**CORPORATE ACCIDENT / INCIDENT
INTERIM REPORT
PPB
1st April 2014 to 1st September 2014**

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, '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.

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:

<div align="center">

LEAD INDICATORS
Proactive action taken and any outcomes

</div>

KPI No.

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 occur

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

<div align="center">

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

</div>

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

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] 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, Major Injuries, Over 7-day Injuries, Dangerous Occurrences

1.3 General Information

1.3.1 Fatal Traffic Accident – Gypsy Traveller Site, Warrington Road, Runcorn

A young child was hit by a van within the grounds of the Gypsy Traveller Site, Warrington Road, Runcorn and tragically received fatal injuries. The Police were called and have arrested the driver. As this incident occurred on Council land; the Health and Safety Executive has also attended and carried out their own investigations. The HSE indicated that they were satisfied with safety management and will be taking no further action.

1.3.2 General Health and Safety Information

The rate of fatal accidents in the UK has fallen by 85% since the introduction of the Health and Safety at Work Act in 1974, 40 years ago. Around half a million people are suffering from work related illnesses and injuries each year and the most common workplace injuries include noise induced hearing loss, musculoskeletal disorders and skin diseases.

1.3.3 Fees for Intervention

A report commissioned by the Health and Safety Executive about its fees for intervention scheme said the current level of costs levied on businesses that committed a "material breach" of health and safety rules is appropriate. Under the scheme any income the HSE gets from fees for intervention above £10m in 2012/13, over £17m in 2013/14 and above £23m in 2014/15 is passed to the Treasury.

The panel recommended that the scheme be extended to organisations covered by different health and safety enforcement regimes.

The evaluation of fees for intervention was based on HSE data including a survey of people inspected under the scheme. The panel said they were unable to commission additional research because of the tight deadline for the report. The report said the scheme was unpopular with some inspectors and people inspected but had been applied consistently.

Some businesses felt less able to ask inspectors for advice, fearing that they might draw attention to a problem that would result in a fee. But the report said this had not been as widespread as feared and found no evidence that compliance with health and safety legislation had changed significantly as a result of fees for intervention.

The panel said they found "no compelling evidence to suggest that HSE is using FFI as a 'cash cow', solely to generate revenue" but that the HSE should ensure this does not become and is not perceived to be the case in future.

1.3.4 UNISON pushes for School Asbestos Audits

UNISON has called on the Labour party to commit itself to carrying out a full audit of asbestos in schools if it forms the next government. The call for a schools audit came at a seminar on asbestos organised by the all-party parliamentary group on occupational safety and health.

Assistant national health and safety officer Robert Baughan also called for the HSE to get the resources needed to restart proactive inspections of schools, hospitals, nursing homes and other public services building. Labour shadow minister said the party would consider all these suggestions as it finalises its policy on health and safety.

2. UPDATE ON ACTIONS:

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	I/C
1	**1.**	Review the functionality of the corporate Stress Risk Assessment system	Updated system to go 'live' later in the year where invitations to complete a Stress RA are sent to all staff
2	**3.**	Review use of Contact Centre Monitoring system by lone workers to ensure that they are fully utilising the system	See 3.3 below
3.	**4.**	Review and update following risk assessments: Specific areas a) <u>Open Space Services</u> – Thrown Objects	No accidents for this period
		b) <u>School Catering</u> – Manual Handling Objects – i.e. moving canteen furniture	No accidents for this period
		c) <u>Independent Living (Reablement)</u> – Environmental Risk Assessments for service users homes	Ongoing
		d) <u>Open Space Services & Transport Workshop</u> – Vibration implement agreed HSE actions	Ongoing monitoring of exposure levels. Equipment purchased to monitor exposure levels
		e) <u>Schools</u> – Classroom Risk Assessments	Ongoing. Bulletin sent
		General f) Ensure that noise risk assessments are carried out and, if required, review occupational risk assessments in line with results	Noise Assessments carried out for IT, Waste Management, Transport Workshops & Open Space Services
		g) Review Work at Heights risk assessments	Email sent to managers and ongoing audits by Risk Management
		h) Ensure that Environmental & Fire Risk assessments continue to be carried out and there are sufficient resources for the maintenance and servicing of equipment (see 4.1.3.2)	Ongoing

