



**CORPORATE ACCIDENT / INCIDENT REPORT  
CORPORATE POLICY AND PERFORMANCE BOARD  
1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

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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 Significant<sup>1</sup> and RIDDOR Reportable Accidents<sup>2</sup>**  
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

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<sup>1</sup> Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management

<sup>2</sup> 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 2022/23.

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 and as an authority we are following government guidance and working towards living with the virus. This means cleaning, hygiene and ventilation are still very much prevalent and is still the main guidance provided by the Health & Safety Executive. As an authority we are also still working on a 50% occupancy in Council buildings.

There is continued demand for personal protective equipment with central distribution still available via the PPE hub at the DCBL stadium. The free government support has now ended for the hub but CQC registered services are still receiving support via the government PPE portal.

The pandemic reflection on previous reports has shown a significant reduction in accidents and violent incidents compared to previous years pre-pandemic. This is slowly starting to change and is also having an impact on violent incidents which are rising to pre pandemic levels.

Reportable and significant accidents for Halton Employees, excluding schools, are currently at a total of 20 across both directorates plus 9 near misses.

Violent Incidents corporately are showing currently as 28 verbal and 8 physical incidents. Within schools for this period there were 21 physical incidents, mainly involving the same 4 children and 2 verbal involving racism.

Lone Working – Contact Centre Monitoring update – registered users have increased from the same period last year and actual percentage use has also slightly increased. This is as predicted with staff returning to face to face visits if safe to do so, however, a larger increase was expected due to mandatory use of the system. A review of the Lone Working process has taken place by the Health & Safety team with a summary below.

Fire audits have been actioned across all corporate buildings, including care homes, to ensure procedures, training and risk assessments are up to date. A full summary of results is included in this report. Sadly due to continual outbreaks 1 care home is still to be visited.

As at 4<sup>th</sup> April 2022, the total number of COVID-19 sickness absences for the whole pandemic period - from 1<sup>st</sup> March 2020 - is 1219. This includes all Council services and schools.

For the whole pandemic period to date, the number of COVID absences for Council services (excluding schools) is 643.

For the financial year 1<sup>st</sup> April 2021 to 4<sup>th</sup> April 2022, the number of COVID-19 sickness absences is 916. This includes all Council services and schools.

For the financial year 1<sup>st</sup> April 2021 to 4<sup>th</sup> April 2022, the number of COVID absences for Council services (excluding schools) is 373 – this represents 15% of all absences.

For the financial year 1<sup>st</sup> April 2021 to 4<sup>th</sup> April 2022, the number of COVID absences for schools is 543 – this represents 26% of all absences.

Only 20 of the cases were reported on the H & S system as staff working within their normal workplace from 1<sup>st</sup> April 2021 to 4<sup>th</sup> April 2022.

## 2.2 Recommendations 2022/23

The following recommendations are as a result of the accident analysis data to be actioned during the period 2022/23.

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 - <b>completed</b>
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

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## GENERAL ACTIONS

Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2022/23	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	Ongoing	Health and Safety Team and Facilities Management Representatives/Property Services
Action security risk assessments across main council buildings	2021/22	Health and Safety Team - <b>completed</b>
Following workplace inspections of main council buildings all managers to follow up on any recommendations made	2022/23	Responsible managers - ongoing

### 3. INFORMATION

#### 3.1 National/Local Information

#### HSE Health and Safety Statistics 2021

##### Work-related Ill Health

- **1.7 Million Workers** suffering from work-related ill health (new or long-standing) in 2020/21.
- **13,000 Deaths** each year estimated to be linked to past exposure at work, primarily to chemicals or dust.

##### Work-related Stress, Depression or Anxiety

- **822,000 Workers** suffering from work-related stress, depression or anxiety (new or long-standing) in 2020/21.
- **451,000 Workers** suffering from a new case or work-related stress, depression or anxiety.

##### Work-related MSDs (Musculoskeletal Disorders)

- **470,000 Workers** suffering from work-related MSDs (new or long-standing) in 2020/21.

- **162,000 Workers** suffering from a new case of work-related MSDs in 2020/21.

### Occupational Lung Disease

- **12,000 Lung Disease** deaths each year estimated to be linked to past exposures at work.
- **2,369 Mesothelioma** deaths in 2019, with a similar number of lung cancer deaths linked to past exposures to asbestos.

