

---

<b>Report To:</b>	<b>Policy and Resources Committee</b>	<b>Date:</b>	<b>5 February 2019</b>
<b>Report By:</b>	<b>Head of Organisational Development, Policy and Communications</b>	<b>Report No:</b>	<b>HR/26/18/PR</b>
<b>Contact Officer:</b>	<b>Pauline Ramsay Health and Safety Team Leader</b>	<b>Contact No:</b>	<b>01475 714723</b>
<b>Subject:</b>	<b>Corporate Health and Safety Report</b>		

---

## **1.0 PURPOSE**

- 1.1 The purpose of this report is to seek Committee approval of the Corporate Health and Safety report for 2017/18 (Appendix 1).

## **2.0 SUMMARY**

- 2.1 Reporting on Health and Safety performance is a key aspect of ensuring that Health and Safety is correctly managed within an organisation.
- 2.2 The Health and Safety Executive have issued guidance on how they expect Health and Safety to be managed within an organisation, this framework provides the basis for the approach which Health and Safety Inspectors will take when auditing an organisation's arrangements for managing health and safety. The Corporate Health and Safety Report reflects this framework.
- 2.3 The Corporate Health and Safety Report summarises the Council's performance data, including the numbers and types of accidents and incidences of work related ill health. It also outlines enforcement action and commentary on health and safety during the year.
- 2.4 The report supports the implementation of the Council's People and Organisational Development Strategy 2017/20 by monitoring the Council's Health and Safety performance ensuring that we continuously improve health and safety management within the Council.

## **3.0 RECOMMENDATIONS**

- 3.1 The Committee is recommended to approve the Corporate Health and Safety Report.
- 3.2 The Committee is asked to support this report by active promotion and support of Health and Safety.

**Steven McNab**  
**Head of OD, HR and Communications**

## 4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that health and safety risks to employees are managed and assessed in line with its legal duties as defined by the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and other statutory requirements.
- 4.2 Monitoring of performance in relation to compliance with this legislation is a key part of the Council's management arrangements. The Corporate Health and Safety report provides information to those with overall responsibility for health and safety management on the Council's performance in this area.
- 4.3 The Health and Safety Report consists of the following main sections:
- Health and Safety Policy and Guidance
  - Advice and Support
  - Health and Safety Training
  - Consulting and Communication
  - Enforcement Action
  - Health Surveillance
  - Incident Reports
  - Auditing

The report indicates ongoing development work is required in the following areas:

- Violence and aggression
- Risk Assessment
- Manual handling
- Slips, trips and falls

These will be addressed in Service Health and Safety Plans.

## 5.0 PROPOSALS

- 5.1 The Corporate Health and Safety Report will drive forward improvement in health and safety management in the Council and be used as a framework to further enhance the safety of employees and those affected by the work of the Council.

## 6.0 IMPLICATIONS

### Finance

- 6.1 There are no financial implications for this report.

#### Financial Implications:

#### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

#### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

## **Legal**

- 6.2 Legal: Failure to have a robust health and safety management system in place and to implement it could result in enforcement action being taken against the Council.

## **Human Resources**

- 6.3 There are no Human Resources implications.

## **Equalities**

- 6.4 There are no Equalities issues within this report.

## **Repopulation**

- 6.5 There are no repopulation issues within this report

## **7.0 CONSULTATIONS**

- 7.1 The Health and Safety Report has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions and CMT have agreed the report.

## **8.0 LIST OF BACKGROUND PAPERS**

- 8.1 Appendix 1 – Corporate Health and Safety Report

## Health and Safety Report

2017 – 2018

Prepared by: Pauline Ramsay (H&S Team Leader)  
Approved By: Corporate Health and Safety Committee  
Issue Status: Submitted for Approval

**Contents:**

Contents: .....	2
1. Introduction .....	3
2. Health and Safety Policy .....	4
3. Organisation .....	4
4. Planning and implementation .....	5
5. Advice and Support .....	6
6. Health and Safety Training .....	6
7. Consulting and Communication .....	7
8. Enforcement Action .....	8
9. Occupational Health .....	8
10. Performance .....	10
10.1 Incident summary .....	10
10.2 Employee incident data over a 3- year reporting period .....	12
10.3 Employee incident data 2017/2018 (breakdown of reports) .....	13
RIDDOR reports .....	13
All incidents 2017/2018 .....	13
10.4 Audit Summary .....	16
Self Audit Programme .....	16
11. Corporate 'Health Check' indicator .....	17
Appendix 1 .....	18
Appendix 2 .....	22
Appendix 3 .....	24

## 1. Introduction

I am pleased to introduce the Council's Health and Safety performance report for 2017/18. A high standard of health and safety performance is one of the Council's primary objectives and is recognised as an integral part of service delivery. This means having in place effective management arrangements that ensure the wellbeing of our employees. It is our employees who deliver our Council's goals and we attach great importance to ensuring the continued health, safety, welfare and development of our workforce and to minimise the distress and disruption caused by any injuries or work related illnesses which may occur. It requires that we search out, adopt and update best practice relevant to and proportionate to the risks we and our employees face, and that we generate guidance and procedures for relevant activities.

