



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2018 to 1st September 2018**

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1. INTRODUCTION

1.1 General

The Health and Safety at Work etc Act 1974 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 for legal, moral and financial reasons. 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 2018/19.

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 Recommended Actions for 2018/19

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	1.	Ensure that Schools Catering Risk Assessments are reviewed to identify control measures for scalds and burns	Accidents 2017/18	Managers – School Meals, now completed.
2.	1.	Ensure that Environmental and Fire Risk Assessments for offices are reviewed and updated to identify control measures for scalds and burns	Accidents 2017/18	Health and Safety Team
3.	1.	Ensure that risk assessments for Leisure Services involving manual handling are reviewed and updated	Accidents 2017/18	Leisure Services Manager
4.	1.	Ensure that Violence and Aggression School Risk Assessments are reviewed to ensure that there are suitable measures in place	Accidents 2017/18	Head teachers
5.	2.	Ensure that Condition Surveys are carried out at leisure centres	Near Misses 2017/18	Divisional Manager - Property Services – Ongoing, initial surveys actioned on take back of buildings and are on a 4 year programme. Urgent issues dealt with immediately.
6.	2.	Review the section on Transporting Children and Young People in Private Vehicles within the Occupation Road Risk Policy	Near Misses 2017/18	Health and Safety Team - completed

GENERAL ACTIONS

6.	Audit of Asbestos management within Council Buildings and Schools and full review of policies.	Completed	Health and Safety Team and Property Services
7.	Review and update the Personal Protection Equipment Policies (Corporate & Schools)	Completed	Health and Safety Team
8.	Review and update all Health and Safety policies (Corporate & Schools) requiring the holding of personal information to ensure that they are compliant with the new GDPR Regulations	Completed	Health and Safety Team

2.2 Update of Actions for 2017/18

No.	ACTION	UPDATE
1.	Review and update the Personal Protection Equipment Policies (Corporate & Schools)	Completed
2.	To review the current Drugs and Alcohol Policy (renamed) to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Substance Misuse Policy published 1 st August 2018
3.	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

3. INFORMATION

3.1 Local Information

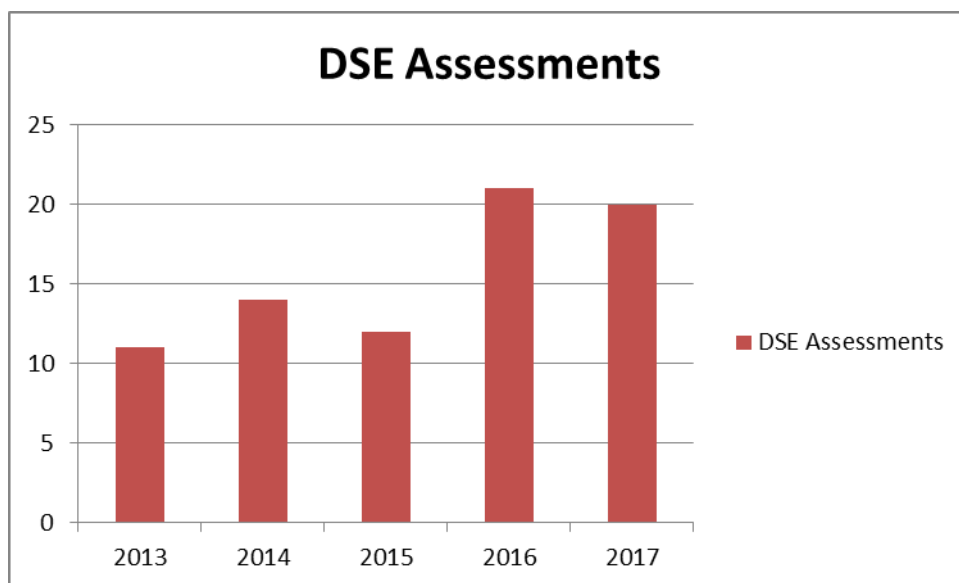
3.1.1 Complex Display Screen Equipment Assessments

We are as an Authority experiencing a sharp rise in requests for Complex DSE (Display Screen Equipment) Assessments due to staff suffering upper body injuries and musculoskeletal disorders. The HSE have described this as 'a tsunami of disorders' being reported.

