

AGENDA MANAGEMENT SHEET

Name of Committee **Audit & Standards Committee**

Date of Committee **18th November 2008**

Report Title **Health & Safety Annual Report**

Summary To present a copy of the County Council's Health and Safety Annual Report for 2007/2008.

For further information please contact: Colin Jones
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Tel: 01926 412134

Would the recommended decision be contrary to the Budget and Policy Framework? No

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members
- Cabinet Member
- Chief Executive
- Legal
- Finance
- Other Chief Officers
- District Councils
- Health Authority
- Police
- Other Bodies/Individuals

FINAL DECISION

SUGGESTED NEXT STEPS: Details to be specified

Further consideration by
this Committee

To Council

To Cabinet

To an O & S Committee

To an Area Committee

Further Consultation

Agenda No

Audit & Standards Committee – 18th November 2008 Health and Safety Annual Report 2007/2008

Report of the Strategic Director of Performance & Development

Recommendation

That Members of the Committee receive a copy of the Health and Safety Annual Report for 2007/2008 and note the issues raised

1. Introduction

At the meeting of this Committee on the 16th June 2008 Members requested a copy of the Health and Safety Annual Report for 2007/2008. A copy of the report is attached at Appendix A.

2. Issues for consideration

2.1 The annual report provides a position statement on the management of health and safety across the County Council and a summary of key health and safety activities between 1st April 2007 and 31st March 2008.

2.2 The report sets out the specific arrangements for the management of health and safety both corporately and within the six directorates, a summary of developments over the last year, performance against key targets over the year and key priorities for 2008/2009.

2.3 Members will be aware that health and safety arrangements were subject to a specific internal audit in March 2008 the outcomes and recommendations of which are set out in section 4.4 of the report. A verbal update on progress against these recommendations can be provided at the Committee meeting.

2.4 Of particular note within the report are the following issues:-

- The 5.24 decrease in accident statistics over the year
- The increased focus placed on performance against key targets
- The outcomes of the Staff Survey in relation to health and safety
- The improvement in health and safety as reflected in the internal audit
- The specific developmental recommendations from the internal audit
- The wider focus on health and well-being
- Priorities for 2008/2009

2.5 The views of Members on the report and the health and safety arrangements in general are welcomed.

DAVID CARTER,
Strategic Director of Performance and Development
Shire Hall, Warwick
27th October 2008

WARWICKSHIRE COUNTY COUNCIL

HEALTH AND SAFETY ANNUAL REPORT

2007/8

Report Prepared by:

**Colin Jones CMIOSH, RSP
Corporate Health and Safety Officer**

*Working for
Warwickshire*



HEALTH AND SAFETY ANNUAL REPORT – 2007/2008

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1.0 INTRODUCTION

- 1.1. The Corporate Health and Safety Officer has compiled this report in order to provide an annual position statement on the management of health and safety within the County Council. The report summarises the health and safety activities within the Authority from 1st April 2007 to the 31st March 2008.

2.0 MANAGEMENT OF HEALTH AND SAFETY IN WARWICKSHIRE

- 2.1 The Management of Health and Safety Regulations require employers to appoint competent persons to ensure strong health and safety practice. Within Warwickshire this is achieved through the professional leadership of a Corporate Health and Safety Officer and an additional 20 Health and Safety staff within the Council's six Directorates.
- 2.2 Each Directorate has a competent lead officer for health and safety with a reporting line to their own Strategic Director and with professional guidance from the Corporate Health and Safety Officer. The lead officers ensure a regular programme of directorate workplace inspections. The current list of competent persons is set out in Appendix 1.
- 2.3 The County Council has delegated operational responsibility for health & safety to the Corporate Health and Safety Officer. This responsibility includes reviewing and interpreting new legislation to determine its effect on corporate policy and co-ordinating the management of good health and safety practice through the Directorate leads.
- 2.4 The Corporate Health and Safety Officer chairs a health and safety co-ordinators meetings with all competent staff on a bi-monthly basis. This ensures a corporate approach to health and safety, a shared approach to policy development and the exchange of good practice.
- 2.5 In addition to the health and safety co-ordinators meeting, a number of key development groups have been set up to provide a focus on key policy and performance issues. The groups are as set out below:

Development Groups	
Policy Development	Communications
Health and Safety Training	TIMS/Assessrite
Health & Safety Updates	Inspection & Audit
Performance / Accident Reporting	Personal Safety
COHSS	Stress and Mental Well-Being

- 2.6 As part of the Council's New Ways of Working Programme in 2006 it was agreed that all directorate/service policies should be reviewed and brought together under a single policy framework. In accordance with this a single policy has now been agreed and accepted by all directorates (see Appendix B). Directorates are currently developing the "arrangements" section which will be specific to each service area.

