



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2016 to 1st September 2017**

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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 Indicators (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 Significant¹ and RIDDOR Reportable Accidents²**
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

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 2017/18.

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 2017/18

No.	KPI No.	ACTION	UPDATE
1.	1.	Audit manual handling and carry out a 'safety cultural' survey within Waste & Environmental Improvement Services.	Audit to be completed in November, 2017
2.	1.	Carry out a corporate Wellbeing survey	To be conducted in September 2017
3.	1.	Implement actions from the Noise Risk Surveys including mandatory use of ear defenders and annual health surveillance - Waste Management & Environmental Improvement and Open Space Services	Ongoing
4.	1.	Ensure that local Risk Assessments are carried out by all Kitchen supervisors at schools	Kitchen supervisors briefed and manager detailed to visit school kitchens to ensure that assessments have been completed and actions implemented
5.	1.	Audit manual handling within Independent Living	Completed and managers updated
6.		Review and update the Corporate Health and Safety Policy	Ongoing
7.		Review and update the Personal Protection Equipment Policies (Corporate & Schools)	To be completed December 2017
8.		Ensure that legionella training is delivered to caretakers at schools who are required to take water temperatures	Seminar for caretakers organised in October
9.		To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Ongoing

3. INFORMATION

3.1 Local Information

3.1.1 Fire Audit

The fire at Grenfell Tower Block reinforced why it is necessary to have effective procedures in place to prevent fires from starting in the first instance and in the event of an incident, to warn and evacuate occupants of buildings as quickly and safely as possible.

Property Services had previously organised for an independent and competent Fire Risk Assessor to carry out Fire Risk Assessments at Halton schools. This is now almost complete as only one school has yet to have the risk assessment carried out. The Division is also in the process of reviewing and updating the Fire Risk Assessments for all corporate buildings.

Also, this year Cheshire Fire Service produced a policy that stated, 'crews will not respond to any automatic fire alarms at the majority of business premises (not including premises used for sleeping) unless a caller at the building reasonably believes that there is a fire'. This means that the Fire Service will not respond to alarm activations at any time and on any day (i.e. 24/7) unless there is reasonable belief there is a fire.

As a result the Health and Safety team has conducted Fire Management audits at all Council Buildings taking account of the management of local procedures including testing and maintenance of fire equipment, general housekeeping, fire drills and training. Based on the results of the audits the team has reviewed and updated the Fire Management Policy, which through the development of a Fire Precautions Log Book, is designed to provide a consistent approach to fire management across all Council buildings. Also, it includes the identification of relevant training, frequency of the training and resources to deliver the training, e.g. Elearning, Tool Box Talk, etc. All staff are now required to undergo annual Fire training and also further training for Fire Wardens, who have additional duties on the activation of the alarm to check the panel and zone to establish if it is fire.

3.2 National Information

(National trends and information that will assist with health and safety management within the Authority)

3.2.1 Grenfell Tower Fire Disaster

The horrific fire at Grenfell Tower Block resulted in many lives being lost or destroyed. It will be many months before investigations into the cause and the progress of the fire will be completed, however; resident groups allege that concerns had been previously raised about fire safety including fire doors were damaged and left open allowing the fire to spread and extinguishers that had been condemned were not replaced.

The Department for Communities and Local Government (DCLG) reported that screening tests had identified other buildings in England with the same cladding system containing a combination of aluminium composite material (ACM) cladding that has a fire retardant polyethylene core, with phenolic foam insulation. This brings the total number of buildings over a height of 18m that are known to have failed the fire tests to 228, with only eight of the UK's 173 social housing blocks having passed the fire safety tests.

The terms of reference of the inquiry have been published:

- the cause and spread of the fire
- the design, construction and refurbishment of Grenfell Tower
- the scope and adequacy of the relevant regulations relating to high-rise buildings
- whether the relevant legislation and guidance were complied with in the case of Grenfell Tower
- the actions of the local authority and other bodies before the tragedy
- the response of the London Fire Brigade to the fire and the response of central and local government in the aftermath.

Broader questions on social housing will not be included, which has drawn criticism from some campaigning groups.

3.2.2 HSE Strategy

The HSE's focus over the next three to five years is set out in sector and covering three themes on work-related ill health, i.e.,

- occupational asthma
- musculoskeletal disorders
- work-related stress and related mental health issues.

Alongside a continuing focus on industries that create major hazards and those subject to statutory permissioning regimes, the majority of HSE's elective resources will be focused on logistics and transport, public services, waste and recycling, manufacturing, agriculture and construction. The HSE believes that these are sectors where the health and safety challenges are greatest and where interventions can have the greatest impact.

Health and Safety Sentencing

This July marked the tenth anniversary of the Corporate Manslaughter and Corporate Homicide Act being given royal assent. The Act replaced the existing common law offence of corporate manslaughter and was designed to plug the deficiencies of the common law approach, which saw only a handful of successful prosecutions since the first attempted corporate manslaughter prosecution in 1927.

