



**CORPORATE ACCIDENT / INCIDENT REPORT
CORPORATE POLICY & PERFORMANCE BOARD
1st April 2019 to 31st August 2019**

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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 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) 2013, 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 2019/20.

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 for Health and Safety".

2. SUMMARY AND RECOMMENDATIONS

2.1 Summary

Earlier this year there has been an increase introduced by the Health & Safety Executive (HSE) for Fees for Intervention from £129 to £154 per hour. This will become chargeable if the HSE has to take intervention action against an employer for Health & Safety breaches.

The Health & Safety Executive have also released the workplace fatal injury statistics for 2018/19 and the figures are showing that the national older workforce is an at-risk group. 147 employees were killed in their workplace and approximately a quarter were over 60 years of age.

Reportable and significant accidents for Halton Employees are currently at a total of 15 across both directorates plus 5 near misses. This compares to 44 last year with equal near misses at 5.

Violent Incidents are showing currently as 12 verbal and 5 physical incidents.

Lone Working Monitoring System update – registered users have decreased from the same period last year but actual percentage use has risen slightly.

Display Screen Equipment assessments completed up to 31st August are 24 compared to 23 for the whole of last year.

Risk Assessments completed on the corporate risk assessment system are 1464 for both Enterprise, Community and Resources and People.

2.2 Recommendations 2019/20

The following recommendations are as a result of the accident analysis data for 2018/19 and will be actioned during the period 2019/20.

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	4	Waste & Environmental Services review of manual handling procedures	Accidents 2018/19	Waste & Environmental Services Team - ongoing
2.	4	Care Management review of manual handling procedures of persons	Accidents 2018/19	Care Management Team
3.	4	Ensure that Schools Catering Team conduct a review of Personal Protective Equipment and Risk Assessments to identify control measures for scalds and burns	Accidents 2018/19	Schools Catering Team - ongoing
4.	4	Ensure that Environmental Risk Assessments for offices are reviewed and updated to identify control measures for scalds and burns	Accidents 2018/19	Team Managers and Health and Safety Team - ongoing
5.	4	Review of Premises and Environmental Risk Assessments to identify control measures for slips, trips and falls	Accidents 2018/19	Team Managers and Health and Safety Team - ongoing
6.	2	Review of maintenance contract arrangements for cremators	Near Misses 2018/19	Divisional Manager and Health & Safety Team - ongoing
7.	3	Review Lone Working Risk Assessments and enforce the 'mandatory' use of the Contact Centre Monitoring system when required	Reinforce Management Team decision and safety of lone working employees	All managers – Management email reminder sent 2/9/19, ongoing monitoring in place.

GENERAL ACTIONS

Conduct Audit of Client Transport Team – Logistics Division	By Nov 2019	Health and Safety Team
Conduct Audit of First Aid Provision across the Authority	By Oct 2019	Health and Safety Team - completed
Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	By Mar 2020	Health and Safety Team – in progress
Review and update Health and Safety policies (Corporate & Schools) requiring timescale or legislation reviews	By Aug 2019	Health and Safety Team - completed

3. INFORMATION

3.1 Local/National Information

3.1.1 DSE (Display Screen Equipment) Assessments and Musculoskeletal Disorders

Following a rise year on year of complex assessments being completed for at risk staff who use display screen equipment the total completed for the first half of this year is 24. This compares with a total of 23 assessments completed for the whole of the previous year.

Guidance in the past has dictated that DSE users fall under the criteria of 3 or more hours per day on a regular basis of using PC's/laptops etc. With the progression of technology the relevant guidance has reduced this to 1 hour a day on a regular basis bringing more staff under the umbrella of DSE users.

Halton Borough Council has robust systems in place to ensure the safety of staff who are DSE users and continues to assist staff who require further support at their workstations.

3.1.2 Corporate Safety Bulletins

For a number of years the Health & Safety Team have been sending safety bulletins out to schools with various topics, legislations changes, court cases, high risk activities etc and it has resulted in a comprehensive library dating back to 2006. Corporately, safety alerts have historically been sent to managers on an ad hoc basis via email and where appropriate published in corporate communications such as the 'In Touch' magazine and more recently, 'News in Brief'.

In June of this year the school bulletin system was adopted corporately and when appropriate, communications are sent to managers for them to cascade

to their staff. This system will work alongside current corporate communication systems ensuring safety information is cascaded correctly.

3.1.3 HSE increases fee for intervention charge

The hourly rate which organisations found to be in material breach of health and safety laws must pay to the Health and Safety Executive (HSE) for its time has increased from £129 to £154 per hour, with effect from 6 April 2019.

HSE's fee for intervention (FFI) cost recovery scheme was designed to shift some of the costs of regulating workplace health and safety from the taxpayer to those responsible for breaches.

Health and safety law expert Natalie Walker of Pinsent Masons, the law firm behind Out-Law.com, said: "The increase in the recovery rate by almost 20% means that non-compliance now comes with more significant repercussions for companies".