- 2.7 The County Council have a well established Health and Safety Joint Consultative Committee (JCC) to share information with representatives of the recognised trade unions. The working arrangements of the JCC has recently been reviewed and the membership expanded to include the teaching unions. The group continues to be effective in relation to the development of corporate policies and the management of joint health and safety workplace inspections.
- 2.8 An important part of the management of health and safety is the process of cross directorate auditing. A lead Health and Safety Officer from one Directorate audits the health and safety management arrangements of another. The recommendations then inform the action plan for that appropriate Directorate. The process of cross directorate auditing takes place on a bi-yearly basis.

3. SUMMARY OF DEVELOPMENTS DURING 2007/2008

3.1 General

- 3.1.1 It has been a busy but ultimately a very productive year for the health and safety team across the County Council. The health and safety officers have worked well together to respond to corporate and directorate challenges, to place a greater emphasis on performance and to ensure a “One Warwickshire” approach to health and safety support. There has been a reduction in the total number of accidents reported for the sixth consecutive year and an increased number of workplace inspections.

3.2 New Legislation

- 3.2.1 There have been two items of new legislation introduced during 2007/8 affecting the County Council: -

Construction (Design and Management) Regulations 2007 (CDM 2007)

- 3.2.2 The CDM 2007 Regulations came into force on 6th April 2007 replacing the 1994 Regulations. The most significant change is that there is now only one construction regulation combining the planning element of CDM and the on site duties of the Construction (Health, Safety and Welfare) Regulations 1996. The regulations identify specific duties for Client, CDM Co-ordinator, Designer, Principal Contractor and Contractors. The County Council has adopted the changes and Property Resources have appointed an additional CDM Co-ordinator.

Corporate Manslaughter & Corporate Homicide Act 2007

- 3.2.3 The Corporate Manslaughter & Corporate Homicide Act 2007 came into effect in April 08. The legislation provides a more effective means of prosecuting organisations that fail to manage health and safety properly and where gross failures result in a person's death. The County Council is currently undertaking an assessment of our processes for managing health and safety within each directorate in order to respond to the new Act. This assessment

will measure our existing processes and procedures against OHSAS 18001 which is the internationally recognised management standard.

3.3 Increased focus on performance

3.3.1 Over the last year a series of health and safety performance standards and targets have been introduced. The targets relate to health and safety training, accident investigations, risk assessments and outcomes from workplace assessments. The health and safety officers have collated the first year's statistics during 2007/8 and have set subsequent targets for the next five years. A copy of the performance targets and standards can be found at section 4.

4.0 PERFORMANCE DURING 2007/2008

4.1 Performance against key targets

4.1.1 In 2006/7 the Health and Safety Policy Group agreed a series of targets and standards to guide general health and safety performance. The following tables provide details of both the targets and achievement against them in the last two years.

TARGETS	Target 2007/2008	WCC % Performance
New managers to attend health and safety management training within 6 months of start date	94%	90%
Reduction in the number of employee F2508 accidents reported	7%	19%
Accident investigations carried out for all of above and copy to Corporate Health & Safety Officer.	100%	89%
Reduction in relevant accident category within each directorate (directorate to identify category)	14%	49%
List of risk assessments to be completed in each directorate	100%	100%
Risk assessments to be completed in each directorate	25%	58%
Scheduled workplace inspections completed	93%	89%
Outcome of workplace inspections to be set out in Directorate health and safety action plans	100%	100%

