



**CORPORATE ACCIDENT / INCIDENT REPORT
CORPORATE POLICY & PERFORMANCE BOARD
1st April 2021 to 31st August 2021**

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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

COVID-19 still remains as the focal point for a large part of Local Authority working as HBC moves towards a cautious return to office buildings for some staff. Working from home will still be actioned by many staff in an effort to combat COVID transmission and it is still a difficult time for many having to deal with illness and bereavement.

COVID risk control measures are still in place across the authority to protect staff with the added protection of requests to regularly test and encouragement to take up the offer of vaccination. There is also the continued availability of the wellbeing programmes and courses.

There is continued demand for personal protective equipment with central distribution still available via the PPE hub at the DCBL stadium. The Hub is receiving further support from the Government with stocks until at least March 2022.

The pandemic reflection on this current report still shows a significant reduction in accidents and violent incidents compared to previous years pre-pandemic.

Reportable and significant accidents for Halton Employees are currently at a total of 6 across both directorates plus 5 near misses.

Violent Incidents corporately are showing currently as 12 verbal and zero physical incidents. Within schools for this period there were 4 physical incidents and 2 verbal involving racism.

Lone Working Contact Centre Monitoring update – registered users have increased from the same period last year whilst actual use has decreased. The decrease could be attributed to the pandemic and homeworking but as 'face to face' visits resume this should reflect in the figures. To further understand non-use an audit is currently taking place.

Fire audits are currently being actioned across all corporate buildings to ensure procedures, training and risk assessments are up to date in preparation for the cautious return of staff to HBC buildings.

A review of security risks assessments for the 4 main council buildings are also currently taking place in light of the forthcoming 'Martyn's Law' which will place a 'duty to protect' on employers and is a legal requirement for public places to ensure preparedness for and protection from terrorist attacks, particularly in buildings such as stadiums and arenas and highly populated buildings.

Risk Assessments completed on the corporate risk assessment system are 1559 for both Enterprise, Community and Resources and People, compared to 1905 last year. Safety bulletin 2021 8 disseminated to all managers in light of reduction in figures.

Total number of COVID-19 sickness absences since 1st March 2020 is 513. For the current quarter to date (Jul, Aug & part-September) the number of absences is 60. These are included in the 513 above. Circa 34% of absence has been caused by COVID-19 for the period 1st March 2020 to date. Only 8 of the cases were reported on the H & S system as staff working within their normal workplace from 1st April 2021 to 31st August 2021.

2.2 Recommendations 2020/21

The following recommendations are as a result of the accident analysis data for the first half of 2021 from 1st April and will be actioned during the period 2021/22.

| No. | KPI No. | ACTION | RATIONALE | RESPONSIBLE |
|-----|---------|---|---|----------------------------|
| 1. | 1 | All managers and assessors to ensure risk assessments on the corporate risk assessment system across all areas are reviewed and up to date as per safety bulletin 2021 8. | Position statements, section 7 below. | All managers and assessors |
| 2. | 3 | Lone working audit of all systems, communications, staff usage and any other contributing factors | Reinforce Management Team decision and safety of lone working employees | Health & Safety Team |
| 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 - ongoing |

GENERAL ACTIONS

| | | |
|---|---------|--|
| Action a series of Lockdown/Bomb Threat Exercises across main Council buildings | 2021/22 | 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 |
| Programme of fire audits actioned and ongoing for all corporate buildings | 2021/22 | Health and Safety Team and Facilities Management Representatives/Property Services |
| Action security risk assessments across main council buildings | 2021/22 | Health and Safety Team |

3. INFORMATION

3.1 Local/National Information

A series of fire audits have been actioned and are continuing across all corporate buildings to ensure procedures, training and risk assessments are up to date in preparation for the cautious return of staff to HBC buildings. The audits involve checking and reviewing of fire risk assessments to ensure actions are completed and documentation is up to date, building checks, checking of fire routes, signage, integrity of fire doors, training and training records, fire log books, testing records, fire drills, extinguishers etc. This process has been enabled by the involvement of building FMR's (Facilities Management Representatives, previously known as Building Managers, changed at the request of Facilities Management Team).

A review of security risk assessments for the 4 main corporate buildings is also taking place in light of the forthcoming 'Martyn's Law' following on from the Manchester Arena bombing in May 2017. The law will place a 'duty to protect' on employers and is a legal requirement for public places to ensure preparedness for and protection from terrorist attacks, particularly in buildings such as stadiums and arenas and buildings with large numbers of people within such as office buildings. The DCBL Stadium is also due to take part in a security audit that will be actioned by the Cheshire CTSA (Counter Terrorism Security Adviser).

As an authority Halton Borough Council has for many years been working on implementing Bomb/Lockdown procedures and policies in all buildings and schools as well as actioning Bomb/Lockdown exercises in main buildings. The HBC Bomb/Lockdown policy was first produced in 2009. Work will be continuing to review and improve this process.

