



Risk Management Corporate Monthly Report Issued January 2010

This report sets out the issues relating to the management of risk within Central Bedfordshire Council for the first three quarters of 2009/10.

If you require further information on any of the issues reported please contact the Risk Management Team on 0300 300 8129 or email risk.management@centralbedfordshire.gov.uk

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1. Accident Report Summary

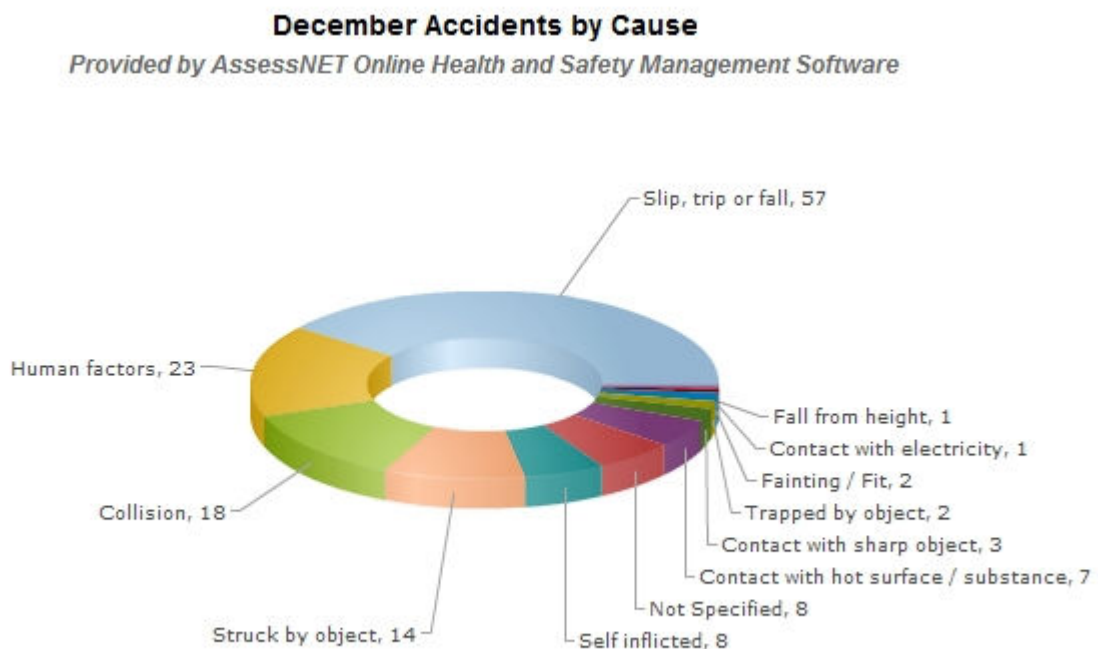
| | Dec 09 | Nov 09 | Quarter1 (April- June 09) | Quarter2 (July Sept 09) | Quarter3 (Oct- Dec 09) | Year to Date (April-Dec 09) |
|---|------------|--------|---------------------------------|-------------------------------|------------------------------|-----------------------------------|
| Total number of workplace accidents | 144 | 160 | 540 | 333 | 424 | 1,297 |
| Number of RIDDOR¹ reportable accidents (see Appendix 1) | 24 | 27 | 96 | 79 | 90 | 265 |

The table above captures the number of accidents for the first three quarters of 2009/10, a large proportion of which occurred at schools.

The number of accidents in Quarter 2 (July –Sept) were less than quarter 1 and 3 as schools are closed for the summer holidays.