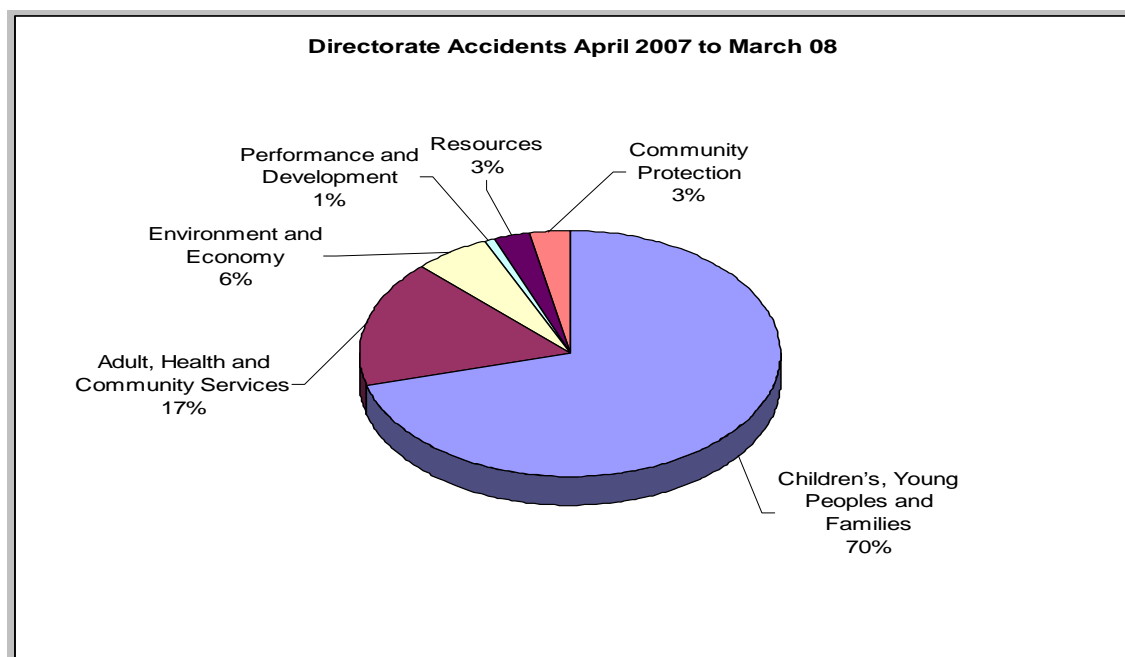
Action of recommendations from workplace inspections (within 12 months)	80%	94%
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4.1.2 A breakdown of Directorate performance against the above targets is set out in Appendix B

4.2 Accident Statistics

4.2.1 During 2007/2008 there was 112 less reported accidents across the County Council, which is a 5.24% reduction on the figures reported in 2006/2007.

Directorate	2006/7	2007/8
Children's, Young Peoples and Families	1390	1384
Adult, Health and Community Services	408	325
Environment and Economy	103	115
Performance and Development	26	13
Resources	61	58
Community Protection	77	58
Total	2065	1953



4.2.2 Approximately 45% of the reported accidents related to employees of the Council, 37% pupils within schools and 9% to members of the public. A further breakdown of the "person type" of accidents is given in Appendix D.

4.2.3 Despite the apparently high number of some reported accidents, the underlying picture remains one of a largely low risk organisation. The areas of most concern relate to the number of accidents resulting from slips, trips and falls (34%), hit by a moving or flying object (17%) and verbal or physical assaults (16%). The figures in these categories have reduced since the previous year but

clearly need to be monitored carefully and improvements sought. A full breakdown of the types of accident is given in Appendix E.

4.3 Staff Survey Results

4.3.1 The results of this year's staff survey indicate an improvement in employee confidence levels in the health and safety function. This is measured by question 38 of the survey "**health and safety is taken seriously in the County Council**". Whilst this is not a "hard" measure of performance, it is clearly pleasing, particularly as it represents a third consecutive yearly improvement.

% of respondent across the Council – over last three years		
2005	2006	2007
77%	78%	81%

% of respondents within Directorates					
AHCS	CYPF	CP	EED	PD	RE
81%	74%	75%	83%	89%	89%

4.4 Audit Outcomes

4.4.1 An audit of health and safety arrangements was carried out in 2007/2008 by the Council's Internal Audit Section. This review was a follow up to the corporate health and safety review undertaken by audit during 2005.

4.4.2 The objective of the audit was to provide an opinion on the Health and Safety arrangements in place throughout the authority. This included reviewing the Corporate function and the arrangements in a sample of three directorates. The three Directorates to be included within the audit were Adult Health and Community Services, Community Protection and Resources.

4.4.3 The audit examined the procedures, controls and supporting documentation to determine whether directorate arrangements comply with the Council's Health and Safety Policy. The audit also looked at the role and responsibilities of the Corporate Health and Safety Officer.

4.4.4 In summary, the audit indicated that corporate arrangements for health and safety had improved since the previous review and the arrangements for managing health and safety within the three directorates were generally satisfactory. The audit did note that the Corporate Health and Safety Officer had no regulatory powers over issues identified within Directorates and therefore limited means of enforcing Directorate recommendations made either by audit, or through the bi-annual audits carried out by Health and Safety Directorate staff.

4.4.5 The report concluded that the level of assurance provided by controls for this audit area is moderate (i.e. evidence of a sound system of control with some weaknesses and areas of non-compliance).

4.4.6 As a result of the audit action plans have been developed both corporately and within the three Directorates to ensure implementation of the recommendations. Actions to include: -

- Formalising the role of Health and Safety officers carrying out independent bi-annual audits to clearly identify their involvement and responsibility
- Establishing a formal process to follow up on the action plans arising from the independent bi-annual audits to ensure that appropriate actions are completed within the agreed timescales.
- Ensuring that Health and Safety officers receive copies of all internal inspection reports carried out in their Directorates to enable them to follow up on the issues raised and to ensure that remedial action has been taken
- Compilation of a corporate risk assessment database to facilitate easier action and reduce the possibility of duplication
- Investigating whether the reporting capability of the Corporate Accident Recording System can be improved or whether a more appropriate corporate system for the recording and reporting of accidents can be acquired.

