



Solihull Metropolitan Borough Council

Health and Safety Annual Report

1st April 2010 to March 31st 2011

Approved by Operational Leadership Team 12th September 2011
Approved by Corporate Leadership Team 25th October 2011

Health and Safety Annual Report 2010/11**CONTENTS**

Topic	Page
1 Introduction	1
2 Management Summary	1
3 Solihull Council's Approach to Managing Health and Safety Risks	2
4 Health and Safety Management Arrangements	2 - 3
5 Health and Safety Support Team	3 - 4
6 Health and Safety Training Programme	4 - 6
7 Health and Safety Consultation and Communication	6 - 7
8 Accident Reporting and Monitoring Arrangements	7 - 9
9 Targets for Improvement	10 - 12
Appendices	
Appendix 1 Summary of Accidents/Incidents April 2010 – March 2011	13 -14
Appendix 2 Type of Employee Accidents	15
Appendix 3 Type of Pupil Accidents	15
Appendix 4 Type of Public Accidents	16

1 Introduction

- 1.1 In its Policy Statement, Solihull Metropolitan Borough Council (the “Council”) demonstrates its commitment to maintaining a healthy and safe place of work for all its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by its work) are exposed to the lowest practicable level of risk.
- 1.2 This Report summarises the Council’s health and safety performance during the year 1st April 2010 to 31st March 2011. 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.
- 1.3 It is an overview of key performance statistics, including the number of accidents, along with commentary on key aspects of health and safety and looks into the next reporting year to describe the Council’s aims for the coming twelve months.

2 Management Summary

Overall, 2010/11 has been another positive year in terms of health and safety management and highlights include:

- Independent feedback continues to confirm that the Council’s health and safety management arrangements are sound.
- There have been no fatalities and there has been a further reduction in the total number of accidents, particularly those more serious reportable accidents that have decreased from 27 last year to 21 this year.
- The continuing delivery of a structured programme of training has enabled approximately 3000 employees to received some form of health and safety training – an increase from last year’s figure of 2200.
- The Council’s Health and Safety Support Team (HSST) has successfully developed a Work Experience Service to support Solihull schools ensure safe work placement opportunities for their pupils. The comprehensive service includes access to a web based information and assessment system, pre-placement health and safety employer inspections as well as easily accessible ongoing advice and support.

3 Solihull Council’s Approach to Managing Health and Safety Risks

- 3.1 Effective management of health and safety risks helps the Council to:
 - maximise the well being and performance of its employees;
 - stop people getting injured, ill or killed by their work;
 - prevent damage to its reputation in the eyes of customers, suppliers, other stakeholders and the wider community;
 - encourage better relationships with partnerships / contractors to ensure that the activities of our contractors do not put Solihull MBC or its employees / pupils/ customers at a health and safety risk;
 - minimise the likelihood of prosecution and consequent penalties.

3.2 The health and safety risks facing the Council are varied within both the schools and non-schools environment, but can include the risks associated with:

- lone working
- violence and aggression
- transport and driving
- manual handling
- slips and falls
- work related ill health, including work related stress
- working with contractors and in partnerships

3.3 To manage the health and safety risks it faces, the Council:

- has documented health and safety management arrangements (see Section 4);
- has a Director of Health and Safety and a Health and Safety Support Team to support it to meet its commitment to health and safety (see Section 5);
- funds a health and safety training programme for both corporate and school based staff, designed to enable employees to work safely and avoid any actions that may adversely affect their health and safety or that of others (see Section 6);
- consults and communicates with employees (to ensure they are aware of their health and safety responsibilities) and trade union representatives (see Section 7);
- has documented accident reporting and monitoring arrangements to ensure that risks are dealt with sensibly, responsibly and proportionately (see Section 8);
- strives for continuous improvement in health and safety standards and sets itself targets for improvement for the coming year (see Section 9).

4 Health and Safety Management Arrangements

The following opinions provide assurance that the Council's health and safety management arrangements continue to be effective.

Health and Safety Executive

- 4.1 To the best knowledge of the Health and Safety Support Team, there were no prosecutions or enforcement notices issued by the Health and Safety Executive (HSE) in respect of any health and safety failures by the Council in 2010/11.
- 4.2 However, one of the Council's contractors received a £20,000 fine plus costs as a result of one of their employee's falling from a Council property. Although the HSE were satisfied with the Council's arrangements, a range of improvements have been implemented including:
- the provision of refresher training (Construction, Design and Management Regulations) for all appropriate contractors and the Council's Asset Management Team;
 - the introduction of independent monthly health and safety checks on building works;
 - a review of the policy and guidance for procuring and managing contractors.