### Coronavirus Pandemic

- **93,000 Workers** suffering with COVID-19 in 2020/21 which they believe may have been from exposure to coronavirus at work (new or long-standing). Around half of those suffering were in human health and social work activities.
- **645,000\* Workers** suffering from a work-related illness caused or made worse by the effects of the coronavirus pandemic (new or long-standing) in 2020/21. Around 20% of those suffering were in human health and social work activities.

\* Excludes the 93.000 workers from the first statistic.

### Workplace Injury

- **142 Workers** killed at work in 2020/21.
- **441,000 Workers** sustaining a non-fatal injury according to self-reports from the Labour Force Survey in 2020/21.
- **51, 211 Employee** non-fatal injuries reported by employers under RIDDOR in 2020/21.

### Enforcement

- **185 Cases** prosecuted by HSE where a conviction was achieved in 2020/21.
- **2,929 Notices** issued by HSE in 2020/21.
- **£26.9 Million** in fines resulting from prosecutions taken by HSE where a conviction was achieved in 2020/21

## Fire Audits

A series of fire audits have been actioned and across all corporate buildings to ensure procedures, training and risk assessments are up to date. 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).

The audit process is divided into 4x areas and focusses on Risk Assessments, Equipment, Maintenance and Induction and Training and is indicated in the graphs below.

Some audit questions generate not applicable (N/A) responses (not shown here). Where this is the case they have been discounted from the total to generate the percentage score.

**Y** – Yes

**N** – No

**AR** – Attention Required

1. Risk Assessments		%	10	20	30	40	50	60	70	80	90	100
Has a Fire Risk Assessment (FRA) been actioned and reviewed in the last 3 years?	Q 1.1	Y										
	N											
Is there evidence the FRA actions are implemented or in process of?	Q 1.2	Y										
	N											
Is there an Environmental / FRA in place?	Q 1.3	Y										
	N											
		%	10	20	30	40	50	60	70	80	90	100



2. Equipment		%	10	20	30	40	50	60	70	80	90	100
Are weekly fire alarm tests carried out with records maintained?	Q 2.1	Y										
	N											
Are fire drills carried out twice a year?	Q 2.2	Y										
	N											
Is there evidence that fire drills are debriefed with records maintained?	Q 2.3	Y										
	N											
Are there arrangements for carrying out daily / weekly / 6-monthly fire checks?	Q 2.4	Y										
	N											
Is the FMR aware of how to access records of maintenance of fire equipment?	Q 2.5	Y										
	N											
Have maximum numbers (the flow rate) been identified and recorded for halls / rooms where events take place involving large numbers?	Q 2.6	Y										
	N											
Are fire extinguishers and any other fire fighting equipment or systems regularly checked for apparent faults and deficiencies?	Q 2.7	Y										
	N											
		%	10	20	30	40	50	60	70	80	90	100

3. Maintenance		%	10	20	30	40	50	60	70	80	90	100
Is fire loading in protected areas prevented incl. excessive number of displays, items under stairs etc. and is general housekeeping of a good standard?	Q 3.1	Y										
	N											
Are fire risks in offices / rooms kept to a minimum incl. overloading extension leads / multi-point adapters, use of portable heaters, suspended displays, etc.?	Q 3.2	Y										
	N											
Are any fire doors are wedged open?	Q 3.3	Y										
	N											
Is all fire signage clear and legible and up to date, i.e. fire marshalls, assembly points etc.?	Q 3.4	Y										
	N											
		%	10	20	30	40	50	60	70	80	90	100

4. Induction & Training		%	10	20	30	40	50	60	70	80	90	100
Are there written fire procedures incl. actions to take with confirmed fires, high-vis for fire marshals, booking in / out for visitors, management of meetings, security procedures, details of key contacts e.g. KDE & Uniwin,etc?	Y											
	Q 4.1 N											
	AR											
Are staff / tenants aware of the fire procedures?	Q 4.2 Y											
	N											
Are there booking in / out systems for staff who are regularly in / out of buildings / offices?	Q 4.3 Y											
	N											
Upon alarm activation has someone been identified who is available whilst the building is open to check the alarm and affected zone (Fire Warden) or to call KDE to check and / or reset the alarm?	Q 4.4 Y											
	N											
	AR											
Are PEEP's in place for staff, tenants or regular visitors who need assisted evacuation?	Q 4.5 Y											
	N											
Have staff received annual fire safety awareness training?	Q 4.6 Y											
	N											
	AR											
Have Fire Wardens / Fire Marshals received training with refreshers every 3 years?	Q 4.7 Y											
	N											
Are there sufficient staff who are Fire Evacuation Chair trained?	Q 4.8 Y											
	N											
Is there evidence that Fire Evacuation Chair trained staff practice during fire drills?	Q 4.9 Y											
	N											
Have relevant staff received Fire Extinguisher training, e.g. caretakers, Fire Wardens, kitchen staff, etc.?	Q 4.10 Y											
	N											
Are records of all fire training maintained indicating staff who have been trained / not trained, type of training, date of training and date next required?	Q 4.11 Y											
	N											
As the FMR for the building have you completed the FMR training on Enable / Adapt online training system?	Q 4.12 Y											
	N											
	%	10	20	30	40	50	60	70	80	90	100	