4.4.7 A full copy of the internal audit report is available from Warwickshire Audit.

4.5 Display Screen Equipment Assessments

4.5.1 The Assessrite System was introduced in 2005 following an audit by the Health & Safety Executive. This system was introduced to ensure that the County Council can meet the legal obligation under the Display Screen Equipment regulations. Since the introduction of the system over 3,000 employees have received on-line workstation assessments.

4.5.2 A new version of the system is shortly to be launched in the Community Protection, Resources and Performance and Development Directorates with full implementation planned for the end of 2008. This version will allow for improved reporting of issues to managers and Directorate Health & Safety teams.

4.6 Policy Development

4.6.1 A number of corporate policies have been developed which have been adopted within all Directorates during 2007/2008 and under one corporate policy framework. This process signifies a significant change in the management of health and safety and a move towards a "One Warwickshire" approach.

4.6.2 The policies which have been introduced to revised during 2007/8 have included:

- Manual Handling
- Stress & Worklife Balance
- CDM (Construction Design and Management)
- Public Events

- Personal Safety
- Home Working (Modern ways of working)

4.7 Health & Well-being – developing a healthy, safe workforce

- 4.7.1 Within the County Council, since 2005, the number of days reported to Resources and Performance & Development Overview and Scrutiny Committee due to sickness and absence has been steadily reducing. This results in considerable financial savings for the County Council. Whilst the overall trend remains downwards, the Council cannot afford to be complacent and must continue to progress the health and well-being agenda and strive to maintain the health of its employees.
- 4.7.2 Critical to this is the need to promote health, safety and well being and provide support and early intervention for those who develop a health condition whilst at work. Since 2006, a wide range of interventions have been developed such as Employee Lifestyle and Health checks, health awareness events and workshops, opportunities for physical activity, together with building and maintaining effective information channels such as MyTime. The contribution of these initiatives towards positive attendance management will continue to be measured over the next year.
- 4.7.3 Improvements in performance management and management information within Directorates have facilitated a more targeted and positive approach to attendance management.
- 4.7.4 The Promoting Well-being@Work Study is a study with the University of Warwick Medical School. This study began in 2007 and is acting as a catalyst for further integration of the above components within the organisation. The Reference Group steering the study involves cross directorate representatives, HR, Unions, the Corporate Health and Safety Officer and the Healthy Workforce Co-ordinator.
- 4.7.5 The Study has involved collaborative work across disciplines and directorates and in order to embed health and well-being into all aspects of managing people, review and improve absence management processes and provide better signposting information for all health, safety and well-being support services for all employees. This study will be completed at the end of 2008 with the research data and findings ready in Spring 2009.

4.8 Training

- 4.8.1 All Directorate Health and Safety Officers have been involved in the delivery of various health and safety courses within their directorate. The details of which can be found within the directorate summaries.
- 4.8.2 A significant strategy change occurred in 2006 with corporate agreement to make both the Management of Health and Safety Training and attendance on Risk Assessment workshops compulsory for all managers. The internal audit report has identified the need to improve record keeping in all Directorates to ensure the accurate measurement of this key standard

4.8.3 The Health and Safety Training Group are currently redeveloping the training material and methodology in relation to the above to ensure relevance and accessibility. The new material will be used in the training programme planned for 2009.

5. DIRECTORATE SUMMARIES

5.1 Each Directorate Health and Safety Officer has prepared an annual report on the management of health and safety within their respective Directorate. Each report has been presented to the Strategic Director at SDMT meeting prior to inclusion in this report. A summary of all issues/developments within all Directorates is given in Appendix G. A full copy of each Directorate report is available from the Corporate Health and Safety Officer on request.

6. PRIORITIES FOR 2008/2009

6.1 It remains pleasing that confidence in the Health and Safety function is continuing to improve and that accident statistics are reducing year on year. However, there is further work being done to assess our standard in line with OHSAS 18001. A summary of key priorities for 2008/2009 is set out below:-

Priorities 08/09	Date
Provide an ongoing Health and Safety training programme tailored to individual directorates. Section 4.8.3	Jan 2009
The corporate health and safety officer will continue to ensure that wherever possible a uniform approach is taken to the management of health and safety within all departments Section 4.6.1	On going
Implement the finding of the Warwickshire Audit of Health and Safety function as detailed within section 4.4.5	Sept 2009
Directorates will be continuing to improve on the numbers of specific risk assessments being undertaken	Dec 2009
To launch the intranet pages for Health and Safety which will include all completed directorate risk assessments and all Corporate Policies	Oct 2008
Complete the new accident recording project which will provide more detailed data analysis and statistical information	April 2009
Launch workrite into three directorates in phase one and county wide in phase 2	Nov 2008
To establish a stress and mental well-being group to develop a corporate strategy and undertake a county wide employee health needs and stress survey	Sept 2008

Appendix A

HEALTH & SAFETY COMPETENT OFFICERS 2007/2008

The current number of competent persons within the health and safety community remains at 21 staff.

