



CORPORATE ACCIDENT / INCIDENT REPORT

1st April 2023 to 31st March 2024

Contents

1. INTRODUCTION.....	3
1.1 General	3
1.2 H&S Management System	3
2. SUMMARY AND RECOMMENDATIONS.....	4
2.1 Summary 2023/24.....	4
2.2 Recommendations 2023/24	5
3. INFORMATION.....	<u>7</u>
3.1 Local/National Information	<u>7</u>
4. LEAD INDICATORS (KPI's).....	<u>8</u>
4.1 KPI 1 Risk Assessments.....	<u>8</u>
4.2 KPI 2 Near Misses	<u>8</u>
4.3 KPI 3 Lone Working Monitoring System.....	<u>8</u>
5. REACTIVE INDICATORS (KPI's).....	<u>9</u>
5.1 KPI 4 Accidents	<u>9</u>
5.2 KPI 5 Violent Incidents.....	<u>11</u>
6. BREAKDOWN OF INCIDENTS	<u>13</u>
6.1 Near Misses	<u>13</u>
6.2 Adult Services Directorate	14
6.2.1 Chief Exexecutives Directorate	<u>15</u>
6.2.2 Childrens Services Directorate	<u>15</u>
6.2.3 Environment & Regeneration Directorate	15
6.2.4 Public Health Directorate.....	19
6.3 Schools (Pupils).....	<u>20</u>
6.3.1 Schools (Near Misses).....	<u>20</u>
6.3.2 Schools (Teaching Staff)	<u>21</u>
7. Risk Assessment Position Statements.....	22

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
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

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

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 2023/24.

By responding positively to identify 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 a number of significant changes are being made in relation to how services are delivered and staff recruited. The relevant impact these changes do / have the potential to impact on health & safety together with wellbeing requirements are under constant monitoring.

In December 2022, the authority changed from 2 to 5 directorates. As expected this has enabled a more detailed monitoring of incidents. The internal reorganisation of some services has had an impact on figures as staff have moved under new managers. It is anticipated that this should have a minimal impact overall, but, may have influence on local areas. This is being monitored.

Reportable and significant accidents for Halton Employees are currently at a total of 9 a rise of 1 across all directorates plus 3 near misses (Reduction of 2) from the last data reported.

Violent Incidents corporately are showing currently as 21 verbal and 23 physical incidents (Both showing an increase 8 and 23 respectively). Within the report the categories of threat of violence and sexual harassment have been included for the first time as a number of instances have taken place. At the time of reporting 19 threats of violence and 6 sexual harassment incidents have been reported. Staff have been fully supported and ongoing reviews are in place to understand why these have become a major issue. Within schools for this period there were 23 physical incidents (+1) and 0 verbal (-1).

Lone Working Contact Centre Monitoring update – A new system is to be introduced in May 2024. A clearer position statement will be made in the next report.

Risk Assessments completed on the corporate risk assessment system and are shown at point 7. The figures shown cover the new directorates, with many being reviewed still. In addition, the risk assessment system has undergone changes after concerns over its ease of use were raised. As a result of focus groups, those suggestions have been implemented.

The HSE recently released their annual statistics which includes 135 (+12) workplace fatalities (Construction, Agriculture and Manufacturing are the top 3 workplace categories).

The HSE are continuing to conduct checks on school premises to ensure correct management of asbestos that is required under the Control of Asbestos Regulations 2012. In addition, the HSE have also launched an asbestos awareness campaign entitled "Asbestos and You".

Work on maintaining appropriate Bomb and Lockdown procedures in HBC buildings is continuing with a number of exercises planned, some of which have been conducted. Results have been passed to managers for consideration and action. In addition staff have been reminded regarding the importance of maintaining both personal and building security via the corporate bulletin system.

2.2 Recommendations 2023/24

The following recommendations are as a result of the accident analysis data for the first half of 2023 from 1st April and will be actioned during the period 2023/24.

