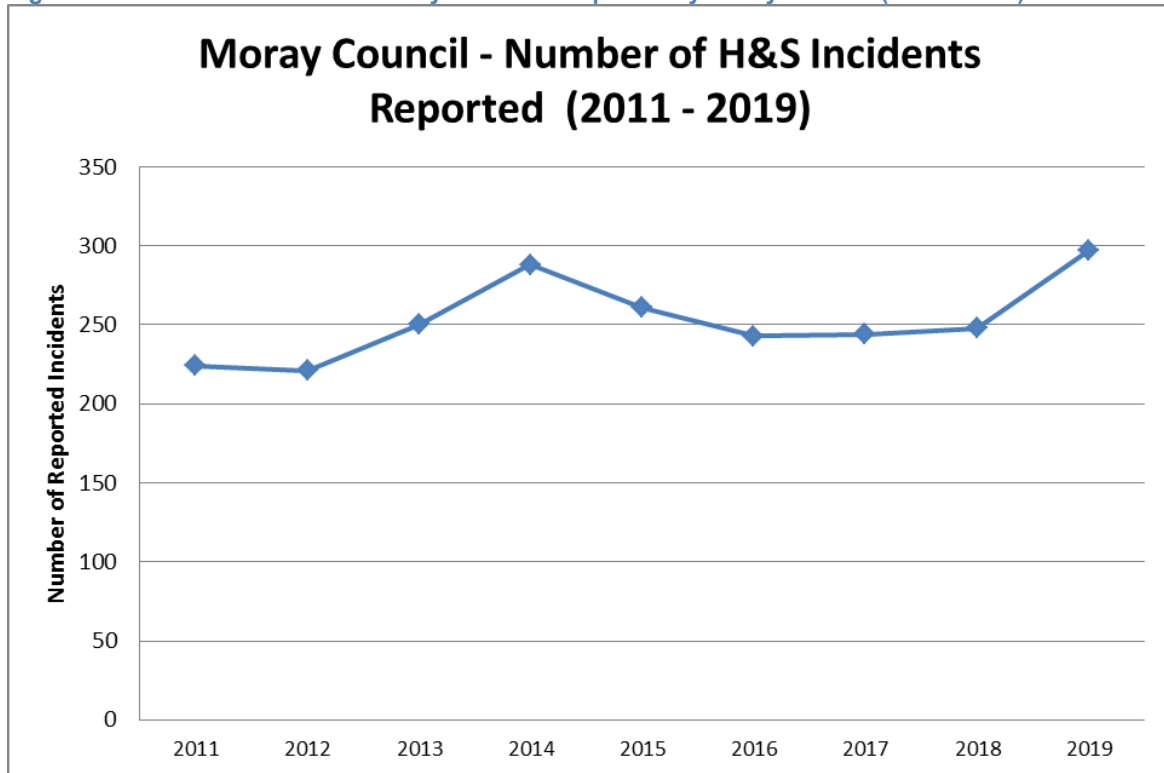


HEALTH AND SAFETY INCIDENTS 2019
SUMMARY FOR EDUCATION, COMMUNITIES
AND ORGANISATIONAL DEVELOPMENT COMMITTEE

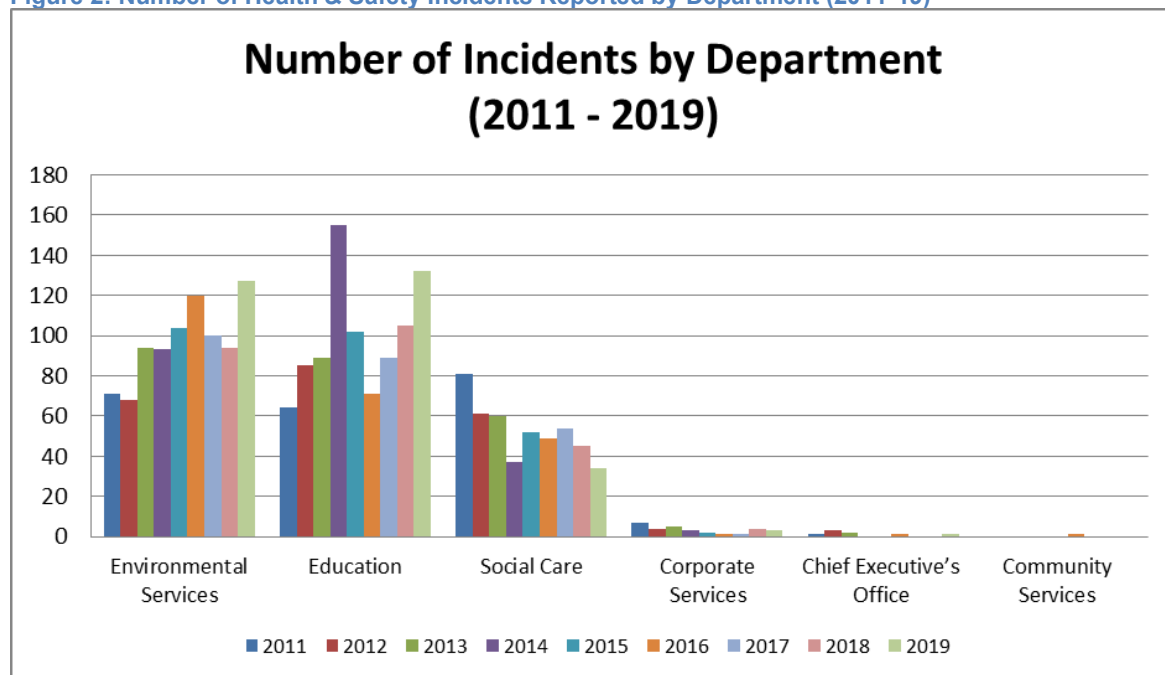
The following information is based on the data for incidents reported during 2019.

Figure 1: Number of Health and Safety Incidents Reported by Moray Council (2011 - 2019)



The number of accidents and dangerous occurrences reported in 2019 increased by approximately one-fifth compared to the numbers reported the previous 3 years. The 297 reports received represent a 20% increase from the 248 reports submitted in 2018, and exceeds the previous peak of 288 reported in 2014 (Figure 1). The corporate health and safety team have encouraged departments to report incidents over recent years and more are now being received and this would explain some of the increase. Analysis of the reports indicates that they have been received in small