"This emphasises the importance of organisations being proactive in their approach to safety and prioritising health and safety compliance," she said.

In a statement, the HSE said that the increased rate would enable it to recover more of its costs.

"HSE must set the FFI rate with the aim of recovering its full cost and in recent years it has operated at a deficit (i.e. cost more than recovered in income)," it said. "A combination of this and cumulative inflationary pressures support the increased hourly rate."

FFI was introduced on 1 October 2012. Under the scheme, those found to be in 'material breach' of health and safety laws are liable for payment of HSE's related costs, including those incurred as a result of inspection, investigation and taking enforcement action.

HSE defines 'material breaches' as those that would require it to issue notice in writing of that breach to the business, employer, public body or other 'duty holder'. Duty holders who comply with the law, or where no material breach is found, are not charged FFI.

3.1.4 HSE Workplace Fatal Injury Statistics

The Health & Safety Executive have released the workplace fatal injury statistics for 2018/19 and the figures are showing that the national older workforce is an at-risk group. 147 employees were killed in their workplace and approximately a quarter were over 60 years of age.

Thirty Seven of the 147 were in this age bracket despite this group forming only 10% of the UK workforce.

Workers aged between 60 and 64 were twice as likely to die in a workplace accident last year with 0.92 per 100,000 being killed, compared with the average for all groups

of 0.45. The rate for those 65 and over was even higher, with 1.99 in every 100,000 killed.

The figures also highlighted the most dangerous sectors with 32 in agriculture, 30 in construction and 26 in manufacturing.

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 completed up to 31/8/19 are; 1464

Enterprise, Community & Resources – 1046
People – 418

See section 7 for position statements.

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 2019 to 31st August 2019 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 – registered users have decreased from the same period last year but actual percentage use has risen slightly.

	June – Sept 2018		June – Sept 2019	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	65	45	65	52
People	308	175	261	161
TOTAL USERS	373	220	326	213
% OF USE	59%		65%	

5 REACTIVE ['Lagging'] INDICATORS

5.1 Number of Significant and RIDDOR Reportable Accidents

5.1.1 The number of significant accidents and RIDDOR reportable to the HSE for each Directorate excluding schools that took place from 1st April 2019 to 31st August 2019 is 15. Within schools there were 2 reportable incidents.

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	3	11
People – excluding schools	0	0	1
TOTAL YTD 2018/2019	1	16	89
TOTAL YTD 2017/2018	2	13	46
TOTAL YRD 2016/2017	0	11	57

5.2 Number of Violent Incidents

5.2.1 From 1st April 2019 to 31st August 2019

Directorate	Verbal	Physical
Enterprise, Community and Resources	11	2
People	1	3

Directorate	Verbal	Physical
TOTAL 2018/19	23	10
TOTAL 2017/18	35	11
TOTAL 2016/17	25	6

Of the 11 verbal incidents for Enterprise, Community & Resources 8 occurred in the Halton Direct Links. The 2 physical incidents comprised of books being thrown at a library assistant and an irate resident driving a vehicle towards a Waste Management operative. This incident was reported to the police.

The 3 physical incidents for the People directorate occurred within the Positive Behaviour Service.

5.2.2 Schools

From 1st April 2019 to 31st August 2019 there have been 11 physical violent incidents within schools and 1 incident of abuse via social media towards a teacher.

Schools	Verbal	Physical
TOTAL 2018/19	7	40
TOTAL 2017/18	4	28
TOTAL 2016/17	1	19

6. Risk Assessment Position Statements

Risk assessment position statements for both 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
Home Working Risk Assessment	143	107	74.83	06/09/2019	28	19	67.86	17/09/2019
Environmental/Fire Risk Assessment	64	31	48.44	04/10/2019	44	23	52.27	16/10/2019
Fire Risk Assessment								
Lone Working Risk Assessment	26	13	50	04/10/2019	26	4	15.38	15/05/2020
Manual Handling Risk Assessment	8	7	87.5	07/12/2019				
Occupational Risk Assessment	237	178	75.11	11/09/2019	31	16	51.61	14/11/2019
Ladder Checklist	12	9	75	24/09/2019				
General Risk Assessment	98	59	60.2	26/09/2019	108	73	67.59	10/09/2019
COSHH Risk Assessment	43	42	97.67	27/09/2019	54	13	24.07	03/11/2019
COSHH (Advanced) Risk Assessment	13	9	69.23	27/12/2019	3	3	100	15/05/2020
Transport in Depots Risk Assessment	2	1	50	23/08/2020				
Workstation Risk Assessment	719	590	82.06	05/09/2019	421	267	63.42	06/09/2019
Total	1365	1046	76.63	-	715	418	58.46	-

September 2018 – Enterprise, Community & Resources 1007 People 349

September 2019 – Enterprise, Community & Resources 1046 People 418

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1st September 2019