West Midlands Fire Service

- 4.3 To the best knowledge of the Health and Safety Support Team, there were no prosecutions or enforcement notices issued by the West Midlands Fire Service in respect of any fire management failures by the Council in 2010/11.

Independent Reviews

- 4.4 During the year, an external audit review was completed by Zurich Insurance. This review aimed to assess the Council's progress since the previous external review in 2005. It is pleasing to report that no significant issues were identified and the overall conclusion was that the Council's health and safety management arrangements are good and "a great deal of improvement and good practice was demonstrated in terms of Health & Safety Management".

5 Health and Safety Support Team

- 5.1 The Health and Safety Support Team (HSST) is part of the Governance Directorate and provides internal health and safety services across the Council and to schools. The Director of Governance is the nominated "Director of Health and Safety" and the Leader of the Council (as Cabinet Member responsible for Resources) is the Member Champion.
- 5.2 The activities undertaken by the HSST assist the Council to comply with health and safety legislation and the following provides a summary of the key work activities undertaken by the Team during the year.

Audit and Inspection Programme

- 5.3 The focus for 2010/11 has been to:
- a) undertake a risk based programme of health and safety audits, and
 - b) work with those Solihull schools transferring to academy status,
- to identify and assist managers / head teachers to maintain effective health and safety management systems.
- 5.4 Audit and inspection findings have confirmed that overall the management of health and safety is good, although there are some areas that still require improvement, related primarily to the reviewing and updating of activity based risk assessments. In this instance, the HSST is implementing a detailed action plan and will be working with managers and head teachers during the coming year to implement the required improvements.
- 5.5 It is pleasing to report that all Solihull schools transferring to academy status have now signed Service Level Agreements with the Council's HSST to provide ongoing health and safety audit and consultancy services over the next three years.

Risk Assessments

- 5.6 The focus for 2010/11 has been to:
- a) finalise the revised Risk Assessment Policy and Procedure which was approved in May 2011;
 - b) undertake a review of the Council's corporate health and safety risk assessment software, Harriet, which is well underway and is looking at the options available to develop a web based product that can be accessed across the Council and schools;
 - c) complete a programme of fire risk assessments and subsequent annual reviews of all Council occupied premises.

Policy Development

5.7 Several key supporting policies have been reviewed, updated and presented / approved by both the Council's Operational Leadership Team and the Schools Health and Safety Group.

These include the Lone Working, Manual Handling and Stress at Work Policies.

5.8 At the time of writing this report, a number of other policies and guidance documents are under review and at a draft stage, including:

- the Corporate Health and Safety Policy, which is due to be presented to the Corporate Health and Safety Group in November 2011
- the Use of Contractors Policy, with options now being explored about how best to incorporate this within the procurement process
- the Working at Home Policy, with options now being explored about how best to incorporate this within HR policies
- the Display Screen Equipment and Fire Policies are both out for consultation with the various stakeholders

During the coming year, it is intended to finalise those policies currently in draft and submit them for approval.

6 Health and Safety Training Programme

6.1 Following a major exercise to identify the Council's health and safety training needs, 2010/11 was the last year of a structured five-year strategy to deliver health and safety training across the Council and within Schools.

6.2 The refreshed training needs assessment for Schools has been approved by the Schools Forum and associated funding agreed for the next five-year programme up to 31st March 2016. A similar exercise is taking place for non-schools employees, particularly taking into account the transfer of Adult Social Services to the Council in April 2011.

6.3 It should be noted that the majority of health and safety training is now provided internally by the HSST or other Council employees - for example people handling training for schools staff is provided by one of the Council's special schools. This has reduced the cost of external training provision.

6.4 The continuing delivery of a structured programme of training has enabled approximately 3000 employees to receive some form of health and safety training during 2010/11 – an increase from last year's figure of 2200.

6.5 Satisfaction questionnaires completed by attendees confirm that training delivered continues to meet the needs of the attendees with the average rating being 6.70 (where the lowest is 1 and the highest is 7).