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 - ongoing
2.	3	All Managers to ensure preparation / training in relation to ACT and the enactment of Protect Duty	Ensuring safety of staff, public and anyone involved with council business	All managers - ongoing
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 in anticipation for introduction of Terrorism (Protection of Premises) Bill.	Ongoing	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	Ongoing	Health and Safety Team and Team Managers.
Action Fire / Bomb / Lockdown risk assessments / procedures council buildings. This has been achieved by a series of audits.	Ongoing	Health and Safety Team and team Managers

3. INFORMATION

3.1 Local/National Information

Key figures for Great Britain (2022/23). Source: HSE.

- **1.8 million** working people suffering from a work-related illness, of which
 - **875,000** workers suffering work-related stress, depression or anxiety
 - **473,000** workers suffering from a work-related musculoskeletal disorder
- **2,268** mesothelioma deaths due to past asbestos exposures (2021)
- **135** workers killed in work-related accidents
- **561,000** working people sustained an injury at work according to the Labour Force Survey
- **60,645** injuries to employees reported under RIDDOR
- **35.2 million** working days lost due to work-related illness and workplace injury
- **£20.7 billion** estimated cost of injuries and ill health from current working conditions (2021/22)

The HSE are currently running a safety campaign entitled “Work Right”. It is primarily targeted at the various tradespersons (employees and managers) engaged in construction and associated activities. The current focus is called “Asbestos and You” which highlights the dangers and the procedures and management requirements when working in areas, suspected of containing asbestos e.g. older buildings. The HSE website now has an information area entitled Asbestos Essentials, where managers, workers and public can access the relevant information. The HSE have created electronic newsletters to enable associated staff to be kept up to date with any new developments.

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. To date the Health & Safety Team have only been made aware of one High School being contacted with no visit taking place. The campaign is designed to ensure staff have awareness of asbestos and to ensure, where present, the material is being appropriately managed. The HSE has also reiterated its advice on violence in the workplace. HBC has a number of strategies already in place which are reviewed on a regular basis.

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 (e.g. Evac chair). In addition updated online training packages have been launched on the enable system i.e. fire marshal training package has been included.

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. In addition, a number of training sessions for managers and decision maker sessions lead by counter terrorism officers have taken place.

In addition, staff have had increased awareness of the ACT training package which is available online.

The Health & Safety Team carried out a number of, unannounced visits to HBC buildings and a number of recommendations have been made. At time of compiling this report further guidance is awaited from the government.

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 01/04/24 are; 1436

Adult Services Directorate – 279.

Childrens Services Directorate – 362

Chief Executive Directorate – 418

Environment & Regeneration Directorate – 313

Public Health - 64

See section 7 for known position statements and comparisons.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

2021/2022

10

2022/2023

5

2023/2024

3

From the 1st April 2023 to 31st March 2024 there have been 3 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 At the time of compiling this report data for the usage of the Lone Working system is unavailable. This is due to the role out of a new system which will see improvements in both software and the way equipment will be used. This has been brought about following technical advances and in response to the survey conducted of those registered on the current system. The target date is current May 2024 so data will be updated after that time.

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 2023 to 31st March 2024 is 8, a fall on this time last year.

Directorate	Specified Injury	> 7-Day	Significant
Adult Services Directorate	0	0	3
Chief Executive Directorate	0	0	1
Childrens Services Directorate	0	0	4
Environment & Regeneration Directorate.	1	4	0
Public Health Directorate	0	0	0
TOTAL 2023/2024	1	4	4
TOTAL 2022/2023 (Old Directorates).	0	3	7
TOTAL 2021/2022 (Old Directorates).	0	2	6

Main Categories (Including Non – Reportable)

	<u>2023/24</u>	<u>2022/23</u>	<u>2021/22</u>
STF	30	22	23
Man Han	17	10	11
Equipment	0	3	2

Other Categories 2023/24

Hit by moving or flying object – 11
 Hit something fixed or stationary – 3
 Sharps – 4
 Injured by an animal – 1
 Entrapment – 1
 Exposed to, or in contact with, harmful substance - 2
 Contact with electricity or an electrical discharge - 1

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

Days Lost

- The main categories of days lost are as follows;

Days Lost

	2021/22	2022/23	2023/24
1. Slips, trips and falls	67	192	160 (-32)
2. Manual handling	77	200	62 (-138)
3. Equipment	0	0	0

- The total days lost is 222 on the above categories. This represents an ia significant decrease compared to 2022/23.
- Many of the slips have involved inclement weather e.g. ice on walkways, wet leaves that had landed on footpaths, wet grass on verges..
- Within Slips Trips & Falls we have one Individual at 112 days .

