



**CORPORATE ACCIDENT / INCIDENT REPORT
POLICY AND PERFORMANCE BOARD
1st April 2014 to 31st March 2015**

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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 Indicators (KPI). Details of KPI's are as follows:

LEAD INDICATORS

Proactive action taken and any outcomes

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
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

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 "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, Specified Injuries, Over 7-day Injuries, Reportable Occupational Diseases & Dangerous Occurrences

1.3 Local Information

1.3.1 Specified Injuries (Vibration)

As a result of HSE recommendations regarding the management of vibration, all operatives from Open Space Services were medical examined by an independent medical practitioner. Eleven operatives were diagnosed with the onset of vibration injuries; 8 with Hand Arm Vibration and 3 with Carpal Tunnel Syndrome. In order to assist with their recovery and minimise vibration exposure, they have been placed on restricted duties.

The majority of injuries were historical and were attributed to working in other industries. Also, the HSE was already aware that Open Space Services had implemented a number of control measures and monitoring arrangements to mitigate against vibration exposure.

The matter was reported under RIDDOR to the HSE as a Specified Injury and to date they have not contacted the Authority.

1.3.2 Defibrillators

Last year the Authority installed defibrillators in some Council Buildings. At the Select Stadium two members of staff utilised the defibrillator on a 79 year old man when his heart went into defibrillation and he suffered a cardiac arrest.

As a result of their actions he made a recovery and was recognised by North West Ambulance, who awarded them with Life Savers Awards. At the same time in recognition of the work the Authority had undertaken in the management of defibrillators, North West Ambulance awarded the Authority with a Gold CardiacSmart Award.

1.3.3 Lone Working

In order to enhance Lone Working arrangements, the market has been researched to explore alternative solutions for monitoring lone workers and raising the alarm. These solutions include badges and GPS systems and the companies who offered them also required the use of their monitoring stations. Enquires continue.

Also, a series of meetings have taken place with the NHS in an effort to work in partnership with Lone Working arrangements. The discussions revolved around the sharing of Lone Working systems, in order to defray the costs and, also, the sharing of intelligence, in order to protect the safety of staff. To date they have been unsuccessful (see action 2).

1.3.4 Security Assessment

Based on the current national security threat, the Authority has tested the 'lock down' procedures for the main Council buildings (see action 3D).

Also, the Government has an initiative to carry out security assessments at "crowded places" with a view to deterring and detecting potential threats. This includes including sports venues and, although it was discretionary for the Select Stadium, an assessment was conducted and measures implemented. These included security briefings, staff training and the development of Policies and have been acknowledged by the Police as being proportionate and sensible to the threat. The results of the assessment have been sent to the National Counter Terrorism Office in London for their information.

1.3.5 Stress Management

Recently a Labour Force Survey estimated that 415,000 individuals in Britain believed that they were experiencing work-related stress at a level that was making them ill. It also indicated that self-reported work-related stress, depression or anxiety accounted for an

estimated 11.4 million lost working days, at an estimated cost to society of approximately £4 billion per year.

The Staff Survey for the Authority indicated that stress levels are increasing amongst the workforce. Furthermore previous recommendations from both Internal Audit and also the annual Corporate Health and Safety report highlighted that team Stress Risk Assessments should be carried out annually.

As a consequence the Authority intends to take a more proactive approach and an updated stress risk assessment has been developed by IT. The Intranet based system can now send emails automatically to all staff inviting them to complete the initial survey. When the survey is complete, the respective managers will receive the results aggregated by teams so that they can develop actions plans (see action 1).

1.4 General Information

1.4.1 National Accident Statistics

Nationally there were 133 deaths at work in 2013/14, more than 79,500 injuries were formally reported (through RIDDOR) and over 1.1 million people are estimated to have been made ill.

The latest figures show that those involved in construction, manufacturing and waste and recycling are most at risk. Areas of particular concern include falls from height; work on machinery that is poorly maintained and guarded; and failing to properly manage workplace transport (see actions 3c and 6).

1.4.2 Drug Driving Rules

It is illegal to drive whilst impaired by legal or illegal drugs. From the 2nd March if the police stop someone who they think is impaired through drugs, they can carry out a roadside Field Impairment Test. This now includes testing for prescribed drugs such as diazepam, temazepam morphine, etc. If the test indicates that the driver is unfit to drive they will be arrested and will have a blood test taken at a police station. If these tests show they have taken drugs over the specified limits they could be charged (see action 7).