Inverclyde Council has set clear goals for reducing injury and ill health. This Health and Safety report covers the period from April 2017 to March 2018. It summarises the Council's performance data, including the numbers and types of accidents and incidences of work related ill health. It also outlines enforcement action and commentary on health and safety during the year.

I would like to thank all of our employees who undertake essential roles as First Aiders, Fire Wardens, risk assessors and others for playing a vital part in the management of health and safety across Inverclyde Council.

Aubrey Fawcett  
Chief Executive

## 2. Health and Safety Policy

- 2.1 The Council is committed to safeguarding the health, safety and welfare of its employees and all other persons likely to be affected by the work of the Council. We accept the aims and provisions of the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations and other relevant statutory obligations. Our H&S Policy and associated arrangements and guidance documents represents a continuing commitment to improving our standard of Health, Safety and Welfare.
- 2.2 The following policies, arrangements and guidance documents were developed, issued or reviewed during 2017/18.

### **Policies and Arrangements**

Corporate Health and Safety Policy – Reviewed and redrafted  
Management of Asbestos Policy – Reviewed and redrafted  
Smoke Free Policy – Reviewed and redrafted

### **Information sheets**

IS 72 – Work Related Stress Guidance - New  
IS 74 – Protect Against Infection - New  
IS 29 – Reporting Incidents of Violence - Reviewed  
IS 24 – Dealing with Stress - Reviewed  
IS 18 – Occupational Health - Reviewed

### **Safety Alerts**

SA No 34 – Scalding Risks  
SA No 35 – Non Council Cleaning Products  
SA No 36 – Fire Safety  
SA No 37 – Extension Leads  
SA No 38 – Supervision and Management  
SA No 39 – Finger Jamming – Doors  
SA No 40 – Labelling of Hazardous Substances  
SA No 41 – Fire Safety (Education)

## 3. Organisation

- 3.1 Inverclyde Council Corporate Management Team (CMT) leads on improving health and safety and monitors progress regularly.  
This is achieved through:
- Advice from the Corporate Health and Safety Committee (CHSC) on the overall direction of health and safety performance within the Council.
  - Consultation with Trade Union safety representatives at CHSC.
  - Competent advice from the Health and Safety Team Leader.

- Line Managers fulfilling their roles and responsibilities for health and safety
- The Organisational Development, Human Resources and Communications service who organise corporate health and safety training and manage the occupational health contract.

3.2 The Corporate Health and Safety Committee lead on improving health and safety and monitors progress. The Chief Executive chairs the meetings and the Vice Chair is a Trades Union representative. The Committee consists of a representative from each Directorate preferably at Head of Service level, and representation from each Trades Union. Quarterly meetings are scheduled where health and safety issues such as new policies, procedures insurance claims and accident statistics are discussed and approved.

## 4. Planning and implementation

4.1 The annual health and safety plan is linked to the Corporate Directorate Improvement Plan. Our improvement actions are linked to the wellbeing outcomes of safe, healthy, achieving, nurtured, active, respected, responsible and included. Our risk-based health and safety objectives are confirmed by the Corporate Health and Safety Committee.



4.2 The risk-based health and safety objectives are disseminated to Directorates through the Corporate Health and Safety Committee and the health and safety section of the corporate intranet Icon.

Based on the number of incidents known to have occurred in the Council and on an assessment of the potential harm to employees, the following priority areas were identified for action:

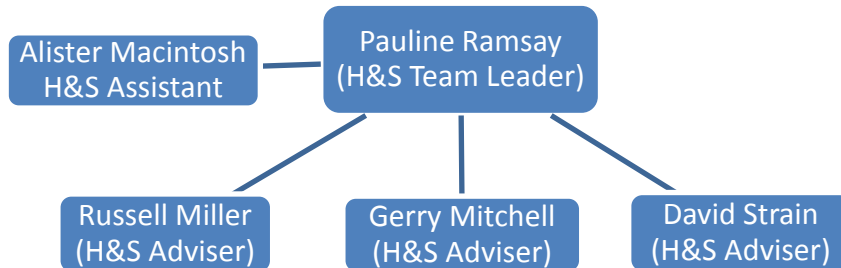
- Violence and aggression
- Manual handling
- Risk Assessment
- Vibration

The CHSC receives quarterly reports and monitors delivery of the health and safety objectives. Health and safety incident statistics are also included in the WIAR reports issued by OD, Policy and Communications on a quarterly basis. Copies of reports and minutes are available on Icon.