Name	Department	Qualification
Colin Jones	P & D	Diploma in Occ. H & S. NEBOSH Construction Cert.
Shirley Scott	A, H & CS	Diploma in Occ. H & S.
Vicki Shaw	A, H & CS	Diploma in Occ. H & S.
Helen Coltman	A, H & CS	NEBOSH Cert.
Rhea Whitehouse	A, H & CS	NEBOSH Cert.
Sally Brandrick	C,YP & F	Part 1 Dip. Occ. H & S.
Mark Wills	C,YP & F	NEBOSH Cert.
Vicki Page	C,YP & F (WES)	NEBOSH Cert.
Sylvia Youngman	C,YP & F (WES)	NEBOSH Cert.
Chris Birch	C, YP & F (WES)	NEBOSH Cert.
Claire Pepper	C,YP & F (WES)	NEBOSH Cert.
Nicki Green	C,YP & F (WES)	
Rebecca Donaldson	C,YP & F (WES)	NEBOSH Cert.
Cherry Phillips	P & D	NEBOSH Cert.
Caroline Cousins	Resources	Msc in Occ. H & S.
Mark Young	Resources	NVQ4.
Mushtaq Sheikh	Resources	NEBOSH Cert.
Shirley Merralls	C P	NEBOSH Cert.
Louse Rock	C P	Part 1 Dip. Occ. H & S. NEBOSH Environmental Cert.
Gareth Hughes	CP	TUC Cert.
Nick Philp	E & E	Diploma in Occ. H & S.

Appendix B

DIRECTORATE PERFORMANCE AGAINST TARGETS – 2007/2008

Corp. Target %	%	CYPF	AH CS	E & E	P & D	RES	CP	WCC
1. New Managers to attend Health & Safety Management training within 6months of start date	94%	90%	90%	90%	100%	80%	90%	90%
2. Reduction in the number of employee F2508 accident reports	7%	5%	+12%	50%	0%	+25%	+21%	19%
3. Accident Investigations carried out for all of target 2 accidents and copied to Corporate Health & Safety Officer	100%	100%	100%	100%	100%	100%	35%	89%
4. Reduction in relevant accident category with each Directorate (Directorate to Identify)	14%	10%	10%	10%	100%	13%	100%	49%
5. List of Risk Assessment to be completed by each Directorate	100%	100%	100%	100%	100%	100%	100%	100%
6. Risk Assessments to be completed in each Directorate	25%	15%	100%	10%	25%	100%	100%	58%
7. Scheduled workplace inspections completed	93%	90%	100%	48%	100%	100%	100%	89%
8. Outcome of workplace inspections to be set out in Directorate Health & Safety action plans	100%	100%	100%	100%	100%	100%	100%	100%
9 Action of recommendations from workplace inspections (Within 12 Months)	80%	70%	100%	100%	100%	100%	100%	94%

