

Department	Executive Director	Safety Champion	Safety Advisor	Date
Adult Social Care (ASC)	Sue Redmond (Interim)	Nia Evans / Christine Baker	Justin Tyas	Apr - June 13 (Q1)

Overall Status	Current Position	Audit Update (Red/Amber/Green)
	<p><b>3 Audit reviews (1 Green; 2 Amber)</b></p> <p><b>Community Independence Services</b> (Penny Magud) Good progress has been made with the original audit recommendations. Moving forward it has been agreed to follow up with a sampling audit / discussion with staff around safe working procedures and practices.</p> <p><b>Adult Social Work</b> (Ann Stuart / Viv Whittingham) Progress has been made against the audit recommendations with continued support. The key outstanding actions are the sign off and launch of the risk assessments and lone/remote working procedures. These are due to be completed shortly; launching at two staff away days to ensure they go directly to all staff.</p> <p><b>Provider Services</b> (Christine Baker). Good progress is being made towards developing the local site/service specific risk assessments. The backlog of accidents/incidents (for management review) at Coverdale road has been resolved. Outstanding actions include reviewing and agreeing the procedure for new client referrals with Learning &amp;</p>	<p>Three sites audited/inspected (Rivercourt / Ellerslie Road / Careline):</p> <p><b>17 Rivercourt Road</b> – Residential Home offering short breaks to adults with disabilities. Fire safety was generally well managed with clear evidence available that the overwhelming majority of statutory checks are being carried out. There was also considerable evidence of measures taken beyond the minimum standard of fire safety management. Serious consideration should be given to investigating the feasibility of upgrading the lift with a battery back-up so it could potentially be used to evacuate disabled individuals from above ground floor in a fire emergency.</p> <p><b>Ellerslie Road Day Centre</b> – The centre has had a change of use following construction works, with Ellerslie staff and service users now based on the upper (first) floor. A third sector tenant has yet to occupy the ground floor. A review and update of the fire risk assessment is outstanding. The acting manager of Ellerslie road has implemented local safety checks and a draft service risk assessment has been completed along with a fire emergency plan.</p> <p><b>Careline</b> [Located in a small isolated section of the closed Sunberry Court Day Centre] The service is proactively managed with a reasonable level of housekeeping and welfare provision. Service risk assessment and procedures have recently been reviewed. There is no fixed date for Careline to relocate. On-going attention is required by SmaffFM in relation to fire safety management and water hygiene monitoring.</p> <p><b>The Claybrook Health Unit</b> is managed by the West London Metal Health Trust (WLMHT) and there is an integrated management/staff team with the council. Action has recently been undertaken to relocate some staff to alleviate overcrowding.</p> <p><b>Client Affairs Team</b> work is on-going with the manager of the service to develop the risk assessment and control measures required, along with local safe working procedures.</p> <p>A lifting equipment audit across the council was recently undertaken. The purpose of the audit was to evaluate the adequacy of the current arrangements in place to manage fixed lifting equipment across the council's portfolio of corporate buildings and housing properties. Lifting equipment</p>

Disabilities.

managed under arrangements within Adult Social Care (Including Community Independence Services) were also reviewed. Recommendations for formalising arrangements with Housing (HRD) via a Service Level Agreement have been proposed along with a suitable percentage of contactor monitoring/checks. Further assurance work is being undertaken following a recent safety alert from another local authority, where a the trap board on a through lift failed, causing the user and powered wheelchair to fall to the level below.

Asbestos abatement works were completed at the Edward Woods and Masbro Centres. Abatement works were also completed within a restricted (closed) area of the former Sunberry Court Day Centre.

A Safety Champion for ASC has been sitting on the LBHF Corporate Safety Committee since April 2013.

## KPI

### Activity Related

Action plans have been reviewed within the last 12 months		% Suitable Risk Assessments in place		% Risk assessment Reviewed (12 month rolling period)		% of risk assessment control measures implemented		Representation at Safety Committee	
	85% Approx.		60% Approx.		60% Approx.		60% Approx		Yes
% of training undertaken in accordance with plan		% New staff (inc agency) completed E-Learning		10% Control of Contractors Performance Checks					
	Unknown				Unknown				

### Building Related

% legionella risk assessments completed to programme		% legionella risk assessments actions completed to programme		% Gas safety checks completed to programme		% of asbestos management completed to programme	
						Surveys	
						Asbestos Management Plans	
% fire risk assessments (FRA) completed to programme		% FRA actions implemented to programme		Control of Contractors Performance Checks			

## ACCIDENT/INCIDENT DATA

*Total Incidents	Accidents	Near Misses	Violent Incidents & Assaults	Other Incidents
22 (10)	4 (1)	4 (1)	14 (6)	0 (2)

The number above and below in parenthesis are comparisons with the previous yearly quarter i.e. Q1 (2012/13)

No reportable accidents under RIDDOR 95

Primary cause	Record Count	Violent Incident type	Record Count
Slip/trip	2 (1)	Physical violence	11 (5)
		Verbal abuse	2 (1)
Existing condition / natural cause	1 (0)	Other	1 (0)
Hitting / stepping on structure / object	1 (0)	<b>Total</b>	<b>14 (6)</b>

<b>Total</b>	<b>4 (1)</b>
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<b>Site/Service</b>	<b>Record Count</b>
Day Centre	7
Residential Unit	6
Adult Social Work	1
<b>Total</b>	<b>14</b>