In general the negative answers are mostly pandemic related with buildings being closed and general procedures and training not being actioned. FMR's are working towards resolving the negative responses in conjunction with Property Services.

This process will be repeated 2023/24.

#### **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 with a planned overhaul during 2022.

- Actual number of assessments completed up to 31/3/22 are; 1795

Enterprise, Community & Resources – 1168, 70% of expected  
People – 627, 48% of expected

**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:**

2019/20	2020/21	2021/22
8	2	9

From the 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 there have been 9 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 also slightly increased. This is as predicted with staff returning to face to face visits if safe to do so, however, a larger increase was expected due to mandatory use of the system. A review of the Lone Working process has taken place by the Health & Safety team with a summary below.

	Jan – Mar 2021		Jan – Mar 2022	
	Registered Users	No's Using System	Registered Users	No's Using System
<b>Enterprise Community &amp; Resources People</b>	82	17	81	31
<b>TOTAL USERS</b>	376	78	390	126
<b>% OF USE</b>	21%		32%	

### **Lone Working Review of Contact Centre Monitoring System and Mandatory Use**

The aim of this review was to study the current arrangements for corporate health & safety within Halton Borough Council in relation to Lone Working.

During the study period policies, procedures and systems were examined. The way they work together was also studied and how employees and managers contribute.

An overall view is regularly provided by quarterly data from system usage of the Contact Centre Lone Working monitoring system (see above).

During the study period, the overall management of health and safety appeared adequate but it became apparent that concerns were raised in relation to the use of the lone working system where a significant or high risk had been identified to employees and a potential of harm to service users.

Concerns raised, centred on the apparent lack of system usage.

The impact of the Covid-19 pandemic has been considered throughout, as this caused major changes to how services were delivered. Therefore, the data studied covered times pre lockdown, during lockdown and as restrictions imposed on staff were starting to ease. It also studied the process for being entered on the system. Solutions were found that were proved to be economically viable, easy to create and manage, sustainable and practical. Each solution has the ability to be measured, thus proving its own worth and reducing the amount of risk that day to day operations generate.

The solutions are also sensible and can be easily justified which increases the likelihood of continued compliance over time. They revolve around increased engagement between management and workers together with a training program that incorporates both initial and refresher training.

The full report can be viewed below.

<http://hbc/teams/HANDS/SharedDocuments/Forms/AllItems.aspx?RootFolder=%2Fteams%2FHANDS%2FSharedDocuments%2FSystem%20Reviews&FolderCTID=0x0120003DEC6339D7DE9044947F73269366C3D9&View=%7BD1A035E3%2DF142%2D4C5A%2D9DC2%2D964B4467C9DD%7D&InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>

## 5 REACTIVE ['Lagging'] INDICATORS

### 5.1 Number of Significant and RIDDOR Reportable Accidents

The number of significant accidents and RIDDOR reportable to the HSE for both Directorates excluding schools that took place from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 is 20, a slow rise to pre pandemic levels as staff return to the workplace.

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	7	8
People – excluding schools	1	2	2
<b>TOTAL 2021/22</b>	<b>1</b>	<b>9</b>	<b>10</b>
<b>TOTAL 2020/2021</b>	<b>1</b>	<b>3</b>	<b>7</b>
<b>TOTAL 2019/2020</b>	<b>1</b>	<b>16</b>	<b>28</b>

#### Main Categories

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
STF	10	6	23
Man Han	9	1	11
Equipment	7	0	2

#### Other Categories 2021/22

Hit by moving or flying object – 8  
Hit something fixed or stationary – 3  
Hit by moving vehicle – 2  
RTC – 2  
Sharps – 2  
Injured by an animal – 1  
Entrapment – 1  
Entanglement – 1  
Trapped by something clasping – 1

Please note the majority of accidents in the main and other categories resulted in minor injuries, not reportable or requiring further action.