The new offence will work alongside the existing offence of driving whilst impaired through drink or drugs and the penalties for drug driving are the same as for drink driving, i.e.,

1. A minimum 12-month driving ban
2. A criminal record
3. A fine of up to £5000 or up to 6 months in prison or both

1.4.3 Construction Design and Management Regulations 2015 (CDM)

On the 6th April 2015, the amended Construction Design and Management Regulations were enacted and relates to projects such as the construction and renovation of buildings roads, structures, etc.

The new Regulations recognise the influence and importance of the **Client** as the head of the supply chain and best placed to set standards throughout a project. It removes the CDM co-ordinator role (under CDM 2007) by a **Principal Designer**. This means that the responsibility for coordination of the pre-construction phase, which is crucial to the management of any successful construction project, will rest with an existing member of the design team.

Also, the **competence** of the persons carrying out the roles will be split into its component parts of skills, knowledge, training and experience, and if it relates to organisational capability.

For the Authority, staff will have not only be required to be the Client but also Designer, and in some instances Principal Designer (see action 4).

1.4.4 Social Action, Responsibility and Heroism Act 2015(SARAH)

On the 12th February 2015 the Social Action, Responsibility and Heroism Act was enacted which makes provision as to matters to which a court must have regard in determining a claim in negligence or breach of statutory duty.

The Act comes into effect once a case reaches court and does not affect a claimants right to bring a claim under civil proceedings. When making a decision about liability courts will take into consideration:

- 1) Whether the defendant was acting in the interest of society as a whole or a member of society
- 2) Did the defendant act responsibly, doing what was reasonably practicable and demonstrating a responsible attitude towards protecting the health and safety of others
- 3) To what extent did the defendant put themselves at risk to help the person/s making the claim

Depending on the judge's interpretation, it could potentially lead to cases being rejected, levels of compensation being reduced or having no effect on the outcome. It is anticipated that there will be an inevitable period of uncertainty whilst case law and precedent is established.

1.4.5 Sentencing

A Runcorn kayak manufacturing company has recently been convicted of corporate manslaughter after an experienced maintenance worker was burned to death inside a moulding oven. It was fined £200,000 and the company director, who was found guilty of breaching the Health and Safety at Work Act, was handed a suspended nine month jail sentence and £25,000 fine.

The proposed Sentencing Council's new guidelines, published on 11 November 2014, are currently out for public consultation. The underlying theme is concern that sentences currently being handed down by the higher courts to organizations are inadequate and have focused on the potential large fines, which could be up to £10m. These are to be imposed on large organizations where there is a high degree of culpability.

2. RECOMMENDATIONS

2.1 Recommended Actions for 2015/16

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	RATIONALE	I/C
1	1.	Conduct stress surveys utilising the corporate Stress Risk Assessment system	National and local levels – see 1.3.5 & 3.1.2	Health and Safety Team & IT
2	3.	Review use of Contact Centre Monitoring system by lone workers to ensure that they are fully utilising the system	Use of system and lone working incidents – see 1.3.3, 3.3.1, 4.2.1.1 & 4.2.1.3	Operational Directors/ Divisional Managers
3.	4.	<p>Review and update following risk assessments:</p> <p>Specific areas:</p> <p>a) <u>Property Services</u> – Car parks</p> <p>b) <u>Waste & Environmental Improvement Services</u> – Slips Trips Falls</p> <p>c) <u>Open Space Services</u> – Work at Heights</p> <p>General</p> <p>d) Review security arrangements at Council Buildings</p> <p>e) Develop and deliver Road Safety briefings and training</p> <p>f) Ensure that Environmental & Fire Risk assessments continue to be carried out and there are sufficient resources for the maintenance and servicing of equipment</p>	<p>Accidents – see 4.1.3.1 & 4.1.3.2</p> <p>Accidents – see 4.3.1.5</p> <p>National Accident Statistics – see 1.4.1</p> <p>National Security see – 1.3.4</p> <p>Accidents & Near Misses – see 5.1, 5.2 and 1.4.2</p> <p>General</p>	<p>Operational Directors/ Divisional Managers</p> <p>Health and Safety/Emergency Planning Teams</p> <p>Road Safety</p> <p>Operational Directors/ Divisional Managers</p>

