CORPORATE ACCIDENT / INCIDENT REPORT
1st April 2016 to 1st September 2016

Prepared by Tony Dean, Principal Health and Safety Advisor, Risk and Emergency Planning – 1/9/16

Contents

1. INTRODUCTION

1.1 General

The Health and Safety at Work etc Act clearly places responsibility on those who create the risk to manage it. The new HSE Strategy, 'Helping Great Britain Work Well' 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.

1.2 Health and Safety Management System

In order to demonstrate how Halton Borough Council as an employer is delivering the HSE Strategy, this report is to provide Management Team with details of health and safety performance in relation to Key Performance Indictors (KPI). Details of KPI's are as follows:

LEAD INDICATORS
Proactive action taken and any outcomes

KPI
1.   **Number of risk assessments completed on corporate systems**
       Rationale – creating a safe working environment

2.   **Number of Near Misses**
       Rationale – action taken to prevent further similar incidents and before injuries

3.   **Percentage of registered staff on the Lone Working Monitoring System who are utilising the system**
       Rationale – demonstrating effective management of lone working risks

REACTIVE [Lagging] INDICATORS
Reactive action taken in response to accidents/incidents

4.   **Number of Significant[1] and RIDDOR Reportable Accidents[2]**
       Rationale – identify accident/incident trends and actions required to prevent similar
       occurrences

5.   **Number of Violent Incidents**
       Rationale – identify incident trends and actions required to prevent similar
       occurrences

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[1] Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management
[2] Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995, including Fatalities, Specified Injuries, Over 7-day Injuries, Reportable Occupational Diseases & Dangerous Occurrences

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2015/16.

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 "Management of Health and Safety".

2. RECOMMENDATIONS

2.1 Update of Recommended Actions for 2016/17

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	RATIONALE	Update
1.	1.	Ensure that 'route risk assessments' are carried out in Waste & Environmental Improvement Services.	HSE recommendation	Update from DM, 'Route Risk Assessments were carried out and provided to all drivers. They are currently under review due to 'round' changes but once updated they will be re-issued.
2.	1.	Ensure that Environmental & Fire Risk assessments are carried out at corporate buildings	Actions from the Stress Survey 2015, recommendation from PPB and accident trends	Survey undertaken to identify buildings/offices that have not completed assessments and emails sent to managers.
3.	1.	Implement actions from the Noise Risk Surveys - Waste Management & Environmental Improvement and Open Space Services	Actions from Noise Surveys	Update from services; - Ear defenders are used by Open Spaces operatives for specified equipment and by refuse collectors during Multi-Material recycling collection rounds. - Arrangements for health surveillance and briefings/training to be completed.
4.	3.	Review Lone Working Risk Assessments and enforce the 'mandatory' use of the Contact Centre Monitoring system when required	Reinforce Management Team decision	See updates 3.1.2 & 4.3.1 below.

GENERAL ACTIONS

No.	ACTION	RATIONALE	Update
5.	Review and update the Corporate and Schools Fire Policies	Cheshire Fire & Rescue Service	Fire Policies updated and Authority has employed an independent fire consultant to carry out assessments.
6.	Organise a health and safety induction programme for the Leisure Centre staff	Transferred services	Briefings delivered.
7.	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Carried over from 2012/13	Ongoing.

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7.	Organise a Security Seminar for Managers	National Security Threat	Two one-hour sessions organised for the 29th September

3. INFORMATION

3.1 Local Information

3.1.1   Driving Documents Database

IT has designed a Driving Documents Database that is to be used to complete the annual checks and recording of driving documents. This is to assist to demonstrate that the Authority has taken reasonable measures to ensure that staff are legal to drive motor vehicles whilst at work. It is based on a recommendation from Internal Audit who identified that, in some areas, driving documents were not being regularly checked.

As the system is linked to Trent, it will automatically populate vehicle details and also as it is linked to the Mileage Claims system; in future staff will require approval of their documents before being able to claim mileage.

3.1.2   Lone Working Monitoring

As a result of feedback from staff, the mobile phones that are currently for the Lone Working Monitoring System are being updated. Although the new phones are larger; they are lighter to carry and the keys are more prominent, making it easier to raise an alarm.

Also, an electronic Registration Form is now available on the Intranet and a Senior Business Analyst has been detailed to carry out the training, which has expedited both registration and the time taken to undergo initial training (see action 4.3.1).

3.2 Horizon Scan - National trends
(Information that will assist with health and safety management within the Authority)

3.2.1   Attacks on Refuse Collectors

'Refuse collectors have been spat at and punched and one was attacked with a samurai sword as house owners vent their anger about complicated recycling rules.

The number of attacks on binmen has risen from 159 in 2013 to 309 this year. While some of these appeared harmless, others were more serious and involved guns, physical violence and racial abuse'.[3]

3.2.2   Fees for Intervention

'The HSE has increased the amount it charges under the Fees for Intervention (FFI) programme by 4.9%, in an apparent attempt to claw back its costs[4]'.

