

APPENDIX A



Solihull Metropolitan Borough Council

Annual Health and Safety Report

1st April 2017 - 31st March 2018

Health and Safety Annual Report - Solihull MBC

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Introduction

1. This Report summarises Solihull Council's health and safety performance during the year (1st April 2017 to 31st March 2018). The aim is to provide relevant information on what the Council is doing to protect its employees, volunteers, contractors, service users, pupils and members of the public.
2. The Report provides an overview of performance, including the number of accidents, commentary on key aspects of health and safety and looks forward into the next reporting year.

Management Summary

3. This report highlights the good health and safety management systems that are in place and embedded.

The areas of note are:

- There have been no fatalities, prosecutions or enforcement notices issued by either the Health and Safety Executive (HSE) or the Fire Service in respect of any health and safety or fire management failures within Solihull Council during 2017/18.
- The number of employee reported accidents have decreased over the last 6 years from 326 (2011/12) to 182 in 2017/18. The number of HSE reportable incidents have also decreased over the same period from 27 (2011/12) to 8 in 2017/18.

To enable the Council to continually improve its health and safety management, areas for improvement have been identified for the coming year and are detailed in this report.

Solihull Council's approach to managing health and safety risks

4. To manage the health and safety risks it faces, the Council:
 - has documented health and safety management arrangements, including a Corporate Health and Safety Policy, and a range of supporting policies and operational guidance (*see the 'Health and Safety Management Arrangements' section of this report for further details*);
 - has a nominated Director of Health and Safety (Director of Resources and Deputy Chief Executive) and a Health and Safety Support Team (HSST) to support it to meet its commitment to health and safety (*see the 'Health and Safety Support Team' section*);
 - funds a health and safety training programme designed to enable employees to work safely and avoid any actions that may adversely affect their health and safety, or that of others (*see the 'Health and Safety Training' section*);
 - regularly consults and communicates with employees and trade union representatives to ensure that they are aware of their health and safety responsibilities and that health and safety continues to be effectively managed (*see the 'Health and Safety Consultation and Communication' section*);
 - has documented accident reporting and monitoring arrangements to ensure that risks are dealt with sensibly, responsibly and proportionately (*see the 'Accident Reporting and Monitoring Arrangements' section*);

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- strives for continuous improvement in health and safety standards and sets itself targets for improvement for the coming year (*see the 'Targets for Improvement' section*).

Health and Safety management arrangements

5. The Council recognises that the successful implementation of its health and safety objectives is dependent on the commitment and involvement of Members, senior management and officers. As such, the Cabinet Member for Resources and Delivering Value is the Member lead and the Director of Resources and Deputy Chief Executive is the nominated Director of Health and Safety.
6. Directors (meeting together as the Corporate Leadership Team) provide strategic leadership in terms of setting the health and safety management arrangements and the operational direction for effective implementation of these arrangements.
7. The Council has established an internal Health and Safety Support Team (HSST) within Audit Services in the Resources Directorate to maintain the Council's health and safety management system and provide advice, support and guidance on all aspects of health and safety.
8. In confirming that the Council's health and safety management arrangements continue to be effective, the following sources of assurance have been considered:

Health and Safety Executive (HSE)

9. To the best of the HSST's knowledge, there were no prosecutions or enforcement notices issued by the HSE in respect of any health and safety failures within Solihull Council during 2017/18.

West Midlands Fire Service (WMFS)

10. To the best of the HSST's knowledge, there were no prosecutions or enforcement notices issued by the WMFS in respect of any fire management failures by Solihull Council in 2017/18.

Health and Safety Support Team (HSST)

11. The aim of the HSST is to achieve high standards of health and safety management throughout SMBC, creating a safe culture in an uncomplicated way. This is supported by the team whose approach is proportionate to the size and the nature of the activity of the services being provided.
12. The activities undertaken by the HSST ensure that the Council complies with relevant health and safety legislation. This includes support for all directorates and their operations. In addition, with the majority of Solihull Secondary Schools and some Primary Schools now becoming academies, the HSST provides Health and Safety consultancy services through service level agreements to the majority of Solihull academies.
13. The following provides a summary of the key work activities undertaken by the Team during the year:

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Audit and Inspection programme

14. During 2017/18 the HSST has:

- Continued to provide health and safety support to the majority of Solihull schools who operate as academies, through an audit, inspection and consultancy service;
- Carried out audits / health and safety reviews / inspections at SMBC local authority, foundation, voluntary-aided schools and academies. There were no significant findings during these visits. The HSST continue to support schools in implementing appropriate health and safety management systems.
- Continued to support core council areas and teams through an on-going scheduled audit plan. Findings are discussed with Heads of Service and any actions implemented with the support of the HSST.

