



**CORPORATE ACCIDENT / INCIDENT REPORT
CORPORATE SERVICES POLICY AND
PERFORMANCE BOARD
1st April 2012 to 1st September 2012**

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INTRODUCTION

The Health and Safety at Work etc Act clearly places responsibility on those who create the risk to manage it. The new HSE Strategy, 'Being Part of the Solution' highlights that members of the board have both collective and individual responsibility for health and safety. As such, the need is for board-level members to champion health and safety and be held accountable for its delivery.

Part of this includes identifying areas for improvement in health and safety management with the intention of improving staff morale, reducing in work-related sickness absence and lowering insurance premiums. In particular having robust health and safety procedures in place provides safeguards against legal action being taken against the Authority.

In order to demonstrate how Halton Borough Council as an employer is delivering the HSE Strategy, this report is to provide Management Team with:

- Lead indicators that highlight proactive action taken and any outcomes;
- Lagging indicators that highlight all reactive action taken. These include any identified accident / incident trends and supporting information on accidents resulting in,
 - major¹ injuries.”
 - employees being unable to carry out their normal duties for more than 7 days following the day of the accident (over 7-day injuries²)
 - significant³ accidents.
 - “near miss” incidents
 - violent incidents

Finally 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. See 2.4.2 below

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

1. UPDATE ON RECOMMENDATIONS:

No.	Recommendations	I/C	Update
1	To deliver the actions identified for Waste & Environmental Improvement Services as a result of the HSE inspection. This will include the collection of bin bag collections and accident trends around sharp injuries	Operational Director, Community and Environment	Actions updated and sent to HSE who will carry out a further inspection on 19 th & 20 th September
2	To ensure that all relevant managers have received training in the management of stress within the last 3 years in order that they are able to carry out Stress Risk Assessments	Strategic Directors	Since April, 19 managers have been trained and further courses are planned
3	To ensure that noise and vibration risk assessments are carried out and, if required, review occupational risk assessments in line with results	Strategic Directors	Email sent to relevant OD's & DM's and Core Brief publicised
4	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Personnel / Health and Safety Team	'On going'
5	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	All	See update in 2.2 Audit of Child Care Services conducted with actions highlighted around Lone Working. Unsuccessful trial of 'i phone' – not compatible with system
6	Reablement Service to review arrangements and risk assessments for manual handling of service users	Divisional Manager Reablement Service	There have been 6 incidents since April. All staff are MH trained and risk assessments carried out and reviewed in accordance with service user needs. Health and Safety team working with service to develop corporate MH People policy including standard risk assessments.
7	Brief new Public Health team on health and safety management processes and arrangements	Health and Safety Team	'On going'
8	To ensure that there are programmes and resources for the maintenance and servicing of equipment	All	'On going'
9	<u>New Recommendation:</u> Within the Efficiency Review process where any changes are likely to create material risks to the health and safety of staff or others affected by our actions to ensure that in making the decisions there are auditable records to demonstrate that account has taken to mitigate against the health and safety risks	Management Team	Approved by Management Team on Tuesday 11 th September 2012

2. GENERAL UPDATE

2.1 Health and Safety Systems

1. There has been an increase of new risk assessments from 363 risk assessments in April to 438, broken down as follows,

	Policy & Resources	Children and Enterprise	Communities
April	193	68	102
Sept	218	103	117
	(+25)	(+35)	(+15)

2. Stress Risk Assessment System based on the Intranet - to go on 'live' on the 15th October 2012 and email sent to managers.

2.2 Update on use of Lone Working Monitoring System 01.04.2012 to 01.09.2012:

1. At the moment there are 396 Lone Workers Registered,
 - Communities out of 210 registered, 24 used the system (last year 17);
 - Policy and Resources out of 52 registered, 21 used the system (last year 22); and
 - Children and Enterprise out of 134 registered, 13 used the system (last year 8)

This means that 58 from 396 staff are regularly using the system, which represents 12% of those registered.

2. Meeting has taken place within Children & Families Operational Services where managers have reinforced the need to use the lone working monitoring system and have identified procedures to make the system more effective, i.e. improving signals by changing SIM cards (Network providers) for staff working in Runcorn and Widnes.