The new hourly fee of £129, up from £124, has been applied to charges. According to the most recent figures the average cost of a FFI invoice for February / March 2016 was £650. At the new rate this would become £675.

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[3] Times 29/8/16 pg 17

[4] Health and Safety at Work (iirsm) Sept 2016 pg 5

3.2.3 Care Home Prosecutions

A number of Care Homes have been prosecuted nationally and these include:

1) 3 x incidents involving fire safety breaches with fines ranging from £5,000 to £55,000. A summary of the common failures are:

   - Unsuitable fire risk assessments
   - Inadequate fire precautions including smoke detectors, fire doors, etc.
   - Inadequate fire safety evacuation procedures

2) Prosecutions for the deaths of residents including:

   - Where the resident died of hypothermia due an inappropriately low temperature in her room.
   - Where the resident received fatal scalding injuries after bathroom taps were not adjusted to limit the temperature of the water to a safe level for bathing and showering.
   - Where the resident, who had severe dementia, wandered through a first floor fire escape door and fell from a fire escape staircase.

The information has been sent to the relevant managers at Prevention and Assessment and Property Services.

3.2.4 Fire Statistics England 2014/15

The Home Office has published the first set of fire statistics since assuming control of fire services from the Department for Communities and Local Government earlier this year.

Some of the headline statistics include:

- there were roughly 496,000 incidents attended by fire and rescue services in 2014/15. Of these incidents around 155,000 (31%) were fire incidents and roughly 31,300 (six%) were dwelling fire incidents
- 41% of all fatalities in fires in England were 65 years old and over in 2014/15, compared to 23% of all casualties. For every million people in England, there were 4.8 fire related fatalities in 2014/15
- fires where a smoke alarm was not present accounted for 30% of all dwelling fires and 35% of all dwelling fire fatalities in 2014/15
- 46% of all fires in 2014/15 in England took place between 16:00 and 22:00
- in contrast to the number of fires, the number of fatalities is more stable across the day. However, a quarter (25%) of fatalities occur between 00:00 and 06:00 despite only 13% of fires occurring over the same six hours
- smokers' materials (such as cigarettes, cigars or pipe tobacco) caused 36% of fatalities in accidental dwelling fires in 2014/15, and was by far the largest ignition category
- cooking appliances caused 50% of accidental dwelling fires in 2014/15, and was by far the largest ignition category.

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4. LEAD INDICATORS

4.1 KPI 1. Number of risk assessments completed on corporate systems

4.1.1   An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011.

- Actual number of assessments completed are;

  Enterprise, Community & Resources   405
  People   115
  (see appendix 'A')

- To date 205 members of staff have been trained in the use of the system; and

- This year the Health and Safety team has carried out 7 health and safety audits of schools, which covers risk assessments. The average score was 92% and the common occurring score was 94%.

4.1.2   The Authority uses an intranet based system to complete workstation assessments (Cardinus). This year 781 assessments have been completed, out of a total of 800 users, and 77% of risks are low.

4.2 KPI 2. Number of Near Misses KPI 3.

4.2.1   The number reported in the last 3 years are:

2014	2015	2016
10	3	10

4.3 KPI 3. Percentage of registered staff on the Lone Working Monitoring System who are utilising the system

4.3.1   Lone Working – Contact Centre Monitoring update [comparative period May 2016 to July 2016]

	Jan – Mar 2016		May – Jun 2016	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	92	50	88	59
People	258	177	233	132
TOTAL USERS	350	227	321	181
% OF USE	65%		56%	

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Information:
- There has been a decrease in use of the system, however, there has been increase in the last couple of years with 28% usage in 2014 and 33% in 2015;
- In total 55 registered users have been deleted from the system as they have not used it since June 2015. The reasons are that the user is unlikely to remember how to use the system and also their contact information / management contacts will probably have changed; and
- See Local Information, 3.1.2 above.