15. **Identified issues included:**

- Although reports of violent and/or aggressive incidents across the whole council has reduced slightly (66 in 2017/8, 67 in 2016/7), the number of cases relating to aggressive behaviour against staff does remain an issue. Whilst incidents within Core Council have decreased by around 30%, in schools they have risen by more than 25%. The HSST has delivered Conflict Resolution training to staff across a number of core services. Training is available to schools through Team Teach which is arranged locally and as required. There are relevant policies and guidance in place, these have been reviewed with relevant stakeholders in a working group to identify any issues and suggested appropriate solutions.
- Asbestos management has previously given some concerns in terms of duty holder responsibilities under the 2012 regulations. Following an audit in 2016/17 the HSST has worked alongside the Property Services Team this year to resolve the issues identified.
- The HSST has developed and rolled out a successful training programme for Head Teachers, Governors and Site Managers to enable them to develop an asbestos risk assessment, management and communication plan for their premises (a key duty holder responsibility). The training was well attended and well received.

Risk assessments

16. Using HSE guidelines the HSST have introduced a 'sensible' risk management approach. This has helped to reduce the number of risk assessments undertaken and risks recorded. The HSST continues to work with stakeholders on a team by team basis to embed this approach. Model risk assessments are available for all areas.
17. Directorate risk assessments are available on the HSST intranet site and all employees can access their team risk assessment from here. This is an on-going process, with the HSST taking the lead in supporting managers to produce suitable risk assessments relevant to team roles. Alternative arrangements are in place for staff that have difficulty viewing the intranet site.

Policy development

18. In terms of policy development, during the year:

- Several health and safety policies and guidance documents have undergone review, to ensure that they are up to date and relevant. The most recent reviews and updates include the "Personal Safety Policy" (this incorporates the Lone Working and Violence and

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Aggression Policies, the “Fire Safety Policy”, “DSE Guidance”, “Risk Assessment Guidance” and “Manual Handling Guidance”.

- Other policies are planned to be reviewed over the next year, including the “Wellbeing Policy” and “Corporate Health and Safety Policy”. More details can be found in the ‘*Targets for improvement*’ section.

Health and Safety training programme

19. The delivery of a structured training programme continues to provide the appropriate level of health and safety training to both core council and schools (including all Solihull academies). The majority of health and safety training is administered by the HSST, however, training specifically identified for Adult Social Care (Conflict Management and People Handling), is supported by the Learning and Development team within HR.
20. Training requirements for individuals and teams is based on the control measures identified in the activity risk assessments and as a result of accident investigations. Training is set at a refresher period of approximately every 3 – 5 years.
21. The e-learning package continues to be used to deliver a range of basic health and safety training including topics such as health and safety awareness, fire awareness, display screen equipment user, manual handling, slips and trips, and managing stress.

Corporate training

22. **Appendix A** provides a summary of the training courses provided to core council staff this year compared to previous years.
23. This varied programme continues to provides health and safety training to both new and existing employees, ranging from general induction and refresher training (for example basic health and safety, fire awareness and manual handling) through to accredited training for those employees in a nominated health and safety role (for example first aiders / fire wardens) and management training for staff with a more significant health and safety role.
24. The main focus this year has been on:
 - Continuing the delivery of the e-learning modules relating to health and safety for new and existing employees.
 - Review the significant risk areas for SMBC employees and subsequently working alongside the Learning Development team to review the training requirements of the organisation.
 - Working with HR and Public Health to identify gaps in the Wellbeing / Work related Stress training delivery to ascertain both management and employee training requirements in these areas.
 - Continue the roll out Asbestos risk management training for duty holders

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Schools training

25. **Appendix B** provides a summary of the various training courses provided to School-based staff this year compared to previous years.
26. Health and safety training is available to both new and existing employees, including general induction, refresher and accredited training. Following an agreement with the Schools Forum all health and safety training is provided for staff at SMBC schools and academies until April 2019.
27. The main focus for this year has been on the development and roll out of specific asbestos training for duty holders.