## 5. Advice and Support

5.1 The primary health and safety advice is provided by the Corporate Health and Safety Section, who provide support on all aspects of health and safety at work for Inverclyde Council employees. The section is centralised and organised as follows:



5.2 In addition during 2017/18 the section had a modern apprentice for 4 months to completed his SVQ Level 3 in Office Administration. He has since moved on to achieve employment elsewhere.

## 6. Health and Safety Training

6.1 Health and safety training is organised either by OD, Policy and Comms, or via the employing service. A health and safety training programme was implemented in 2017/18. A modular approach loosely based around the format of the IOSH Managing Safely Course, has been developed, This comprises of a certain number of core modules for managers, and hazard specific training for managers and operatives which can be selected appropriate to the Service area. It is intended that each module last for no more than half a day. The course list has been attached as appendix 1. Where a training needs analysis identifies that managers/team leaders would benefit from the full 4 day IOSH Managing Safely course this will be sourced.

6.2 Overall 607 employees received face to face training during 2017/18. Fire safety awareness training, risk assessment and personal safety (managing aggression) training were the most popular courses with 234 employees receiving fire safety awareness training, 87 receiving risk assessment and 63 personal safety (managing aggression) training. A breakdown of uptake of courses by directorate has been attached as appendix 2.

### 6.3 E-Learning

The following elearning courses are available:

- Health and Safety Induction (mandatory)
- Fire Safety Awareness (mandatory)
- Stress
- Asbestos awareness refresher (mandatory for employees whose work may bring them into contact with asbestos containing materials)

- Dangerous Substances
- Display Screen Equipment (mandatory for DSE users)
- Driving at Work
- Service Specific (Environmental & Commercial Services)
- Electricity
- First Aid
- Food Hygiene
- Health and Safety Management
- Managing Conflict
- Protecting the Environment
- Manual Handling (Recommended for employees who may carry out low risk manual handling, i.e. office staff)
- Slips, Trips and Falls
- Managing HAVS (mandatory for managers of employees who use hand held vibratory equipment)
- Winter Maintenance
- Workplace Wellbeing

Information on the completion of e-learning training has been provided in Appendix 3, detailed reports on up-take of elearning training are prepared as resources permit; these are passed to each Head of Service and detail all employees, their line manager and the training they have received.

Random checks were also carried out where there would appear to be a high proportion of employees who had failed a course or had not completed it. In a significant number of these instances the employees who had failed to complete the course were not required to do it as part of their job role.

## **7. Consulting and Communication**

- 7.1 The Corporate Health and Safety Committee is the principal consultation forum on health and safety within the Council. The committee meets four times per year and is chaired by the Chief Executive. The Committee consists of a representative from each Directorate, normally at Head of Service or Senior Management level, and representation from each Trades Union. The CHSC leads on improving health and safety and monitors progress regularly.
- 7.2 Any changes to policies, objectives, or health and safety decisions are discussed, circulated to a wider audience for consultation (if applicable), and agreed by the committee prior to implementation.
- 7.3 New policies or reports are distributed to the CHSC for consultation and agreement prior to being submitted to the CMT and then the Council Policy and Resources Committee for final approval and issue.
- 7.4 Key areas reported to the committee as standing items:
- Health Surveillance
  - Incident Reporting

- Insurance claims
- Healthy Working Lives
- Training
- Fire Safety
- Enforcement Action

## 8. Enforcement Action

- 8.1 A number of visits or enquiries were carried out by the HSE over 2017/18:
- Visit to Pottery Street in response to an anonymous complaint about traffic management – No action taken
  - Information requested in relation to a potential investigation into an incident in which a school pupil was scalded – no action taken
  - Investigation into a potential asbestos exposure incident – No action taken and letter received stating no fault lay with the Council.
  - Routine inspection of Kirn Drive resulted in a letter and fees for intervention applying. There was no written safe isolation procedure in place for maintenance of the bailer. This has been rectified.
  - Investigation into an incident where an employee was knocked unconscious by a gate. – No action taken
- 8.2 The fire service carried out a series of audits on council properties and while there was no enforcement action taken there were some common areas of concern highlighted:
- Training and training records not available
  - Fire doors being kept clear
  - Storage of combustible items
  - Maintenance of fire resistant doors
  - Housekeeping in fire evacuation routes.
  - Relevant paperwork not available on site
- Any issues identified have been followed up with the relevant service.