GENERAL ACTIONS

4.	To review and update the CDM Policy and organise briefings for relevant staff	Amended legislation – see 1.4.3	Health and Safety Team
5.	To review and update the Corporate Health and Safety Policy	Biennial Review	Health and Safety Team
6.	Carry out a Health and Safety audit of Waste & Environmental Improvement Services, i.e. Route Risk Assessments	National Accident Statistics – see 1.4.1	Health and Safety Team
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 New legislation – see 1.4.2	Divisional Manager HR & Learning and Development

2.2 Update for 2013/14

KEY PERFORMANCE INDICATORS

No.	KPI No.	ACTION	PROGRESS
1	1.	Review the functionality of the corporate Stress Risk Assessment system	Updated system to go 'live'
2	3.	Review use of Contact Centre Monitoring system by lone workers to ensure that they are fully utilising the system	Ongoing action
3.	4.	<p>Review and update following risk assessments:</p> <p>Specific areas</p> <ul style="list-style-type: none"> a) <u>Open Space Services</u> – Thrown Objects b) <u>School Catering</u> – Manual Handling Objects – i.e. moving canteen furniture c) <u>Independent Living (Reablement)</u> – Environmental Risk Assessments for service users homes d) <u>Open Space Services & Transport Workshop</u> – Vibration implement agreed HSE actions e) <u>Schools</u> – Classroom Risk Assessments <p>General</p> <ul style="list-style-type: none"> f) Ensure that noise risk assessments are carried out and, if required, review occupational risk assessments in line with results g) Review Work at Heights risk assessments 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) 	<p>Reduction - 2 incidents</p> <p>Reduction – 1 incident</p> <p>Reduction – 1 incident</p> <p>Actions implemented</p> <p>Bulletin sent</p> <p>Noise Assessments carried out for IT, Waste Management, Transport Workshops & Open Space Services</p> <p>Ongoing audits conducted by Health and Safety team</p> <p>Ongoing</p>

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

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. Total number of assessments completed in the last 3 years are;

Policy & Resources			Children & Enterprise			Communities		
2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
246	248	292	119	180	243	197	319	342

- To date 188 members of staff have been trained in the use of the system and 877 risk assessments entered onto the system, compared with 747 last year (562 previous year)
- This is in part due to a significant increase in the number of Home Working risk assessments;
- In order to enhance competencies an Elearning Risk Assessment training programme was went 'live' on the 1st April 2011 and so far 149 members of staff have been trained. This has been now been superseded by Elearning on Learning Pool;
- This year 9 members of staff have successfully completed the IOSH Managing Safely course and a further 11 the IOSH Working Safely course;
- An Accident Investigation course has been delivered to managers at both Waste and Environmental Management and Open Spaces Services;
- As a result of HSE recommendations, IT has developed a Training Database that identifies training needs, reminds managers when training requires refreshing and provides evidence of training; and
- Although schools do not utilise the system, this year the Health and Safety team has carried out 12 health and safety audits of schools, which covers risk assessments. The average score was 87% and the common occurring score was 92%.

3.1.2 The on-line Stress Risk Assessment went 'live' on the 15th October 2012. According to the database there have been no surveys conducted in 2014/15 (see action 1).

3.1.3 The Authority uses an intranet based system to complete workstation assessments (Cardinus). This year 882 assessments have been completed and 75% of risks assessed are low; compared with 66% last year.

3.2 KPI 2. Number of Near Misses KPI 3.

3.2.1 For a breakdown of near misses see 5.1 below and the number reported in the last 3 years are:

2012/13	2013/14	2014/15
10	15	10

- 6 of the 10 incidents were as a result of the use of vehicles (see action 3e)

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

3.3.1 Lone Working – Contact Centre Monitoring update [comparative period December 2014 to March 2015]

	2012/13		2013/14		2014/15	
	Registered Users	No's Using System	Registered Users	No's Using System	Registered Users	No's Using System
Policy & Resources	49	23	66	21	53	25
Children & Enterprise	157	85	186	51	142	32
Communities	123	29	236	104	195	74
TOTAL USERS	329	137	488	176	390	131
% OF USE	41%		28%		33%	