Health and Safety consultation and communication

28. Health and safety consultation and discussion takes place in various forms including the Corporate and Directorate health and safety groups. These groups meet on a quarterly / 6 monthly basis to discuss all aspects of the Council's / schools health and safety management arrangements. All directorate teams and trade unions are represented at the various directorate groups.
29. The health and safety groups fulfil the Council's consultation obligations in particular with trade unions, who are permanent members of both the corporate and directorate health and safety groups. These groups are very successful in consulting on and developing health and safety policies and guidance.
30. Further development and communication of health and safety information via the intranet enables employees to easily access health and safety information.
31. The HSST will continue to consult and promote health and safety on behalf of the Council through a variety of methods during the coming year.

Accident reporting and monitoring arrangements

32. Completed health and safety incident reports are sent to the HSST, who ensure that underlying causes are identified and appropriate remedial action implemented by managers.
33. Accident / incident data is presented biannually to each directorate health and safety group and quarterly to the corporate health and safety group.
34. The Health and safety groups use the data to identify trends in relation to the accident type or service area, as well as supporting managers to identify any additional control measures that may be needed to prevent further accidents / incidents occurring.

Accident statistics

35. This section of the report analyses the accident statistics for 2017/18.
36. **Appendix C** details the total number of all reported accidents / incidents in 2017/18 (irrespective of whether an injury was sustained) compared to last year, together with the number of serious reportable accidents. **The accident statistics do not include employees at Academies.**

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Number of accidents

37. Importantly, there were no fatalities during 2017/18 and overall, the total number of reported accidents / incidents (involving employees, pupils and members of the public) has decreased compared to last year (345 this year compared with 416 last year).
38. The number of employee reported accidents/incidents has decreased to 182 compared with 208 last year). There are approximately 6750 employees within core Council and schools.
39. Table 1 details the number of employee accidents/incidents across Directorates.

Table 1: Employee accidents / incidents across Directorates

Directorate	Number of accidents April 17 – March 18	Number of accidents April 16 – March 17
Children Services & Skills	5	13
Schools	105	105
Communities & Adult Social Care	27	39
Managed Growth	27	34
Public Health and Commissioning	0	1
Resources / Chief Executives Office	18	16
Totals	182	208

40. The pupil reported accidents/incidents has decreased to 138 in 2017/18 compared to last year where there were 170 (these figures do not include academy pupils).
41. The number of reported accidents / incidents involving members of the public (including service users) has decreased during 2017/18 (25 this year compared with 38 last year).

Seriousness of accidents / incidents

42. The HSST has continued to investigate all reported accidents / incidents and collects data about the seriousness of any injury incurred because of an accident / incident.
43. The following table shows comparative data for reportable incidents / accidents over the last 5 years.

Table 2: HSE Reportable incidents (RIDDOR)

HSE Reportable	2017/18	2016/17	2015/16	2014/15	2013/14
Employees	8	7	10	14	14
Pupils	1	0	5	3	2
Public	0	0	1	0	1
Totals	9	7	16	17	17

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44. The overall number of accidents involving SMBC employees requiring a report to the HSE decreased year on year 2013/14 (14) to 2016/17 (7), there is an increase of 1 to 8 for 2017/18. There was 1 reported pupil incident.
45. Furthermore, for the 8 employee accidents / incidents that required a report to the HSE, all were reported primarily because the employee was absent from work for more than 7 days. Table 3 provides more information of the type of injury and the details of the accident.

