



**CORPORATE ACCIDENT / INCIDENT REPORT
CORPORATE POLICY AND PERFORMANCE BOARD
1st April 2019 to 31st March 2020**

Contents

1. INTRODUCTION.....	3
1.1 General	3
1.2 H&S Management System	3
2. SUMMARY AND RECOMMENDATIONS	5
2.1 Summary 2019/20	5
2.2 Recommendations 2020/21.....	6
3. INFORMATION.....	7
3.1 Local Information.....	7
3.2 National Information.....	9
4. LEAD INDICATORS (KPI's)	9
4.1 KPI 1 Risk Assessments	9
4.2 KPI 2 Near Misses	9
4.3 KPI 3 Lone Working Monitoring System	10
5. REACTIVE INDICATORS (KPI's).....	10
5.1 KPI 4 Accidents.....	10
5.2 KPI 5 Violent Incidents	12
6. Risk Assessment Position Statements.....	14

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 2019/20

During the past year across the Authority there has been a decrease in significant incidents whilst over 7 day injuries have remained the same as the previous year at 16. There have also been a total of 8 near misses, a decrease of 4 from the previous year. Slips, trips and falls, Manual Handling incidents and equipment use accidents have all decreased.

Violent Incidents are showing a rise in the number of verbal incidents compared to last year's figures and physical incidents have rose from 10 to 12 in the last 12 months. There has also been a rise in physical incidents but no reported verbal incidents within Halton schools.

Lone working monitoring system usage data shows seventy nine users have been deleted for non-use across both directorates despite mandatory use being approved and endorsed by Management Team.

Display Screen Equipment assessments have risen to 32 for 2019 compared to 23 throughout 2018 with staff coming forward to report various health issues surrounding Musculoskeletal Disorders.

Risk Assessments completed on the corporate risk assessment system have risen from **1432** in 2018/19 to **1859** in 2019/20 following consultations at Joint Consultative Committee Meetings across the Authority.

2.2 Recommendations 2020/21

The following recommendations are as a result of the accident analysis data for 2019/20 and will be actioned during the period 2020/21.

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	4	Managers to ensure all relevant staff are aware of Occupational Road Risk Policy and other linked documents, Driving Documents System usage and the importance of production of documents due to days lost for RTC's logged as an accident category.	Accidents 2020/21	All managers
2.	2	Managers to ensure all relevant staff are aware of Occupational Road Risk Policy and other linked documents, Driving Documents System usage and the importance of production of documents due to near misses involving RTC's.	Near Misses 2020/21	All managers
3.	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

GENERAL ACTIONS

Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2020/21	Health and Safety Team – time period extended due to COVID19
Review and update Health and Safety policies (Corporate & Schools) requiring timescale or legislation reviews	Ongoing	Health and Safety Team
School Audit and Healthcheck visit programme	Ongoing	Health and Safety Team

3. INFORMATION

3.1 Local Information

3.1.1 DSE (Display Screen Equipment) Assessments and Musculoskeletal Disorders

We are as an Authority still continuing to experience a rise in requests for Complex DSE Assessments due to staff suffering upper body injuries and musculoskeletal disorders.

	Total Assessments
TOTAL 2019	32
TOTAL 2018	23
TOTAL 2017	20
TOTAL 2016	21
TOTAL 2015	12
TOTAL 2014	14
TOTAL 2013	11
TOTAL	133

3.1.2 Mental Health and Wellbeing

Work-related stress, depression, or anxiety is defined by the HSE as “*a harmful reaction people have to undue pressures and demands placed on them at work*”. In other words, stress is due to a *perceived* imbalance between environmental demands and personal resources.

The HSE has in 2017 and 2019 highlighted that most of those reporting acute stress, anxiety, and depression are mostly public sector workers, particularly education, health and social care, who report workload pressures, including tight deadlines, too much responsibility and a lack of managerial support as the root causes.

In 2018/19 stress, depression or anxiety accounted for 44% of all work-related ill health cases and 54% of all working days lost due to ill health.