5.2 Number of Violent Incidents

- Figures for instances of Threats of violence and where the behaviour would amount to any form of Sexual Harassment have now been included.
- PPPE – Policy, People, Performance & Efficiency.

5.2.1 From 1st April 2023 to 31st March 2024.

Directorate	Verbal	Physical	Threat of Violence	Sexual Harassment
Adults Services Directorate.	Adult Social Services – 6 Commissioning & Complex Care - 0	Adult Social Services – 0 Commissioning & Complex Care - 3	Adult Social Services – 3 Commissioning & Complex Care - 0	Adult Social Services – 1 Commissioning & Complex Care - 0
Chief Executives Directorate.	PPPE – 1 ICT & Support - 0	PPPE – 0 ICT & Support - 3	PPPE – 3 ICT & Support- 7	PPPE – 0 ICT & Support - 0
Childrens Services Directorate.	Childrens Services-HBC Schools – 0 Childrens Safeguarding Unit - 0	Childrens Services-HBC Schools – 23 Childrens Safeguarding Unit - 1	Childrens Services-HBC Schools – 0 Childrens Safeguarding Unit - 1	Childrens Services – HBC Schools – 0 Childrens Safeguarding Unit - 0
Environment & Regeneration Directorate.	Economy, Enterprise & Property- 5 . Community & Greenspace – 9 .	Economy, Enterprise & Property- 0 . Community & Greenspace – 4 .	Economy, Enterprise & Property- 4 . Community & Greenspace – 1 .	Economy, Enterprise & Property- 0 . Community & Greenspace – 5 .
Public Health Directorate	Public Health – 0	Public Health - 1	Public Health - 0	Public Health - 0

Annual Totals	Verbal	Physical	Threat of Violence	Sexual Harassment
TOTAL 2023/24	21	35	19	6
TOTAL 2022/23	13	12	-	-
TOTAL 2021/22	12	0	-	-
TOTAL 2020/21	8	1	-	-

5.2.2 Schools

Following the formation of the five directorates, instances of violence against HBC staff in schools is included within Childrens Services Directorate – Childrens Services HBC Schools calculations. Figures for staff employed by academies are not available .

HBC - Schools	Verbal	Physical	Threat of Violence	Sexual Harassment
TOTAL 2023/24	0	23	0	0
TOTAL 2022/23	1	16	-	-
TOTAL 2021/22	2	16	-	-
TOTAL 2020/21	4	11	-	-

6. BREAKDOWN OF NEAR MISSES & ACCIDENTS

6.1 Near Misses

Division	Cause	Incident/Action
Adult Services Directorate	Other	Staff member descends staircase carrying items in both hands. Misses step and lands on stairs struck lightly by items being carried. No injury. Management advice given regarding the use of handrails and not attempting to overload when carrying.
Childrens Services Directorate	Incorrect medication	Staff member was about to issue prescribed medication to pupil. Staff member correctly gave second check. Found had prepared the incorrect medication. No medication issued to student. Headteacher review conducted. Second member of staff to be always present. Similar bottles to be clearly marked.
Environment and Regeneration	Other	Staff member decanting cleaning fluid from main container into a bucket to dilute and use. Undiluted chemical splashed back hitting face of party. No PPE being worn although readily available. Management advice issued in relation to using the PPE that had been provided and using appropriate methods as trained to decant safely.

