



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2010 to 31st March 2011**

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1. INTRODUCTION

By identifying areas of improvement in health and safety practice should improve the overall health and safety of employees. This will lead to improved staff morale, a reduction in work-related sickness absence and lower insurance premiums. In particular having robust health and safety procedures in place should safeguard against the Authority being prosecuted and any subsequent penalties.

The purpose of this report is to provide Management Team with:

- Statistics to demonstrate how Halton Borough Council as an employer is delivering the new HSE Strategy, 'Being Part of the Solution' and continuing to target reductions in accidents, in particular major¹ injuries."
- Statistics relating to
 - accidents resulting in employees being unable to carry out their normal duties for more than 3 days following the day of the accident (over 3-day injuries²)
 - significant³ accidents.
 - "near miss" incidents
- Statistics relating to violent incidents
- Any identified accident / incident trends and supporting information. By responding positively to identified trends, the Authority can demonstrate compliance with the recommendations of the Health and Safety Executive's guidance HS(G)65 "Successful Health and Safety Management".

¹ As defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995

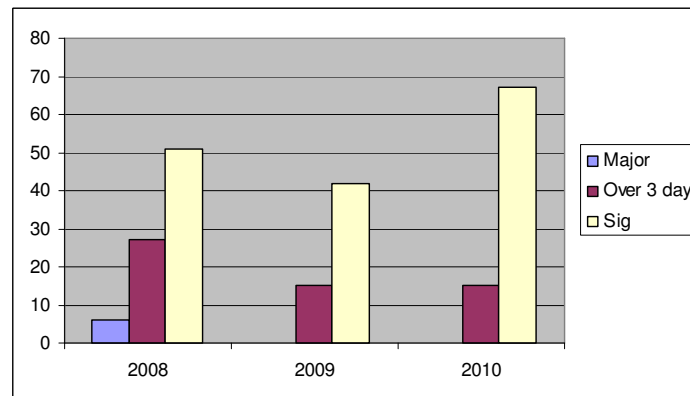
² As per footnote number 1. Consultation is ongoing to raise over-3 day injuries to over-7 days injuries

³ Injuries other than those listed in no's 1 and 2 above, that require more than basic first aid, incur time lost or arise from a failure in health and safety management

2. CORPORATE ACCIDENT STATISTICS 2010 / 2011

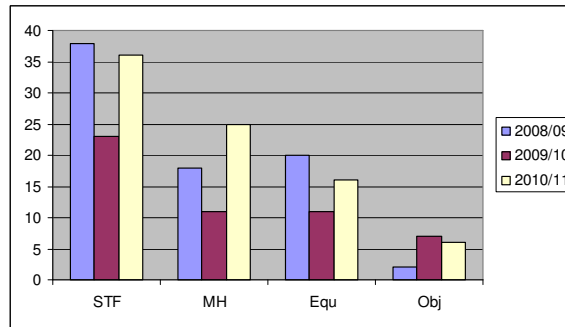
2.1. Accident Statistics by Directorate:

Directorate	Major	+ 3-Day	Significant
Resources	0	1	6
Children and Young People	0	2	8
Environment and Economy	0	9	25
Adults and Community	0	3	28
TOTAL YTD 2010 / 2011	0	15	67
TOTAL YTD 2009 / 2010	0	15	42
TOTAL YTD 2008 / 2009	6	27	51



Total Working Days Lost:

1. The total days lost is 257 compared to 318 last year.
2. 16 of the 67 significant accidents resulted in time off.
3. Based on the HSE calculations for categories of accidents, the total cost of the accidents to the Authority is £150,000.
4. The accident incident frequency rate is 1.50 per 100 employees compared to 1.29 last year.