## 9. Occupational Health

- 9.1 Where employees are exposed to certain physical and chemical hazards it is a legal requirement to undertake an annual programme of health surveillance to monitor employee health. Health surveillance is required as follows:

Legislation	Employee Group
Control of Vibration at Work	Road Workers Grounds Maintenance Technical Technicians – Schools
Control of Noise at Work	Road Workers Grounds Maintenance Technical Technicians – Schools Refuse Collectors Technical Teachers Music Teachers and Instructors

Control of Substances Hazardous to Health (Spirometry, Skin)	Road Workers Grounds Maintenance Technical Technicians – Schools Refuse Collectors Technical Teachers Science Technicians Cleaners Catering staff Homecare staff
--	--

Other employee groups who receive medical checks though not health surveillance include School crossing patrollers, drivers of council vehicles and night workers.

## 9.2 Appointments arranged and carried out during 2017-18

Appointment Type	Number of Appointments
Health Surveillance	398
Health Surv-HAVS Tier 3	7
Health Surv-HAVS Tier 4	3
Medical	24
<b>Grand Total</b>	<b>432</b>

In addition skin surveillance is ongoing for cleaning and catering staff. Wet work is a known cause of work related dermatitis and employees working in the cleaning and catering sector are at known risk. 326 skin surveillance questionnaires were issued to the Service for distribution with 93.2% return rate (20+3 long term sick still to be returned.) Questionnaires were checked by the occupational health nurse and where potential issues were identified these employees were be seen by the nurse; 43 employees have been recalled in 2017/18 with no work related dermatitis issues identified.

Over 2018/19 skin surveillance will be rolled out for Homecare staff.

## 9.3 Health surveillance outcomes were

Health Surveillance Results	Per Appointment
<b>Health Surveillance</b>	<b>398</b>
Did not Attend	53
Fit for Work	327
Fit for Wrk-Recommendations	11
Recall HAVS Tier 3	2
Recall HAVS Tier 4	1
Unfit for Work	4
<b>Health Surv-HAVS Tier 3</b>	<b>7</b>
Fit for Work	3
Fit for Wrk-Recommendatn	1

Recall HAVS Tier 4	3
<b>Health Surv-HAVS Tier 4</b>	<b>3</b>
Fit for Work	3
<b>Medical</b>	<b>24</b>
Did Not Attend	7
Fit for Work	17
<b>Grand Total</b>	<b>432</b>

## 10. Performance

### 10.1 Incident summary

Inverclyde Council employs approximately 4,200 employees in varied roles and exposed to similarly varied risks. The Council's activities are wide ranging and include risks from hazards associated with building maintenance, machinery, electricity, moving and handling people, asbestos, violence and aggression, and premises used by the public.

Accidents/incidents within the Council are reported by employees and recorded onto an Accident Database. During 2017/2018, employees reported 389 incidents, of these 44 were classified as a near miss and a further 66 did not result in any injury, all other incidents resulted in some form of injury to an employee. 55 of the incidents resulted in the employee having to take time off from work.

- In terms of more serious injuries there were 7 fractures, one concussion and 3 dislocations.
- The fractures included:
  - A car driving over an employee's foot.
  - Six slips, trips and falls; five outdoors due to damaged surface or wet/slippery conditions.
  - One where an ASN escorting a child fell down stairs..
- The concussion occurred when an employee slipped on ice in a school carpark and struck their head on the ground.
- The dislocations were due to an employee slipping on rocks during a gorge walk, an employee with a long standing knee injury dislocating it while undertaking dance training, and a slip on ice

There were 21 RIDDOR reportable incidents, three were major incidents and mentioned above, three were dangerous occurrences and 15 resulted in over 7-day absences.

Examples of the over 7 day incidents reported to the HSE:

- 5 over 7 day incidents were due to manual handling issues,
- The others were as a result of slips trips or falls, with six resulting in cuts or sprains/strain injuries.

- One incident was as a result of being struck by an object ejected from beneath grass cutting equipment.

Examples of the dangerous occurrences reported to the HSE included:

- 2 due to exposure to hazardous substances; in one a school science technician was burned by concentrate sulphuric acid and in the other electricians were potentially exposed to asbestos. (As discussed in 8.1 above).

The lagging indicators present a picture of our reported incidents. Performance in this category may be influenced by a strengthening culture of internal reporting procedures rather than an arbitrary indication of success or failure to manage risk effectively.

