



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2009 to 31st March 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 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

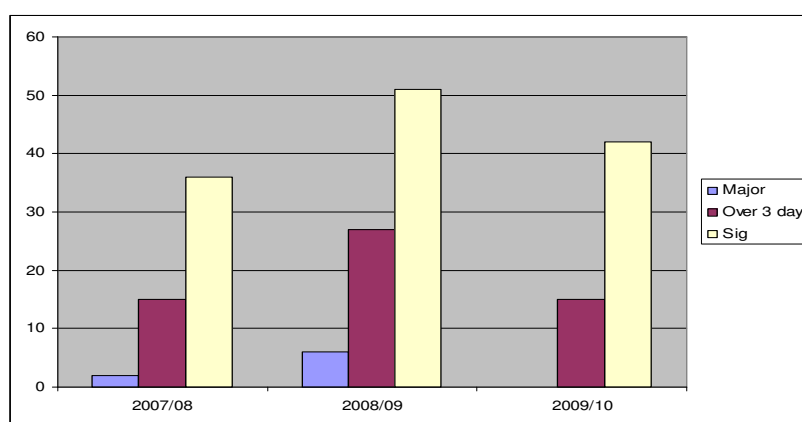
² As per footnote number 1

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. CORPORATE ACCIDENT STATISTICS 2009 / 2010

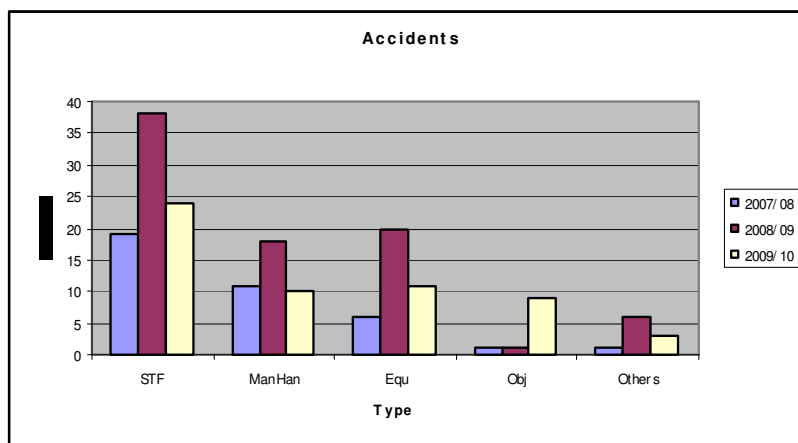
2.1. Accident Statistics by Directorate:

Directorate	Major	+ 3-Day	Significant
Corporate and Policy	0	0	2
Children and Young People	0	1	9
Environment	0	8	17
Health and Community	0	6	14
TOTAL YTD 2009 / 2010	0	15	42
TOTAL YTD 2008 / 2009	6	27	51
TOTAL YTD 2007 / 2008	2	15	36



Total Working Days Lost:

1. The total days lost is 318 compared to 746 last year.
2. Based on the HSE calculations for categories of accidents, the total cost of the accidents to the Authority is £150,000 compared to £450,000 last year.
3. The accident frequency rate is 1.29 per 100 employees.



4. The categories of accidents that involve the most working days lost are: -

Category	Days Lost		Accidents	
	08/09	09/10	08/09	09/10
1. Slips, trips and falls	426	120	38	23
2. Manual handling	73	70	18	11
3. Use of equipment	170	14	20	11

2.2. Further Information:

1. A new Electronic / Violent Incident reporting system has been introduced, which will expedite reporting and investigations.
2. There were no 'major injuries' primarily due to the reduction in slips and trips from 38 the last year to 24. This is despite the severe winter weather conditions and can be attributed to extra care taken by staff, homeworking and, in particular, targeted gritting of Council premises (highlighted by the fact that there were no incidents at Catalyst House compared to 9 last year). However, this year there has been an increase in the number of slips and trips inside premises due to poor housekeeping.
3. Accidents regularly involve the use of work equipment and Audit have included a question that monitors the allocation of funds for maintenance and inspection of equipment.
4. There has been an increase in number of 'near misses' with 7 reported this year indicating a proactive approach to managing health and safety.