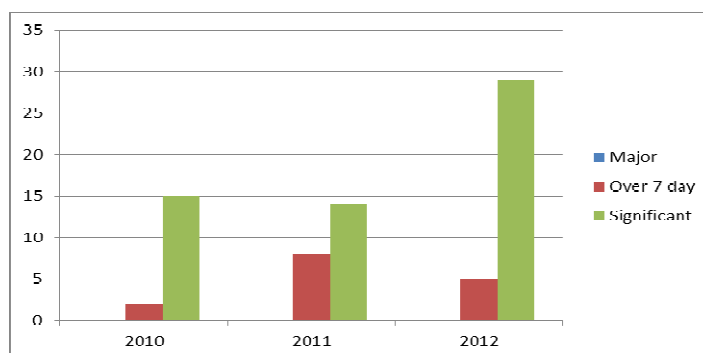
2.3 Further Information:

1. From the 8th October the HSE will be implementing a charging fee, Fees for Intervention, in the event of an inspector having to provide written advice on a "material breach" of safety law or serves an enforcement notice;
2. As a result of the Legionella incidents in Edinburgh and Stoke, Core Brief and In Touch articles have been publicised highlighting safe procedures;
3. To date there have been three companies prosecuted for Corporate Manslaughter. The most recent was Lion Steel Equipment LTD from Manchester who were prosecuted when an employee fell through a fragile roof panel. They received the largest fine yet of £480,000 (£600,000 discounted by 20% for a guilty plea) plus £84,000 prosecution costs. It has been recorded in the media that this potentially will have a severe impact on the Company and its 142 employees; and
4. In response to one of the recommendations from the HSE report to Waste & Environmental Improvement Services, a Health and Safety Contracts policy has been prepared.

3. CORPORATE ACCIDENT / INCIDENT STATISTICS 1st April to 1st September 2012

3.1 Accident Statistics by Directorate:

Directorate	Major	+ 7-Day	Significant
Policy and Resources	0	0	7
Children and Enterprise	0	0	7
Communities	0	5	15
TOTAL YTD 2012	0	5	29
TOTAL YTD 2011	0	8⁴	14
TOTAL YTD 2010	0	2⁵	15



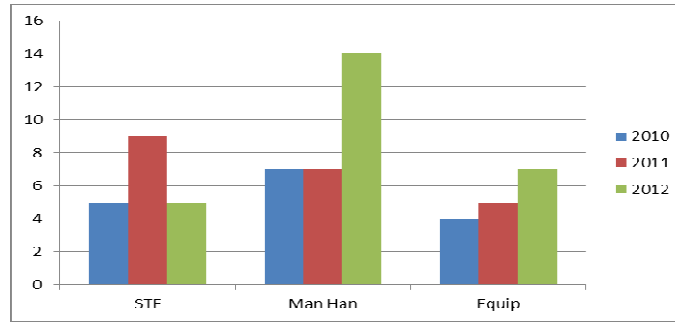
Further Information

- 3.1.1 There has been a decrease in the number of accidents reported to the HSE involving injuries. This may be due to the change this year from 'over 3 day' to 'over 7 day' injuries;
- 3.1.2 Total days lost for 'over 7 day' injuries is 173; and
- 3.1.3 A comparison of the categories of accidents is as follows,

	<u>2010</u>	<u>2011</u>	<u>2012</u>	
STF	5	9	5	(-4)
Man Han	7	7	14	(+7)
Equipment	4	5	7	(+2)
See below chart				

⁴ Over 3 day

⁵ Over 3 day



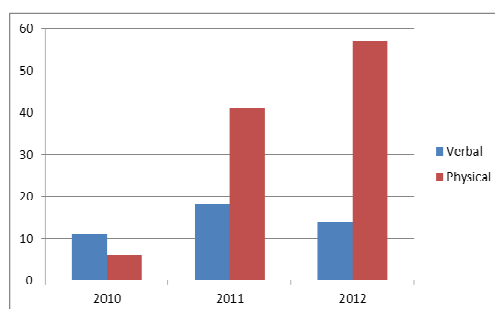
- 3.1.4 Manual Handling incidents involving Reablement Services staff predominantly account for the increase with no incidents for the same period last year; and
- 3.1.5 The main causes of accidents involving equipment are due to faulty office and work equipment.