numbers across several reporting categories and that there is no clear pattern, trend or identifiable contributory cause to them. This would indicate that they are mishaps and human error and that the current methods of raising awareness should be reviewed with support from Organisational Development in terms of tools, techniques and communications for engaging with managers and employees in this regard.

Figure 2: Number of Health & Safety Incidents Reported by Department (2011-19)



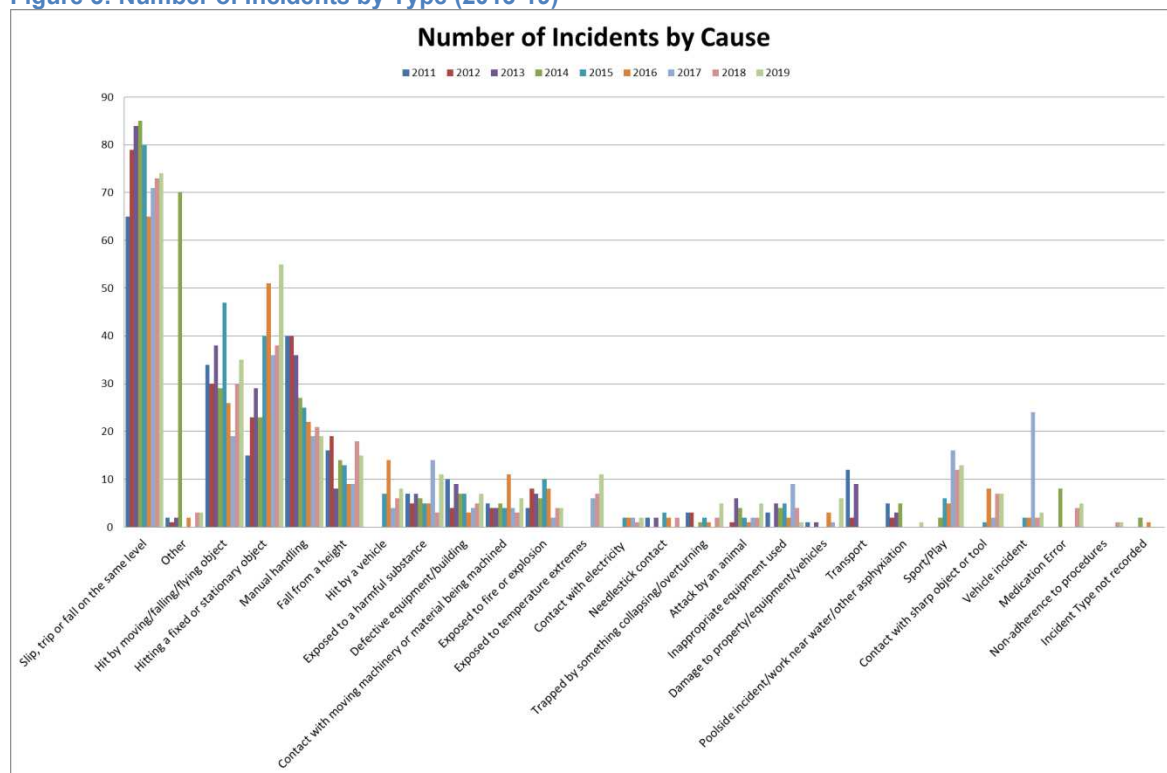
Note that the departments used for this report do not reflect the changes introduced by the new organisation structure that came into force on 1 October 2019. The reasons are twofold: the incident reporting form and recording spreadsheet have not yet been amended with the new departmental structure; and secondly by using the previous organisation it is possible to compare performance from earlier years.