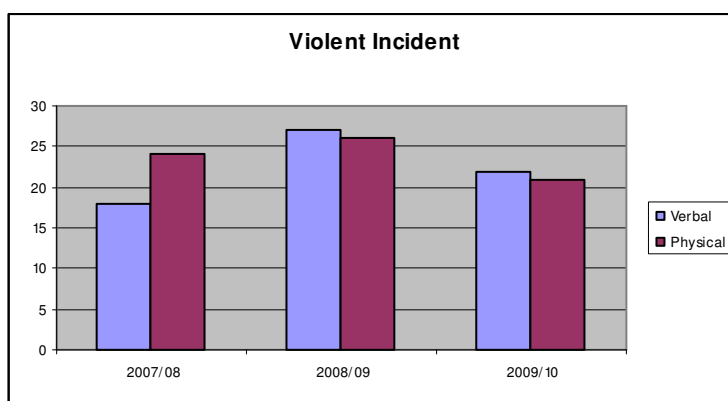
3. RECOMMENDATIONS (see below Directorate Reports)

No.	Recommendations	I/C
1	<p>In view of the revised procedures owing to the Efficiency Review all Directorates to ensure that;</p> <ol style="list-style-type: none"> 1. Fire <ul style="list-style-type: none"> – Review the fire arrangements at premises within your areas of control. – Ensure that there is an officer in charge at each building. – Ensure that there are sufficient assembly officers and fire marshals. – Ensure that if staff are notified of any changes to the arrangements and, if necessary, update Fire Action Plans, notices and the Building Log book. 2. Evacuation Chairs <ul style="list-style-type: none"> – Nominate one officer in the Directorate who will be responsible for training and maintaining records of trained personnel. – Notify John Hughes, Operations Manager at Property Services, of the nominated officer and he will arrange an initial Trainers course. 3. First Aid <ul style="list-style-type: none"> – Ensure that there are First Aiders appointed at respective buildings and within work areas. – If necessary, ensure that notices and the Building Log book are updated. 4. Building Managers <ul style="list-style-type: none"> – Ensure that there is a nominated Building Manager. They must be based at the respective building. – Notify John Hughes, Operations Manager at Property Services, of the nominated officer. 5. Electronic Reporting of Accidents/Violent Incidents <ul style="list-style-type: none"> – Ensure that managers and staff are aware that from the 1st April 2010 any accidents/violent incidents are to be reported on the electronic system via the Intranet (as per Core Brief). 6. Meetings <ul style="list-style-type: none"> – Review formation and membership of the 2nd Tier and Directorate Health and Safety Working Groups. It is important that the membership of the Working Groups is representative of all Departments within the Directorate. – Nominate an officer to chair the Working Group meetings and report back to the 2nd Tier Groups and Corporate Health and Safety Committees. 7. Workstation Assessments Ensure that there are Administrators appointed for the Elearning workstation training and risk assessment system (Cardinus). 	All
2	To ensure that premises risk assessments are completed when necessary and any arising actions are expedited. (see section 5.2.1.2 & 5.4.1)	All
3	To ensure that the use of PPE and entering safety zones is supervised at operational levels (see section 5.3.1.1)	Landscapes Services, Waste Management &

		Transport Workshops
4	To identify any gaps in performance in relation to HSE Guidance Notes, 'Procuring and Managing Waste Management Services' and, where necessary, implement reviewed procedures (see section 5.3.1.5)	Waste Management
5	To establish a consultation meeting between Risk and Emergency Planning Division and the Teachers Unions(see section 6.3.2)	Children and Young People

4. VIOLENT INCIDENT REPORTS BY DIRECTORATE

Directorate	Verbal	Physical
Children and Young People	2	7
Corporate and Policy	4	0
Health and Community	10	15
Environment	2	2
TOTAL 1/4/09 to 31/3/10	18	24
Schools	13 (last year 4)	4 (last year 18)