5   REACTIVE ['Lagging'] INDICATORS

5.1 KPI 4. Number of Significant and RIDDOR Reportable Accidents

5.1.1   The number of accidents that took place last year compared with the last two years are:

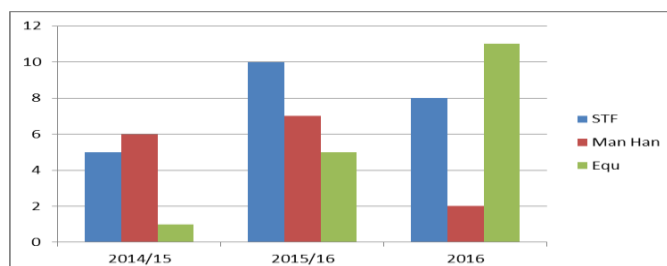| Directorate	+ 7-Day	Significant
Enterprise, Community and Resources	3	19
People	1	5
TOTAL YTD 2016	**4**	**24**
TOTAL YTD 2015	**3**	**26**
TOTAL YTD 2014	**2**	**12**
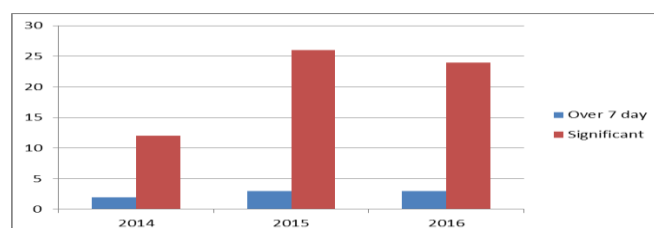
- There has been a slight increase in the number of 'over 7-day' incidents over the past couple of years; and
- 10 incidents led to days lost, with an accident incident rate of 5 incidents per thousand employees (see opposite)

$$\frac{4620 \text{ employees}}{10 \text{ incidents}} \times 1,000 = 5$$

5.1.2   Accident Categories

- A further breakdown of the categories of incidents are as follows:

Main Categories   Accident

	2014	2015	2016
STF	5	10	8 (-2)
Man Han	6	7	2 (-5)
Equipment	1	5	11 (+6)

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5.1.3   Days Lost

The total days lost is 70 (11days for schools) and this represents a significant reduction compared to the same period last year with 166. Again days lost as a result slip, trip & fall account for the highest numbers.

- The categories of days lost are as follows;

Main Categories	Days Lost		
	2014	**2015**	**2016**
1. Slips, trips and falls	50	388	56
2. Manual handling	19	145	0
3. Equipment	50	113	11

5.1.4   Incident Trends

- The majority of incidents involving equipment occurred in Open Space Services. These took place whilst operating either mowers or Bob Cat machines;
- Majority of slips and trips occurred inside premises (x6) and were due to poor housekeeping;
- Some slips and trips occurred in school kitchens and the service has reviewed and updated the risk management processes;
- Compared with last year Waste Management has seen a significant reduction in slips and trips incidents and together with Independent Living, there has also been a significant reduction in manual handling incidents. This is commensurate with the reduction of 'days lost';
- As reported as 'near misses', there have been several fires at Council premises and the Authority has employed an external consultant to conduct Fire Risk Assessments.
- With regard to school staff, there were 4 incidents last year compared with 4 this year. There were no trends; and
- With regard to pupils, there has been a decrease in the number of playground incidents. However, there has been an increase in the number of incidents involving play equipment and as a result an accredited Play Equipment Inspection course has been organised for caretakers.

4.1 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Enterprise, Community and Resources	8	0
People	3	1
TOTAL 2016	**11**	**1**
TOTAL 2015	**14**	**10**
TOTAL 2014	**7**	**11**

- There has been a significant decrease in the number of physically violent incidents;
- Within Enterprise, Community and Resources, 4 verbal incidents took place at receptions and 3 took place at One Stop Shops. This is compared with 8 incidents last year at the One Stop Shops; and
- For schools there have been 5 physical incidents, with 4 of them involving the same child on a Teaching Assistant. Last year for the same period there were 18 incidents reported.

Tony Dean CMIOSH MSc
Principal Health and Safety Advisor,
Risk and Emergency Planning
1st September 2016

Risk Assessment Position Statement - All Directorates

		Enterprise, Community & Resources				People			
		Expected No. RAs	Actual No. RAs (up-to-date)	%	Earliest Review	Expected No. RAs	Actual No. RAs (up-to-date)	%	Earliest Review
Risk Assessment Type	Home Working Risk Assessment	90	72	80	26/08/2016	20	11	55	11/09/2016
	Environmental/Fire Risk Assessment	67	25	37.31	25/08/2016	41	16	39.02	28/08/2016
	Fire Risk Assessment	44	2	4.55	07/10/2016	3	0	0	
	Lone Working Risk Assessment	19	12	63.16	14/09/2016	34	9	26.47	24/08/2016
	Manual Handling Risk Assessment	8	5	62.5	04/02/2017				
	Occupational Risk Assessment	226	177	78.32	24/08/2016	43	14	32.56	15/10/2016
	Ladder Checklist	8	7	87.5	15/12/2016				
	General Risk Assessment	115	62	53.91	17/09/2016	143	36	25.17	02/09/2016
	COSHH Risk Assessment	40	34	85	14/09/2016	26	26	100	18/01/2017
	COSHH (Advanced) Risk Assessment	9	8	88.89	25/11/2016	3	3	100	05/01/2017
	Transport in	3	1	33.	03/09/2				

Depots Risk Assessment			33	016				
Total	**629**	**405**	**64. 39**	**-**	**313**	**115**	**36. 74**	**-**