2. Accident Statistics for December 2009

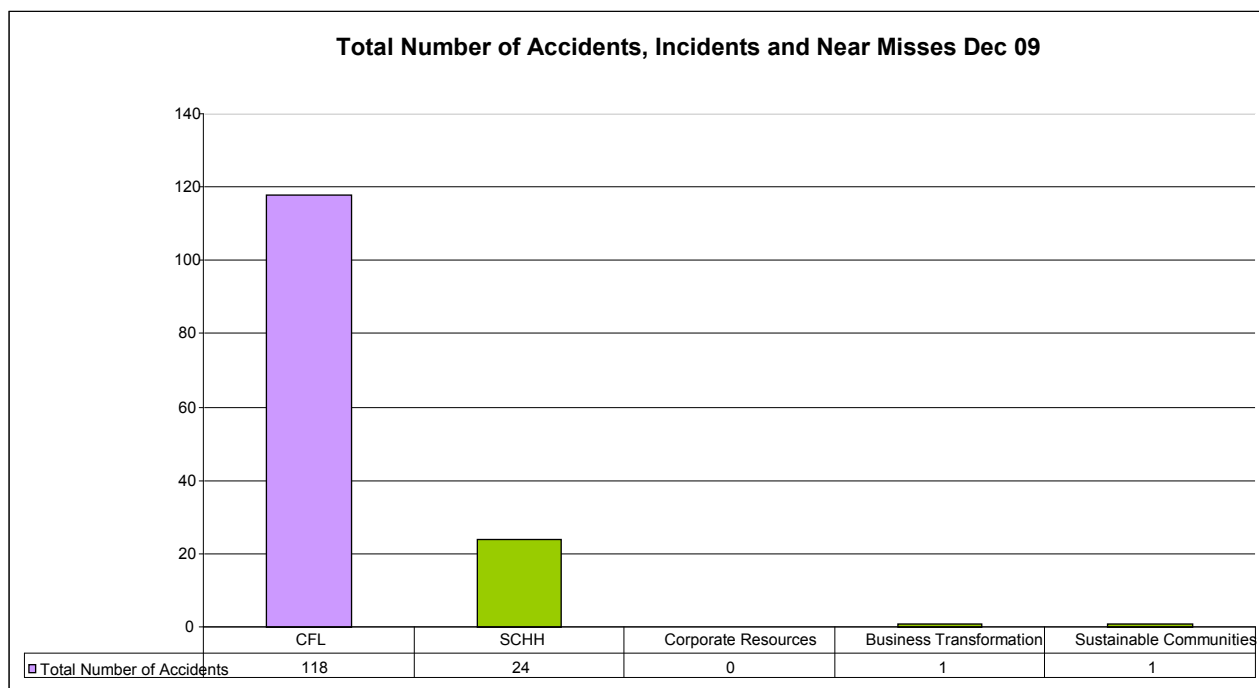
Pie Chart by Cause of Accident



40% of all accidents were slips/trips and falls related

¹ RIDDOR – Reporting Injuries, Diseases, Dangerous Occurrences Regulations

Table of Number of Accidents/Incidents by Directorates



3. Health and Safety Incidents of Interest

1. Ice and Snow

Description: Reports of members of staff and a Councillor slipping over on ice at various corporate buildings.

Current Situation: Michael Gallacher to review snow/ice risk assessment for corporate buildings. Risk Management liaising Library service to review snow/ice risk assessment and guidance.

2. Arnold Middle School

Description: 24/12/09 external canopy collapse

Current Situation: Loss adjusters attended the site with a structural engineer and forensic scientist to establish cause of collapse. Safety Message issued to all Bedfordshire schools on the 6th January advising them not to use area underneath cantilevered canopies until they have been assessed. Incident reported to Health and Safety Executive as Dangerous Occurrence. In view of snow/ice weather conditions across the country other Local Authorities Health & Safety teams were notified of incident through local Government Employers (LGE).

3. St Mary's Church, Clophill

Description: Central Bedfordshire Council own site and Ruin but it attracts anti social behaviour at night and there is risk of persons being injured.

Current Situation: Health & Safety to visit the site and advise on control measures to put in place to manage the risk.

4. Health and Safety Issues

1. Lone Working

Description: Central Bedfordshire Council has no Corporate Lone Working Policy. All legacy councils recognised risk to lone workers and identified the need to procure electronic lone worker monitoring devices. Currently there are various controls and mitigating measures in place for managing lone working throughout the council and service areas (no electronic devices in operation).