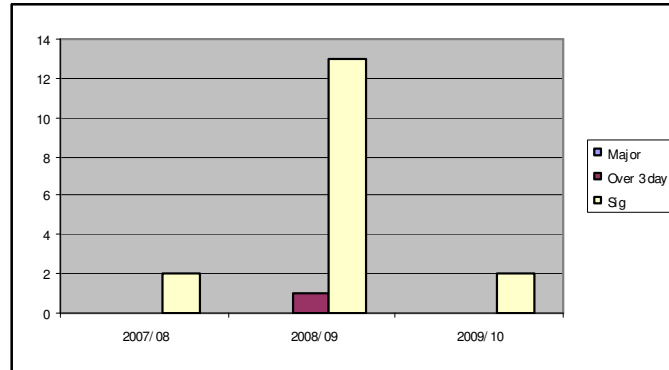


4.1. Further Information:

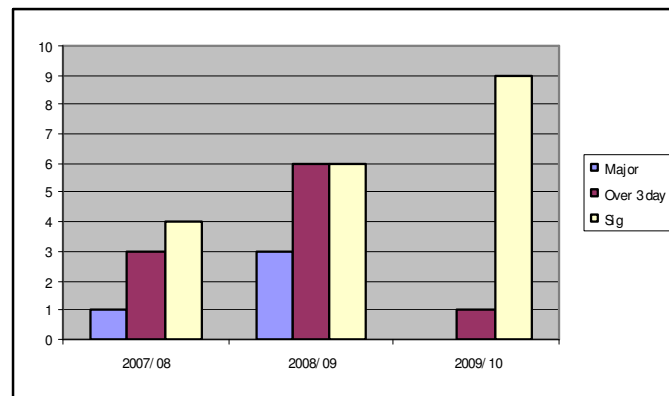
1. Last year there has been an overall reduction in the number of accidents and the majority involve physical assaults on Health and Community staff by service users.
2. There was 1 (RIDDOR) when a member of Halton Day Services was physically attacked by a service user and suffered muscular pain and bruising.
3. There has been a reduction in the number of physical assaults reported on teaching staff and a schools circular has been issued reinforcing the Violence Policy.

5. ACCIDENTS BY DIRECTORATE

5.1. Corporate and Policy



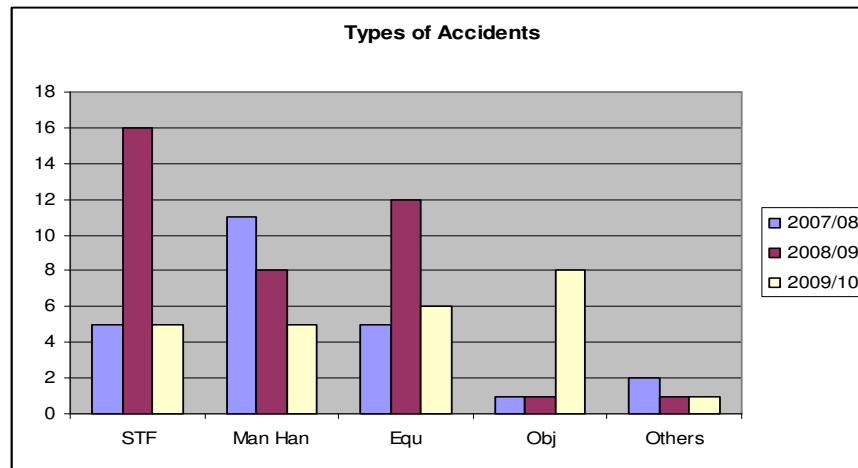
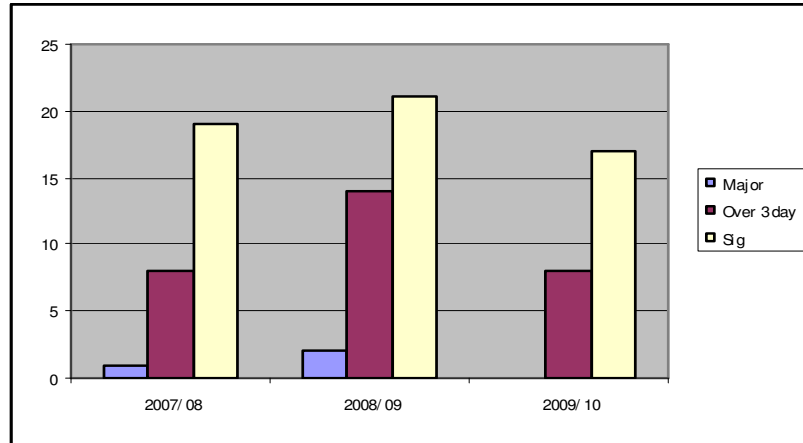
5.2. Children and Young People