The majority of employee incidents identified by reactive monitoring are:

- violence 32%
- verbal abuse 21%
- slip, trip or falls 19%
- manual handling 7%.

The following incident data is broken down into two main categories, incidents over a 3 year reporting period and then a more detailed look at the data gathered during 2017/2018.

- Incident data over a 3-year reporting period
- Incident data for 2017/2018 (breakdown of reports by Directorate)

## 10.2 Employee incident data over a 3- year reporting period

**Table 1 – 3-year employee incident data**

All Reports	Year	2017/2018	2016/2017	2015/2016
	RIDDOR - Fatality		0	0
RIDDOR – major injury		3	2	3
RIDDOR – all other		18	17	16
RIDDOR – Reportable Disease		0	1	2
All other incidents		371	352	325
<b>Total incident reports</b>		<b>389</b>	<b>372</b>	<b>343</b>
<b>Incident rate per 1,000 employees</b>		<b>78</b>	<b>79.1</b>	<b>70.4</b>

Overall, we have seen an increase in the total number of reports since 2015/2016, however there has been a slight decrease in incident rate compared to 2016/17. The number of major injuries has remained relatively low, though there has been an increase in the total number of incidents reported which is indicative of improved reporting. The majority of incidents reported remain in the violence and verbal abuse category.

**Table 2 – 3-year employee “violence & verbal abuse” incident data**

Violence & Verbal Abuse Reports	Year	2017/2018	2016/2017	2015/2016
	Incidents Reported		206	197

There were 81 incidents of verbal abuse and 125 cases of violence reported during 2017/2018.

### 10.3 Employee incident data 2017/2018 (breakdown of reports)

#### RIDDOR reports

**Table 3 – RIDDOR (breakdown by Directorate)**

Employee RIDDOR	Directorate	2017/2018
	Education, Communities & Organisational Development	4
	Environment, Regeneration & Resources	8
	HSCP	9
	<b>Total</b>	<b>21</b>

#### All incidents 2017/2018

**Table 4 – Employee All incidents (breakdown by Directorate)**

Employee - All incidents reported	Directorate	2017/2018
	Education, Communities & Organisational Development	181
	Environment, Regeneration & Resources	80
	HSCP	128
	<b>Total</b>	<b>389</b>

**Table 5 – All Employee Incidents (breakdown by type)**

Row Labels	Count of Summary
Violence assaulted by Service User/Pupil or MoP	63
Violence assaulted by Service User/Pupil (Additional Support Needs)	62
Verbal Abuse by Service User/Pupil or MoP	61
Slipped, tripped or fell (no obvious cause)	28
Slip Trip or Fall (Potentially Preventable)	26
Manual handling injury due to handling, lifting or carrying	24
Slipped, tripped or fell (on ice/snow)	20
Road Traffic/Vehicle Issue	19
Contact with a hazard (hot or sharp)	16
Other Incident	12
Verbal abuse by service user/pupil (Additional Support Needs)	10
Verbal Abuse Other	10
Hit by a moving, flying or falling object	10
Fire/explosion incident	5
Hit something fixed or stationary	5
Trapped or caught between two objects	5
Property Issue	4
Exposed to hazardous substance	3



Sharps/Needlestick incident	2
Security Issue	1
Contact with moving material or material being machined	1
Horseplay/carry on	1
Building/Masonry Fault	1
<b>Grand Total</b>	<b>389</b>

**Table 6 – Employee “verbal abuse & violence” incidents (breakdown by Directorate)**

Employee – verbal abuse/violence incidents reported	Directorate	2017/2018
	Education, Communities & Organisational Development	139
	Environment, Regeneration & Resources	13
	HSCP	54
	<b>Total</b>	<b>206</b>

72 of the verbal abuse and violence incidents involved a service user/pupil or member of the public with “additional support needs”. Within the education and social care sector, care must be taken when interpreting these statistics. The use of the terms violence and abuse in relation to incidents is often emotive and must be placed in context; there is a significant difference between violence instigated by someone with deliberate intent and that by a service user who, due to communication difficulties, medication changes etc, lacks awareness or control of their actions. The majority of the reported incidents lie within the area of pupils or service users with additional support needs and are, in general, related to a small number of pupils or service users with very complex support needs.

