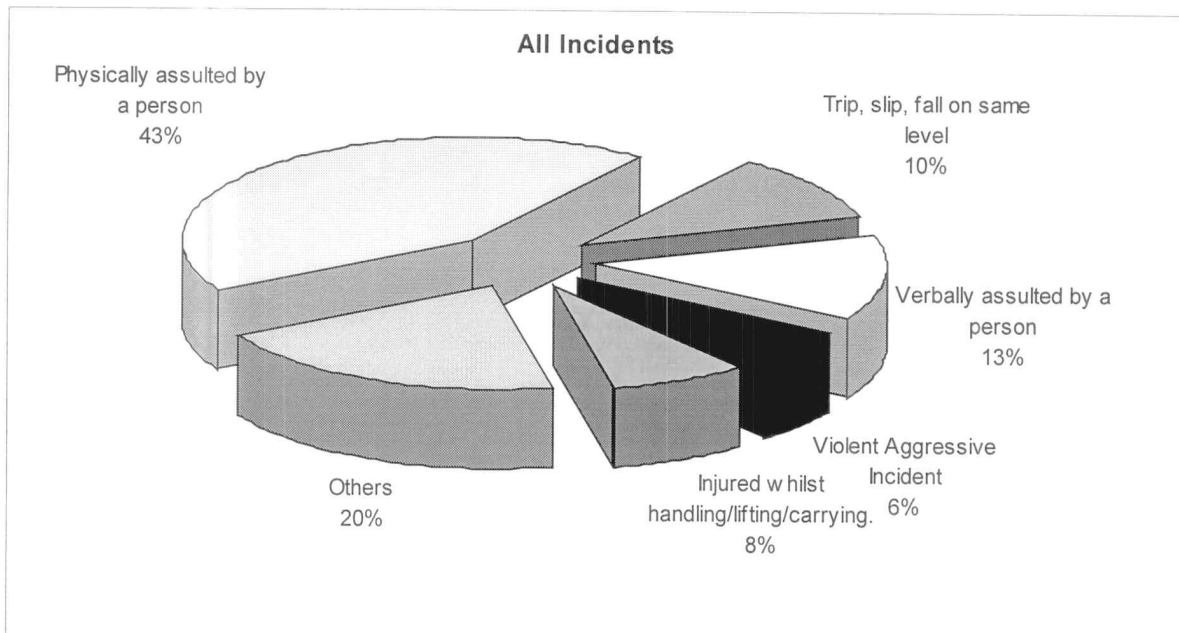
Furthermore, an asbestos situation in school boiler houses took up a large amount of time and incurred additional costs.

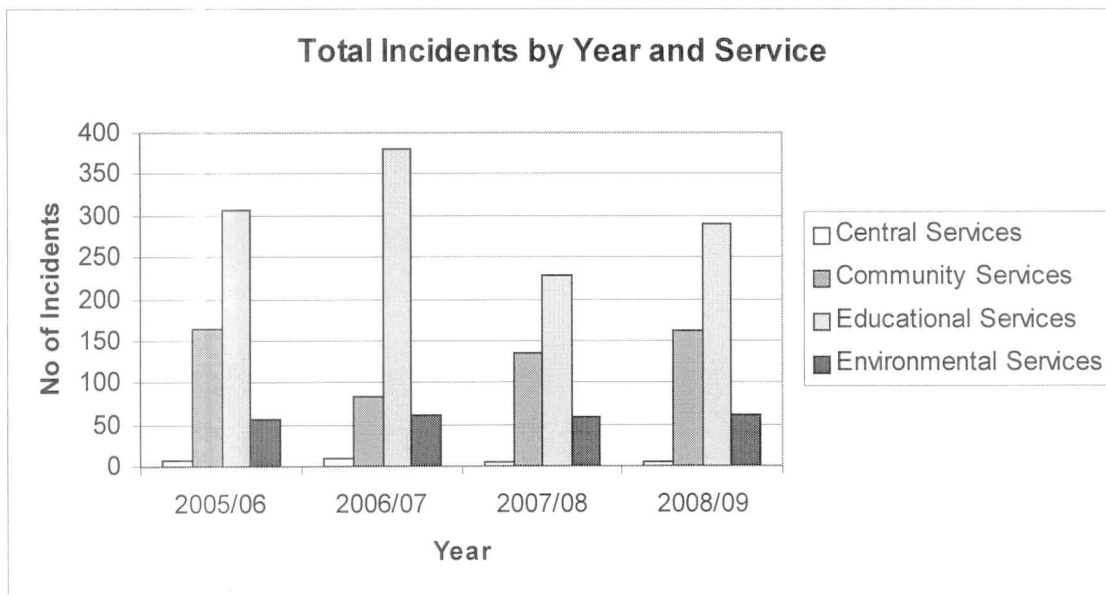
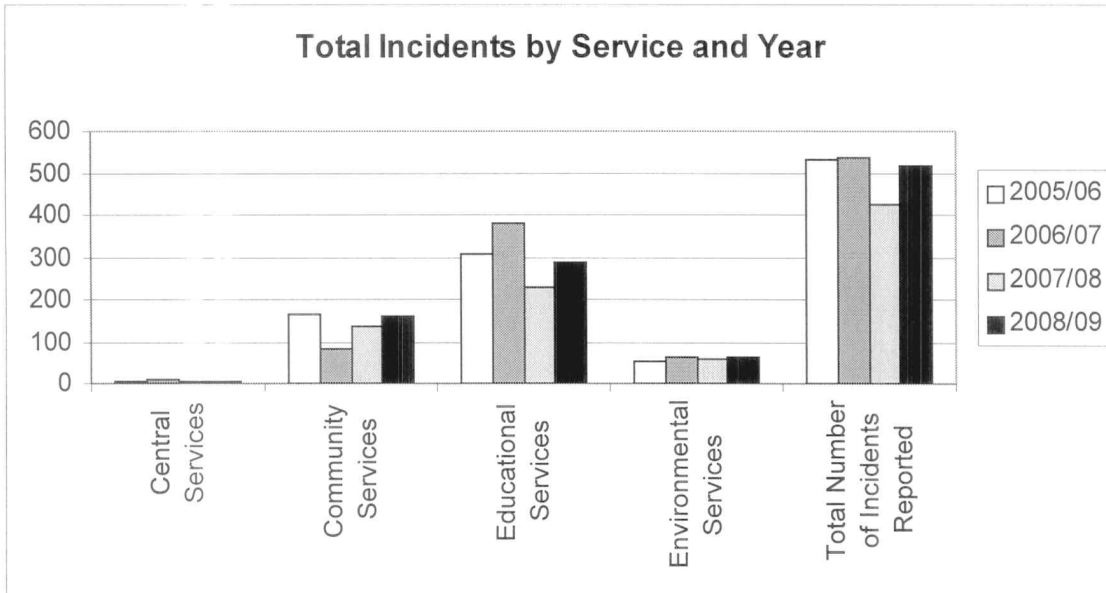
The variable condition and standard of some play facilities was highlighted by an accident to a child and has required some tactful work with local communities.