Corporate Training

6.6 Table 1 below provides a summary of the various training courses provided to core council staff this year compared to previous years. The focus this year has been on completing a programme of fire awareness training and managing stress.

Schools Training

6.7 Table 2 below provides a summary of the various training courses provided to schools based staff this year compared to previous years. The focus for this year has been on delivering basic health and safety, fire awareness and first aid.

Table 1 Corporate Training

Course	Provides	2006/07 Year 1	2007/08 Year 2	2008/09 Year 3	2009/10 Year 4	2010/11 Year 5
Aggressive Situations/Personal Safety /Abusive phone calls	An understanding of what causes aggressive behaviour and know what to do when confronted with a violent attack.	4	77	31	41	69
Basic Health & Safety	A basic knowledge of legislative and Council requirements for Health and Safety. It is mandatory for new staff.	273	224	180	242	41
Construction and Design Management (CDM)	A specialist course understanding the health and safety implications of construction.	-	11	48	-	34
Fire Awareness	A mandatory one-hour briefing for all Staff, mainly taking the form of a presentation with discussion.	-	1140	572	229	166
First Aid	A variety of accredited and refresher training for those nominated to administer some form of first aid.	-	52	17	82	97
Managers Duties	A basic knowledge of legislative and Council requirements for managing Health and Safety.	44	156	-	-	-
Risk Assessor	An understanding of legislative requirements for risk assessment.	64	18	39	31	51
Stress Management – Personal	An understanding of what stress is, as well as different coping strategies to help individuals effectively manage stress.	-	12	61	19	134
Stress Management – Managers	An understanding of what stress is, as well as an understanding of the managers' role in effectively managing stress within their teams.	-	61	81	149	22
Manual Handling Awareness	An understanding of correct lifting techniques and the requirements of the Manual Handling Operations Regulations.	16	104	111	33	50
Display Screen Equipment (Assessor Training*)	A basic understanding of risk assessments and the legal requirements of the Display Screen Equipment Regulations.	80	695	558	482	67 (12*)
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.	24	58	51	54	104

Table 2 Schools Training

Course	Provides	2006/07 Pilot	2007/08 Year 1	2008/09 Year 2	2009/10 Year 3	2010/11 Year 4
Site Manager / Caretaker awareness training	An understanding of health and safety related topics including working at height, lone working, handling chemicals, risk assessment etc.	9	24	15	31	14
Basic Health & Safety	A basic knowledge of legislative requirements for Health and Safety within a school environment.	100	167	120	244	968
Fire Risk Assessment	An understanding of the legislative requirements regarding fire as well as support to produce a tailored fire risk assessment.	29	29	22	(**)	(**)
Fire Awareness	A one-hour briefing for all staff.	250	304	272	210	361
Fire Warden	To enable members of staff to carry out the role of a fire warden. Includes a practical use of fire extinguishers.	-	-	172	32	71
Newly Qualified First Aid & Refresher Training for First Aid	A variety of accredited and refresher training for those nominated to administer some form of first aid.	-	-	93	52	97
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	-	-	201	97	189
Risk Assessor	An understanding of legislative requirements for risk assessment.	15	31	80	70	47
Bursar / Business Manager	Training aimed at providing an insight into Health and Safety Legislation and best practices	-	-	20	18	2
Stress Management – Personal	An understanding of what stress is, as well as different coping strategies to help individuals effectively manage stress.	-	-	-	23	67
Stress Management – Managers	An understanding of what stress is, as well as an understanding of the managers' role in effectively managing stress within their teams.	-	-	12	-	-
Display Screen Equipment (Assessor Training*)	A basic understanding of risk assessments and the legal requirements of the Display Screen Equipment Regulations.	-	-	48	16	16 (4*)
Governor Briefings	To enable governors to have a better understanding of their roles regarding Health and Safety	20	30	100	95	44
Miscellaneous Courses –Heights, People Handling / Manual Awareness etc	Various courses that are site / team specific as a result of risk assessments / job requirements. e.g. site management teams /school teams	-	15	15	27	215