**Table 7 – Employee “slips, trips and falls” incidents (breakdown by Directorate)**

Employee – slip, trip or fall incidents reported	Directorate	2017/2018
	Education, Communities & Organisational Development	20
	Environment, Regeneration & Resources	19
	HSCP	32
	<b>Total</b>	<b>71</b>

The following types of slips, trips and falls were reported during 2017/2018:

Cause	Number of Incidents
Slipped, tripped or fell (damaged surface outdoors)	2
Slipped, tripped or fell (damaged surface)	8
Slipped, tripped or fell (no obvious cause)	16
Slipped, tripped or fell (on ice/snow)	22
Slipped, tripped or fell (on stairs)	12
Slipped, tripped or fell (over extraneous item)	6
Slipped, tripped or fell (wet floor outdoors)	1
Slipped, tripped or fell (wet floor)	2
Slipped, tripped or fell exiting vehicle	2
<b>Grand Total</b>	<b>71</b>

**Table 8 – Employee “manual handling” incidents (breakdown by Directorate)**

Employee – manual handling incidents reported	Directorate	2017/2018
	Education, Communities & Organisational Development	0
	Environment, Regeneration & Resources	17
	HSCP	9
	<b>Total</b>	<b>26</b>

4 of the manual handling accidents were RIDDOR reportable as the injured person was off work for more than 7 days.

**Table 9 – Employee “days lost” from incidents (breakdown by Directorate)**

Employee – days lost reported	Directorate	2017/2018
	Education, Communities & Organisational Development	215
	Environment, Regeneration & Resources	192
	HSCP	348
	<b>Total</b>	<b>754</b>

**Table 10 –top three reasons for “days lost” per incident type**

Employee – days lost reported	Incident description	2017/2018
	Slip trip or fall	510
	Manual handling	103
	Road Traffic Accident	90

## 10.4 Audit Summary

### Self Audit Programme

A self-audit was issued to 34 category A and B properties, these are properties which fall in the higher risk category.

The audit covers 5 key health and safety issues:

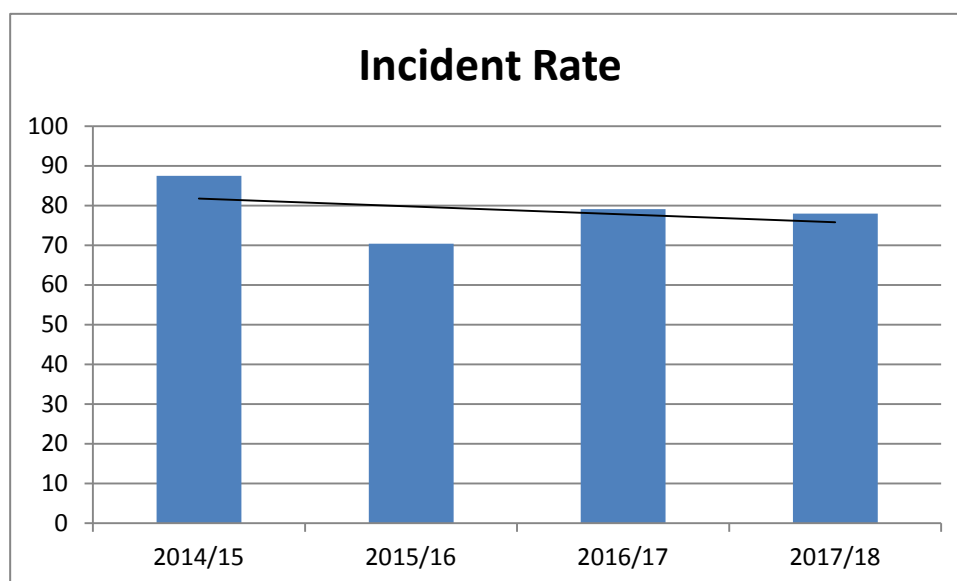
- Section A: - Information and Training
- Section B: - Management Systems
- Section C: - Risk Assessment
- Section D: - Building and Plant
- Section E: - First Aid and Incident Reporting
- Section F: - Other Systems

Directorate	Average of Overall %	Average of Section A	Average of Section B	Average of Section C	Average of Section D	Average of Section E	Average of Section F
Education Communities and OD	62%	43%	71%	59%	66%	88%	67%
Environment Regeneration and Resources	71%	64%	55%	75%	69%	84%	60%
HSCP	72%	73%	87%	63%	74%	91%	47%
<b>Grand Total</b>	<b>70%</b>	<b>66%</b>	<b>76%</b>	<b>66%</b>	<b>71%</b>	<b>89%</b>	<b>54%</b>

- 34 Audits were issued with 19 returned to date. The return of the remaining audits will be pursued and action plans for areas of weakness identified through the audits will be drawn up with the relevant service areas.