Action Taken: Risk Management has developed a Draft Corporate Lone Working Policy which requires consultation with Unions. Risk Management has also identified a provider of lone worker monitoring devices that already meets the Councils procurement rules. A trial of 10 electronic devices by the Public Protection team, Building Control and CFL Family Group Meeting team to commence at the end of January for 4 weeks. Risk Management will then evaluate this trial and feedback to the Corporate Risk Management Group.

2. Special Interest Register

Description: This register will hold information to help our customer facing teams know who they are dealing with. A process will be in place to capture and approve the information held on the register.

Action Taken: Meetings have been held with key customer facing teams to discuss reactivating the ex district process and register. The procedures have been discussed in principle and the database is currently being constructed on the CBC network. The register will then be completed and the process activated once communicated with the relevant teams and managers.

3. AssessNet (Online Accident and Incident Reporting System)

Description: The Council uses a web based on-line accident and incident reporting system for recording all accidents and incidents. Currently there is approximately 70% usage across the organisation.

Action Taken: To continue to support and train AssessNET administrators and market the system to increase usage to 100%.

4. Health and Safety Committee

Description: Unison has requested under the Safety Representatives and Safety Committees Regulations 1977 (as amended) Regulations that Central Bedfordshire sets up a Corporate Health and Safety Committee.

Action Taken: Due to current organisational changes it has been agreed with Human Resources to establish a Health and Safety Forum with a view to establishing a Health and Safety committee. The Safety Forum will be chaired by Nick Murley, Assistant Director Audit & Risk and attended by HR representatives and 2 representatives from Unison and GMB.

5. Asbestos

Description: Mouchel have not provided data from the annual visual inspection of condition asbestos in our schools or a programme of removal for 2009/10. Also bringing together 3 different legacy asbestos management systems and ensuring compliance to the Control of Asbestos Regulations 2006.

Action Taken: 2009/10 Asbestos budget has not been spent and identified for carry over into 2010/11 CFL capital budget. Our insurers, Zurich Municipal, are to carry out an H&S audit of the management of asbestos across the Council. Audits are commencing April 2010.

6. Legionella

Description: Bringing together three different legacy legionella management systems to ensure compliance to the approved Code Of Practice. The control of legionella bacteria in water systems.

Action Taken: Our insurers, Zurich Municipal to carry out an H&S audit of the management of legionella across the Council. Audits are commencing April 2010.

7. SCARE Project

Description: Partnership project with Bedfordshire and Luton Fire Authority and Bedfordshire Police, Luton and Bedford Borough to assess all schools for risk of arson.

Action Taken: All schools have been assessed for risk of Arson and individual school result sent to schools. All Bedfordshire schools were invited to attend a SCARE project Seminar on the 7th October 2009 @ Dunstable Fire Station to share the findings of Crime and Arson Risk assessment.

42 Central Bedfordshire schools have been identified as HIGH risk of arson. 16 of these will receive a joint SCARE visit from the Police and Fire Authority in 2009/10 to identify measures to help reduce the risk of arson and crime. H&S Officers from Central Bedfordshire have accompanied them on 2 visits to date.

5. Health and Safety Audits during December 2009

| Audit Title | Scope of Audit | Directorate/Service Area | Date of Audit | Quarter | Status | Key Audit Findings |
|----------------------------|---|--------------------------|---------------|---------|---------------------------------|---|
| Hillcrest special school | Audit of Health and Safety management system | CFL/Schools | 3/12/09 | 3 | Audit Completed | Risk Assessment, maintenance |
| Weatherfield Middle school | Audit of Health and Safety management system | CFL/Schools | 10/12/09 | 3 | Audit Completed | Risk Assessment |
| Derwent lower | Audit of Health and Safety Management system following Ofsted failure of school | CFL/Schools | 14/12/10 | 3 | Audit Completed and report sent | Non existent Health and Safety management system in place |