### 5.1.1 Days Lost

- The main categories of days lost are as follows;

	<b>Days Lost</b>		
	<b>2018/19</b>	<b>2019/20</b>	<b>2021/22</b>
1. Slips, trips and falls	83	20	67(+47)
2. Manual handling	121	77	77(0)
3. Equipment	3	25	0(-25)

- The total days lost is 144 on the above categories. This represents an increase compared to 2019/20 (last time data was gathered re pandemic) which was 122.
- Accidents categorised as 'Other' totalled 111 days lost and included the partial de-gloving of a finger and a trapped hand in a trade waste bin.
- A road traffic collision resulted in 22 days lost with other smaller categories totalling 19 days lost (Entrapment, Sharps and Hit by a flying or moving object).
- In total 296 days were lost due to workplace accidents/incidents (excluding COVID-19) 2021/22

### 5.2 Number of Violent Incidents

#### 5.2.1 From 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

<b>Directorate</b>	<b>Verbal</b>	<b>Physical</b>
<b>Enterprise, Community and Resources</b>	<b>13</b>	<b>2</b>
<b>People</b>	<b>15</b>	<b>6</b>

<b>Directorate</b>	<b>Verbal</b>	<b>Physical</b>
<b>TOTAL 2021/22</b>	<b>28</b>	<b>8</b>
<b>TOTAL 2020/21</b>	<b>8</b>	<b>1</b>
<b>TOTAL 2019/20</b>	<b>30</b>	<b>12</b>

The 13 verbal incidents for E, C & R occurred within the HDL sites (10), Halton People into Jobs and the Cemetery. 2 physical incidents involved Waste Management and the H & S Team.

People directorate had 15 verbal incidents. 1 involving the HIP team and anti-vac protestors. The other incidents were voicemails and emails received by the Housing Solutions team from 1 service user, 2 home visits and 1 children’s centre incident. There were 6 physical incidents involving care homes (2), PBSS (2), Fostering and Inglefield.

## 5.2.2 Schools

From 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 there have been 21 physical violent incidents and 2 verbal racist incidents within schools.

Schools	Verbal	Physical
<b>TOTAL 2021/22</b>	<b>2</b>	<b>21</b>
<b>TOTAL 2020/21</b>	<b>4</b>	<b>11</b>
<b>TOTAL 2019/20</b>	<b>0</b>	<b>45</b>

## 6. Risk Assessment Position Statements

### 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 - increased

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

Enterprise, Community & Resources – 2020/21 **1081** completed  
 People – 2020/21 **577** completed - decreased

Enterprise, Community & Resources – 2021/22 **1168** completed  
 People – 2021/22 **627** completed - increased

**See table below.**

## Risk Assessment Position Statement - All Directorates

01 April 2022

		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>
<b>Risk Assessment Type</b>	Home Working Risk Assessment	415	268	64.58	06/04/2022	281	106	37.72	06/04/2022
	Environmental/Fire Risk Assessment	69	40	57.97	07/04/2022	79	44	55.7	26/04/2022
	Fire Risk Assessment								
	Lone Working Risk Assessment	30	12	40	20/04/2022	25	8	32	27/04/2022
	Manual Handling Risk Assessment	7	5	71.43	19/04/2022	1	1	100	28/04/2022
	Occupational Risk Assessment	254	192	75.59	06/04/2022	60	32	53.33	20/04/2022
	Ladder Checklist	10	10	100	21/04/2022				
	General Risk Assessment	102	42	41.18	07/04/2022	168	68	40.48	28/04/2022
	COSHH Risk Assessment	40	39	97.5	07/04/2022	71	57	80.28	26/04/2022
	COSHH	14	12	85.7	09/08/20	4	1	25	27/04/20



(Advanced) Risk Assessment			1	22				22
Transport in Depots Risk Assessment	1	1	100	23/08/2022				
Workstation Risk Assessment	717	547	76.29	01/04/2022	606	310	51.16	07/04/2022
<b>Total</b>	<b>1659</b>	<b>1168</b>	<b>70.4</b>	-	<b>1295</b>	<b>627</b>	<b>48.42</b>	-

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**1<sup>st</sup> April 2022**