6.2 Adult Services Directorate

Department	Cause	Incident/Action
Adult Social Services	Injured while handling, lifting or carrying	<p>> 7 day - IP engaged with other staff administering daily care to service user. During movement of service user, communication breakdown occurred resulting in IP taking full weight of service user resulting in strain to back. Signed off by GP.</p> <p>Training in date, Manager to remind all staff of need for care. Risk assessment and SSOW reviewed.</p>
Adult Social Services	Slipped, tripped or fell on same level	<p>Significant – IP walking in corridor tripped over carpet gripper that had become dislodged, resulting in injury.</p> <p>Fitters attended and repaired the faulty grippers which had worn.</p>
Adult Social Services	Slipped, tripped or fell on same level	<p>Significant – IP walking from building across car park when they have tripped over a highly visible vehicle stop which had been put in place to protect the building when the carpark was resurfaced several months previously.</p> <p>Review of event has resulted no issues with the vehicle stop. IP was found not to be wearing glasses at time. Advice given to IP.</p>

6.2.1 Chief Executive Directorate.

Department	Cause	Incident / Action
Legal & Demographic Services.	Slipped, tripped or fell on same level.	Significant – IP walking on pavement / road areas of Town Hall. Due to adverse weather ice had formed. IP slipped on ice causing injury. Review of risk assessments and procedures carried out. Additional checks and gritting to be put in place.

6.2.2 Children’s Service Directorate

Department	Cause	Incident / Action
Childrens Services – HBC Schools	See Schools section	

6.2.3 Environment & Regeneration Directorate

Department	Cause	Incident / Action
Community & Greenspace	Slipped, tripped or fell same level	>7 Days- IP engaged on strimming grass on highway, when has stepped into a pothole causing IP to fall and injure ankle. Review found PPE in place and procedures to have been followed. Pothole repaired
Community & Greenspace	Injured while handling, lifting or carrying	>7 Days – IP moving tables in dining hall. One was jammed due to brush behind. Causing minor injury. Review found no fault. Importance of visual checks emphasised.

Department	Cause	Incident / Action
Community & Greenspace	Slipped, tripped or fell same level	>7 Days- IP engaged on strimming grass on highway, when has stepped into a pothole causing IP to fall and injure ankle. Review found PPE in place and procedures to have been followed. Pothole repaired
Community & Greenspace	Injured while handling, lifting or carrying	>7 Days – IP moving tables in dining hall. One was jammed due to brush behind. Causing minor injury. Review found no fault. Importance of visual checks emphasised.
Community & Greenspace	Exposed to, or in contact with, a harmful substance	Significant – Decanting cleaning fluid from container into bucket to use. IP splashed by the product causing minor irritation. Review found PPE not worn and full instructions not followed. Management advice.
Community & Greenspace	Exposed to, or in contact with, a harmful substance	Significant – IP connecting dishwasher fluid container when product has splashed above gloves onto arm causing irritation. Review found that fluid had changed but looked similar to previous one. Need to check each product emphasised and refer to safety data sheet.
Community & Greenspace	Slipped, tripped or fell same level	Significant- IP slipped on product that had been spilt on floor of kitchen area. Review found product not cleaned nor warning signs in place. Staff reminded of the importance of a prompt response to such matters.
Community & Greenspace	Injured while handling, lifting or carrying	Significant – IP reaching for netting when they dislodged a 2kg dumbbell from its rack, causing it to

		fall onto IPs foot. Review found dumbbell had not been secured correctly when being stored by staff. Reminder sent to all staff.
Community & Greenspace	Another kind of accident	Significant – IP moving waste bins when IP suffers injury to muscle of leg. Review showed training and PPE in place. Staff reminded to adhere to SSOW.
Community & Greenspace	Injured while handling, lifting or carrying	Significant – IP pushing Hot Trolley from kitchen area across uneven ground without help. Trolley tipples over and contents cause injury. Review conducted. Staff advised to have two members to ensure stability and to be aware of route.
Community & Greenspace	Injured while handling, lifting or carrying	Significant – IP opens lid of steamer causing scald to right side. Review found PPE in place, Steamer needs a cooling period before opening. Staff made aware.
Community & Greenspace	Sharps Injury	Significant – IP collecting spring mattress as part of waste collection. Spring came through mattress, pierced glove and caused injury to finger. Review conducted. Training up to date. Stronger glove advised
Community & Greenspace	Slipped, tripped or fell on same level	Significant – IP operating control box for access barrier. Due to the positioning of box, IP had to negotiate slippery surface due to weather. IP slipped causing minor injuries, Review showed correct PPE being worn but extra paving put in to reduce risk.
Community & Greenspace	Injured while handling, lifting or carrying	Significant – IP loading waste bins onto vehicle