The number of incidents reported by the Education Department continues the upwards trend of recent years with 26% more reports in 2019 compared to 2018 (132 reports in 2019; 105 in 2018). The increases come from a small number of reports in several categories that these are due to minor mishaps in e.g. PE, Home Economics and science lessons.

The biggest change is the 35% increase in the number of incidents reported by members of the Environmental Services workforce (127 in 2019 compared to 94 in 2018). This is the highest number recorded in one year by the service since 2011, and is a significant change in the trend, which had exhibited a steady reduction since 2016. Analysis indicates that there is a general increase of low numbers of reports across a range of reporting categories with the largest increase in 'hitting a fixed or stationery object'. Closer review of this particular category did not reveal any trend or underlying issue to explain the increase other than increased reporting. This will remain under scrutiny in 2020 and should the increased frequency of incidents continue further liaison with the services will be undertaken in establishing underlying causes.

Social Care reported incidents continue to reduce (34 in 2019 compared to 45 in 2018 and 54 in 2017) and the numbers are now below the average of 51 incidents reported per year since 2012 (Figure 2). Health and Social Care Moray report that this is due to under reporting and are reviewing the reporting procedures.

Figure 3: Number of Incidents by Type (2013-19)



As Figure 3 illustrates “Slip, trips or falls” continue to be the highest number of incidents reported (74 in 2019) but remains below the 84 and 85 reported in 2013 and 2014. However, the trend for the past 4 years has shown a small, gradual increase. “Hitting a fixed or stationary object” accounted for 55 (18.5%) of reported incidents, similar to 2016, while “Hit by moving/falling/flying object” increased again from the low of 19 recorded in 2017 up to 35, close to the 5-year average of 31.4.

The reports of “fall from a height” decreased from 18 in 2018 to 15 recorded in 2019. The number of “Sport/Play” incidents is similar to the number reported in 2018 (13 incidents compared to 12 in 2018). The number of people who were “Exposed to a harmful substance” increased to 11, similar to the 14 recorded in 2017, having dropped to 3 in 2018.

People “Exposed to temperature extremes” has gradually been increasing over the past 3 years from 6 up to 11. Education has recorded the biggest rise from 3 up to 6. However, given the number of pupils and staff involved, this still represents a very small rate of occurrence.