Appendix C

HEALTH & SAFETY – FIVE YEAR PERFORMANCE TARGETS

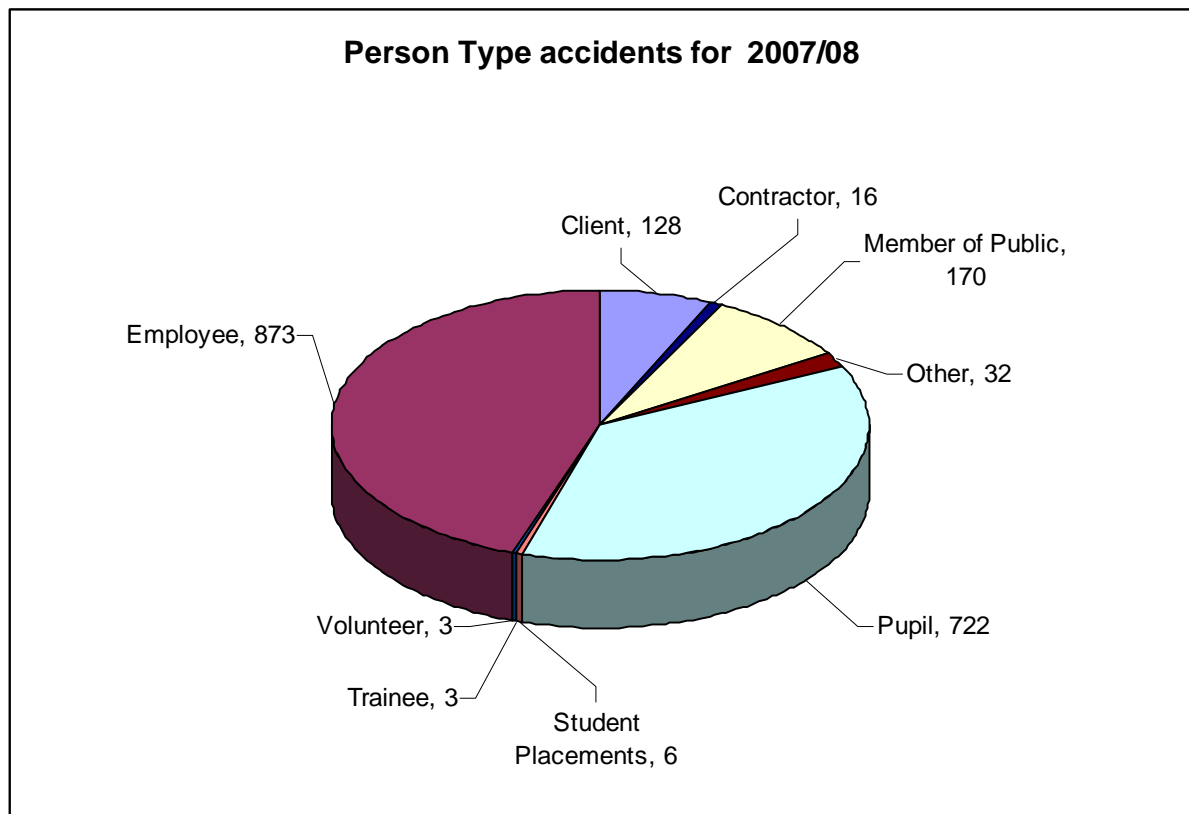
Target	Percentage Improvement					Review Period
	06/07	07/08	08/09	09/10	10/11	
1. New Managers to attend Health & Safety Management training within 6months of start date	90%	94%	96%	98%	100%	Quarterly
2. Reduction in the number of employee F2508 accident reports	5%	7%	10%	12%	15%	Quarterly
3. Accident Investigations carried out for all of target 2 accidents and copied to Corporate Health & Safety Officer	100%	100%	100%	100%	100%	Half Yearly
4. Reduction in relevant accident category with each Directorate (Directorate to Identify)	10%	14%	16%	18%	20%	Quarterly
5. List of Risk Assessment to be completed by each Directorate	100%	100%	100%	100%	100%	Yearly
6. Risk Assessments to be completed in each Directorate	15%	25%	50%	75%	100%	Yearly
7. Scheduled workplace inspections completed	90%	93%	95%	97%	100%	Yearly
8. Outcome of workplace inspections to be set out in Directorate Health & Safety action plans	100%	100%	100%	100%	100%	Yearly
9 Action of recommendations from workplace inspections (Within 12 Months)	70%	80%	90%	95%	100%	Yearly

Appendix D

ACCIDENT STATISTICS BY PERSON TYPE - 2007/2008

Person Status

Status	Total 2006/7	Total 2007/8
Client	150	128
Contractor	10	16
Member of Public	155	170
Other	48	32
Pupil	751	722
Student Placements	0	6
Trainee	1	3
Volunteer	6	3
Employee	944	873
Total	2065	1953