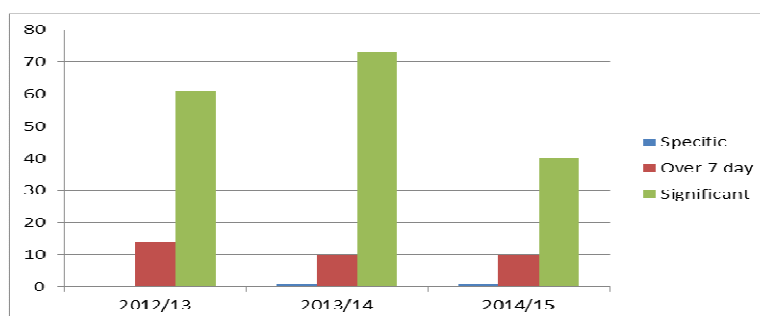
- Over the past two years 'users' who are registered on the system have been updated and anyone who has left the Authority have been removed; and
- Individual reports on use of the system have been sent to respective managers (see action 2)

4. REACTIVE ['Lagging'] INDICATORS

4.1 KPI 4. Number of Significant and RIDDOR Reportable Accidents

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

Directorate	Specified Injury	> 7-Day	Significant
Policy & Resources	0	2	8
Children and Enterprise	0	1	7
Communities	1	9	25
TOTAL YTD 2014 / 2015	1	10	40
TOTAL YTD 2013 / 2014	1	10	73
TOTAL YTD 2012 / 2013	0	14 (> 3day)	61

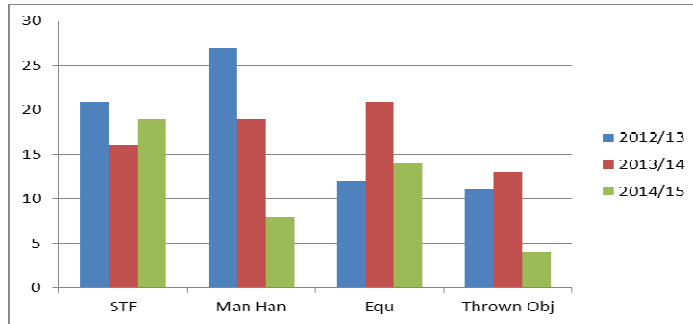


- This highlights a decrease in the number of specific incidents

4.1.2 Accident Categories

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

Main Categories	Accident		
	12/13	13/14	14/15
1. Slips, trips and falls	21	16	19
2. Manual handling	27	19	8
3. Use of equipment	12	21	14
4. Thrown object	11	13	4

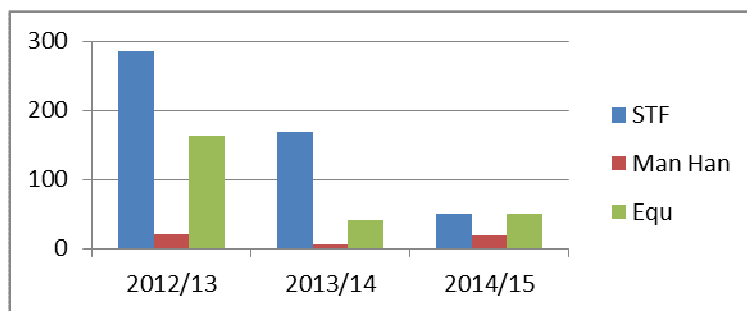


- This highlights a significant reduction in manual handling, use of equipment and thrown object incidents
- The below are days lost

Main Categories

Days Lost

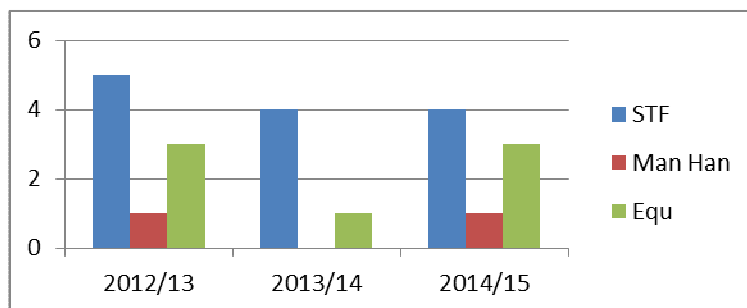
	12/13	13/14	14/15
1. Slips, trips and falls	285	168	50 (-118)
2. Manual handling	21	6	19 (+13)
3. Use of equipment	163	42	50 (+8)



- The total number of individual incidents that resulted in days lost is 40 with accident incidence rates per employee at 8 per 1,000 employees;
- The total days lost are 177 compared with 373 last year and 735 two years ago;
- Road Traffic Collisions accounted for 58 days lost;
- Number of days lost involving teachers is 137. This included two violent incidents that led to 66 days lost and a slip trip and fall with 58 days lost.