Table 3: Details of RIDDORs reported for SMBC employees

	Injury	Details of accident (what happened) IP = Injured Person	Reason for reporting as RIDDOR
Contact with machinery	Soft tissue injury to finger	When using an electric drill, IP's safety gloves became entangled in the drill bit.	Over 7 days injury
Slip, trip or fall	Sprain/bruising to right hand and left knee	IP was supervising pupils at lunchtime. A pupil spilled water and IP slipped before it could be cleaned up.	Over 7 days injury
Hit by moving object	Staple went into eye	IP was taking down a display from the wall and a staple flicked into her eye. First aider was present who irrigated the eye but the staple had penetrated the eyeball. IP taken to hospital where staple was removed.	Over 7 days injury
Contact with hazardous substance	Breathing problems from inhaling chlorine gas	IP went into plant room and noticed an overflow of chlorine into bund. IP panicked and did not put mask on but dispensed some chlorine into an empty container that he thought had held chlorine. However, the container had held another fluid and there was a small release of chlorine gas. IP immediately vacated the area and went to office. As IP was coughing and had breathing difficulties, IP was taken to hospital via ambulance and kept in overnight for monitoring.	Over 7 days injury
Slip, trip or fall	Jarred back	IP slipped on kitchen floor. IP didn't fall over but pulled a muscle in back. The flooring was laid in 2016 and is non-slip vinyl. There was no visible contaminant on the floor when viewed by Manager but she checked IP's shoes and the sole is rather worn.	Over 7 days injury
Hit by moving object	Sprain / strain to the lower back	A pupil had a seizure when getting onto a bus, IP caught the pupil as they were falling and in the process IP injured back.	Over 7 days injury

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	Injury	Details of accident (what happened) IP = Injured Person	Reason for reporting as RIDDOR
Slip, trip, or fall	Hurt bottom	IP entered the toilets and slipped and fell on their bottom.	Over 7 days injury
Violent incident	Bruised rib, soft tissue damage to face, infected bite on arm	Pupil lashed out after losing battery to torch, IP tried to de-escalate situation and was bitten badly and when walking away was kicked in the back and fell to the ground.	Over 7 days injury

Types of accident – employees

46. As in previous years, the most common types of employee reported accidents / incidents (and where the most significant incidents have occurred) include violent incidents and slips, trips and falls. Both of these areas have decreased slightly compared with the previous year.

Violent incidents

47. Violent incidents remain the highest type of incident / accident reported, this has continued to decrease in the number of these reported to the HSST during 2017/18 (66 compared with 67 in 2016/17 and 77 during 2015/16). The number of more serious incidents in this category, requiring a report to the HSE remained at 1.
48. All incidents are investigated to identify their root cause and to minimise the risk of violent or aggressive behaviour towards staff reoccurring. A range of support and specialist training has been made available to both core council and school-based employees, in particular:
- Both the HSST and ASC (via HR) provide the relevant conflict management / conflict resolution training (non-physical intervention) to employees who deal with customers directly. There is also physical intervention training provided to relevant ASC and special schools / PRU staff. This training has also been rolled out to school reception employees and core Council employees.
 - In the event of an incident occurring, staff will receive appropriate support.

Slips, trips and falls

49. Slips, trips and falls remain the second highest type of reported employee accidents / incidents (accounting for 50 of the 182 employee incidents – 3 of which were HSE reportable).
50. The importance of good office management including good housekeeping is put across to all employees. This includes regular inspections by facilities teams in both schools and non-schools buildings. There are also basic health and safety awareness training provided along with e-learning relating specifically to slips and trips.
51. Slips and trips remain the highest type of reported incident / accident for both Pupils and Public, although there were decreases on the previous years from 102 (2016/17) to 86 (2017/18) this year. There were no HSE reportable incidents during this period.

Targets for Improvement

Topic	Target for 2017/18	Achievement in 2017/18	Target for 2018/19
Work Programme	<p>Complete the audits / reviews for schools and directorates as per the planned schedule.</p> <p>Complete the Legionella audit. Along with PST complete the agreed action plan for asbestos.</p>	<p>Audits and health and safety reviews have been carried out in line with the schedule. The majority of audits indicate that there is a good health and safety culture within SMBC. The HSST continue to work with managers and head teachers to follow through on completing actions.</p> <p>The HSST have trained various members of the team in order to have a better understanding of both asbestos and legionella management. This has enabled an asbestos audit to be completed and a legionella audit to be started.</p> <p>Asbestos training (classroom) and legionella awareness training (e-learning) is available to duty holders and responsible persons</p>	<p>Develop a schedule of audits/reviews for 2018/9 within specified directorates to ensure systems and processes are in place and measured against regulated criteria to make sure health and safety standards are being upheld.</p> <p>Roll out relevant training to support duty holders and responsible persons to manage asbestos and legionella at their sites.</p> <p>Cleanse and review data held on the Corporate Warning Marker System.</p>
Health and Safety Policies	<p>Policies are planned to be reviewed over the next year, including</p> <p>“Display Screen Equipment”, this will include the update of guidance to fit in with SMBC agile working requirements.</p> <p>“Work related stress”, This will be included in the Wellbeing policy, under the direction of HR and Public Health</p> <p>“Lone working” and “Violence and aggression at work” will be combined to</p>	<p>Several health and safety policies and guidance have undergone review to ensure that they are up to date and relevant. The most recent reviews and updates include the -</p> <p>“Personal safety Policy” this incorporates the Lone working and violence and aggression Policies. The policy offers guidance for managers completing risk assessments and for staff on minimising the risks and coping with difficult situation. There is information relating to typical</p>	<p>Undertake a review of the following health and safety policies to ensure they are up to date and relevant:</p> <p>“Corporate Health and Safety Policy”</p> <p>“Employee Wellbeing Policy” – to be finalised and rolled out in conjunction with HR and Public Health initiatives. The policy will replace the current Managing stress at work Policy.</p>