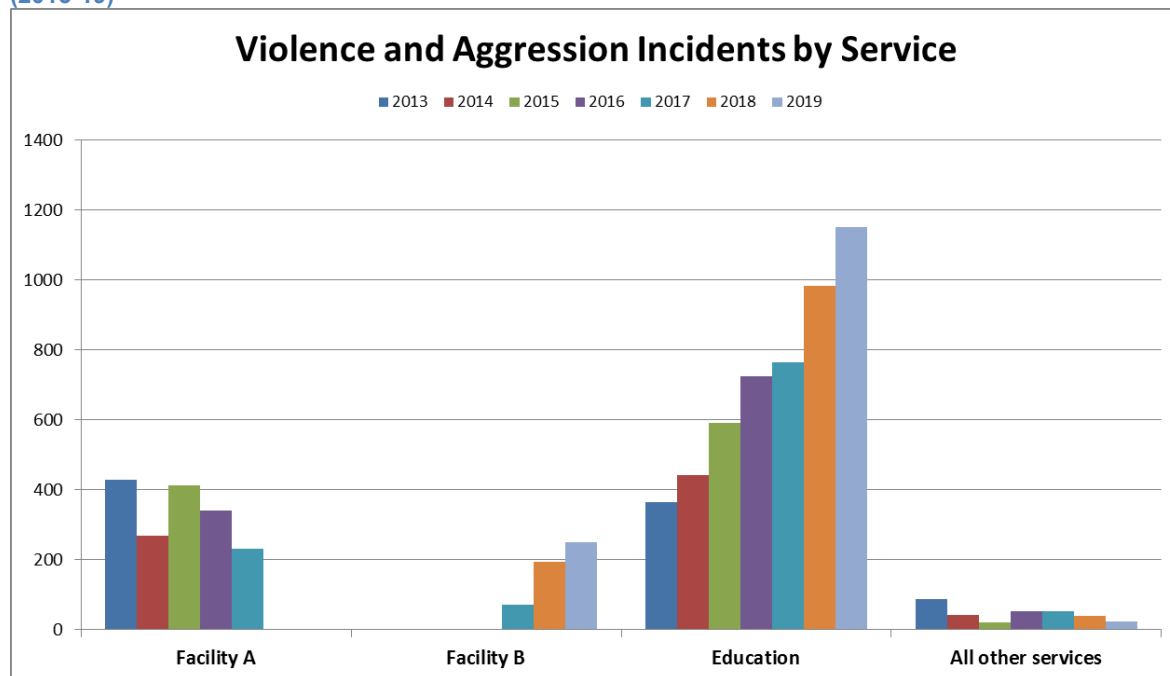
The reduction in “Vehicle incidents” has been maintained at 3 (compared to 2 in 2018), well below the 24 reports in 2017.

The figures above provide a summary of the main numbers and categories of incident reporting across the council and HSCM, however within the context of a large overall workforce they are not indicative of any underlying trend or issue that

requires corporate consideration other than that reported in this proposed actions for 2020.

INCIDENTS OF VIOLENCE AND AGGRESSION 2019

Figure 4: Violence and Aggression Incidents by Service, based on quarterly performance report data (2013-19)



Adult Services

Although the number of incidents at Facility B have risen since last year (194 in 2018, compared to 250 in 2019) it is important to note that here are now 8 service users where previously there were 4. For the last full year at Facility A (2016) there were 85 incidents per user on average, whereas at Facility B during 2019 the average number of annual incidents has been 31 per user; a reduction of 63%. This indicates that the measures in place to manage challenging behaviour continue to have a positive impact, reducing the level and frequency of physical interventions required.

Schools

The number of incidents of violence and aggression involving school pupils/students fluctuates from school-year to school-year, but in 2018/19 the number reported had risen to 716 from 571 during the academic year 2017/18, which represent an increase of 36% (Figure 5). Fuller analysis of the figures is available in the **2018-19 Violence and Aggression Report – Education** produced by the Research and Information team. The main points noted are:

- reports of violence and aggression continue to rise
- 89% were reported at Primary Schools and 11.4% at Secondary Schools