## 11. Corporate 'Health Check' indicator

<b>Indicator:</b>	Incident Rates (per 1000 employees)
<b>Relevance:</b>	This indicator demonstrates the number of incidents per 1000 employees. Examples of types of incidents the indicator covers include animal exposure, violence, manual handling and slip, trip or fall.
<b>Current Performance level (2017/18):</b>	78 incidents per 1000 employees
<b>Target Performance level:</b>	75 incidents per 1000 employees
<b>Analysis of Performance and commentary:</b>	<p>The overall trend over the last 4 years has been a gradual decrease in incident rate. This was after a substantial increase in rate during 2014/15 due to the introduction of the Council's online incident reporting tool which made it easier for staff to report incidents.</p> <p>The online reporting tool provides significant statistical data which has helped the Council to target issues such as violence to staff, manual handling and slip risks. The target performance level has been re-evaluated taking into account improved accident reporting and has been set to 5% below the average accident rate for the past three years.</p>
<b>Trend:</b>	Improving long term.



## Appendix 1

Code	Sub Code	Course Title	Elearning	Face 2 Face	Safety for Managers Core Module	Safety for Managers Optional Module (Managers who are in specific sectors)	Target Audience	Duration
Management Specific								
100	000	Introduction to Safety for Managers	Y		Yes		Managers/Supervisors	30 mins
101	000	Understanding Health and Safety Management		Y	Yes		Managers/Supervisors	½ day
102	000	Risk Assessment and Controlling Risks		Y	Yes		Managers/Supervisors or nominated risk assessors	½ day
	001	Risk Assessment and Controlling Risks Education		Y	Yes		Managers/Supervisors or nominated risk assessors	½ day
103	000	Investigating Accidents and Incidents		Y		Yes	Managers/Supervisors/ Union Reps/Nominated Employees	½ day
104	000	Measuring H&S Performance		Y		Yes	Managers/Supervisors/ Union Reps/Nominated Employees	½ day

Code	Sub Code	Course Title	Elearning	Face 2 Face	Safety for Managers Core Module	Safety for Managers Optional Module (Managers who are in specific sectors)	Target Audience	Duration
Hazard Courses								
200	000	Asbestos Awareness	Y	Y			All relevant employees	½ day
201	000	BBV/Infection Control		Y		Yes	Managers/Supervisors/ Union Reps/Nominated Employees	½ day
202	000	CDM awareness		Y		Yes	Managers/Supervisors/Uni on Reps/Nominated Employees	½ day
203	000	Chemicals/ Hazardous Substances		Y		Yes	All relevant employees	½ day
204	000	Display Screen Equipment	Y				All relevant employees	20 mins
205	000	Display Screen Equipment Assessors		Y			Nominated DSE assessors (must have completed DSE Awareness)	½ day
206	000	Electrical Safety	Y	Y		Yes	All relevant employees	½ day
207	000	Fire Safety Awareness	Y	Y	Yes		All relevant employees	½ day
208	000	Fire Warden		Y			Must have completed a Fire Safety Awareness course within the last year.	½ day
209	000	HAVS awareness		Y			All relevant employees	2hrs
210	000	Manual Handling (Basic)		Y		Yes	All relevant employees	½ day

Code	Sub Code	Course Title	Elearning	Face 2 Face	Safety for Managers Core Module	Safety for Managers Optional Module (Managers who are in specific sectors)	Target Audience	Duration
211	000	Moving and handling (advanced)		Y			Training for trainers course required	As required depending on risk
212	000	Moving and handling (people)		Y			Training for trainers course required	As required depending on risk
213	000	Noise		Y		Yes	All relevant employees	2 hrs
214	000	Personal Safety/Lone Working		Y		Yes	All relevant employees	½ day
	001	Personal Safety/Lone Working (Customer Contact Centre)		Y			All relevant employees	1hr 45 mins
215	000	Slips, Trips and Falls	Y				All relevant employees	Depending on risk
216	000	Stress	Y			Yes	Managers/Supervisors/Union Reps/Nominated Employees	Various courses from 20 minutes upwards
	001	Managing Work Related Stress in Employees		Y		Yes	Managers/Supervisors/Union Reps	½ Day
217	000	Vehicles and transport safety				Yes	Managers/Supervisors/Union Reps/Nominated Employees	
218	000	Vibration (for managers)	Y			Yes	Managers/Supervisors/Union Reps/Nominated Employees	1 hr

Code	Sub Code	Course Title	Elearning	Face 2 Face	Safety for Managers Core Module	Safety for Managers Optional Module (Managers who are in specific sectors)	Target Audience	Duration
219	000	Working at height		Y		Yes	All relevant employees	As required depending on risk
220	000	Workplace Environment (Covers housekeeping, slips/trips, lighting, temperature.)		Y		Yes	All relevant employees	½ day
221	000	Snow and Ice Clearance	Y				All relevant employees	30 mins to 1 hr