		when vehicle pulls away causing shock to IP Review made. Driver of vehicle given management advice and reminded of SSOW.
Community & Greenspace	Exposed to or in contact with harmful substance	Significant- IP working in pool area where there was painting taking place. IP claims that fumes from paint irritated their asthma causing them to have breathing issues. IP self-removed from area where they recovered. Review made with contractors. Water based paint being used. Review made. Possible cause was lack of ventilation. Planning of work to be reviewed and ventilation during work to be monitored.
Policy, Planning & Transportation	Injured while handling, lifting or carrying	>7 Days – IP suffers strain to back whilst securing wheelchair in rear of vehicle. Review made. Training in place, it appears that due to the type of wheelchair, access was partially compromised resulting in IP being not in a proper position. Review on going for process to deal with this type, not seen previously.
Policy, Planning & Transportation	Another kind of accident	Significant – IP using vehicle ramp when unexpected failure of part of ramp occurs, causing hand injury to IP. Review conducted. Item was a bolt which had snapped for reasons unknown. Bol replaced and entire fleet checked with negative result.

6.2.4 Public Health Directorate

Department	Cause	Incident / Action
Public Health	Nil Return	

6.3 Schools

Pupils

	Minor/NFA	Significant	Major/Specified Injury	Totals
Total 2023/24	81	5	0	86
Total 2022/23	42	15	5	62
Total 2021/22	105	5	1	111

6.3.1 Schools Near Misses

Division	Cause	Incident / Action
Childrens Services – HBC Schools	Nil Return	

6.3.2 Teaching Staff

Division	Cause	Incident / Action

Services – HBC	Physical Contact by Service User.	>7 Days – IP is teacher at specialist school. IP is pushed backwards by service user with special needs. This has resulted in the IP being on sick leave. Review of risk assessments and procedures carried out. Additional checks and extra staff to have team teach training to be put in place.
Childrens Services – HBC Schools	Slipped, tripped or fell on same level	Significant – IP is teacher leaving school when has lost footing whilst negotiating steps on exterior of building. Review conducted. Edge markings refreshed. Reminder to be aware of surroundings.
Childrens Services – HBC Schools	Hit by a moving, flying or falling object	Significant – IP is teacher. IP enters cupboard in classroom. As they placed items on lower shelf, files from a higher shelf fell onto IP. Minor cut to head. Review conducted. Housekeeping advice given on correct storage and security of items on shelves.
Childrens Services – HBC Schools	Slipped, tripped or fell on same level	Significant – IP is teacher. Enters kitchen area and slipped on wet floor, causing twisted ankle. Review found no signage in place. Staff to be reminded on correct procedures to be followed
Childrens Services – HBC Schools	Slipped, tripped or fell on same level	Significant – IP is teacher. Enters kitchen area and slipped on wet floor, causing twisted ankle. Review found no signage in place. Staff to be reminded on correct procedures to be followed

7. Risk Assessment Position Statements

Previous:

Directorate	Expected	Completed	%
Adult Services	92	74	80.43
Chief Executives	252	216	85.71
Children's Services	148	100	67.57
Environment & Regeneration	139	117	84.17
Public Health	36	31	86.11
Total	667	538	80.65

Current:

Directorate	Expected	Completed	%
Adult Services	279	197	70.61
Chief Executives	418	337	80.62
Children's Services	362	212	58.56
Environment & Regeneration	313	231	73.80
Public Health	64	47	73.44
Total	1436	1024	71.30

Colin Hill
Principal Health and Safety Advisor,
HR Operations
Chief Executives Directorate.
10th April 2024.