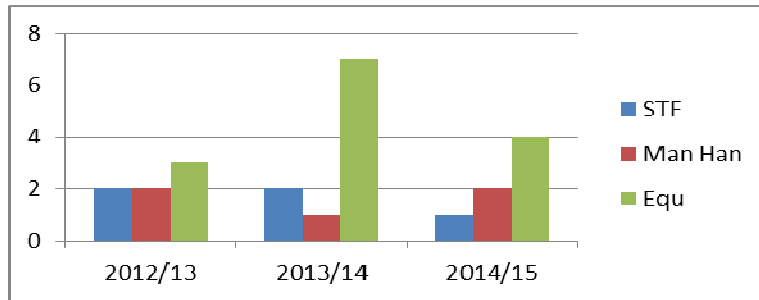
4.1.3 Accident Trends

4.1.3.1 Policy & Resources



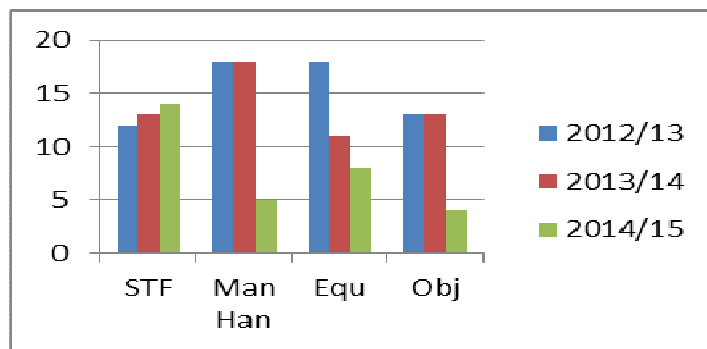
- The most significant involved a member of staff being hit by a vehicle in a HBC car park (see action 3a); and
- The majority of incidents including slips and trips were due to human error, i.e. lapses

4.1.3.2 Children & Enterprise



- Again the most significant involved a member of staff being hit by a vehicle in a HBC car park (see action 3a); and
- Although there has been a reduction in the number of incidents involving equipment, the majority were due to poor housekeeping or human error, i.e. lapses

4.1.3.3 Communities

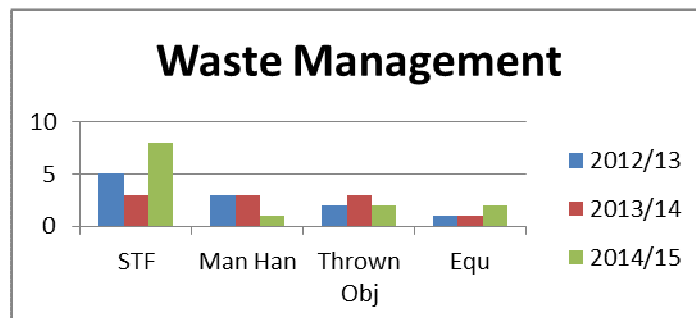


- Accidents within the Communities Directorate reflect the higher risks involving front line operational services:

4.1.3.4 Independent Living

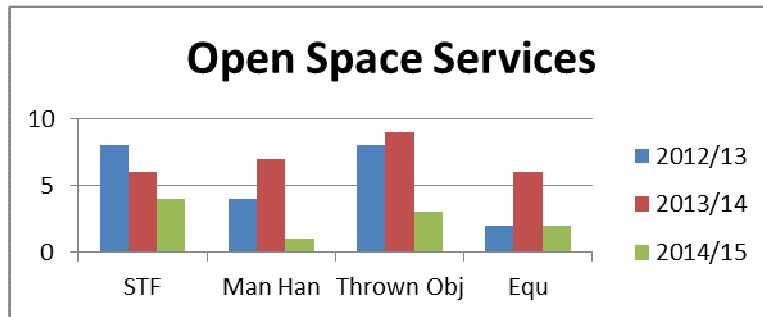
- There has been 1 incident involving manual handling of service users accidents - compared with 3 last year, 7 the previous year and 10 three years ago.