Topic	Target for 2017/18	Achievement in 2017/18	Target for 2018/19
	<p>produce a “Personal safety” Policy. At present there is a working group involving all stakeholders to produce this.</p>	<p>hazards for lone working risk assessment and a checklist of typical control measures for a lone working risk assessment.</p> <p>“Fire safety Policy” which explains the day-to-day arrangements – that apply to all employees in place to minimise the risk of fire across the Council and in schools.</p> <p>“Display screen equipment guidance” including agile working requirements and information for working at home.</p> <p>“Risk assessment guidance” takes managers and staff through the risk assessment process.</p> <p>“Manual handling guidance” describes actions to be taken by managers and staff to reduce the risk of injury from hazardous manual handling, ‘so far as is reasonably practicable’.</p>	<p>Review and refresh the ‘Warning Marker’ Policy and system.</p>
<p>Managing Stress at Work</p>	<p>Review the training course content along with HR and Public Health. The course has now become mandatory for all line managers to attend over an agreed refresher cycle.</p> <p>HSST to continue to support both HR and Public Health with the development of the Policy, guidance and training.</p>	<p>The majority of line managers have received Stress management training over the past 5 years. This has been delivered jointly by HR and the HSST</p> <p>The Wellbeing Policy is in the process of being completed, at present it is at a consultation with Public Health and HR (now the owners) with input from the health and safety support team.</p>	<p>Stress management for Managers courses to be replaced with Mental Health First Aid – this will be a mandatory training course for all line managers</p>

Topic	Target for 2017/18	Achievement in 2017/18	Target for 2018/19
Risk Assessment	<p>Carry out a review to identify teams that do not have up to date risk assessments. HSST to assist line managers to complete these.</p> <p>Review all model risk assessments to ensure that they take in consideration to any change in legislations and follow the SMBC Risk management Policy.</p>	<p>Model risk assessments have been developed for all directorate and school areas. The HSST has supported managers in developing local risk assessments for their teams activities.</p>	<p>The HSST will work to identify teams who do not have up to date risk assessments and to assist managers to complete these.</p> <p>All completed risk assessments are uploaded onto the health and safety web pages where they can be viewed staff by and monitored by senior managers and the HSST.</p>
Accident Prevention	<p>Continue to develop and deliver training, briefing sessions to employees to ensure that they are aware of the hazards and associated risks.</p>	<p>Where an incident has occurred or a risk assessment has identified the need for training, this has been carried out to both individuals and teams</p> <p>The Accident Policy has been updated, elements relating to accident investigation have been included in managers training.</p>	<p>HSST will work to reduce accidents across corporate and schools by producing relevant guidance, providing advice, reviewing risk assessments, development and delivery of appropriate training, undertaking audits and inspections</p>
Agile Working	<p>Continue to support the Agile working board and various sub-groups during all stages of migration and development, of the various SMBC sites throughout the borough.</p>	<p>The HSST have supported various moves within SMBC, Including workstation set up advice at various locations. Advice provided on homeworking.</p>	<p>Support agile working, will carry out workstation assessments as required and advise on suitable furniture, equipment and appropriate workspace.</p>
Training	<p>Review all of the existing training provision to identify the organisational needs are met. Review and update all existing training courses.</p> <p>Review the training requirements for first aid and paediatric first aid to ensure that SMBC is meeting its legal requirements.</p>	<p>The HSST has continued to provide health and safety training to both core Council employees and Solihull schools (including academies).</p>	<p>The HSST will review and develop training provision to ensure duty holders are compliant with health and safety requirements and that organisational needs are met. HSST will provide health and safety training to both core Council employees and Solihull schools (including academies).</p>

