



**CORPORATE ACCIDENT / INCIDENT REPORT**  
**PPB**  
**1<sup>st</sup> April 2010 to 10<sup>th</sup> September 2010**

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## 1. INTRODUCTION

By identifying areas of improvement in health and safety practice should improve the overall health and safety of employees. This will lead to improved staff morale, a reduction in work-related sickness absence and lower insurance premiums. In particular having robust health and safety procedures in place should safeguard against the Authority being prosecuted and any subsequent penalties.

The purpose of this report is to provide Management Team with:

- Statistics to demonstrate how Halton Borough Council as an employer is delivering the new HSE Strategy, 'Being Part of the Solution' and continuing to target reductions in accidents, in particular major<sup>1</sup> injuries."
- Statistics relating to
  - accidents resulting in employees being unable to carry out their normal duties for more than 3 days following the day of the accident (over 3-day injuries<sup>2</sup>)
  - significant<sup>3</sup> accidents.
  - "near miss" incidents
- Statistics relating to violent incidents
- Any identified accident / incident trends and supporting information. 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 "Successful Health and Safety Management".

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<sup>1</sup> As defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 1995

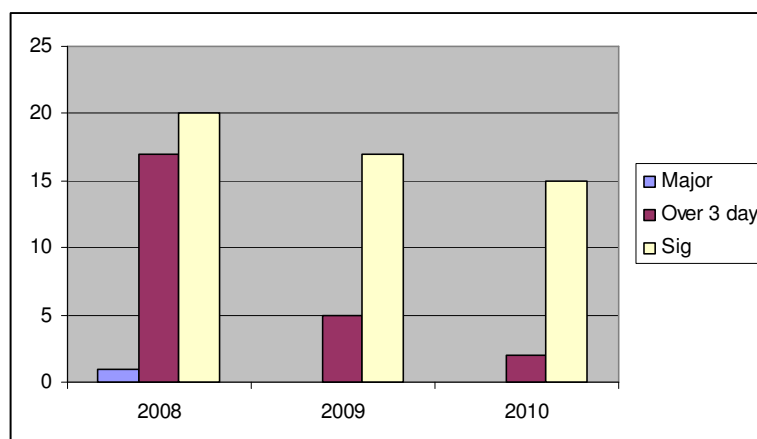
<sup>2</sup> As per footnote number 1

<sup>3</sup> Injuries other than those listed in no's 1 and 2 above, that require more than basic first aid, incur time lost or arise from a failure in health and safety management

## 2. CORPORATE ACCIDENT / INCIDENT STATISTICS 1<sup>st</sup> April to 10<sup>th</sup> September 2010

### 2.1. Accident Statistics by Directorate:

Directorate	Major	+ 3-Day	Significant
Resources	0	0	1
Children and Young People	0	1	4
Environment and Economy	0	0	5
Adults and Community	0	1	5
<b>TOTAL YTD 2010</b>	<b>0</b>	<b>2</b>	<b>15</b>
<b>TOTAL YTD 2009</b>	<b>0</b>	<b>5</b>	<b>17</b>
<b>TOTAL YTD 2008</b>	<b>1</b>	<b>15</b>	<b>20</b>



#### Further Information

- There has been a gradual reduction in reported accidents compared with the last two years, especially 'over 3 day' accidents.
- A comparison of the categories of accidents is as follows,

	<u>2009</u>	<u>2010</u>
STF	6	5 (- 1)
Man Han	6	7 (+ 1)

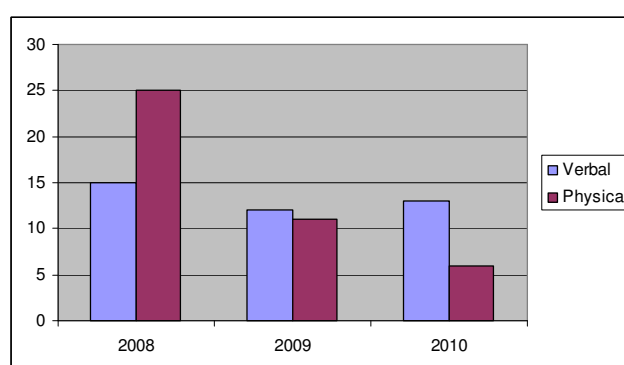
- Waste Management and Open Spaces Services perennially have the highest number of accidents. There has been a significant reduction in accidents over the past two years, particularly in major and over 3 day injuries, also highlighting the reduction in the severity of injuries.

## 2.2. Near Misses:

There have been no near misses reported.