4.1.3.5 Waste & Environmental Improvement Services



- There has been an increase in the number of slips, trips and falls mainly due to human error, i.e. lapses (see action 3b)

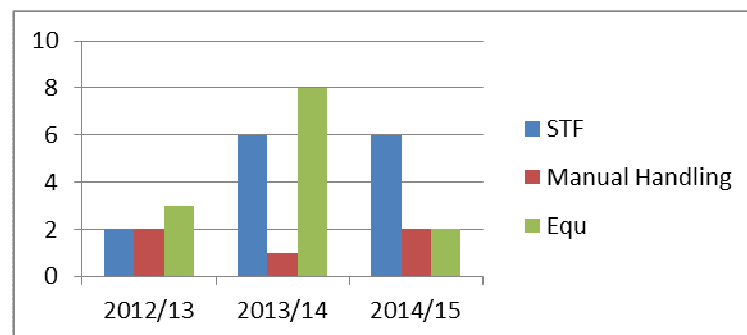
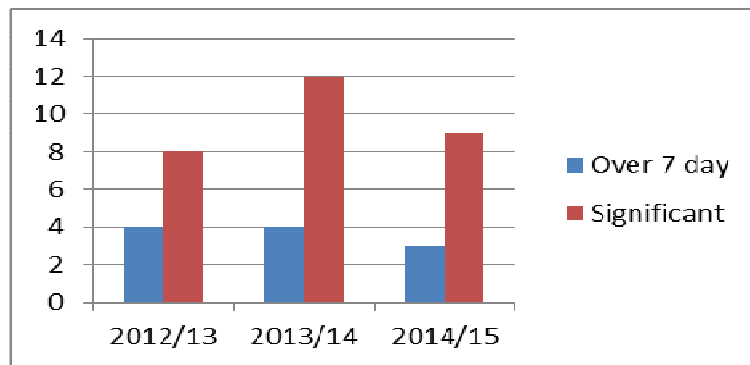
4.1.3.6 Open Space Services



- There has been a decrease in the number of incidents particularly involving manual handling and thrown objects

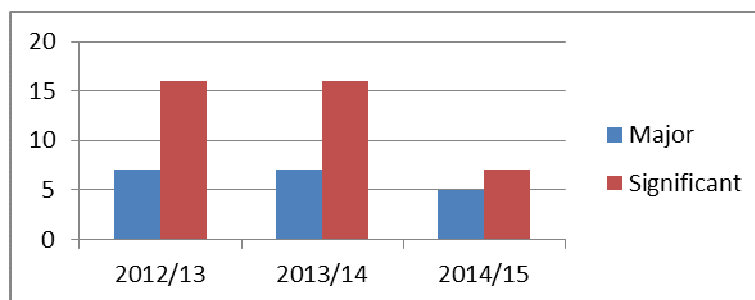
4.1.3.7 Schools

Teachers

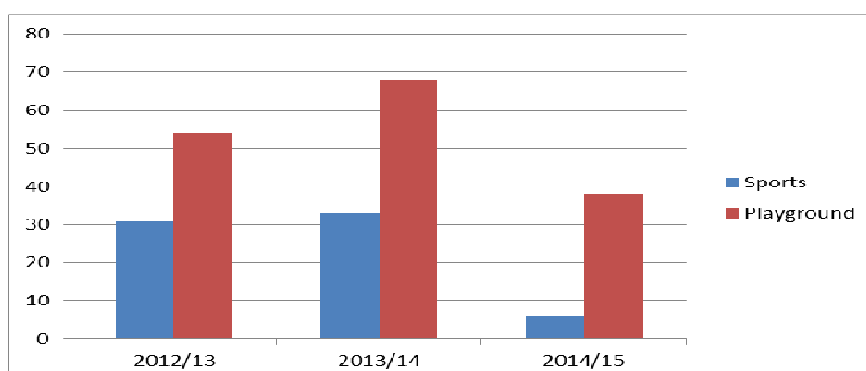


- There has been a reduction in accidents involving use of equipment;
- Majority of incidents (5) involved teachers at Primary schools; and
- Slips and trips accidents were due to poor housekeeping and 'lapses'