APPENDIX A

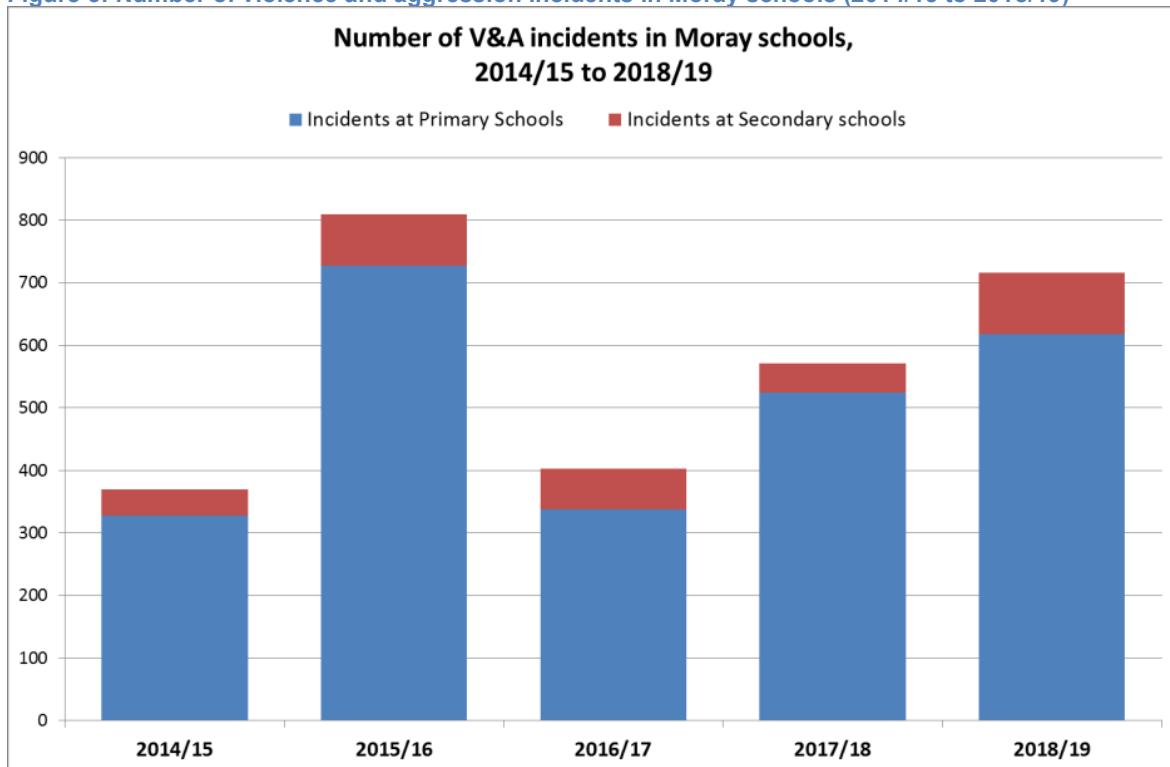
- the majority of incidents involve a small number of pupils with known additional support needs
- the most common type of incident reported is for physical assault with no weapon (59%)
- just over half of the staff reporting incidents reported only a single incident with
- just under half of the staff reported varying frequencies of incident

For the calendar year 1 January to 31 December 2019 there were 1,151 violence and aggression incidents reported by Education, which continues the upwards trend of previous years (980 in 2018 and 659 in 2017). While there have been efforts to increase the reporting within schools, the number of ASN pupils has also increased significantly. The Council's Central Health and Safety Committee commissioned a short survey in 2018 which provided a baseline of information on the nature, degree and frequency of incidents of violence and aggression. A small working group was tasked with developing improvement actions and these were in the early stages of definition at the point of the national lockdown, this will include intensive support for the sustained deployment of the model for managing challenging behaviour in schools which has been delayed due to Covid. Additional specialist resources have also been deployed to provide enhanced support and it is intended to introduce a further specialist team as a test of change within the review of ASN services.

The next steps for the working group are to review and refresh the planned work to consider the impact of Covid and to take forward the action plan. Progress will be monitored and reported through the Central Health and Safety Committee and on an annual basis to Education, Communities and Organisational Development Committee. Main actions include:

1. Evidence - improving evidence base
2. Training - targeted training, triaged and delivered on a needs based approach
3. Culture – school based support and training to develop inclusive environments that can better support children and young people with additional support needs
4. Communications – ensuring communications are clear, effective and promote the transfer of information
5. Delivery – linking closely with the ASN Review to support the successful implementation of a delivery model that meets the needs of all our children and young people.