An offence would be committed if a gross breach of a duty of care and a person's death are the result of the way an organisation's activities are managed or organised. To date there have been only 25 successful convictions.

Also, the Health and Safety Sentencing Guidelines has had an impact by virtue of the fact that courts will give consideration to the "risk of harm", as opposed to actual harm. Between February 2016 and August 2016 health and safety fines totaled £20.6 million compared to £14.4 million in the same period in 2015.

It is therefore important for organisations to be able to demonstrate that they have robust safety management systems in place which are properly invested in and implemented.

3.2.3 Waste and Recycling Sector: Targeted Inspections

This HSE notes that the waste and recycling sector has one of the highest rates of workplace injury and work related ill-health of all the main industry sectors, stating that over the last five years 2008/9 – 2015/16:

- Fatal injury rate to workers was around 10 times the all industry average. The main causes of death include being struck by moving vehicles, contact with moving machinery and being trapped by something collapsing or overturning.
- 12 members of the public were killed as a result of work activity in the sector. This does not include Road Traffic Accidents which are not captured by RIDDOR.
- Annually around 5% of workers are injured in non-fatal workplace accidents, around double the average rate across all industries. Main causes of nonfatal injury include lifting and handling and slips, trips and falls.
- Annually around 5% of workers suffer an illness they believe to be work-related. Most common work-related health issues suffered include musculoskeletal disorders and stress, depression or anxiety, while other conditions include respiratory and skin disease.

3.2.4 Work-Related Fatal Injuries

The Health and Safety Executive (HSE) released its annual figures for work-related fatalities:

- 137 workers were fatally injured between April 2016 and March 2017 (a rate of 0.43 per 100,000 workers), the second lowest year on record. This is compared with,
 - 2014/15 – 142 workers died
 - 2013/14 – 136 workers died
 - 2012/13 – 150 workers died

- 2011/12 – 171 workers died
- This year the construction and agriculture sectors had the highest number of deaths with 14 from the Waste industry.
- Fatalities by accident types:

○ Struck by moving vehicle	31
○ Falls from a height	25
○ Struck by moving object	20
○ Trapped by something collapsing/overturning	10
○ Contact with moving machinery	8
○ Contact with electricity	8
- Mesothelioma contracted through past exposure to asbestos killed 2,542 in Great Britain in 2015 compared to 2,519 in 2014. The current figures relating to asbestos-related cancer reflect widespread exposures before 1980. Annual deaths are therefore expected to start to reduce after this current decade.

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	437
People	159

(see appendix 'A')

- The Health and Safety team has carried out 6 health and safety audits of schools, which covers risk assessments. The average score was 97% and the common occurring score was 95%.

4.1.2 The Authority currently uses an intranet based system to complete workstation assessments (Cardinus). This year 924 assessments have been completed, out of a total of 952 users, and 76% of risks are low. In October an in-house system will be launched.

4.2 KPI 2. Number of Near Misses KPI 3.

4.2.1 The number reported in the last 3 years are:

2015	2016	2017
3	10	4

- See 6.1 below.

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 2017 to July 2017]

	Jan – Mar 2017		June – Sept 2017	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	57	41	58	44
People	283	148	342	143
TOTAL USERS	340	189	400	187
% OF USE	55%		46%	

Information:

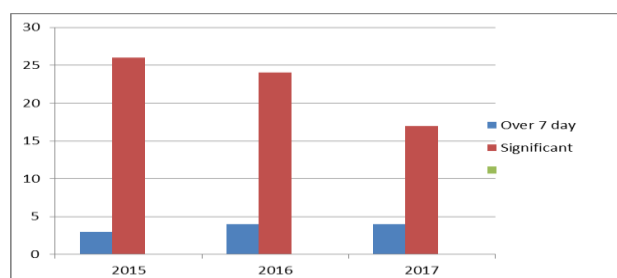
- There has been an increase in the number of staff registered, however; proportionately a decrease in those using the system;
- There appears to be a consistent number of staff who use the system, i.e. 2015 – 227, 2016 – 189 and 2017 – 187.
- In total 88 registered users are to be deleted from the system as they have not used for over a year. The reasons are that the user is unlikely to remember how to use the system and also the contact information will probably have changed; and
- This year there were two separate incidents highlighting the benefits of the system. The first involved a Social Worker who was prevented from leaving a house and also from using her own phone to raise the alarm by her assailant, who was making serious physical threats. She did not have the Lone Working phone although she was registered. The second incident involved another Social Worker who was preventing a male from entering the house after making threats to her and his mother. On this occasion she used the Lone Working phone and the alarm was raised.

