



CORPORATE ACCIDENT / INCIDENT REPORT

REPORT (PPB)

1st April 2024 to 31st March 2025

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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 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**

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

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 2024/25.

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.

The current 5 Directorates continues to allow a more detailed monitoring of incidents. The internal reorganisation of some services continues to have 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 continues to be monitored.

Reportable and significant accidents for Halton Employees are currently at a total of 10 a rise of 1 across all directorates. However, Near Miss reports for HBC employee incidents have fallen 3 to 0. There is still a risk of under reporting, particularly Near Miss incidents and work is ongoing to ensure this is not happening.

In the last report 2 extra categories were added to the report (Threat of Violence and Sexual Harassment). Violent Incidents corporately are showing currently as 28 Verbal (a rise of 7), Physical 22 (a fall of 13), Threats of violence 10 (a fall of 9) and Sexual Harassment 1 (a fall of 5).

Schools have reported 6 Verbal (a rise of 6), 33 Physical incidents (a rise of 10), 1 Threat of Violence (a rise of 1), 0 incidents of Sexual Harassment (No change).

Lone Working Contact Centre Monitoring update – In the previous report a replacement system was highlighted. This is now operational and the current uptake levels are recorded below . The new system is still in its infancy so data relating to usage etc is not yet available. This data will be included in subsequent reports.

Risk Assessments completed on the corporate risk assessment system and are shown at point 7. The figures shown cover all 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 138 workplace fatalities across the UK (Construction, Agriculture and Manufacturing are the top 3 workplace categories).

The HSE are continuing to conduct checks on school premises and have visited council buildings within the LCR 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.

The regulator for the incoming Martins Law legislation has been named as the security Industry Authority (SIA). The legislation is still awaited.

2.2 Recommendations 2025/26

The following recommendations are as a result of the accident analysis data for all of 2024-2025 from 1st April and will be actioned during the period 2025/26.

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 Health check 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

Current Key figures for Great Britain (2023/24). Source: HSE.

- **1.7 million** working people suffering from a work-related illness, of which
 - **776,000** workers suffering work-related stress, depression or anxiety
 - **543,000** workers suffering from a work-related musculoskeletal disorder
- **2,257** mesothelioma deaths due to past asbestos exposures (2021)
- **138** workers killed in work-related accidents
- **604,000** working people sustained an injury at work according to the Labour Force Survey
- **61,663** injuries to employees reported under RIDDOR
- **33.7 million** working days lost due to work-related illness and workplace injury
- **£21.6 billion** estimated cost of injuries and ill health from current working conditions (2022/23)

The HSE continue to run 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 previously being contacted with no visit taking place.

However, the HSE have now widened this campaign with at least one local authority within this area getting visits to corporate buildings. No at the time of compiling this report are in Halton.

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 re-iterated its advice on violence in the workplace. HBC has a number of strategies already in place which are reviewed on a regular basis.

Local:

Managers of workplace areas continue to be reminded of the need for safe areas and staff welfare (both physical and mental). HBC are currently running a number of mental health sessions which are open to staff.

Retraining of staff continues (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 led by counter terrorism officers have taken place.

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

The Terrorism (Protection of Premises) Act 2025 (AKA Martyn's Law) received royal ascent on 3rd April 2025. Current communications from Government indicate a 2 year settling in period will be applied and that the regulator has been confirmed as the Security Industry Authority (SIA). HBC has recently set up a working group and is currently scrutinizing the guidance to ensure HBC is compliant. Updates will be included in future reports.

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 01/04/25 is 1038

Adult Services Directorate – 190

Children's Services Directorate – 252

Chief Executive Directorate – 313

Environment & Regeneration Directorate – 313

Public Health - 63

See section 7 for known position statements and comparisons.

4.2 Number of Near Misses (Corporate)

4.2.1 The number reported in the last 3 years are:

2022/2023

5

2023/2024

3

2024/2025

5

From the 1st April 2024 to 31st March 2025 there have been 5 near misses (HBC Employees) 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 The upgraded Lone Working System is now operational. Usage data will be available later this year as it is too early to gain an accurate picture. The current distribution of users across the authority is shown below.