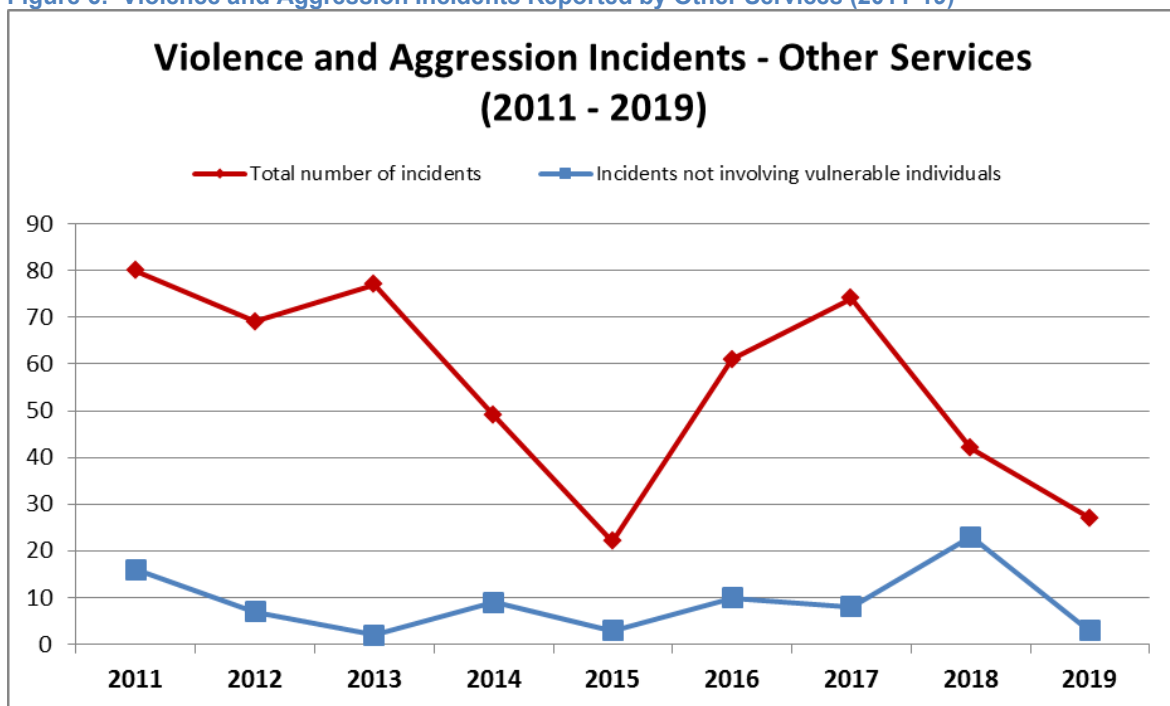
Figure 5: Number of violence and aggression incidents in Moray schools (2014/15 to 2018/19)



Other Services

The number of Violence & Aggression incidents reported by services within Moray Council during 2019 was 25% lower than in 2018 (27 compared to 42 the previous year). Figure 6 also illustrates the number of incidents that did not involve individuals who were identified as having additional support needs.

Figure 6: Violence and Aggression Incidents Reported by Other Services (2011-19)



APPENDIX A

The reduction in the number of incidents reported in the previous 2 years has caused the trend to reverse its recent rise. Overall, since data recording began in 2011, there has been a gradually declining number of incidents being reported against Moray Council staff.

WORKING DAYS LOST DUE TO INDUSTRIAL INJURY/ACCIDENT 2010-2019

Figure 7: Moray Council Working Days Lost due to Industrial Incidents and Accidents (2010-2019)



The number of working days lost due to industrial injury or accident fluctuates considerably from quarter-to-quarter, but after a step-change upwards in Q4 2016/17 (January to March 2017) has continued to reduce steadily each quarter and at the end of 2019 (Q3 2018/19) remains well below the target, which is based on the average of the previous 3 years. However, the trend over the past 3 quarters has shown a steady increase suggesting that this performance indicator should be monitored closely next year.

Conclusion

While the continued efforts to improve the safety culture of the organisation, minimise the risk profile and identify hazardous situations before they result in injuries appears to be producing the desired outcomes in some areas of some services, this is not consistently the case across all areas.

With regard to violence and aggression in schools, the revised action plan will bring improvements with a more co-ordinated and consistent delivery of training and support, with improved evidence and communications and closer links with the service specific developments that are underway in the ASN Service.

Analysis of the statistics indicates that there is a wider range of incident occurring which has no clearly identified cause or trend within either Environmental Services or Education. While this makes identifying common causes and contributing factors difficult in terms of informing specific improvement actions, the proposed action plan for 2020 addresses the main themes (main report).