There has been a process in place within Halton Borough Council since 2007 whereby staff complete their own electronic DSE assessment and training with quarterly reviews by managers. This was reviewed in 2013 due to a rise in requests for further support and a new procedure was implemented. Staff continued to complete their own assessments and for employees with health issues, injuries etc, on the provision of written medical evidence, a further complex DSE assessment, upon request by a manager, is completed by the Health & Safety Team who produce recommendations for further support. This includes advice around posture, seating positions, work areas and in severe cases specialist equipment is advised.

As the equipment is an asset owned by the Council, the Procurement Team are currently compiling an inventory of where items are located and who is using them. In the event that a member of staff leaves the employment of the Council the equipment will be collected and stored to allow reuse by other members of staff with health issues, but only if appropriate, for example, specialist foot stools, adjustable moveable arm rests, specialist keyboards, evoluent mouse units etc and if suitable, chairs.

For the first half of this year a total of 18 complex assessments have been completed with further historical information below.



3.1.2 Fire Management

The tragic events surrounding the Grenfell Tower Block fire 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.

As part of a fire audit of corporate buildings in 2017 a Fire Precautions Log Book was implemented and issued to all Building Managers.

The Log Book has proved to be extremely successful and as a result of this has now also been implemented into Halton Schools.

3.1.3 Defibrillators

In October 2013 defibrillators were installed in 15 Council Buildings after a joint work programme with North West Ambulance Service who provided the AED units and a further 5 have been installed in various buildings since then. The recent return of Leisure Centres control to the Authority has also increased the numbers.

The most recent unit was installed into the Lowerhouse Lane Depot.

The Learning and Development Team are continuing to promote defibrillator training and Bank Training, the First Aid Training provider also cover the use of the defibrillator.

3.1.4 Fairfield Primary School

On 19th April 2018 an incident occurred at the Territorial Army Barracks on Peelhouse Lane, Widnes. A suspicious package was received by post that triggered an evacuation of the barracks. Fairfield Primary School activated their Bomb/Lockdown procedure on the advice of Cheshire Police and pupils and staff were immediately moved to safe areas.

The school staff dealt with this matter, in conjunction with Cheshire Police and HBC key staff, in a safe, effective and professional manner.

Halton Schools have been working on Bomb/Lockdown plans and procedures for a number of years alongside the Health & Safety Team and this incident highlighted the value of practicing and review. A safety bulletin, following this incident was sent to all schools reminding them to revisit their current plans to action a review if necessary.

3.2 National Information

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

3.2.1 Water Management and Testing

Bupa fined £3m over care home resident's Legionnaires' disease death

15 June 2018

Private healthcare group Bupa's residential care arm has been fined £3m after an elderly man died of Legionnaire's disease at one of its nursing homes in Essex.

Bupa Care Homes failed to implement measures to control and monitor the hot and cold water systems at the Hutton Village Nursing Home in Brentwood during refurbishment works, Ipswich Crown Court was told.

In addition, it had failed to properly train staff responsible for overseeing legionella controls and measuring the temperature of the water.

The service user died on 23 June 2015 in Basildon Hospital after contracting the disease, which is a waterborne form of pneumonia.

Bupa Care Homes pleaded guilty to breaching s. 3 (1) of the Health and Safety at Work Act and was ordered to pay £151,482 costs.

As an Authority, HBC has robust water management and testing regimes in place in Corporate Buildings and Schools and regular Schools awareness briefings and training are delivered.

3.2.2 Waste & Environmental Services

Nationally Deaths among refuse workers have shot up 50% according to the latest HSE figures – at the same time staff face 1,000 instances of dangerous driving every single day.

At least 12 people died in the waste sector last year - up from eight the year before, according to the HSE's 'Workplace Fatal Injuries in Great Britain 2018' statistics.