## 3. VIOLENT INCIDENT REPORTS BY DIRECTORATE

Directorate	Verbal	Physical
Resources	2	0
Children and Young People	1	0
Environment and Economy	0	1
Adults and Community	10	5
<b>TOTAL 1/4/10 to 10/9/10</b>	<b>13</b>	<b>6</b>
<b>TOTAL 1/4/09 to 7/9/09</b>	<b>12</b>	<b>11</b>
<b>TOTAL 1/4/08 to 7/9/08</b>	<b>15</b>	<b>25</b>
Schools	2 (last year)	3 (last year)



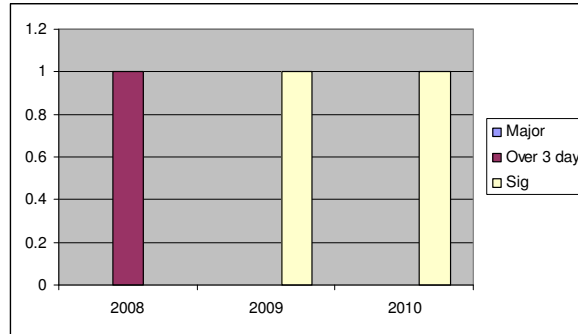
## 3.1. Further Information:

- There has been a reduction in reported violent incidents compared with last year.
- The majority of incidents involve Adults and Community staff. There has been an increase in verbal incidents from 7 last year to 9. This is due to 5 incidents involving a member of the public threatening a Park Ranger and as a result the offender has been entered onto the Corporate Caution list. Also, within the Directorate there has

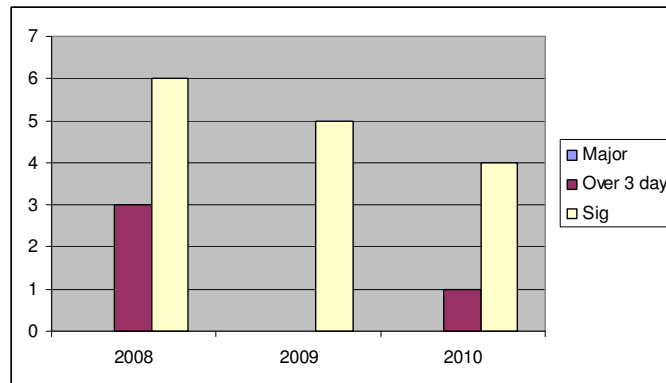
been a decrease in physical incidents from 10 to 5 due to fewer incidents involving service users.

#### 4. ACCIDENTS BY DIRECTORATE

##### 4.1. Resources



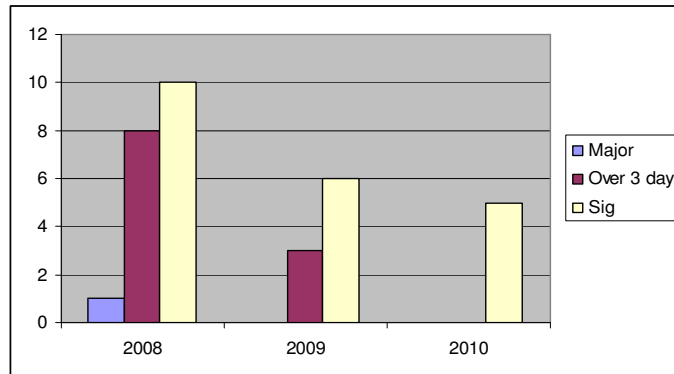
##### 4.2. Children and Young People



##### 4.2.1. Further Information:

1. There were 3 manual handling incidents this year compared to none last year.

### 4.3. Environment and Economy

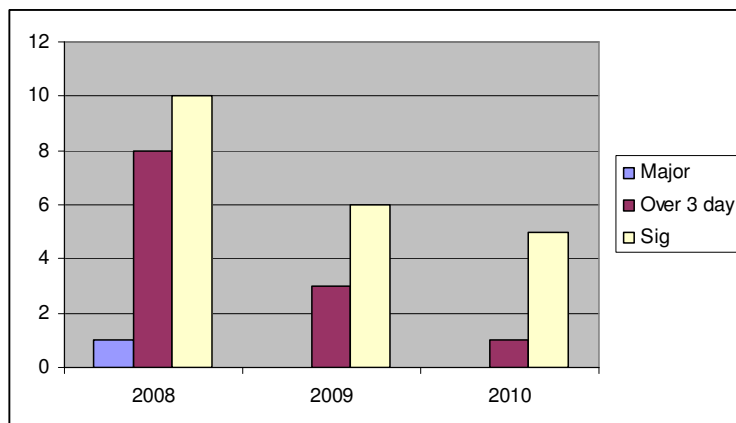


	2008	2009	2010
Major	1	0	0
Over 3 day	8	3	0
Significant	10	6	5

#### 4.3.1. Further Information:

1. The reduction in the number of accidents can be attributed to Waste Management with 6 reported in the same period in 2009 and 2 this year.

### 4.4 Adults and Community



## Benchmarking

### Information

The below reports are part of a health and safety benchmarking exercise for 2009/10 conducted by Tameside Local Authority covering several councils in the North West.

The first report refers to accident statistics concentrating on those that have been reported to the HSE under RIDDOR. The other report refers to the costs of provision of health and safety services.