Pupils



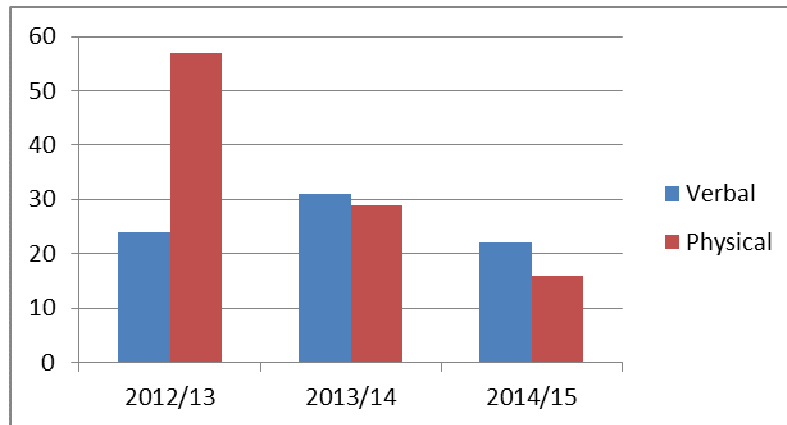
Category	Minor	Significant	Major	Totals
Equipment	1	0	1	2
Sporting	2	1	3	6
Playground	36	2	1	39
Other	12	4	0	16
Total	51	7	5	63



- There has been a significant reduction in incidents involving both sports and playgrounds;
- 4 major injuries took place at Secondary schools whilst 1 took place in a Primary school and involved a playground incident;
- One of the major incidents at a Secondary schools involved a pupil catching her hair in a pillar drill during a DT lesson; and
- A significant incident involved a 6th form pupil inhaling gases during an experiment in a Science lesson. Investigations are ongoing

4.2 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Policy and Resources	10	2
Children and Enterprise	5	6
Communities	7	8
TOTAL 1/4/11 to 31/3/12	22	16
TOTAL 1/4/13 to 31/3/14	31	29
TOTAL 1/4/12 to 31/3/13	24	57



4.2.1 Further Information:

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

4.2.1.1 Communities

- There has been a significant reduction in the number of physical incidents with 19 last year;
- This can be attributed to a reduction of incidents within Supported Housing Network with 2 this year, 12 last year and 42 the previous year; and
- One physical incident took place during home visits (see action 2)

4.2.1.2 Children & Enterprise

- 4 of the physical incidents involve Residential Care staff with 3 last year.

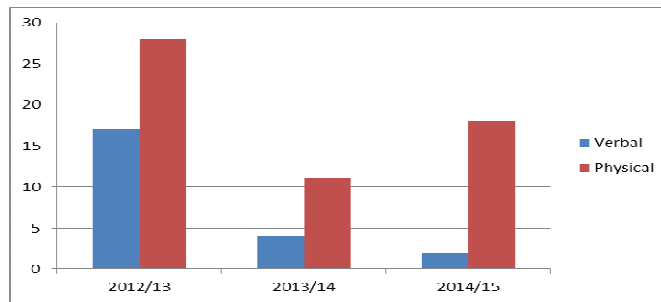
4.2.1.3 Policy & Resources

- The majority of the incidents took place at HDL's involved issues raised by customers around welfare reforms;

- One incident involved a member of staff from Revenue and Benefits who, whilst lone working on a home visit, received a threat to kill him. Police were informed (see action 2)

4.2.1.4 Schools

Schools	Verbal	Physical
TOTAL 1/4/14 to 31/3/15	2	18
TOTAL 1/4/13 to 31/3/14	4	11
TOTAL 1/4/12 to 31/3/13	17	28



- There has been an increase in the number of physical incidents reported;
- 4 physical incidents involved staff at the Pupil Referral Unit;
- The remainder took place at Primary schools on teachers and teaching assistants. These included head butting, biting and spitting;
- A breakdown of staff involved in physical incidents from pupils in the last 3 years is as follows,

Head teachers	Teachers	Teaching Assistants	Midday Assistants	Supply Teachers	Administration
2	12	27	2	2	1

- The Violence in a School Setting Policy and Risk Assessment have been reviewed and updated