Directorate	Number of registered users as of 31.03.2025	Comments
Adult Services	111	
Children's Services	80	
Chief Executives	16	
Environment & Regeneration	22	
Public Health	28	
St Helens MBC – Emergency Duty Team	3	
Total	260	

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 HBC employees in each Directorate excluding schools that took place from 1st April 2024 to 31st March 2025.

Directorate	Specified Injury	> 7-Day	Significant
Adult Services Directorate	0	3	0
Chief Executive Directorate	0	1	0
Children's Services Directorate	2	0	0
Environment & Regeneration Directorate.	0	2	0
Public Health Directorate	0	0	0
TOTAL 2024/2025	2	6	0
TOTAL 2023/2024	1	4	4
TOTAL 2022/2023 (Old Directorates).	0	3	8

Main Categories (Including Non – Reportable)

	<u>2024/25</u>	<u>2023/24</u>	<u>2022/23</u>
Slip, Trip, Fall	32	30	22
Man Han	17	17	10
Equipment	1	0	3

Other Categories 2024/25

Hit by moving or flying object – 9
Hit something fixed or stationary – 4
Sharps – 3
Entrapment – 1
Exposed to, or in contact with, harmful substance - 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

- Total days lost due to workplace injury:

Days Lost:

2022/23	2023/24	2024/25
392	222	486 (+264)

- **NB** The total days lost is 486. It should be noted that one staff member is currently on 126 days and one who has since left had 161 days prior to leaving. Total from these two incidents = 287 days. Without them the total would have been 199 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 again been included due to the positive response of their inclusion.
- PPPE – Policy, People, Performance & Efficiency.

5.2.1 From 1st April 2024 to 31st March 2025.

Directorate	Verbal	Physical	Threat of Violence	Sexual Harassment
Adults Services Directorate.	Adult Social Services – 14 Commissioning & Complex Care - 1	Adult Social Services – 2 Commissioning & Complex Care - 12	Adult Social Services – 2 Commissioning & Complex Care - 0	Adult Social Services – 1 Commissioning & Complex Care - 0
Chief Executives Directorate.	PPPE – 2 ICT & Support - 7	PPPE – 0 ICT & Support - 1	PPPE – 1 ICT & Support- 3	PPPE – 0 ICT & Support - 0
Children's Services Directorate.	Children's Services-HBC Schools – See Separate Schools Record Children's Safeguarding Unit - 0	Children's Services-HBC Schools – See Separate Schools Record Children's Safeguarding Unit - 1	Children's Services-HBC Schools – See Separate Schools Record Children's Safeguarding Unit - 0	Children's Services-HBC Schools – See Separate Schools Record Children's Safeguarding Unit - 0
Environment & Regeneration Directorate.	Economy, Enterprise & Property- 0 Community & Greenspace – 4.	Economy, Enterprise & Property- 0. Community & Greenspace – 4.	Economy, Enterprise & Property- 3. Community & Greenspace – 1.	Economy, Enterprise & Property- 0. Community & Greenspace – 0
Public Health Directorate	Public Health – 0	Public Health - 2	Public Health - 0	Public Health - 0

Annual Totals	Verbal	Physical	Threat of Violence	Sexual Harassment
TOTAL 2024/25	28	22	10	1
TOTAL 2023/24	21	35	19	6
TOTAL 2022/23	13	12	-	-
TOTAL 2021/22	12	0	-	-

5.2.2 Schools

Following the formation of the five directorates, instances of violence against HBC staff in schools is included within Children's Services Directorate – Children's Services HBC Schools calculations. Figures for staff employed by academies are not available. It should also be noted that some incidents are reported on the CPOMS system which the H&S team do not have access to.

HBC - Schools	Verbal	Physical	Threat of Violence	Sexual Harassment
TOTAL 2024/25	6	33	1	0
TOTAL 2023/24	0	23	0	0
TOTAL 2022/23	1	16	-	-
TOTAL 2021/22	2	16	-	-
TOTAL 2020/21	4	11	-	-

6. Risk Assessment Position Statements

Previous:

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

Current:

Directorate	Expected	Completed	%
Adult Services	305	190	62.30
Chief Executives	424	313	73.82
Children's Services	471	252	53.30
Environment & Regeneration	336	220	65.48
Public Health	79	63	79.75
Total	1615	1038	64.27

Colin Hill
Principal Health and Safety Advisor,
HR Operations
Chief Executives Directorate.
8th April 2025.