3.1. Near Misses:

Division	Cause	Detail
Waste & Environmental Improvement Services	Road Traffic Collision	Near miss – A Refuse Collection vehicle nearly collided with a mechanical shovel at a Landfill site. Site managers informed and have reinforced need to maintain a safe working distance

4. VIOLENT INCIDENT REPORTS BY DIRECTORATE 1st April to 1st September 2012

Directorate	Verbal	Physical
Policy and Resources	1	0
Children and Enterprise	2	7
Communities	8	50
TOTAL 2012	11	57
TOTAL 2011	18	41
TOTAL 2010	14	6

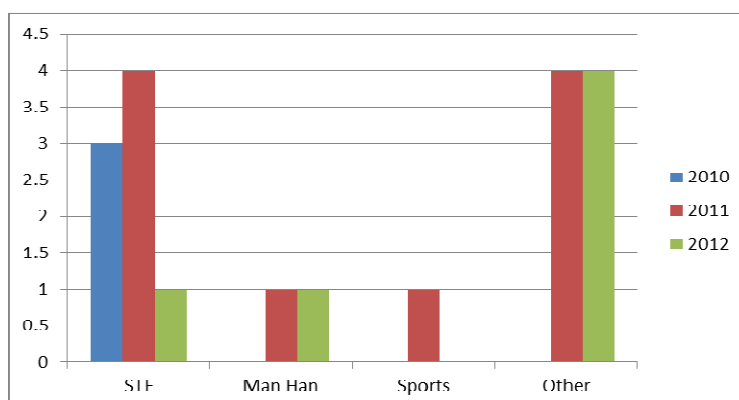


4.1. Further Information:

- 4.1.1 There has been a significant increase in reported violent incidents compared with the last two years;
- 4.1.2 The majority of incidents involve Communities staff with 8 verbal and 57 physical incidents this year compared to 11 verbal and 37 physical last year;
- 4.1.3 This is mainly due to three service users who are responsible for 46 physical incidents (broken down individually - 32, 9 and 5). As a result the risk assessments have been reviewed and updated, stress risk assessments undertaken, additional personal safety training organised and support provided for staff involved; and
- 4.1.4 Within Children and Enterprise there has been an increase in reported incidents involving Child Care Services staff.

5 SCHOOL ACCIDENTS

5.1 Accidents involving Teachers:-

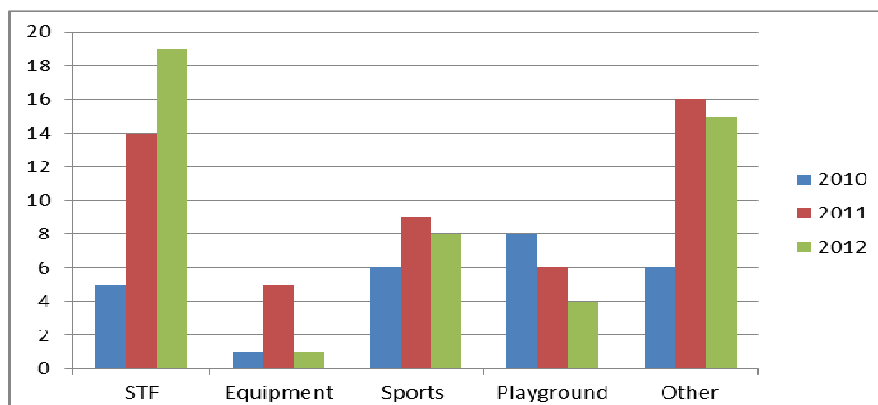


Category	Minor	Significant	> 7 Day	Major	Total
STF	0	1	0	0	1
Man Handling	0	1	0	0	1
Sport	0	0	0	0	0
Other	3	1	0	0	4
Total	3	3	0	0	6

Further Information:

- 5.1.1 There has been a decrease in the number of slips and trips accidents in classrooms when there were 3 last year and none this year; and
- 5.1.2 This year there have been 1 verbal and 5 physical violent incidents on teachers compared to 5 verbal and 4 physical incidents reported last year. These mainly involved teachers dealing with unruly pupil behaviour and being kicked.

5.2 Accidents involving Pupils: -



Category	Minor	Significant	Major	Totals
STF	18	0	1	19
Equipment	1	0	0	1
Sporting	5	0	3	8
Playground	4	0	0	4
Other	12	2	1	15
Total	40	2	5	47

Further Information:

- 5.2.1 There has been a decrease in the number of accidents particularly involving Major Injuries when there were 10 last year and 5 this year; and
- 5.2.2 Last year there were 3 incidents where children trapped their fingers in doors and none this year.