Topic	Target for 2017/18	Achievement in 2017/18	Target for 2018/19
Volunteer Groups	<p>Agree and publish a Volunteers Policy and guidance. Implement within SMBC.</p> <p>Monitor use of policy and guidance via the health and safety group.</p>	<p>Working group formed from various teams – stakeholders to review the existing guidance and policy. Several meetings have taken place.</p> <p>The Policy and guidance has been reviewed and updated, it is at present with stakeholders for consultation.</p>	<p>HSST will support teams who use volunteers within their service by assistance with risk assessments, guidance and advice.</p>
Asbestos	<p>Complete actions highlighted in the Audit findings.</p> <p>HSST to deliver duty holder responsibility training to all schools (including academies) and facilities managers within SMBC core buildings. Expected audience to be Site Managers, Governors and Facility Managers.</p> <p>PST to implement a better reporting system to ensure that asbestos plans are up to date.</p> <p>Review the analysis and removal arrangements regarding asbestos to ensure that HSE guidance is followed.</p>	<p>Carried out an Audit to identify any issues regarding the management of Asbestos.</p> <p>Agreed an action plan with the Property Services Team, including implementing training for Duty Holders.</p>	<p>HSST will roll out relevant training and will support duty holders to ensure they are able to carry out their responsibilities in line with the Control of Asbestos Regulations 2012.</p> <p>HSST will inspect asbestos registers, risk assessments and management plans as part of the annual fire risk assessment schedule to ensure they are suitable and sufficient.</p>

Course	Provides	17/18	16/17	15/16	14/15	13/14
Aggressive Situations- From 2016 Conflict Resolution	An understanding the causes of aggressive behaviour and how to react to a violent attack (does not include ASC staff – arranged by Learning and Development)	59	41	19	8	77
*Introduction to Basic Health & Safety	A basic knowledge of legislative and Council requirements for Health and Safety (delivered via Core brief). <i>Mandatory for new staff.</i>	2396 (191 e-learning)	89	367	152	116
*Fire Awareness / Fire Warden	Awareness briefing for all staff with discussion/ e-learning sessions. Nominated Fire Warden training	376	455	476	692	305
First Aid	A variety of accredited and refresher training for first aiders.	103	152	69	160	140
**Risk Assessor	An understanding of legislative requirements for risk assessment. (Course no longer delivered – now 1:1 approach used).	0	0	5	43	16
Stress Management – Personal	An understanding of stress and different coping strategies to help individuals effectively manage stress.	61	75	55	34	72
Stress Management – Managers	An understanding of stress and the managers' role in managing stress within their teams.	30	16	25	10	42
*Manual Handling Awareness	An understanding of correct lifting techniques and the requirements of the Manual Handling Operations	60	54	41	160	49
*Display Screen Equipment/ USER	A basic understanding of risk assessments and the legal requirements of the Display Screen Equipment Regulations.	357	269	397	536	12
Display Screen Equipment / Assessor	A basic understanding of risk assessments and the legal requirements of the Display Screen Equipment Regulations	3	14	8	2	8
*Miscellaneous Courses – e.g. Team Specific - Working at Heights; COSHH, Asbestos	Various courses that are site / team specific. As a result of risk assessments / job requirements. Courses / sessions although corporate are delivered to specific teams within their own work areas	81	53	84	93	23
People Handling	To assist Adult Social Services in delivering the People handling aspect of their job role (now administered by Learning and Development)	0	88	117	274	294
**Managers Duties / CIEH level 2 / 3	Responsibilities of Managers within SMBC. CIEH training.	0	34	68	41	119
Infection Control	Dealing with Hygiene in the work environment.	44	152	131	110	131
TOTALS		3570	1492	2315	1862	1404

Schools Training (there are approx. 3750 employees)