### Summary of Findings

In summary they highlight that,

#### Accident Statistics:

1. Halton statistics can be found in the 3<sup>rd</sup> row down and the information includes schools.
2. There is no information in the training field because many of the extraneous courses such as ladder, manual handling, banksmen, etc., have been organised by local managers and not by the training section. On many occasions the training has not been recorded on Trent and therefore it is not possible to provide accurate information.
3. Last year Halton reported 3 major injuries and 15 over-3 day accidents to the HSE. This is an average of 0.28 accidents per 100 employees, which is the 3<sup>rd</sup> lowest behind Liverpool with 0.18 and Trafford with 0.24.

#### Costs:

4. The information for Halton can be found on the 6<sup>th</sup> column across and refers to full time employees (FTE). This does not take account of the regular assistance provided by the Divisional Manager and other members of the Risk and Emergency Planning team.
5. In comparison with the other Authorities, Halton provides the cheapest health and safety service at a total cost of £56,000 with an average cost of £8.62 per employee.
6. The next cheapest service is provided by Trafford (without Fire Safety) at a cost of £20.23 per employee and the highest is Bolton at a cost of £23.50.



**Health & Safety Performance Indicators – Benchmarking Summary**  
**1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010**

Authority / Organisation	Employees	Training	R.I.D.D.O.R. EMPLOYEES ONLY							Enforcement Notices				Audits & Inspections
			1	2	3	4	5	6	7	8	9	10	11	
	Total number of employees including Casuals (Headcount)	Total number received H&S training per 100 employees	No. of Disease	No of fatal	No of major	No. of over 3 day	No of Dangerous Occurrence	Total RIDDOR reports received	Total RIDDOR per 100 employees	Prosecutions	Prohibitions	Improvement	Fire Safety Notices	Actual number Audits / Inspection undertaken against internal targets
<b>Met boroughs:</b>														
<b>Tameside MBC</b>	10,260	14.38	0	0	1	30	0	31	0.30	0	0	0	0	295 Audits
<b>Blackburn with Darwin Borough Council</b>	7,553	5.7	0	0	4	45	0	49	0.65	0	0	1	0	6 audits out of 6, (Against pilot programme Jan - Mar 2010. Programme developed for 2010/11.
<b>Halton</b>	6,500	Course data is not currently available	0	0	3	15	0	18	0.28	0	0	0	0	5 Internal Audits and 27 schools

<b>Trafford Council</b>	7,400	Not known	0	0	5	13	0	18	0.24	0	0	0	0	N/a
<b>Cities:</b>														
<b>Liverpool City Council</b>	17,980	Course data is not currently available	0	0	11	21	0	32	0.18	0	0	1	0	128 audits undertaken as part of our scheduled audit programme
<b>Preston City Council</b>	1,520	16.9	0	0	0	22	0	22	1.4	0	0	0	0	100%

### Benchmarking Actual costs - Health and Safety functions 1st April 2009 to 31st March 2010

<b>Local Authority ==</b>	<b>TAMESIDE</b>	<b>BLACKBURN WITH DARWEN</b>	<b>LIVERPOOL CITY</b>	<b>TRAFFORD</b>	<b>TRAFFORD without Fire Safety Officer</b>	<b>HALTON</b>	<b>BOLTON</b>
Total number of employees including Casuals	10,260	7,553	17,980	7,621	7,621	6,500	13,248
Number FTE H&S staff	5	4	9	5	4	2	7
Number of FTE H&S Admin staff	1	0.33	0	15,656	15,656	0	2
Direct costs H&S staff	192,756	149,000	392,032	191,085	154,164	56,000	262,796
Direct costs H&S Admin	20,392	4,833	0			0	48,586
Central recharges/costs	5,100		190,000	13,714	13,714	33,000	71,850
Any other costs (please comment)	Fire Safety Advisor included in above						
<b>No. employees (incl Casuals) per H&amp;S Advisor</b>	<b>2052</b>	<b>1888</b>	<b>1998</b>	<b>1524</b>	<b>1905</b>	<b>3250</b>	<b>1893</b>
<b>Costs of service per council employee (incl Casuals)</b>	<b>£ 20.77</b>	<b>£ 20.37</b>	<b>£ 21.80</b>	<b>£ 25.08</b>	<b>£ 20.23</b>	<b>£ 8.62</b>	<b>£ 23.50</b>

Costs of service per council employee including central recharges (incl Casuals)	£ 21.27	£ 20.37	£ 32.37	£ 26.87	£ 22.03	£ 13.69	£ 28.93
<b>SERVICE COST</b>	<b>£218,248</b>	<b>£153,833</b>	<b>£582,032</b>	<b>£204,799</b>	<b>£167,878</b>	<b>£89,000</b>	<b>£383,232</b>

1. Number of employees per H&S advisor: Calculated by dividing the number of Council employees in total including casuals by the number of H&S staff only.
2. Costs of service per Council employee: Calculated by adding the direct costs of H&S & admin staff then dividing by total Council employees.
3. Costs of service including Central recharges: Calculated by adding direct costs as above and the central recharges then dividing by the total Council Employees.