2009/10 Quarter 1-3 Health & Safety Audits

| Audit Title | Scope of Audit | Directorate/Service Area | Date of Audit | Quarter | Status | Key Audit Findings |
|--------------------------------------|-------------------------------|------------------------------|---------------------------------|---------|---------------------------------|---|
| Priory House | Facilities Management | Corporate Resources/Property | 27/05/09 | 1 | Audit Completed and report sent | Fire safety, accident reporting and first aid |
| Dunstable offices | Facilities Management | Corporate Resources/Property | 04/06/09 | 1 | Audit Completed and report sent | Accident reporting, first aid and housekeeping |
| Melbourne House | Facilities Management | Corporate Resources/Property | 15/06/09 | 1 | Audit Completed | Fire safety, building maintenance |
| Vernon Place & Dunstable court house | Facilities Management | Corporate Resources/Property | 18/06/09 | 1 | Audit Completed and report sent | Fire safety, first aid and housekeeping |
| Arlesey Youth Centre | Full audit | CFL/Integrated Learning | 23/06/09 | 1 | Audit Completed | Asbestos, legionella, fire safety |
| Court House Woburn POP | Fire Safety/customer services | Corporate Resources/Property | 14/07/09 | 2 | Audit Completed and report sent | Fire safety and security |
| Houghton Regis POP | Customer services Security | Corporate Resources/Property | Security visit and RA completed | 2 | Audit Completed and report sent | Lone working, and management of violence and aggression |

| | | | | | | |
|-----------------------------|--|---|---------------------------------|---|---|--|
| Haynes lower | Full Audit | | 13/07/09 | 2 | Audit Completed and report sent | H&S policy, Fire safety and Housekeeping |
| Sundon lower school | Full Audit | | 10/07/09 | 2 | Audit Completed and report sent | H&S Policy, Risk assessments, accident reporting and fire safety |
| Leighton Buzzard POP | Fire Safety/customer services Security | Corporate Resources/Property | Security visit and RA completed | 3 | Audit Completed and report sent | Personal safety |
| Biggleswade POP | Fire Safety/customer services Security | Corporate Resources/Property | | 3 | Audit Completed and report sent | Good lone working systems in place. Fire safety issues |
| Stratton Upper Farm | Farm operation | | | 3 | Audit moved to 2010/11 programme | |
| Glenwood special school | Full audit | CFL/Specialist Services | 30/11/09 | 3 | Audit Re-scheduled to 26/3/09 | |
| Hillcrest special school | Full audit | CFL/Specialist Services | 03/12/09 | 3 | Audit Completed | Risk Assessment, maintenance |
| Oakbank special school | Full audit | CFL/Specialist Services | 26/11/09 | 3 | Audit Completed | Risk Assessment, Fire safety |
| Weatherfield special school | Full audit | CFL/Specialist Services | 10/12/09 | 3 | Audit Completed | Risk Assessment |
| 14-18 young apprenticeships | provision in place and changes in April 10 | CFL/Learning and school support | | 3 | Audit moved to 2010/11 programme | |
| All Saints Lower | H&S and Security risk ranking | CFL/Leisure and cultural Adult and community learning | 20/11/09 | 3 | Audit Completed and report sent | PAT testing Stress management |
| Gothic Meade | H&S and Security risk ranking | CFL/Leisure and cultural Adult and community learning | | 3 | Gas leak and postponed until quarter 4 | |
| Maulden | H&S and Security risk ranking | CFL/Leisure and cultural Adult and community learning | 19/11/09 | 3 | Audit Completed | H&S policy, Swimming pool |
| Southlands Lower | H&S and Security risk ranking | CFL/Leisure and cultural Adult and community learning | 20/11/09 | 3 | Audit Completed | Fire RA, stress, swimming pool |
| St Mary's (Clophill) | H&S and Security risk ranking | CFL/Leisure and cultural Adult and community learning | | 3 | School cancelled last minute rearranged for quarter 4 | |

| | | | | | | |
|----------|-------------------------------|---|----------|---|-----------------|----------|
| The Firs | H&S and Security risk ranking | CFL/Leisure and cultural Adult and community learning | 19/11/09 | 3 | Audit Completed | Asbestos |
|----------|-------------------------------|---|----------|---|-----------------|----------|