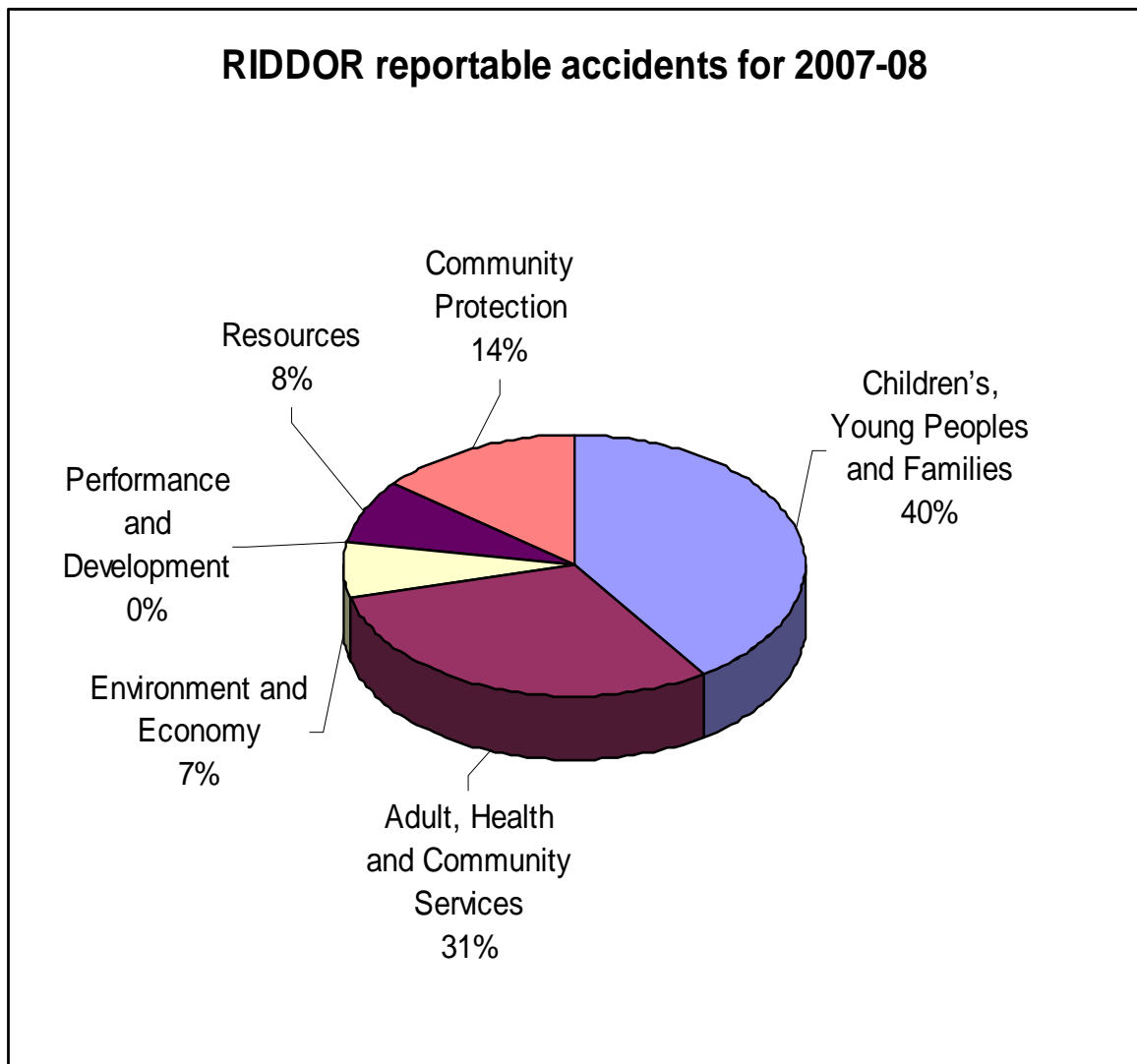
Appendix E

ACCIDENT STATISTICS BY TYPE - 2007/2008

Kind of Accident	Total 2006/7	Total 2007/8
Animal/insects	12	13
Contact with harmful substances	31	20
Contact with hot materials	45	30
Drowning Asphyxiation	4	0
Electricity	7	11
Explosion	4	2
Exposure to fire	7	2
Fall from height	77	61
Hand tools	26	29
Hit by moving, flying or falling objects	345	335
Hit by moving vehicle	29	15
Hit something fixed or stationary	146	130
Hot work (Welding/brazing etc.)	3	8
Machinery in motion	9	16
Manual handling	117	104
Other kind of accident	212	217
Physical/verbal assault	315	305
Play equipment	33	38
Release gas or steam	2	0
Slipped tripped or fell on same level	638	615
Trapped by something collapsing	3	2

TOTAL NUMBER OF RIDDOR REPORTABLE ACCIDENTS – 2007/2008

Directorate	Total 2007/08
Children’s, Young Peoples and Families	49
Adult, Health and Community Services	37
Environment and Economy	8
Performance and Development	0
Resources	10
Community Protection	17
Total	121



SUMMARIES FROM DIRECTORATE REPORTS - 2007/2008

1. Children, Young People and Families (CYPF)

The appointment of a new Health and Safety Officer and Deputy Health and Safety Officer has had a significant impact in improving health and safety management and identifying areas of concern. Significant improvements have been made in health and safety practice in the following areas:

- Swimming/Hydrotherapy Pools - Following comprehensive inspections, high standards of health and safety management have been implemented and in addition, automatic dosing systems installed to reduce risk.
- The management of contractors - Following training, there are now competent persons in the majority of schools and Youth and Community Centres to manage contractors effectively
- Design & Technology - Further work has been undertaken to produce standards for health and safety management in School D&T Departments, including risk assessments, check sheets and specific training.
- Youth and Community - A Review Group has been formed working closely with Y&C managers to significantly improve the standards of H&S in this area, with continued progress.
- Work Experience/14-19/Reactiv8 - A Group has been formed with partners from Further Education Colleges, Connexions and other training providers to improve health and safety arrangements for work experience students.
- Directorate H&S Policy Arrangements - The policy arrangements have been completely reviewed and revised across the directorate.
- Significant improvements have been made by working with the Learning and Behavioural Skills Service and the Extended Services Team