GENERAL ACTIONS

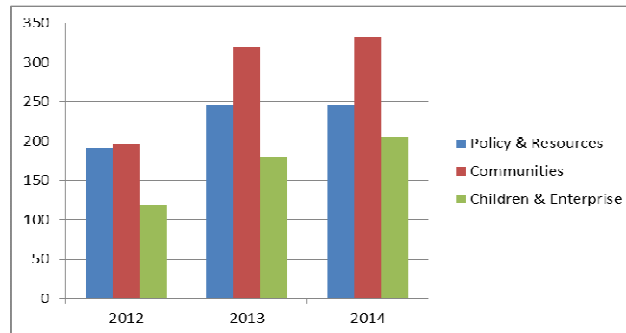|		
4.	To review and update the Workplace, Asbestos, Legionella and Working at Heights Policies	Policies reviewed and updated
5.	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007	Ongoing and report to be taken to Management Team

3. LEAD INDICATORS

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

3.1.1   An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011. The number of assessments completed per year is;

- To date 172 members of staff have been trained in the use of the system and 780 risk assessments entered onto the system, compared with 677 last year;

3.1.2   1045 Workstation (DSE) assessments have been completed with up to 72% indicating low risks.

3.2 KPI 2. Number of Near Misses

Total number of near misses reported within the last 3 years are:

2012/13	2013/14	>2014
10	15	6

For a breakdo
wn of near misses see 5.1 below.

3.3 PI 3. Number of officers who are registered on the Lone Working Monitoring System and are utilising the system

3.3.1 Lone Working – Contact Centre Monitoring update [comparative period June to August 2014]

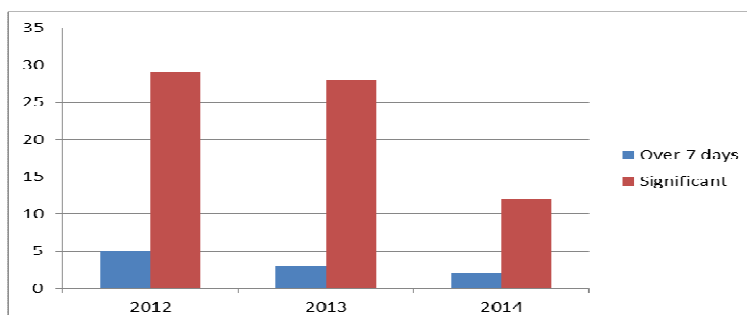|	2012		2013		2014	
	Registered Users	No's Using System	Registered Users	No's Using System	Registered Users	No's Using System
Policy & Resources	49	23	64	21	46	16
Children & Enterprise	157	85	167	64	137	43
Communities	123	26	209	42	188	49
TOTAL USERS	339	134	440	127	371	108
% OF USE	18%		29%		29%	

3.3.1 Over the past two years 'users' who are registered on the system have been updated and anyone who has left the Authority have been removed; and

3.3.2 The combined Lifeline and Lone Working system (PNC) has been upgraded and the use of other lone working solutions (e.g. issue of badges) are being explored.

4. REACTIVE ['Lagging'] INDICATORS

4.1 KPI 4. Number of Significant and RIDDOR Reportable Accidents
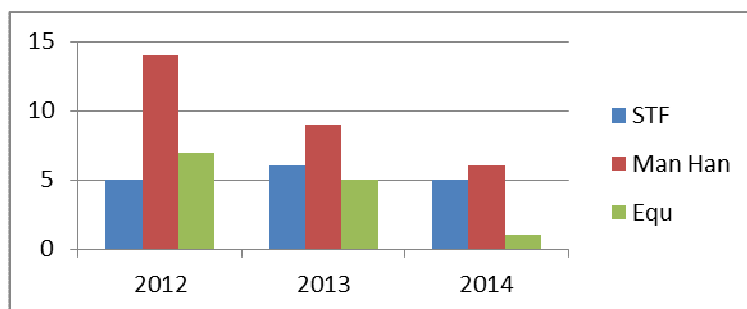
Accident Statistics by Directorate:

Directorate	+ 7-Day	Significant
Policy and Resources	0	1
Children and Enterprise	0	2
Communities	2	9
TOTAL YTD 2014	**2**	**12**
TOTAL YTD 2013	**3**	**28**
TOTAL YTD 2012	**5**	**29**

Further Information

4.1.1 There has been a year by year decrease in the number of accidents;

4.1.2 For the same period in 2012 there were 173 days lost, last year 58 days lost and this year 15 days lost. A further 24 days lost took place in schools;

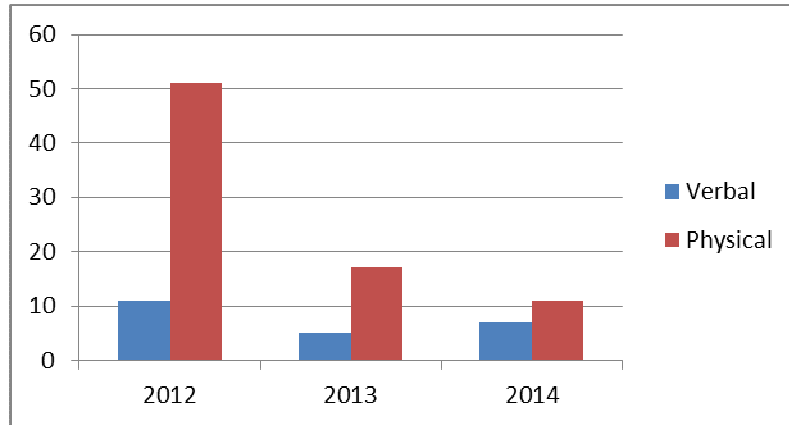4.1.3 A comparison of the categories of accidents is as follows,

	2012	2013	2014
STF	5	6	5
Man Han	14	9	6
Equipment	7	5	1

4.1.4   Within Waste & Environmental Improvement Services there has been an increase in the number of accidents with 2 in 2012, 6 in 2013 and 6 this year. The main reason is the increase in slips and trips incidents;

4.1.5   Within Open Space Services there has been a decrease in incidents with 7 in 2012, 13 in 2013 and 1 this year. This can be attributed to the decrease in manual handling and use of equipment incidents. In particular there have been no incidents involving operatives hit by thrown objects, with 3 incidents for the same period last year;

4.1.6   4.1.5 & 4.1.6 reflects the high risks within the front line operational areas;

4.1.7   Majority of incidents involving teachers at schools took place in Primary schools, with poor housekeeping in classrooms leading to slips and trips and equipment incidents (see action 3e above). One incident involved a caretaker who received an electric shock when operating external shutters. A 'short' in the circuit was found and the system has been repaired; and

4.1.8   With regard to pupils there has been a decrease in significant incidents with 5 last year and 1 this year. A serious incident occurred when a pupil caught her hair in a pillar drill during a DT lesson. It was reported to the HSE. Full investigation carried out, including holding a DT Heads meeting, and recommendations sent to all Secondary schools.

4.2 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Policy and Resources	3	0
Children and Enterprise	2	5
Communities	2	6
TOTAL 2014	**7**	**11**
TOTAL 2013	**5**	**17**
TOTAL 2012	**11**	**57**

4.3 Further Information:

4.3.1   There has been a 'year by year' decrease in the number of reported violent incidents, particularly physical incidents;

4.3.2   This can be attributed to the Communities Directorate with 5 verbal and 13 physical incidents last year. One incident involved an Enforcement officer being hit on the side of the head and knocked unconscious;

4.3.3   Within Policy and Resources there have been 3 verbal violent incidents this year (2 x Direct Link & 1 x Contact Centre). For the corresponding period last year there were 6 incidents, 5 at the Direct Links; and

4.3.4   For schools there have been 10 violent physical incidents (mainly in the PRU) and 2 verbal incidents; compared with 2 violent physical incidents last year.