Halton Borough Council manages Emotional Wellbeing using the HSE standards, ‘Tackling work-related stress Management Standards’ encompassing a risk assessment survey. A suite of courses are available for staff to access on the Authorities ‘Enable’ e-learning system to assist in managing mental health and the Health Improvement Team offer Mental Health Awareness courses.

3.1.3 Health & Safety Training and Communications

From 1st April 2019 HBC staff have participated in a number of Health & Safety training sessions, either classroom based or via e-learning and have received various forms of Health & Safety communications.

Training

- 3 x Head teachers courses – 38 people
- 1 x H & S briefing – Hope Corner School
- 104 x E-learning Risk Assessment
- 595 x E-learning Fire Safety Awareness
- 200 x E-learning Induction
- 175 x E-learning Workstation DSE
- 31 x E-learning Lone Working
- 34 x E-learning Personal Safety
- 11 x E-learning Risk Management
- 16 x Personal Safety - 169 people
- 4 x Bomb/Lockdown Exercises in Corporate Buildings
- 4 x Evac Chair – 12 people
- 1 x Evac Chair Refresher Training drop in session
- 14 x Manual Handling (School Catering) – 203 people
- 1 x Manual Handling (The Brindley) – 20 people
- 7 x Fire Marshal/Fire Safety – 40 people

Communications

- 4 x Quarterly briefings for managers
- 18 x Corporate Safety Bulletins
- 6 x News in Brief articles
- 36 x School Bulletins
- 1 x Admin of Medication briefings for schools
- 1 x Head teachers and schools annual briefing
- 3 x School Governor termly reports
- 1 x Counter Terrorism briefing to managers

3.2 National Information

3.2.1 HSE Statistics

New HSE statistics show the number of injuries, incidents and ill-health in workplaces across Great Britain is still too high. For 2018/2019 the following Labour Force Survey statistics show;

Fatal injuries at work – 147

Non-fatal injuries at work – 581,000

Employees suffering work related illness – 1.4 million

Cases prosecuted resulting in a conviction – 364

Fines from convictions – £54.5 million

Working days lost due to work related injury/illness – 28.2 million

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 31/3/20 are; 1859

Enterprise, Community & Resources – 1234
People – 625

See section 7 for position statements.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

2016/17	2017/18	2018/19
9	16	12

From the 1st April 2019 to 31st March 2020 there have been 8 near misses showing a reduction from the previous year. There were 3 near misses in schools.

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 very slight increase in registered users of the system compared to the same period last year but a decrease in actual use of the system,
- In total 79 (5-ECR & 74-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;

	Jan – Mar 2020		Jan – Mar 2019	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	66	45	62	44
People	266	132	263	147

TOTAL USERS	332	177	325	191
% OF USE	55%		59%	

Lone workers face the same hazards at work as anyone else, but there is a greater risk of these hazards causing harm as they may not have anyone to help or support them if things go wrong. The HSE advice is that as an employer, there should be provision of training, supervision, monitoring and support for lone workers.

INDG73 Protecting Lone Workers HSE guidance has been updated this year and contains:

- a new section on how to protect lone workers from the risk of work-related violence
- more information on how managers should keep in touch with lone workers
- new advice on the impact lone working can have on stress, mental health and wellbeing

As an Authority Halton Borough Council have in place robust procedures for the protection of Lone Workers with a need to continually stress the importance of use of the Lone Working Monitoring system (see section 2.2 Recommendations).

5 REACTIVE ['Lagging'] INDICATORS

5.1 Number of Significant and RIDDOR Reportable Accidents

5.1.1 The number of accidents reported to the HSE for each Directorate excluding schools that took place from 1st April 2019 to 31st March 2020 are; 11

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	8	20
People – excluding schools	1	3	3
Schools – excluding pupils	0	5	5
TOTAL YTD 2019/2020	1	16	28
TOTAL YTD 2018/2019	1	16	89
TOTAL YTD 2017/2018	2	13	46

Specified injuries and over 7 day incidents have remained the same as the previous year while significant injuries have decreased. Burn injuries within school catering has decreased from 6 incidents last year to 3 within this period. In total burns injuries have decreased from 17 last year to 4. Slips/trips/falls have decreased as has manual handling incidents.