6. Corporate CBC Insurance Claims Summary

| | Dec 09 | | Nov 09 | | Quarter1 (April- June 09) | | Quarter2 (July Sept 09) | | Quarter 3 (Oct- Dec 09) | | Year to Date (April-Dec 09) | |
|---|--------|---|--------|---|---------------------------------|---|-------------------------------|---|-------------------------------|----|--------------------------------------|----|
| | O | C | O | C | O | C | O | C | O | C | O | C |
| O= Open Claim C = Closed Claim | O | C | O | C | O | C | O | C | O | C | O | C |
| Total number of Public Liability Claims Received | 32 | 8 | 11 | 0 | 19 | 0 | 54 | 7 | 60 | 10 | 133 | 17 |
| Total number of Employer Liability Claims Received | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 2 | 0 |
| Total number of School Contents Claims Received | 2 | 0 | 3 | 1 | 6 | 0 | 9 | 2 | 9 | 3 | 24 | 5 |
| Total number of Property Claims Received | 4 | 0 | 2 | 3 | 3 | 0 | 2 | 1 | 23 | 7 | 28 | 8 |

7. Run off Insurance Liability Claims for Legacy Authorities

| | Public Liability Claims | | Employer Liability Claims | | Others Liability | | Total | |
|--|----------------------------|-----|---------------------------------|---|---------------------|---|-------|-----|
| | O | C | O | C | O | C | O | C |
| Bedfordshire County Council | 250 | 278 | 34 | 6 | 2 | 1 | 286 | 285 |
| South Bedfordshire District Council | 41 | 234 | 0 | 0 | 7 | 0 | 48 | 234 |
| Mid Bedfordshire District Council | 3 | 0 | 1 | 0 | 0 | 0 | 3 | 1 |

8. Risk & Insurance Incidents of Interest

1. Arnold Middle School

Description: 24/12/09 external canopy collapse

Current Situation: The cause of the accident is being investigated which will determine how we are to deal with the costs of the incident.

2. St Mary's Church, Clophill

Description: Central Bedfordshire Council own site and Ruin but it attracts anti social behaviour at night and there is risk of persons being injured.

Current Situation: We have confirmed our insurance arrangements for this and other heritage sites

3. Albion Archaeology - site at Luton Aquatic Centre

Description: Work started at the site on 5th January and had plant (tracked mechanical excavator) delivered on the 06/01/10. Overnight (7/1/10) the plant was set on fire by vandals. At the time it was set on fire it was behind bolted HERAS (metal) fence panels. The Common itself is secured by several anti-vehicle gates (metal) making it relatively secure in terms of stopping theft - but less effective against pedestrian vandals.

Current Situation: Claim being dealt with by Zurich Municipal, loss adjuster appointed value of the plant at £75k.

9. Risk Registers

| | Progress to Date | Action Required |
|--|--|--|
| Strategic Risk Register | Approved by the Executive on 12 January 2010. | Next review to be undertaken by CMT in April 2010. |
| Business Transformation | All services registers in draft which will feed into Directorate register. | Service registers to be signed off by Assistant Directors by the end of January 2010. Directorate registers to be signed off by Directors by the end of February 2010. |
| Corporate Resources | All services registers in draft which will feed into Directorate register. | |
| Children, Families & Learning | All services registers in draft which will feed into Directorate register. | |
| Social Care, Health & Housing | Some registers in draft and further meetings held to complete. | |
| Sustainable Communities | All services registers in draft which will feed into Directorate register. | |

10. Events/Training Plan for January-March 2010

| Course | Date | Venue |
|---------------------------|---|--------------------------|
| IOSH Working Safely | 3 rd February | Priory House, Chicksands |
| Site Agent = 2 Days | 5 th and 12 th March | |
| IOSH Managing Safely | 2 nd and 3 rd March 9 th and 10 th March | Priory House, Chicksands |
| Managing Medicines Course | TBC | |
| Fire risk assessment | TBC | |