(**) The Health and Safety Support Team carry out all fire risk assessments

7 Health and Safety Consultation and Communication

- 7.1 Corporate, Directorate and Schools Health and Safety Groups continue to meet quarterly to discuss all aspects of the Council's health and safety management arrangements. Each of the directorate teams are represented at the various directorate groups for Places, People (non-schools) and Strategic Services (now Business Transformation, Governance and Resources). Governor, Primary, Secondary, Special Schools are represented at the School's Group, along with the teachers trade unions
- 7.2 The Groups fulfil the Council's obligation as regards consultation, in particular with trade unions, who are permanent members of both the Corporate and Schools Health and Safety Groups. These groups have been very successful in consulting on and developing health and safety policies.
- 7.3 Further development and communication of health and safety information via Solnet, Solgrid and the Extranet enables the majority of employees to easily access health and safety information.
- 7.4 Health and safety promotion during 2010/11 has focused on the delivery of a HSE funded programme aimed at improving the working relationships between health and safety representatives and first line managers by encouraging a co-operative view on overcoming barriers to worker involvement and health and safety management in the workplace. A separate action plan has been developed as a result and this will form part of next year's targets for improvement.

8 Accident Reporting and Monitoring Arrangements

Accident Statistics

- 8.1 **Appendix 1** details the total number of accidents/incidents in 2010/11 compared to last year, together with the numbers of serious reportable accidents.
- 8.2 **Appendix 2** provides a summary of all employee accidents with trend analysis over the past four years.
- 8.3 **Appendix 3** provides a summary of all pupil accidents with trend analysis over the past four years.
- 8.4 **Appendix 4** provides a summary of all public accidents with trend analysis over the past four years.

The following key points should be noted:

Number of Accidents

- 8.5 There were no fatalities during 2010/11.
- 8.6 Overall, the total number of accidents reported has decreased by almost 15% this year compared to last year (748 this year compared with 873 last year).

- 8.7 The biggest decrease has been in relation to employee accidents/incidents that have decreased by just over 22% (295 this year compared to 381 last year).
- 8.8 The following table details numbers of employee accidents/incidents across Directorates, showing that employee accidents in the Places Directorate and schools are the primary reason for the decrease. Employee accidents across the rest of core council have remained relatively stable, although accident numbers within the People Directorate will continue to be monitored.

Table 3: Employee accidents/incidents across Directorates

Directorate	Number of Accidents Apr 10 - Mar 11	Number of Accidents Apr 09 - Mar 10
People	43	31
People - Schools	215	291
Places	17	40
Strategic Services	20	19
Adult Social Services		-
Totals	295	381

- 8.9 The reduction in school based employee accidents relates to the decrease in both the number of violent incidents and slips and trips. Close work between the schools and the Health and Safety Support Team, including some good work with head teachers from the special schools, who now use a local behaviour tracking system, has improved accident reporting practices including improved risk assessments and a more local accident investigation procedure.
- 8.10 Although smaller this year, the total number of pupil accidents/incidents has continued to decrease with a reduction of almost 10% (406 this year compared with 447 last year).
- 8.11 The total number of public accidents remains stable at 47 this year compared with 45 last year.

Seriousness of Accidents

- 8.12 The HSST has continued to collect data about the seriousness of any injury incurred because of an accident. The following table shows comparative data for reportable incidents/accidents over the last four years.

Table 4: Health and Safety Executive (HSE) Reportable Incidents (RIDDOR)

HSE Reportable	2007/08	2008/09	2009/10	2010/11
Staff and agency	31	43	27	21
Pupils	85	114	113	115
Public	10	9	3	3
Totals	126	166	143	139

- 8.13 On a positive note, although this year has seen a much smaller reduction, the overall number of accidents requiring a report to the HSE continues to decrease with a total reduction of some 16% over the past three years.
- 8.14 This is attributable to the decrease in the number of reportable incidents experienced by employees and members of the public. The number of HSE reportable incidents has remained stable for pupils, because the Council is required to report any accidents that arise as a result of accommodation issues or during a curriculum activity. Both these scenarios occur frequently.
- 8.15 For the first time this year, the Council set itself a target to reduce the number of employee reportable accidents by 10% year on year. During 2010/11 we have seen a reduction of some 22%.
- 8.16 In terms of the 21 employee accidents requiring a report to the HSE, 17 were reported primarily because the employee was absent from work for more than three days and only 4 were reported because the injury was more serious i.e. a fracture.