5. The categories of accidents that involve the most working days lost are: -

Category	Days Lost		Accidents	
	09/10	10/11	09/10	10/11
1. Slips, trips and falls	60	183	23	35
2. Manual handling	70	9	11	25
3. Use of equipment	14	50	11	16

2.2. Near Misses:

1. There were 5 near misses reported and investigated.

2.3. Further Information:

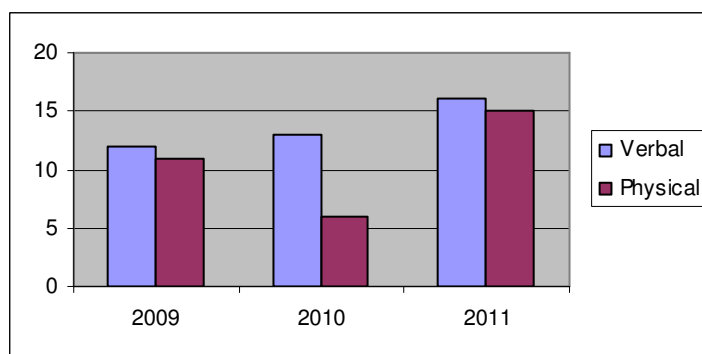
1. There were no 'major injuries' and the same number of 'over 3 day accidents as last year.
2. During the severe winter weather conditions in December 2010 there were 11 incidents involving slips on the ice, in which 4 occurred on Council premises and 4 resulting in sickness totalling 60 working days lost. For the first time Waste Management issued staff with an under shoe, namely the 'spikey shoe', and there were no accidents after they had been issued.
3. There has been an increase in the number of accidents involving equipment from 11 to 16 this year.
4. There were 13 slips and trips accidents resulting from poor housekeeping within premises.
5. With regard to workstation assessments (Cardinus), in the last year there has been a significant reduction in the number of high (56%) and medium (57%) risk injuries relating to workstations.
6. RIDDOR reporting is currently under review and it has been proposed extending 'over 3-day' accidents to 'over 7 days' to fit in with sickness reporting.
7. Nationally there have been several prosecutions of businesses and Local Authorities where they failed to manage asbestos. This included a landmark case involving a pupil at a school where the plaintiff was awarded damages several years later as an adult without having to prove the levels of asbestos he was exposed to. As a result the asbestos corporate and schools policies will be reviewed and updated.

8. The HSE has indicated that they will be auditing Waste Management in autumn this year to ensure compliance with their guidance, 'Waste and Recycling Vehicles in Street Collection'.
9. An electronic Accident / Violent Incident reporting system has been introduced, which has expedited reporting and investigations.
10. An Elearning Risk Assessment training programme was launched on the 1st April 2011.
11. An electronic risk assessment system, based on the Intranet, is being developed and will be going 'live' later in the year. This will ensure governance and management control over the completion of premises and occupational risk assessments.
12. There has been an increase in number of 'near misses' reported indicating a proactive approach to managing health and safety.
13. Use of Lone Working Monitoring System statistics that highlights only 20% of those registered are using the system. Also, no one from Mental Health team is registered on the system. Quarterly reports will be produced by the Contact Centre and forwarded to the respective managers.

	Registered	Used
Adults & Community	133	17
Children and Young People	111	25
Resources	49	13
Environment & Economy	42	12
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Total	335	57

3. VIOLENT INCIDENT REPORTS BY DIRECTORATE

Directorate	Verbal	Physical
Children and Young People	1 (schools – 5)	1 (schools – 6)
Resources	4	0
Adults and Community	13	13
Environment and Economy	0	2
TOTAL 1/4/10 to 31/3/11	18	16



3.1. Further Information:

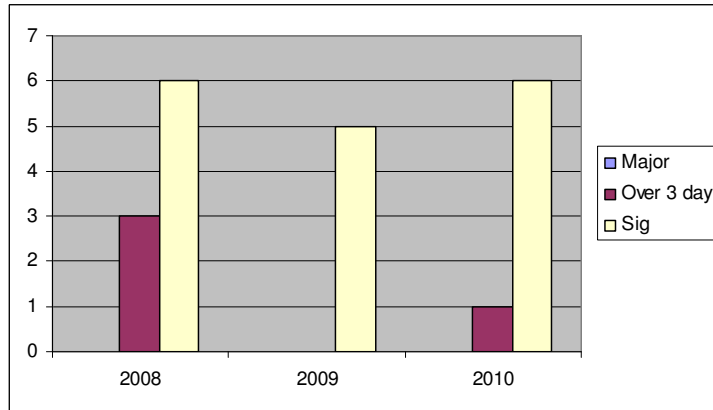
1. There has been an increase in the number of reported violent incidents particularly involving attacks on library staff (8 verbal & 2 physical) and Park Rangers (x4)
2. The other incidents involved Adults and Community staff resulting from physical assaults by service users.
3. The two most significant accidents involve an employee who was spat in the face because he wore a Council identification card and a male who indecently exposed himself to two female employees. Both of these incidents took place at Halton Lea car park.
4. There were the same numbers of physical assaults reported on teaching staff as last year, i.e. 6.