Appendix B

Course	Provides	17/18	16/17	15/16	14/15	13/14
Site Manager / Caretaker awareness training	An understanding of H&S related topics including working at height, lone working, handling chemicals, risk assessment etc.	8	17	3	11	15
Basic Health & Safety	A basic knowledge of legislative requirements for H&S within a School environment.	80	128	55	21	408
Fire Awareness	A one-hour briefing for all staff or e-Learning session.	1063	629	1002	506	1006
Fire Warden	To enable members of staff to carry out the role of a fire warden. Includes a practical use of fire extinguishers.	34	54	70	86	67
Newly Qualified& Refresher First Aid	A variety of accredited and refresher training for first aiders.	24	55	38	77	59
Emergency First Aid at work / Paediatric First Aid Training	Enables an emergency first aid provision and Paediatric first aid provision for the early years setting.	143	123	159	170	146
Education Visits Co-ordinator	New course updated to align with the introduction of the EVOLVE system	10	35	33	0	0
Bursar / Business Manager (Now CIEH level 2 or 3)	Training aimed at providing an insight into Health and Safety Legislation and best practices.	0	12	12	28	24
Stress Management – Personal	An understanding of stress and different coping strategies to help individuals manage stress. Includes E-Learning	408	180	173	244	319
Stress Management – Managers	An understanding of stress and the managers' role in managing stress within their teams.	1	14	8	61	18
Display Screen Equipment/(Assessor Training*)	A basic understanding of risk assessments and the legal requirements of the Display Screen Equipment Regulations.	0	4	5	2	4
Display Screen Equipment USER Training	A basic understanding of requirements of the Display Screen Equipment Regulations – e-learning Module.	137	172	127	95	487
Governor Briefings	To enable governors to have a better understanding of their roles regarding Health and Safety.	22	24	27	31	34
***Conflict Resolution Training	An understanding of what causes aggressive behaviour and what to do when confronted with violence.	1	28	0	0	0
Miscellaneous Courses –People Handling / Manual Awareness / Evac. chairs etc.	Various courses that are site / team specific as a result of risk assessments / job requirements. e.g. site management teams /School teams. Includes E-Learning modules on Slips and Trips and Manual Handling Awareness and COSHH	938	574	755	488	787
TOTALS		2869	2049	1820	2467	3374

* Includes e-learning

** Course no longer active

***Sourced directly by schools so figures unknown

Summary of Accidents/Incident Statistics – April 17 – March 18 (Totals for Apr 16 – Mar 17)

Appendix C

		Staff & Agency - There are approx. 6750 employees within core Council and Schools.				Pupils (not including Academies)				Public (including Service users)			
Type of Accident		Total Accidents		HSE Reportable		Total Accidents		HSE Reportable		Total Accidents		HSE Reportable	
		Apr 17– Mar 18	Apr 16– Mar 17	Apr 17– Mar 18	Apr 16– Mar 17	Apr 17– Mar 18	Apr 16– Mar 17	Apr 17– Mar 18	Apr 16– Mar 17	Apr 17– Mar 18	Apr 16– Mar 17	Apr 17– Mar 18	Apr 16– Mar 17
Contact with	Electricity	2	2	0	0	0	0	0	0	0	0	0	0
	Haz substance	1	4	1	0	0	0	0	0	0	0	0	0
	Sharp Object	5	11	0	0	7	2	0	0	0	1 (1)	0	0
	Hot substance	6	5	0	1	2	5	0	0	(2)	0	0	0
	Machinery	1	0	1	0	0	0	0	0	0	0	0	0
Fall from Height		1	4	0	0	2	9	0	0	1	2	0	0
Hit by Moving Object		25	25	2	0	21	9	0	0	(1)	(1)	0	0
Hit Fixed Object		6	10	0	0	10	17	0	0	1 (1)	(3)	0	0
Manual Handling		9	15	0	2	0	0	0	0	0	0	0	0
Road Traffic Accident		2	6	0	0	1	0	0	0	0	1	0	0
Slip/Trip/Fall		50	44	3	3	79	89	0	0	7 (6)	13 (3)	0	0
Violent Incident		66	67	1	1	0	0	0	0	(1)	(1)	0	0
Other		4	10	0	0	4	11	1	0	2 (1)	2 (4)	0	0
Sports Accidents		0	1	0	0	12	27	0	0	0	0	0	0
Fire		0	0	0	0	0	0	0	0	(1)	0	0	0
Near Misses		4	4	0	0	0	1	0	0	(1)	2 (4)	0	0
Totals		182	208	8	7	138	170	1	0	11 (14)	21 (17)	0	0