



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2022 to 31st August 2022**

Contents

1. INTRODUCTION.....	3
1.1 General	3
1.2 H&S Management System	3
2. SUMMARY AND RECOMMENDATIONS	4
2.1 Summary 2021/22	4
2.2 Recommendations 2022/23.....	5
3. INFORMATION	6
3.1 Local/National Information	6
4. LEAD INDICATORS (KPI's)	7
4.1 KPI 1 Risk Assessments	7
4.2 KPI 2 Near Misses	7
4.3 KPI 3 Lone Working Monitoring System	7
5. REACTIVE INDICATORS (KPI's).....	8
5.1 KPI 4 Accidents.....	8
5.2 KPI 5 Violent Incidents	8
6. Risk Assessment Position Statements.....	10

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 new HSE Strategy “Protecting People and Places 2022 to 2032’ allows for the HSE to adapt and respond to a changing landscape. It also allows it to continue to support the delivery of wider government priorities including the move towards net zero and improving the health of the nation.

The HSE now also has added responsibilities, such as becoming the appointed ‘Building Safety Regulator’ and also has an extended role in chemical regulation following Brexit.

It remains the same that the fundamental principle of health and safety law is that those who create risks are best placed to manage them. The expectations and evidence suggest that most workplaces have the necessary skills, knowledge and experience to manage safety for themselves.

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

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

5. **Number of Violent Incidents**

Rationale – identify incident trends and actions required to prevent similar Occurrences. Encourage all staff to report incidents to give a true picture and enable appropriate mitigations to be put in place.

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2022/2023.

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

As the authority moves forward from the pandemic an expected rise in accidents and violent incidents could occur as services are returning to their pre pandemic status. This will show over the next 6 months.

Reportable and significant accidents for Halton Employees are currently at a total of 8 across both directorates plus 10 near misses.

Violent Incidents corporately are showing currently as 10 verbal and 7 physical incidents. Within schools for this period there were 14 physical incidents and 3 verbal.

Lone Working Contact Centre Monitoring update – registered users have decreased from the same period last year whilst actual use has increased. The decrease could be attributed to the pandemic and homeworking but as 'face to face' visits resume this should reflect in the figures. Monitoring is now taking place to further encourage relevant staff to use the system after cascade communications from the Chief Executive Officer.

Risk Assessments completed on the corporate risk assessment system are 1936 for both Enterprise, Community and Resources and People, compared to 1559 last year. This is an increase in figures.

The HSE recently released their annual statistics which includes 123 workplace fatalities (Construction, Agriculture and Manufacturing are the top 3 workplace categories).

The HSE have announced they are to conduct checks on school premises to ensure correct management of asbestos that is required under the Control of Asbestos Regulations 2012.

Work on maintaining appropriate Bomb and Lockdown procedures in HBC buildings is continuing with a number of exercises are planned. In addition staff have been reminded regarding to importance maintaining both personal and building security via the corporate bulletin system.

2.2 Recommendations 2022/23

The following recommendations are as a result of the accident analysis data for the first half of 2022 from 1st April and will 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 – Completed. Monitoring now in place, following CEO communication.
3.	3	Ensure staff follow Safe Systems of Work (SSOW) to reduce likelihood of involvement in an accident.	Reduction of accidents, suffering and associated financial implications.	All managers - ongoing

GENERAL ACTIONS

Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2022/23	Health and Safety Team
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 departmental audits actioned and ongoing for all corporate areas	2022/23	Health and Safety Team and Team Managers.
Action security risk assessments across main council buildings	2022/23	Health and Safety Team - Completed

3. INFORMATION

3.1 Local/National Information

National:

The HSE recently released their annual report which gives current statistics in relation to workplace incidents 2021 /2022.

- **1.7 million** Working people suffering from a work-related illness of which **822,000** workers suffering work-related stress, depression or anxiety.
- **470,000** workers suffering from a work-related musculoskeletal disorder.
- **93,000** workers suffering from COVID-19 which they believe may have been from exposure at work.
- **2,544** mesothelioma deaths due to past asbestos exposures (2020)
- **123** workers killed at work (2021/22)
- **441,000** working people sustained an injury at work according to the Labour Force Survey
- **51,211** injuries to employees reported under RIDDOR.