Training	Numbers
Corporate Health & Safety for Manager	19
Health & Safety Training County Music	32
Health & Safety Training Youth & Community	41
Safe Management of Contractors	118
Safe Management of Contractors Youth & Community	38
Headteacher induction	20
Design & Technology	17
Design & Technology Practical	53
Fire Safety Awareness Sessions (WES)	60
Manual Handling Training (WES)	22
Health & Safety Awareness (WES)	35

2. Adult Health & Community Services

The Health and Staff Support Team provides a countywide service for the Adult, Health and Community Services Directorate enabling managers to develop healthy, safe & supportive working environments for staff. We work in partnership with managers and staff to ensure that they develop the skills required to improve service delivery and safeguard service users.

Health and Staff Support Officers work with managers across all services in nominated districts, taking a lead role for development work and projects when it would be better co-ordinated by one person. We have agreed with health and safety staff in CYP&F to retain responsibility for some premises where both AH&CS and CYP&F staff work and vice versa, sharing information on inspections, risk assessments and accidents. Key developments have included:-

- Hosting the National Association for Safety and Health in Care Services in October 2007
- Running a campaign to improve the nutritional value of meals for older people (in conjunction with local provider managers and trading standards)
- Piloting a telephone tracing system to support the health and safety of lone workers within the Directorate
- Undertaking of a range of premises inspections
- Auditing health and safety arrangements in the Environment & Economy Directorate as part of cross directorate auditing regime.
- Commissioning fire risk assessments for directorate premises across the County
- Supporting corporate review and potential extension of staff care provision

Training	Numbers
Health and Safety Risk Assessment	80
Personal Safety	170
Blood Borne Viruses	156
Infection Control	164
Foundation Nutrition and Health	76
Foundation Food Hygiene	154
Update Food Hygiene	84
Hazard Analysis	28
SPHA – theory and practical	458
SPHA – Combined	178
SPHA – hoisting	486
Manual Handling (People handling) Risk Assessment	32
Advanced manual handling and refresher	8
First/ Emergency Aid	307
Fire Safety	474
Stroke awareness	2
Quarry Safety	4
Emergency Planning	3

3 Resources

Over the last year the health and safety team within Resources Directorate have completed extensive work on the following areas:

- Significant improvements in procuring and managing contractors
- Construction Design and Management Guide distributed to managers as part of changes in Regulations.
- Further developments to the asbestos management register (ATLAS system)
- Water Hygiene risk assessments undertaken across the majority of County buildings
- A comprehensive programme of fire risk assessments developed
- Undertaking of a range of premises inspections

Training	Numbers
Manual handling	52
Working at heights/Ladder Safety	52
CDM awareness	25
Asbestos awareness	52
COSHH	52
Fire safety	52
Improving Contractor Performance	80
Legionella awareness	25

4 Environment and Economy

The Directorate Health and Safety Officer has been working on the following areas:

- The development of Construction Design and Management procedures
- Contribution to the delivery of cross directorate health and safety audits
- Undertaking of a range of premises inspections
- Contribution to national developments through the National Highways Safety Officers Group
- A comprehensive programme of fire risk assessments developed
- Training of an additional 4 managers to the accredited NEBOSH Certificate.

Training	Numbers
Risk Assessment	10
Management of Health and Safety	19
Construction Site Safety & CDM	108

5 Community Protection

The Community Protection Health and Safety staff have had a difficult year since the Atherstone on Stour incident. However, they have achieved significant progress with health and safety in the following areas:

- Introduced seven Health and Safety Bulletins
- Developed five new Health and Safety Service Orders
- Introduced a comprehensive Service Plan for Risk Assessments
- Carried out extensive work on stress management
- Improved the level of training provided to young fire-fighters
- Delivery of premises Inspections

Training	Numbers
Manual handling	4
Managing Employee Stress	41
Driver Training	111
Working at Height	367

6 Performance and Development

The Directorate Health and Safety Officer has made excellent progress in both the standard of health and safety within the Directorate but also in her personal development. The following are some of the improved areas:

- Delivery of premises inspections
- A comprehensive programme of fire risk assessments developed
- Co-ordination of Display Screen Equipment Assessments
- Development of a new Accident Recording system
- Extensive work in improving health and safety with the Print Room

Training	Numbers
Management of Health & Safety	9
Risk Assessment	9
Managing Employee Stress	23
Personal Safety	2
Health & Safety Awareness	94