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

Main Categories

	<u>2017/18</u>	<u>2018/20</u>	<u>2019/20</u>
STF	16	22	10
Man Han	16	18	9
Equipment	19	10	7

Other Categories 2019/20

- Other – Burns – 4
- Hit by moving or flying objects – 4
- Injured by an animal – 1
- RTC – 4
- Entrapment – 1
- Sharps – 1
- Physical Contact – 1

5.1.2 Days Lost

- The main categories of days lost are as follows;

	Days Lost		
	2017/18	2018/19	2019/20
1. Slips, trips and falls	107	83	20 (-63)
2. Manual handling	49	121	77 (-44)
3. Equipment	110	3	25 (+22)

- The total days lost is 122 on the above categories. This represents a decrease compared to the same period last year with 207. There is however an increase in days lost for Equipment use. There were also 25 days lost as a result of 3 separate road traffic collisions.

5.2 Number of Violent Incidents

5.2.1 From 1st April 2019 to 31st March 2020

Directorate	Verbal	Physical
Enterprise, Community and Resources	27	3
People	3	9

Directorate	Verbal	Physical
TOTAL 2019/20	30	12
TOTAL 2018/19	23	10
TOTAL 2017/18	35	11

The physical violent incidents were across various services for the last 12 months with the Positive Behaviour Support Service reporting 7 of these.

The 30 verbal incidents were mainly at the HDL offices who received 20 threats/abuse mainly linked to benefits/housing queries. The remaining 10 were spread across various services.

There were 2 incidents whereby members of the public took knives into council buildings, 1 into a HDL office and one into a community centre.

5.2.2 Schools

From 1st April 2019 to 31st March 2020 – 45 physical incidents

Schools	Verbal	Physical
TOTAL 2019/20	0	45
TOTAL 2018/19	7	40
TOTAL 2017/18	4	28

The majority of physical incidents involved multiple incidents involving the same pupils within Primary schools. There were two separate incidents whereby primary school children took knives into school and one secondary school incident when a pupil removed craft blades from a classroom and accidentally injured another pupil causing minor injuries.

6. Risk Assessment Position Statements

Risk assessment position statements for both Directorates

As of;

31 March 2020

		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>
2	Home Working Risk Assessment	385	298	77.4	02/04/2020	251	185	73.71	10/05/2020
	Environmental/Fire Risk Assessment	61	38	62.3	01/04/2020	44	21	47.73	09/04/2020
	Fire Risk Assessment								
	Lone Working Risk Assessment	29	15	51.72	26/04/2020	27	7	25.93	15/05/2020
	Manual Handling Risk Assessment	9	6	66.67	20/08/2020	2	0	0	
	Occupational Risk Assessment	236	171	72.46	01/04/2020	36	16	44.44	08/04/2020
	Ladder Checklist	12	9	75	20/08/2020				
	General Risk Assessment	102	56	54.9	10/04/2020	107	68	63.55	01/04/2020
	COSHH Risk Assessment	40	37	92.5	02/04/2020	71	27	38.03	08/04/2020
	COSHH (Advanced)	14	9	64.29	31/10/2020	4	4	100	15/05/2020

Risk Assessment									
Transport in Depots Risk Assessment	1	1	100	23/08/2020					
Workstation Risk Assessment	713	594	83.31	01/04/2020	475	297	62.53	01/04/2020	
Total	1602	1234	77.03	-	1017	625	61.46	-	

Completed Assessment Comparisons

Enterprise, Community & Resources – 2017/18 **830** completed
 People – 2017/18 **312** completed

Enterprise, Community & Resources – 2018/19 **1036** completed
 People – 2018/19 **396** completed

Enterprise, Community & Resources – 2019/20 **1234** completed
 People – 2019/20 **625** completed

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1st July 2020