17 Days of H&S Training has been delivered up to end of December 2009 by Health and Safety

Appendix 1 - HSE RIDDOR Reportable Accidents for Dec 2009

Total 24 Reportable accidents

17 school pupil related accidents

3 employee related accidents

3 accidents involving members of public who went directly to hospital

1 Dangerous occurrence (canopy collapse)

| Directorate | Location | Date of Accident or Incident | Person Injured | Description of What Happened | HSE Category | Cause of Injury |
|-------------|---------------------------------|------------------------------|----------------|--|-----------------------|----------------------|
| CFL | Fulbrook Middle School | 1/12/09 | Pupil | Playing basketball and the IP bent his thumb back. | Taken to hospital | Moving object |
| CFL | Robert Bloomfield Middle School | 1/12/09 | Pupil | IP bumped into another pupil injuring her nose | Taken to hospital | Hit by moving object |
| CFL | St Andrews VC Lower School | 1/12/09 | Pupil | IP fell from the climbing wall | Taken to hospital | Fall from height |
| CFL | Holmead Middle School | 2/12/09 | Pupil | Fell and bumped head | Taken to Hospital | Slip, trip fall |
| CFL | All Saints Academy | 3/12/09 | Pupil | Whilst playing rugby he made a tackle and fell in pain | Taken to Hospital | Other |
| CFL | Manshead Upper | 3/12/09 | Pupil | IP put foot down awkwardly | Taken to hospital | Other |
| CFL | Hillcrest Special School | 4/12/09 | Employee | IP was grabbed by a pupil | Over three day injury | Human Factors |
| CFL | Linslade Middle School | 7/12/09 | Pupil | IP was playing hockey and was struck by hockey stick | Taken to Hospital | Hit by object |

| Directorate | Location | Date of Accident or Incident | Person Injured | Description of What Happened | HSE Category | Cause of Injury |
|-------------|--------------------------|------------------------------|------------------|--|---|-----------------|
| CFL | All Saints Academy | 8/12/09 | Member of public | Fell from kerb | Taken to Hospital | Fall |
| CFL | Mandhead Upper | 09/12/09 | Pupil | Fell on arm | Taken to Hospital | Fall |
| CFL | Manshead Upper | 09/12/09 | Pupil | Caught thumb in door | Taken to hospital | Other |
| CFL | Manshead Upper | 09/12/09 | Pupil | Fell on shoulder awkwardly whilst playing rugby | Taken to hospital | Fall |
| CFL | Southlands Lower School | 09/12/09 | Pupil | Collided with another pupil | Taken to hospital | Other |
| CFL | All Saints Academy | 10/12/09 | Pupil | Jumped off Trampoline | Taken to hospital | Other |
| CFL | Parkfields Middle School | 11/12/09 | Pupil | Playing rugby another pupil stood on the IP's hand | Taken to hospital | Fall |
| CFL | Queensbury Upper | 11/12/09 | Employee | Fainted and fell down stairs | Taken to hospital and remained for more than 24 hours | Fall |
| CFL | Redbourne Upper | 11/12/09 | Pupil | IP landed awkwardly on her ankle | Taken to hospital | Fall |
| CFL | Linslade Upper | 14/12/09 | Pupil | Fell During PE | Taken to hospital | Fall |
| CFL | Maple Tree Lower | 17/12/09 | Pupil | Fingers Caught in door | Taken to hospital | Other |

| Directorate | Location | Date of Accident or Incident | Person Injured | Description of What Happened | HSE Category | Cause of Injury |
|--------------------------------|----------------------|------------------------------|--------------------|------------------------------|---|----------------------|
| CFL | All Saints Academy | 17/12/09 | Pupil | Shut door on Finger | Taken to hospital | Other |
| SCHH | Houghton Lodge | 18/12/09 | Employee | Fell on icy road | Over three day injury | Fall |
| Sustainable Communities | HWRC Ampthill | 19/12/09 | Member of public | Fell near skip | Taken to hospital | Slip, trip fall |
| SCHH | Linsel House | 19/12/09 | Member of public | Hit by a client | Taken to hospital | Physically assaulted |
| CFL | Arnold Middle School | 24/12/09 | Damage to property | Canopy collapsed | (Dangerous Occurrence) Collapse of structure | |

IP – Injured party