## Appendix 2

### Face to Face Training by Directorate

Directorate	CourseName	Attended Training
<b>Chief Executive</b>	Fire Warden Training	2
	IOSH for Senior Executives	1
<b>Education, Communities &amp; Organisational Dev</b>	Accident Reporting and Investigation	2
	Contractor Management	7
	Evac+Chair Practical Training	30
	Fire Safety Awareness	101
	Fire Warden Training	8
	Health and Safety - Understanding your responsibilities	4
	IOSH for Senior Executives	4
	IOSH Managing Safely	7
	Manual Handling Theory - Module A of the Manual Handling Passport Scheme	2
	Personal Safety in the Workplace (Managing Aggression)	14
	Pool Safety Training - Craigmarloch (Assigned Employees Only)	7
	Risk Assessment	67
	<b>Environment, Regeneration &amp; Resources</b>	Accident Reporting and Investigation
Contractor Management		11
Fire Safety Awareness		13
Fire Warden Training		17
HAVS Awareness - Roads Only		27
Health and Safety - Understanding your responsibilities		11
IOSH for Senior Executives		5
IOSH Managing Safely		1
Manual Handling Theory - Module A of the Manual Handling Passport Scheme		7
Noise Awareness - Roads Only		26
Personal Safety in the Workplace (Managing Aggression)		25
Risk Assessment		11
<b>HSCP</b>		Accident Reporting and Investigation
	Contractor Management	4
	Evac+Chair Practical Training	10
	Fire Safety Awareness	120
	Fire Warden Training	11
	Health and Safety - Understanding your responsibilities	5
	IOSH for Senior Executives	2
	IOSH Managing Safely	2
Manual Handling Theory - Module A of the Manual Handling Passport Scheme	2	

Directorate	CourseName	Attended Training
	Personal Safety in the Workplace (Managing Aggression)	24
	Risk Assessment	9
<b>Non Inverclyde Council</b>	Accident Reporting and Investigation	5
<b>Grand Total</b>		<b>607</b>

## Appendix 3

Elearning Course completion by Directorate.

Directorate/Course	Completed (No associated test available)	Passed (Test included as part of the course)
<b>Chief Executive</b>	<b>3</b>	<b>4</b>
Display Screen Equipment	1	
Display Screen Equipment Test		1
Fire Safety	1	
Fire Test		1
First Aid	1	
First Aid Test		1
Health & Safety Induction Course (General)		1
<b>Education Communities and OD</b>	<b>515</b>	<b>567</b>
Asbestos Awareness		1
Display Screen Equipment	156	
Display Screen Equipment Test	1	162
Electricity Test		4
Fire Safety	260	
Fire Safety and Fire Risk Assessment Policy	12	
Fire Test		299
First Aid	13	
First Aid Test		16
Health & Safety Induction Course (General)		37
Manual Handling	18	
Manual Handling Test		22
Slips; Trips and Falls	21	
Slips; Trips and Falls Test		26
Snow and Ice Clearing	6	
Stress management	28	
<b>Environment Regeneration &amp; Resources</b>	<b>137</b>	<b>182</b>
Display Screen Equipment	47	
Display Screen Equipment Test		42
Electricity	1	
Electricity Test		1
Fire Safety	73	
Fire Safety and Fire Risk Assessment Policy	6	
Fire Test		110
First Aid	2	
First Aid Test		2
HAVS Awareness for Managers		1
Health & Safety Induction Course (General)		17

Directorate/Course	Completed (No associated test available)	Passed (Test included as part of the course)
Manual Handling	3	
Manual Handling Test		6
Slips; Trips and Falls	1	
Slips; Trips and Falls Test		3
Snow and Ice Clearing	2	
Stress management	2	
<b>Health &amp; Social Care Partnership</b>	<b>209</b>	<b>205</b>
Asbestos Awareness		1
Display Screen Equipment	32	
Display Screen Equipment Test		39
Electricity	4	
Electricity Test		4
Fire Safety	131	
Fire Safety and Fire Risk Assessment Policy	10	
Fire Test		129
First Aid	5	
First Aid Test		7
Health & Safety Induction Course (General)		17
Manual Handling	3	
Manual Handling Test		3
Slips; Trips and Falls	6	
Slips; Trips and Falls Test		5
Snow and Ice Clearing	8	
Stress management	10	
<b>Grand Total</b>	<b>864</b>	<b>958</b>

As some courses are completed on a three year refresher cycle, the number who have undertaken a course may not reflect the actual numbers of employees in a service.