



CORPORATE ACCIDENT / INCIDENT REPORT
1st April 2011 to 7th September 2011

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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 major¹ 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 injuries²)
 - significant³ 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".

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

² As per footnote number 1

³ 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. UPDATE ON ACTIONS:

No.	Recommendations	I/C	Update
1	In line with guidance around the Corporate Manslaughter and Corporate Homicide Act 2007, Management Team to nominate a lead officer at Board level (INDG417)	Management Team	Mark Reaney nominated as lead officer
2	Review and amend the consultation arrangements with regard to the forums for Directorate Working Groups and 2 nd Tier meetings (Corporate Health, Safety and Welfare Policy)	Strategic Directors	New consultation arrangements approved
3	Managers to identify those responsible for carrying out risk assessments and review training needs to ensure that they are competent. Details of those who require training should be forwarded to the Health and Safety team so that they can complete the on line Risk Assessment training.	All	Ongoing. 44 have completed the course and 69 invitations have been sent
4	To review the Asbestos Policy and ensure that procedures are in place to comply with the Asbestos Regulations for all Council Buildings	Property Services / Health and Safety Team	Reviewed
5	To review procedures in line with HSE Guidance Notes, 'Procuring and Managing Waste Management Services' and, where necessary, implement reviewed procedures	Waste Management	Procedures reviewed and see 2.1 below
6	In light of the use of the Lone Working monitoring system, managers to review the Lone Working risk assessments and systems to ensure that they are suitable and sufficient	All	Ongoing. See 2.2 and 4.1.4 below
7	Review safety and security procedures for libraries, in particular Halton Lea, to ensure that they are suitable and sufficient in protecting staff against anti-social behaviour	Operational Director Libraries	Procedures reviewed. Training to be organised. OD has visited Library and spoken to staff. No ASB incidents to date
8	To review occupational and premises risk assessments to ensure that they are suitable and sufficient measures to mitigate against slipping or tripping because of extreme weather conditions or poor housekeeping	All	Ongoing. See 3.1 below
9	The increase in slips and trips accidents around schools and the under reporting of violent incidents to be raised at the Schools Health & Safety Working group meeting and recommendations reported by back at the Children and Enterprise 2 nd Tier meeting	Health and Safety Team	Issue raised at H&S meeting. See 6 below
10	To ensure that there are programmes and resources for the maintenance and servicing of equipment	All	Ongoing

2.1 Health and Safety Systems

- A single portal providing access to all health and safety systems is now available on the Intranet;
- Corporate Risk Assessment System - Went 'live' on the 26th September 2011 and 72 assessors have registered to be trained. Waste Management Division was the 1st to up date all of their risk assessments on the system;
- Corporate Stress Risk Assessment System – due to go 'live' in January 2012 and is currently being piloted by Procurement Division; and
- An article has been published in 'In Touch' promoting the systems.

2.2 Update on use of Lone Working Monitoring System 01.04.2011 to 31.07.2011:

At the moment there are 386 Lone Workers Registered,

- Communities 206;
- Policy and Resources 48;
- Children and Enterprise 123; and
- Schools 9

The total number of calls received for the period was 2866,

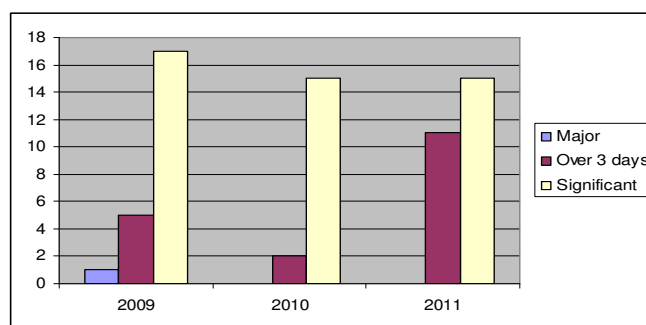
- Communities 1548 calls from a total of **17** out of 206 users;
- Policy and Resources 1189 calls from a total **22** out of 48 users; and
- Children and Enterprise 98 calls from a total of **8** out of 123 users.

With one person using the system from schools this means that 47 from 386 staff are regularly using the system, which represents 12% of those registered.