Meanwhile, Biffa, which handles 10% of household waste collections in the UK, says their staff are reporting around 3,000 incidents of reckless driving per month. This suggests that the waste industry could be putting up with around 30,000 incidents of motorists driving recklessly on pavements every month (or 1000 incidents every day).

Video footage released by Biffa shows refuse workers diving for cover as reckless drivers mount pavements, curbs and grass verges to get round bin lorries making rubbish collections.

The Waste and Environmental Services Division within Halton Borough Council are regularly reviewing policies, procedures and risk assessments with regular communication to staff. Supervisors action constant monitoring of operations with all incidents reported on electronic reporting systems with support for staff. As a result of this a behavioural safety survey carried out earlier this year produced positive results from the operatives.

4. LEAD INDICATORS

4.1 . 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 current and completed up to 23/8/18 are;

Enterprise, Community & Resources – 1007, 74% of total,
People – 349, 52% of total.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

2015/16	2016/17	2017/18
9	9	16

From the 1st April up until 24th August 2018 there have been 5 near misses.

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

4.3.1 Lone Working – Contact Centre Monitoring update

- See below, there has been a slight decrease in registered users of the system compared to the same period last year but increase in actual use of the system,

- In total 41 (4-ECR & 37-P) registered users have been deleted from the system as they have not used it for 12 months. The reasons are that the user could be a leaver, is unlikely to remember how to use the system and also their contact information / management contacts will probably have changed;

	June – Sept 2017		June – Sept 2018	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	58	44	65	45
People	342	143	308	175
TOTAL USERS	400	187	373	220
% OF USE	46%		59%	

5 REACTIVE ['Lagging'] INDICATORS

5.1 Number of Significant and RIDDOR Reportable Accidents

5.1.1 The number of accidents that took place from 1st April 2018 to 24th August 2018 are;

Directorate	Near Miss	> 7-Day	Significant
Enterprise, Community and Resources	4	3	37
People – excluding schools	1	1	3
Schools – excluding pupils	0	1	1
Total	5	5	41

5.2 Number of Violent Incidents

5.2.1 General

From 1st April 2018 to 24th August 2018

Directorate	Verbal	Physical
Enterprise, Community and Resources	9	1
People	3	2

Historical Information

Directorate	Verbal	Physical
TOTAL 2017/18	35	11
TOTAL 2016/17	25	6
TOTAL 2015/16	28	19

5.2.2 Schools

From 1st April 2018 to 24th August 2018 – 3 physical incidents

Historical Information

Schools	Verbal	Physical
TOTAL 2017/18	4	28
TOTAL 2016/17	1	19
TOTAL 2015/16	0	16

6. Risk Assessment Position Statements

Risk assessment position statements for both Directorates

	Enterprise, Community & R				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>
Home Working Risk Assessment	144	121	84.03	25/08/2018	37	24	64.86	04/09/2018
Environmental/Fire Risk Assessment	75	32	42.67	01/09/2018	45	15	33.33	10/10/2018
Fire Risk Assessment								
Lone Working Risk Assessment	28	15	53.57	19/10/2018	33	5	15.15	21/09/2018
Manual Handling Risk Assessment	9	7	77.78	16/11/2018				
Occupational Risk Assessment	237	186	78.48	01/09/2018	32	10	31.25	24/10/2018
Ladder Checklist	12	9	75	08/09/2018				
General Risk Assessment	111	56	50.45	15/09/2018	152	50	32.89	06/09/2018
COSHH Risk Assessment	47	43	91.49	28/09/2018	26	4	15.38	15/08/2019
COSHH (Advanced) Risk Assessment	12	7	58.33	21/11/2018	3	2	66.67	09/04/2019
Transport in Depots Risk Assessment	2	1	50	31/08/2018				
Workstation Risk Assessment	686	530	77.26	13/09/2018	346	239	69.08	13/09/2018
Total	1363	1007	73.88	-	674	349	51.78	-

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1st September 2018