Types of Accident

- 8.17 As in previous years, the most common cause of employee accidents (and where the most significant incidents have occurred) include slips, trips and falls, violent incidents, being hit by an object and manual handling. In addition, there has been a noticeable increase in the number of employee accidents involving hot substances – typically whilst making cups of tea and coffee or when cooking. During the coming year, the HSST intends to produce a staff bulletin to make people aware of this increasing trend as well as the precautions they should be taking to minimise the risk to themselves and others.

Slips, trips and falls

- 8.18 Whilst reducing in terms of total number and seriousness, slips, trips and falls has now become the highest cause of employee accidents during 2010/11.
- 8.19 On a positive note, the percentage of employee and pupil accidents caused by slips, trips and falls remains fairly static at 27% of all employee accidents (compared with 28% last year) and 38% of all pupil accidents (compared with 40% last year) and the number of serious incidents experienced by employees has reduced by just over 50% (from 14 last year to 6 this year).

- 8.20 However this year has seen a significant increase in the number of members of the public experiencing a slip, trip or fall, with numbers having doubled from 12 last year to 24 this year. It should however be noted that despite this increase in numbers, the number of slips and trips requiring a report to the HSE has remained low and relatively stable.
- 8.21 There does not appear to be any specific cause for this increase although during the coming year the HSST plan to:
- review the approach for recording accidents that occur off-site at other properties;
 - reinforce the importance of making visitors aware of potential hazards in unfamiliar venues.

Violent Incidents

- 8.22 For the first time in the past four years, violent incidents are no longer the highest type of employee incidents, having reduced by a further quarter during 2010/11 (80 this year compared with 108 last year).
- 8.23 In the main, violent incidents occur in special schools and affect both employees and pupils. The reduction follows significant input from the HSST during the previous year to support the implementation of a range of preventative and reactive measures to reduce the risk to employees and pupils, including the introduction of disruptive pupil risk assessments.

Moving and Fixed Objects

- 8.24 The next highest type of employee accident is being hit by an object with 58 such incidents in 2010/11.
- 8.25 Being hit by an object also leads to a significant number of pupil accidents with 124 in 2010/11 – a small decrease on last year's figure of 135. However, almost a quarter of these require a report to the HSE, usually because pupils are taken to hospital.

Manual Handling

- 8.26 Last year saw an unexpected increase in the number of employees experiencing manual handling accidents and the HSST undertook to provide additional training in some specific high-risk areas in an effort to reduce such occurrences in the future. This work appears to have been successful with the result that the number of such accidents has reduced by almost a third during 2010/11 (27 this year, compared with 40 last year).
- 8.27 The number of pupils experiencing manual handling accidents has reduced to an all time low of just two during 2010/11.

9 Targets for Improvement

Topic	Target for 2010/11	Achievement in 2010/11	Target for 2011/12
Work Programme	The use of specialised software to distribute and manage responses to health and safety audit and inspection reports will be piloted. It is hoped that this will increase the level of management responses.	The use of a document management system to distribute and manage responses to reports was piloted, but this was not successful.	The previous manual monitoring system has continued but with more direct support from the Director of Governance and reporting to relevant Directorate Leadership Teams to encourage management to respond formally to any health and safety recommendations.
Health and Safety Policies	Planned policy reviews will be completed.	Refreshed Risk Assessment and Manual Handling Policies approved. New Lone Working Policy approved. Refreshed Stress Policy approved by Corporate and Schools Groups.	Stress Policy to be finalised. Display Screen Equipment and Fire Policies to be reviewed and approved.
Managing Stress at Work	Look to continue the training of all managers who have a supervisory responsibility within the non-schools environment. Develop a suitable training course for schools based managers to fit in with the schools criteria.	The stress training is now delivered jointly by internal representatives from Health and Safety and Human Resources. The training is aimed at all Managers & Head Teachers. A briefing session has been delivered to 30 school head teachers.	Identify the Managers who haven't attended a previous course. Look to deliver managing stress and personal effectiveness courses on a regular bi-monthly basis.
Partners and Contractors	Finalise the Use of Contractors Policy. Continue to audit the partnerships and contractors used by SMBC	Draft guidance has been developed but we are discussing with Corporate Procurement how best to integrate this within the procurement process. We have introduced independent monthly health and safety checks on building works.	Agreement has been reached that we will move towards the principle that all suppliers/contactors need to be CHAS accredited. Where they are not, we will work with them to achieve accreditation.
Risk Assessment	The HSST will continue to work with teams following audits to produce model activity based risk assessments. This will include setting up the risk assessments on Harriet.	A range of model risk assessments have been developed including; Fire Risk Assessment, Office / Administration ; Secondary Schools; Primary Schools; Site Manager.	A web-based risk assessment and accident recording software is being developed. Complete Noise Assessments for higher risk areas.