3. CORPORATE ACCIDENT / INCIDENT STATISTICS 1st April to 7th September 2011

3.1. Accident Statistics by Directorate:

Directorate	Major	+ 3-Day	Significant
Policy and Resources	0	0	4
Children and Enterprise	0	2	1
Communities	0	6	9
TOTAL YTD 2011	0	8	14
TOTAL YTD 2010	0	2	15
TOTAL YTD 2009	1	5	17



Further Information

3.1.1 There has been an increase in 'over 3 day' accidents compared with the last two years. A comparison of the categories of accidents is as follows,

	<u>2009</u>	<u>2010</u>	<u>2011</u>
STF	6	5	9 (+4)
Man Han	6	7	7 (=)
Equipment	7	4	5 (+1)

3.1.2 Waste Management and Open Space Services perennially have the highest number of accidents owing to the operational nature of their roles (see 5.3.1 below); and

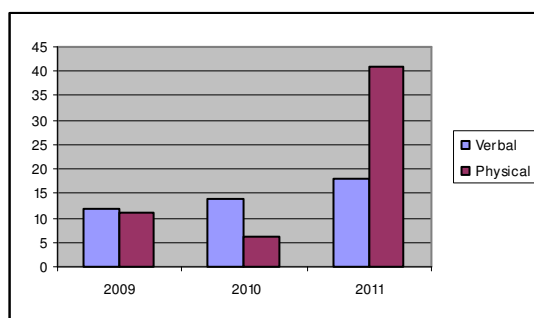
3.1.3 In view of the changes to the Directorates, comparative data for the last 3 years has not been highlighted for the Directorate reports.

3.2. Near Misses:

Division	Cause	Detail
Training	Equipment	Near miss – A ceiling tile fell onto a desk at the Training Centre. It happened at a weekend and no one was injured. Ceiling repaired
Independent Living	Exposure to, or contact with a Harmful Substance	Near Miss – Employees exposed to gas after service user left the gas stove switched on and unlit. Employees safely entered the property to open windows and arranged for service user to attend hospital. Employees issued with safe working guidelines and further guidance obtained from Gas-safe (gas was not poisonous but risk of explosion possible).

4. VIOLENT INCIDENT REPORTS BY DIRECTORATE

Directorate	Verbal	Physical
Policy and Resources	3	0
Children and Enterprise	4	4
Communities	11	37
TOTAL 1/4/11 to 7/9/11	18	41
TOTAL 1/4/10 to 7/9/10	14	6
TOTAL 1/4/09 to 7/9/09	12	11
Schools	5	4

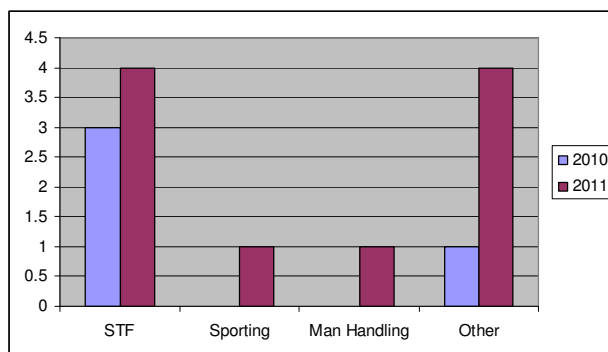


4.1. Further Information:

- 4.1.1 There has been an increase in reported violent incidents compared with the last two years;
- 4.1.2 The majority of incidents involve Communities staff with 9 verbal and 5 physical incidents last year compared to 11 verbal and 37 physical this year.
- 4.1.3 This is mainly due to one service user who is responsible for 34 physical incidents and as a result the risk assessments have been reviewed and updated with further measures implemented to control the risks;
- 4.1.4 It includes two incidents involving sexual harassment of female lone working staff; and
- 4.1.5 Another incident where an officer from Environment Health had her vehicle damaged by brake fluid when visiting a suspect.

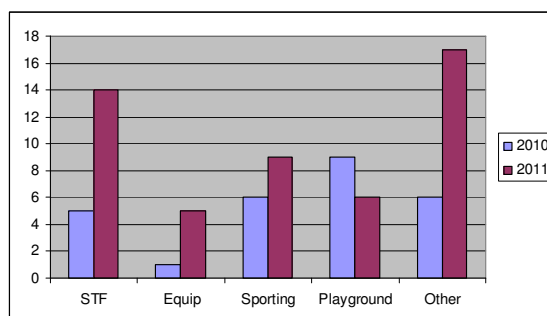
5. SCHOOL ACCIDENTS

5.1. Accidents involving Teachers:-



Category	Minor	Significant	> 3 Day	Major	Total
STF	1	3	0	0	4
Man Handling	0	1	0	0	1
Sport	0	1	0	0	1
Other	3	0	0	0	3
Total	4	5	0	0	9

6.2 Accidents involving Pupils: -



Category	Minor	Significant	Major	Totals
STF	14	0	0	14
Equipment	0	2	3	5
Sporting	6	1	2	6
Playground	4	0	2	9
Other	14	0	3	17
Total	38	3	10	51