Prior to schools closing for their summer break, the HSE announced that they would be undertaking spot checks at schools in relation to Asbestos management, to ensure compliance with Asbestos regulations. Schools have been informed of this intention, but to date there has been no contact by the HSE to any Halton school.

Local:

As staff return to the workplace managers have been encouraged to ensure that not only are work areas suitable but that the welfare of staff is paramount. HBC are currently running a number of mental health sessions which are open to staff.

Retraining of staff is also underway with trainers (e.g. Evac chair) now having undergone their own requalification thus allowing cascade training to take place. This again ensures appropriate mitigations can be put into place by managers, in the event of an emergency evacuation.

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. In addition staff have received reminders in relation to staff and building security via the corporate bulletin system.

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 01/09/22 are; 1936

Enterprise, Community & Resources – 1226

People – 710

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	10

From the 1st April 2022 to 31st August 2022 there have been 10 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 – The Lone Working Review has been completed. Contact Centre Monitoring update – registered users have decreased from the last period, however, the usage by those who are registered has increased. This may be in part to an increase in face to face visits and encouragement by senior management to use the system. These increases should continue as visits increase. This will be monitored from the data provided.

	June – Sept 2021		June – Sept 2022	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources People	82	25	61	37
TOTAL USERS	310	89	253	113
% OF USE	29%		47%	

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 2022 to 31st August 2022 is 8, the same as this time period last year.

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	2	5
People – excluding schools	0	0	1
TOTAL 2021/2022	0	2	6
TOTAL 2020/2021	1	3	7
TOTAL 2019/2020	1	16	28

5.2 Number of Violent Incidents

5.2.1 From 1st April 2022 to 31st August 2022

Directorate	Verbal	Physical
Enterprise, Community and Resources	8	3
People	2	4

Directorate	Verbal	Physical
TOTAL 2022/23	10	7
TOTAL 2021/22	12	0
TOTAL 2020/21	8	1
TOTAL 2019/20	30	12

EC&R- HDL sites (5), Street scene (2), Libraries (2), Markets (1), Leisure (1).

People Directorate – PBSS (6).

5.2.2 Schools

From 1st April 2022 to 31st August 2022 there have been 14 physical violent incidents and 3 verbal incidents within schools.

Schools	Verbal	Physical
TOTAL 2022/23	3	14
TOTAL 2021/22	2	16
TOTAL 2020/21	4	11
TOTAL 2019/20	0	45

Risk Assessment Position Statements

Risk Assessment Position Statement - All Directorates

01 September 2022

		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
Risk Assessment Type	Home Working Risk Assessment	401	245	61.1	01/09/2022	276	122	44.2	14/09/2022
	Environmental/Fire Risk Assessment	60	39	65	01/09/2022	80	54	67.5	13/09/2022
	Fire Risk Assessment								
	Lone Working Risk Assessment	30	13	43.3	14/09/2022	24	9	37.5	14/09/2022
	Manual Handling Risk Assessment	7	4	57.1	17/11/2022	3	2	66.67	30/05/2023
	Occupational Risk Assessment	251	198	78.9	06/09/2022	53	27	50.94	03/09/2022
	Ladder Checklist	10	9	90	14/09/2022				
	General Risk Assessment	114	63	55.3	10/09/2022	144	61	42.36	06/09/2022
	COSHH Risk Assessment	53	53	100	07/09/2022	71	46	64.79	06/12/2022
	COSHH (Advanced) Risk Assessment	14	12	85.7	08/11/2022	7	6	85.71	24/05/2023
	Transport in Depots Risk Assessment	1	1	100	16/08/2023				
	Workstation Risk Assessment	721	589	81.7	03/09/2022	621	383	61.67	02/09/2022
	Total	1662	1226	73.8	-	1279	710	55.51	-

September 2020 Enterprise, Community & Resources 1255 People 650

September 2021 Enterprise, Community & Resources 1052 People 507

September 2022 Enterprise, Community & Resources 1226 People 710

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1st September 2022