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	13
People	1	4
TOTAL YTD 2017	4	17
TOTAL YTD 2016	4	24
TOTAL YTD 2015	3	26



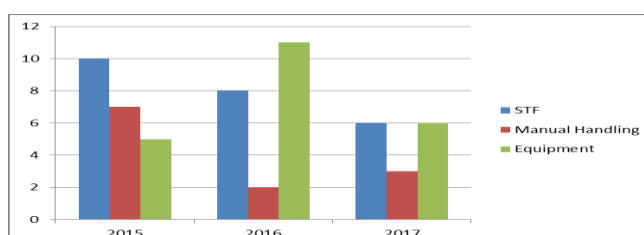
- There has been a slight decrease in the number of 'significant' incidents over the past couple of years; and
- 10 incidents led to days lost, with an accident incident rate of 5 incidents per hundred employees (see opposite)

$$\frac{4620 \text{ employees}}{10 \text{ incidents}} \times 100 = 5$$

5.1.2 Accident Categories

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

Main Categories	Accident		
	2015	2016	2017
STF	10	8	6 (-2)
Man Han	7	2	3 (+1)
Equipment	5	11	6 (-5)



5.1.3 Days Lost

The total days lost is 55 and this represents a reduction compared to the same period last year with 70 and 166 the following year. There was only 0.5 days lost for schools compared with 11 days last year.

- The categories of days lost are as follows;

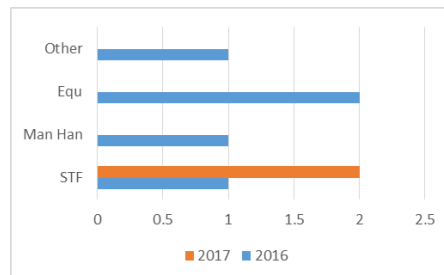
Main Categories	Days Lost		
	2015	2016	2017
1. Slips, trips and falls	40	56	12
2. Manual handling	106	0	9
3. Equipment	0	11	30
4. Other	20	3	4

5.1.4 Incident Trends

- There has been a reduction in the number of slips/trips incidents that took place indoors, which assists to demonstrate good housekeeping.

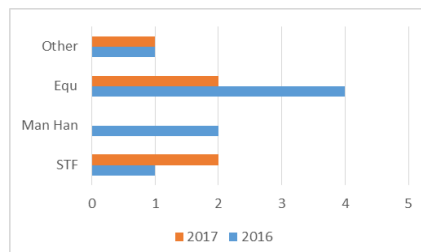
Waste Management:

- There is a decrease in the number of accidents and both slip, trip incidents led to 'days lost'.



Open Space Services:

- There is a decrease in the number of accidents mainly involving the use of equipment. This is particular around the use of Bob Cat machines where investigations reveal that previous incidents were due to mechanical error.



Leisure Services:

- Both 'over 7 day' incidents were due to lifting and handling and took place during courses whilst injured staff were simulating lifting casualties.

Schools:

- With regard to school staff, there were 4 incidents last year compared with 4 this year; and
- With regard to pupils, there has been a decrease in the number of playground incidents with 13 this year and 22 last year.

5.2 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Enterprise, Community and Resources	7	2
People	1	5
TOTAL 2017	8	7
TOTAL 2016	11	1
TOTAL 2015	14	10

- There has been an increase in the number of physical incidents with 3 incidents involving the Behaviour Learning and Support staff;
- Within Enterprise, Community and Resources, 2 verbal incidents took place at One Stop Shops and the 2 physical assaults involved Open Space Services operatives;
- For People, the majority of physical incidents involved Children's Social Care staff; and
- For schools there have been 8 physical incidents, with 3 of them involving assaults by pupils on Head teachers, and 2 verbal incidents.

Tony Dean CMIOSH MSc

Principal Health and Safety Advisor,
Risk and Emergency Planning
1st September 2017

Risk Assessment Position Statement - All Directorates

		Enterprise, Community & Resources				People			
		<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>	<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>
Risk Assessment Type	Home Working Risk Assessment	102	80	78.43	05/09/2017	30	18	60	10/10/2017
	Environmental/ Fire Risk Assessment	72	46	63.89	05/09/2017	39	22	56.41	14/09/2017
	Fire Risk Assessment	37	1	2.7	27/07/2018	2	0	0	
	Lone Working Risk Assessment	23	13	56.52	07/09/2017	31	11	35.48	14/09/2017
	Manual Handling Risk Assessment	9	3	33.33	14/03/2018				
	Occupational Risk Assessment	231	182	78.79	05/09/2017	34	14	41.18	14/09/2017
	Ladder Checklist	9	7	77.78	19/12/2017				
	General Risk Assessment	110	55	50	15/09/2017	133	65	48.87	08/09/2017
	COSHH Risk Assessment	41	37	90.24	07/09/2017	26	26	100	21/02/2018
	COSHH (Advanced) Risk Assessment	12	6	50	22/11/2017	3	3	100	01/03/2018

Transport in Depots Risk Assessment	2	1	50	31/08/2018				
Workstation Risk Assessment	7	6	85.71	29/04/2018				
Total	655	437	66.72	-	298	159	53.36	-