Extraction of dust from woodworking machinery in schools was another issue, which has required special attention.

Health & Safety Annual report

	2006/07	2007/08	2008/09
<b>Total Number of Incidents Reported</b>	<b>535</b>	<b>425</b>	<b>516</b>
By Department –			
Central Services	9 (2%)	4 (1%)	4 (0.8%)
Community Services	83 (16%)	136 (32%)	161 (31.2%)
Educational Services	381 (71%)	227 (53%)	290 (56.2%)
Environmental Services	62 (12%)	58 (14%)	61 (11.8%)





A breakdown by 'Incident Category' and Service is provided –

Section	Central Services				Community Services				Educational Services				Environmental Services				Total			
	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09
By Category –																				
Contact with electricity						2						1		2			0	4		1
Contact with machinery					2			1	2	2		2	4		1	2	8	2	1	5
Drowned / Asphyxiated					3											3				
Exposed to a harmful substance				1	2			2	1	2	1	2	2		1	1	5	2	2	6
Exposed to an explosion									1							1				
Exposed to Fire/Burns					1	1	4	3			3	4		1	2	2	1	2	9	9
Hit against something					10			6	5	1		3	2			1	17	1		10
Hit by moving object	2			1	6	5	4		11	2	5	5	8	6	5	7	27	13	14	13
Hit by something stationary/fixed		1				3	5	5		5	2	5		5	9	3		14	16	13
Hit by a vehicle									2				1	2	1		3	2	1	
Injured by an animal					2	3	1	2	1			1				3	3	3	1	6
Injured whilst handling/lifting/carrying	2	1		1	26	20	15	16	7	1	3	2	18	7	10	15	53	29	28	34
Mentally assaulted by a person	1	1			15		1	1	62	21	7	10					78	22	8	11
Physically assaulted by a person					39	4	11	21	169	254	139	175		1		1	208	259	150	197
Pool Rescue									2			1					2			1
Trapped by something collapsing					1	1			2								3	1		
Trip, slip, fall from height	1		1		2	2	2	7	7	1	2	4	4		1	3	14	3	6	14
Trip, slip, fall on same level				1	31	11	23	33	20	13	11	19	10	14	11	13	61	38	45	66
Trip, slip, fall on stairs/ladder	1				3				1								5			
Verbally assaulted by a person								17				7								24
Violent Aggressive Incident		4	1			8	28	17		21	35	24			4			33	68	41
Any other type of incident		2	2		22	23	42	30	13	58	19	25	7	24	13	10	42	107	76	65
<b>Total</b>	<b>7</b>	<b>9</b>	<b>4</b>	<b>4</b>	<b>165</b>	<b>83</b>	<b>136</b>	<b>161</b>	<b>306</b>	<b>381</b>	<b>227</b>	<b>290</b>	<b>56</b>	<b>62</b>	<b>58</b>	<b>61</b>	<b>534</b>	<b>535</b>	<b>425</b>	<b>516</b>

Section	Central Services				Community Services				Educational Services				Environmental Services				Total			
	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09	05/06	06/07	07/08	08/09
Incidents to 'Contractors' (included in the above figures)														1	2			1	2	
Incidents to 'Employees' (included in the above figures)	7	9	3	1	91	74	89	60	265	353	206	156	54	59	52	42	417	495	350	259
Incidents to 'Members of the Public' (included in the above emboldened figures)				1	4			2	6	3		4	1	2		2	11	5		9
Incidents to 'Pupils' (included in the above emboldened figures)					4				32	23	21	31					36	23	21	31
Incidents to 'Service Users' (included in the above emboldened figures)					65	9	46	30	2	2		3		1			67	11	47	33
Incidents to 'Unspecified' (included in the above emboldened figures)			1		1				1			2	1		3		3		4	2
Incidents to 'Student Placement' (included in the above emboldened figures)							1					1							1	1
<b>Total</b>	<b>7</b>	<b>9</b>	<b>4</b>	<b>2</b>	<b>165</b>	<b>83</b>	<b>136</b>	<b>92</b>	<b>306</b>	<b>381</b>	<b>227</b>	<b>197</b>	<b>56</b>	<b>62</b>	<b>58</b>	<b>44</b>	<b>534</b>	<b>535</b>	<b>425</b>	<b>335</b>

If you wish to discuss any of the information provided or have suggestions about any other information you wish to receive, please do not hesitate to contact the Senior Health and Safety Adviser.

**Douglas J Reid**