4. RECOMMENDATIONS (see below Directorate Reports)

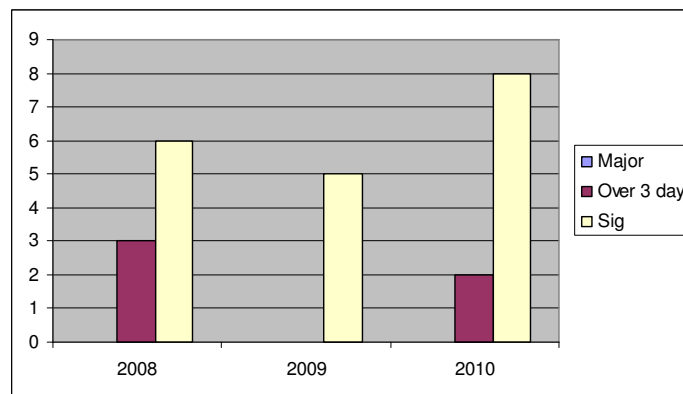
No.	Recommendations	I/C
1	In line with guidance around the Corporate Manslaughter and Corporate Homicide Act 2007, Management Team to nominate a lead officer at Board level (INDG417)	Management Team
2	Review and amend the consultation arrangements with regard to the forums for Directorate Working Groups and 2 nd Tier meetings (Corporate Health, Safety and Welfare Policy)	Strategic Directors
3	Managers to identify those responsible for carrying out risk assessments and review training needs to ensure that they are competent. Details of those who require training should be forwarded to the Health and Safety team so that they can complete the on line Risk Assessment training. (see section 2.3.10)	All
4	To review the Asbestos Policy and ensure that procedures are in place to comply with the Asbestos Regulations for all Council Buildings (see section 2.3.7)	Property Services / Health and Safety Team
5	To review procedures in line with HSE Guidance Notes, 'Procuring and Managing Waste Management Services' and, where necessary, implement reviewed procedures (see section 2.3.8)	Waste Management
6	In light of the use of the Lone Working monitoring system, managers to review the Lone Working risk assessments and systems to ensure that they are suitable and sufficient (see section 2.3.13)	All
7	Review safety and security procedures for libraries, in particular Halton Lea, to ensure that they are suitable and sufficient in protecting staff against anti social behaviour (see section 3.1.1)	Operational Director, Communities
8	To review occupational and premises risk assessments to ensure that they are suitable and sufficient measures to mitigate against slipping or tripping because of extreme weather conditions or poor housekeeping (see section 3.1.1)	All
9	The increase in slips and trips accidents around schools and the under reporting of violent incidents to be raised at the Schools Health & Safety Working group meeting and recommendations reported by back at the Children and Enterprise 2 nd Tier meeting (see sections 3.1.4 and 6.4.1.1)	Health and Safety Team
10	To ensure that there are programmes and resources for the maintenance and servicing of equipment (see section 2.3.3. and 5.4.1.3)	All