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 31/8/21 are; 1559

Enterprise, Community & Resources – 1052
People – 507

See section 7 for position statements and comparisons.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

| 2018/19 | 2019/20 | 2020/21 |
|---------|---------|---------|
| 12 | 8 | 2 |

From the 1st April 2021 to 31st August 2021 there have been 5 near misses reported on the corporate accident/incident system.

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 increased from the same period last year and actual percentage use has decreased. The decrease could be attributed to the pandemic and homeworking, however, this should reflect on the next report as 'face to face' visits begin to resume. An audit of use and non-use is currently being actioned by the Health & Safety Team.

| | June – Sept 2020 | | June – Sept 2021 | |
|----------------------------------|------------------|-------------------|------------------|-------------------|
| | Registered Users | No's Using System | Registered Users | No's Using System |
| Enterprise Community & Resources | 69 | 65 | 82 | 25 |
| People | 267 | 211 | 310 | 89 |
| TOTAL USERS | 336 | 276 | 392 | 114 |
| % OF USE | 82% | | 29% | |

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 2021 to 31st August 2021 is 6, the same as this time period last year.

| Directorate | Specified Injury | > 7-Day | Significant |
|-------------------------------------|------------------|-----------|-------------|
| Enterprise, Community and Resources | 0 | 2 | 1 |
| People – excluding schools | 1 | 1 | 1 |
| TOTAL 2020/2021 | 1 | 3 | 7 |
| TOTAL 2019/2020 | 1 | 16 | 28 |
| TOTAL 2018/2019 | 1 | 16 | 89 |

5.2 Number of Violent Incidents

5.2.1 From 1st April 2021 to 31st August 2021

| Directorate | Verbal | Physical |
|-------------------------------------|--------|----------|
| Enterprise, Community and Resources | 8 | 0 |
| People | 4 | 0 |

| Directorate | Verbal | Physical |
|----------------------|-----------|-----------|
| TOTAL 2020/21 | 8 | 1 |
| TOTAL 2019/20 | 30 | 12 |
| TOTAL 2018/19 | 23 | 10 |

The 8 incidents for E,C & R occurred within the HDL sites. People directorate had 1 verbal incident involving the HIP team and anti-vac protestors. The 3 other incidents were voicemails received by the Housing Solutions team.

5.2.2 Schools

From 1st April 2021 to 31st August 2021 there have been 4 physical violent incidents and 2 verbal racist incidents within schools.

| Schools | Verbal | Physical |
|----------------------|----------|-----------|
| TOTAL 2020/21 | 4 | 11 |
| TOTAL 2019/20 | 0 | 45 |
| TOTAL 2018/19 | 7 | 40 |

6. Risk Assessment Position Statements

September 2018 Enterprise, Community & Resources 1007 People 349
 September 2019 Enterprise, Community & Resources 1046 People 418
 September 2020 Enterprise, Community & Resources 1255 People 650
 September 2021 Enterprise, Community & Resources 1052 People 507

Risk Assessment Position Statement - All Directorates

01 September 2021

| | | 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> |
| 20 | Home Working Risk Assessment | 424 | 272 | 64.15 | 07/09/2021 | 285 | 107 | 37.54 | 03/09/2021 |
| | Environmental/Fire Risk Assessment | 72 | 39 | 54.17 | 15/09/2021 | 71 | 43 | 60.56 | 15/09/2021 |
| | Fire Risk Assessment | | | | | 1 | 0 | 0 | |
| | Lone Working Risk Assessment | 30 | 13 | 43.33 | 02/09/2021 | 24 | 8 | 33.33 | 24/09/2021 |
| | Manual Handling Risk Assessment | 8 | 6 | 75 | 24/11/2021 | 1 | 1 | 100 | 28/04/2022 |
| | Occupational Risk Assessment | 252 | 185 | 73.41 | 08/09/2021 | 58 | 23 | 39.66 | 23/09/2021 |
| | Ladder Checklist | 10 | 9 | 90 | 10/09/2021 | | | | |
| | General Risk Assessment | 112 | 62 | 55.36 | 23/09/2021 | 168 | 70 | 41.67 | 03/09/2021 |
| | COSHH Risk | 40 | 35 | 87.5 | 01/02/20 | 71 | 38 | 53.5 | 23/09/20 |

| | | | | | | | | |
|-------------------------------------|-------------|-------------|-------------------|----------------|-------------|------------|-------------------|----------------|
| Assessment | | | | 22 | | | 2 | 21 |
| COSHH (Advanced) Risk Assessment | 14 | 3 | 21.4 3 | 15/02/20 22 | 4 | 1 | 25 | 27/04/20 22 |
| Transport in Depots Risk Assessment | 1 | 1 | 100 | 23/08/20 22 | | | | |
| Workstation Risk Assessment | 739 | 427 | 57.7 8 | 02/09/20 21 | 616 | 216 | 35.0 6 | 02/09/20 21 |
| Total | 1702 | 1052 | 61.8 1 | - | 1299 | 507 | 39.0 3 | - |

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1st September 2021