Topic	Target for 2010/11	Achievement in 2010/11	Target for 2011/12
Accident Reporting	<p>Review the Accident investigation process inline with the lean review technique in order to make the process simpler to both the user and the investigating officer.</p> <p>Training will be delivered on a one to one basis to each of the school's investigating officers.</p>	<p>The lean review was completed with some savings in officer time and storage requirements. An electronic accident reporting form has been introduced and improvements have been made to the accident data base that provides management information on numbers and trends of accidents.</p> <p>Training has been delivered to 4 schools.</p>	See above.
Accident Prevention	<p>Continue to support work experience placements within schools.</p> <p>Deliver more localised accident prevention training to teams / individuals.</p>	<p>The HSST is now providing a work experience placement service that is supported by a web based data base of placement details and a programme of work place inspections to ensure that students are safe when undertaking work experience.</p>	<p>Look to extend the Work Experience offer to other Solihull Schools and Academies.</p> <p>Additional communication regarding the risks associated with making hot drinks, cooking and visiting unfamiliar premises.</p>
Training	<p>Implement the new training strategy.</p> <p>Work towards meeting the new target set to deliver health and safety / refresher training to a third of all staff each year. In particular basic health and safety awareness and managers duties.</p>	<p>The refreshed training needs assessment for Schools has been approved by the Schools Forum and associated funding agreed.</p> <p>A similar exercise is now ongoing for non-schools employees, particularly taking into account the transfer of Adult Social Services to the Council.</p>	<p>Training strategy for core council employees to be completed, including a training needs assessment for Adult Social Care</p> <p>Basic Health and Safety E-Learning to be rolled out to existing SMBC employees.</p>
Schools	<p>Complete reviews of all school fire risk assessments to ensure actions implemented.</p>	<p>All fire risk assessments completed.</p>	<p>Undertake annual reviews of all school and council owned properties.</p>
Auditing	<p>Send the final report to the appropriate manager within 8 weeks. A target of 85% has been set for the coming year.</p>	<p>A target of 100% has been achieved.</p>	<p>A further review is required of the audit process in-line with the lean techniques process.</p>

Topic	Target for 2010/11	Achievement in 2010/11	Target for 2011/12
Auditing (cont)	Review the audit process in-line with the lean techniques process.		
Benchmarking	Continue to work with other West Midlands Authorities to agree benchmarking areas relating to health and safety policies and procedures.	Have continued to share best practice in the management of health and safety.	Explore opportunities for further benchmarking opportunities and continue to share good practise.
European Health & Safety Week	Play a role in promoting the Health and Safety Executive's European Health & Safety Week in 2010 – "maintenance"	Due to other priorities, the HSST were not able to participate in this year. Health and safety promotion during 2010/11 focused on the delivery of a HSE funded programme aimed at improving the working relationships between health and safety representatives and management.	Organise and manage a "Well Being" event in October 2011 for School based staff

Summary of Accidents/Incident Statistics

April 2010 – March 2011 (Totals for Apr09 – Mar10)