5. ACCIDENTS BY DIRECTORATE

5.1. Resources



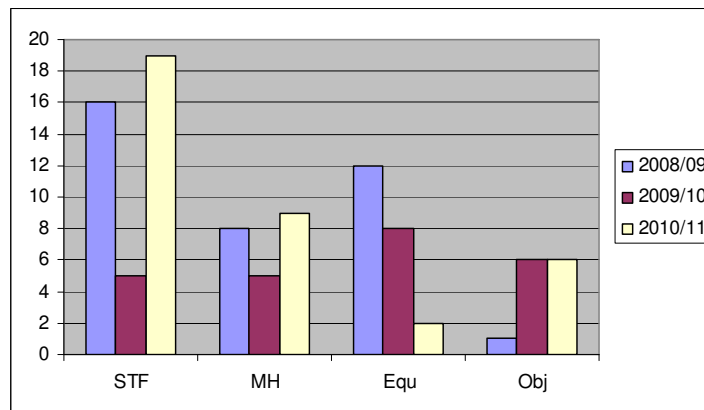
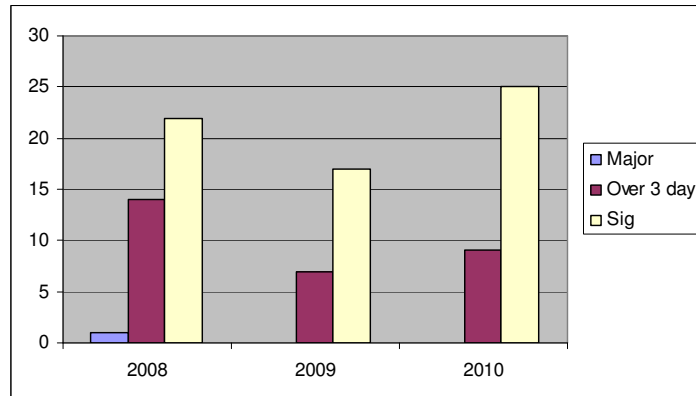
5.2. Children and Young People



5.2.1. Further Information:

1. There were 4 manual handling incidents this year compared to none last year.
2. There has been a reduction in the number of slips and trips from 4 this year compared to 8 last year; with the majority taking place inside premises due to poor housekeeping.

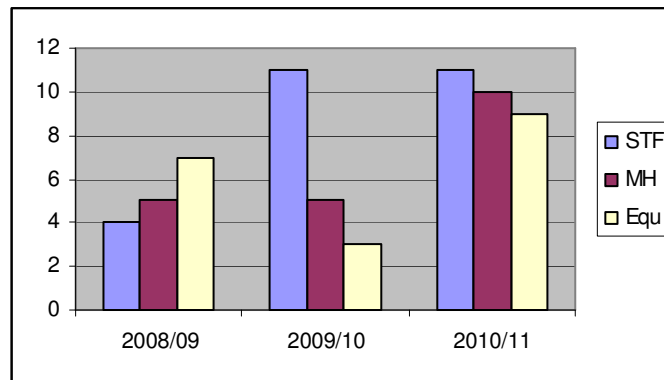
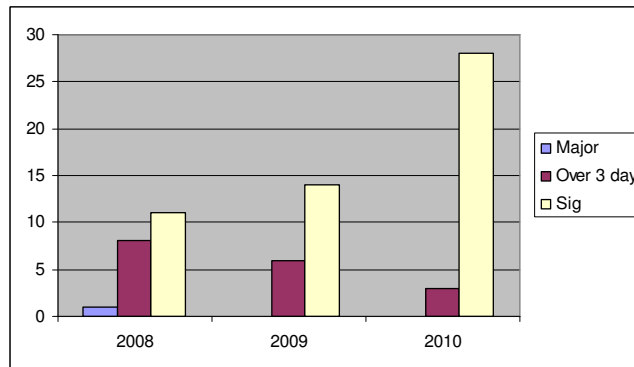
5.3. Environment and Economy



5.3.1. Further Information:

1. There has been a slight increase in the number of slips and trips with 7 involving the icy conditions. In particular there has been an increase of 8 incidents in Waste Management with 4 in icy conditions. The 'spikey' under sole for shoes were introduced for staff in mid December and there were no reported accidents after issue.
2. There were the same numbers of Waste Management operatives injured through 'thrown objects' as last year.
3. There were 13 incidents involving Open Space Services operatives compared with 12 last year. These mainly involved slips, trips and falls and manual handling.
4. Accidents reflect the higher risks involving front line operational services.

5.4. Adults and Community



5.4.1. Further Information:

1. There has been a significant increase in the incidents from last year. This is due to the introduction of additional services to the Directorate including Catering with 8 incidents.
2. The increase is also due to manual handling of people with 6 incidents reported for Reablement services and the risk assessments have been reviewed and additional measures identified.
3. There were 8 incidents involving poor maintenance of equipment.
4. Of the 11 slips and trips incidents, 6 involved incidents inside premises.