Type of Accident		Staff & Agency				Pupils				Public			
		Total Accidents		HSE Reportable		Total Accidents		HSE Reportable		Total Accidents		HSE Reportable	
		Apr10- Mar 11	Apr09- Mar 10	Apr10- Mar 11	Apr09- Mar 10	Apr10- Mar 11	Apr09- Mar 10	Apr10- Mar 11	Apr09- Mar 10	Apr10- Mar 11	Apr09- Mar 10	Apr10- Mar 11	Apr09- Mar 10
Contact with	Electricity	1	2	-	-	1	-	-	-	-	-	-	-
	Haz substance	3	1	-	-	10	11	3	-	-	-	-	-
	Sharp Object	14	17	1	-	20	20	14	5	2	4	-	-
	Hot substance	17	11	-	-	15	13	1	3	1	1	-	-
	Machinery	1	3	1	1	2	1	1	1	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-	-	-	-
Fall from Height		6	7	1	3	24	36	8	7	4	3	1	-
Hit by Moving Object		44	43	4		85	85	21	20	5	8	-	1
Hit Fixed Object		14	18	-	1	39	50	8	12	5	10	-	-
Manual Handling		27	40	3	7	2	4	1	-	2	2	-	-
Road Traffic Accident		4	6	-	-	-	-	-	-	1	-	-	-
Slip/Trip/Fall		80	108	6	14	155	177	48	54	24	12	3	2
Violent Incident		64	112	3	1	23	22	-	2	1	2	-	-
Other incident none above		14	8	2	-	31	20	10	9	1	3	-	-
Near Misses		5	5	-	-	-	1	-	-	1	-	-	-
Totals		295	381	21	27	406	447	115	113	47	45	4	3

Type of Employee Accidents

APPENDIX 2

	Total Accidents				Reportable			
	2007/08	2008/09	2009/10	2010/11	2007/08	2008/09	2009/10	2010/11
Contact with								
• Electricity	2	2	2	1	-	-	-	-
• Haz substance	5	4	1	3	1	-	-	-
• Sharp Object	10	25	17	14	-	2	-	1
• Hot substance	15	11	11	17	-	-	-	-
• Machinery	1	1	3	1	-	-	1	1
• Other	-	-	-	-	-	-	-	-
Fall from Height	11	8	7	6	2	1	3	1
Hit by Moving Object	78	89	43	44	6	7	-	4
Hit Fixed Object	21	23	18	14	-	2	1	-
Manual Handling	44	28	40	27	7	4	7	3
Road Traffic Accident	5	1	6	4	3	-	-	-
Slip/Trip/Fall	105	144	108	80	9	23	14	6
Violent Incident	193	266	112	64	3	4	1	3
Other incident none above	7	17	8	14	-	-	-	2
Near Misses	5	3	5	5	-	-	-	-
Totals	502	622	381	295	31	43	27	21

Type of Pupil Accidents

APPENDIX 3

	Total Accidents				Reportable			
	2007/08	2008/09	2009/10	2010/11	2007/08	2008/09	2009/10	2010/11
Contact With								
• Electricity	2	-	-	1	-	-	-	-
• Haz substance	11	-	11	10	-	2	-	3
• Sharp Object	6	2	20	20	3	5	5	14
• Hot substance	7	-	13	15	-	1	3	1
• Machinery	1	-	1	2	-	-	1	1
• Other	-	-	-	-	-	-	-	-
Fall from Height	34	37	36	24	7	11	7	8
Hit by Moving Object	125	122	85	85	24	26	20	21
Hit Fixed Object	52	49	50	39	6	8	12	8
Manual Handling	16	10	4	2	1	1	-	1
Road Traffic Accident	4	-	-	-	-	-	-	-
Slip/Trip/Fall	234	216	177	155	37	47	54	48
Violent Incident	87	88	22	23	3	2	2	-
Other incident none above	23	45	27	31	4	11	9	10
Near Misses	1	2	1	-	-	-	-	-
Totals	603	605	447	406	85	114	113	115

Type of Public Accidents

APPENDIX 4

	Total Accidents				Reportable			
	2007/08	2008/09	2009/10	2010/11	2007/08	2008/09	2009/10	2010/11
Contact with								
• Electricity	-	-	-	-	-	-	-	-
• Haz substance	1	1	-	-	1	1	-	-
• Sharp Object	1	3	4	2	-	-	-	-
• Hot substance	1	3	1	1	-	-	-	-
• Machinery	-	-	-	-	-	-	-	-
• Other	-	-	-	-	-	-	-	-
Fall from Height	1	6	3	4	1	1	-	1
Hit by Moving Object	7	9	8	5	-	-	1	-
Hit Fixed Object	3	7	10	5	-	-	-	-
Manual Handling	2	-	2	2	-	-	-	-
Road Traffic Accident	1	-	-	1	-	-	-	-
Slip/Trip/Fall	31	34	12	24	8	7	2	3
Violent Incident	6	2	2	1	-	-	-	-
Other incident none above	-	2	3	1	-	-	-	-
Near Misses	1	-	-	1	-	-	-	-
Totals	55	67	45	47	10	9	3	4