5.2.1. Further Information:

1. There were 3 manual handling incidents last year compared to none this year.
2. There has been an increase in the number of slips and trips from 1 last year compared to 8 this year; with the majority taking place inside premises due to poor housekeeping.

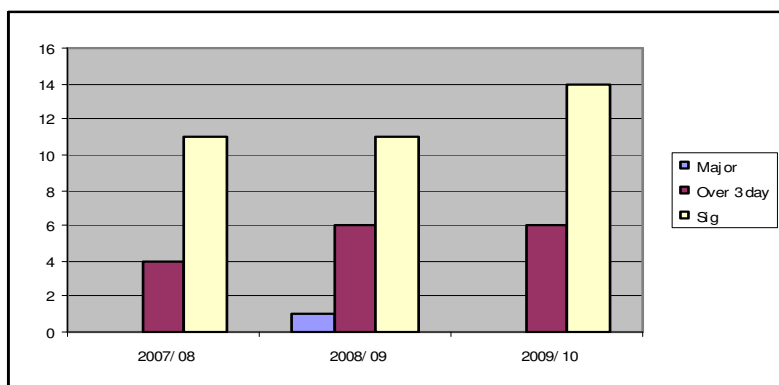
5.3. Environment



5.3.1. Further Information:

1. There has been an increase in the number of incidents involving being hit by thrown objects. Management instructions have gone out reinforcing the use of PPE and in Waste Management for operatives not to enter the safety zone.
2. There has been a substantial decrease in the number of slips and trips with 4 incidents reported this year compared to 16 last year.
3. Over the last couple of years there has been a decrease in the number of accidents in Waste Management, particularly involving cuts to hands by operatives picking up bags.
4. Landscape Services has reduced the total number of accidents by half with 6 this year compared to 12 last year.
5. This year the HSE have issued guidance notes specifically for the operation of Waste Management services entitled, 'Procuring and Managing Waste Management Services'. From autumn this year there is a programme of visits by HSE inspectors to Local Authorities to monitor the implementation of the guidance. Respective managers are aware of the guidance.

5.4. Health and Community



5.4.1. Further Information:

1. There has been a significant increase in the number of slips and trips with 11 this year compared to 4 last year. Over half of these were due to poor housekeeping inside premises.
2. Over the past couple of years there has been a decrease in the number of reported manual handling incidents particular around care services.

6. SCHOOL ACCIDENTS

6.1. Accidents involving Teachers:-

Category	Minor	Significant	> 3 Day	Major	Total
STF	6	2	1		9
Sporting	3	0	0		3
Other	6	2	0		8
Hit fixed Obj.	0	1	0		1
Hit By Moving Obj.	5	1	1		7
Equipment	0	1	0		1
COSHH	1	0	0		1
Total	21	7	2	0	30

6.2. Accidents involving Pupils: -

Category	Minor	Significant	> 3 Day	Major	Totals
STF	42	7		0	49
Equipment	3	1		4	8
Sporting	41	5		4	50
Playground	68	4		2	74
Other	18	0		1	19

Hit Fixed Obj.	4	0		0	4
Hit By Moving Obj.	11	0		0	11
COSHH	1	0		0	1
Total	188	17	0	11	216

6.3. Further Information:

1. The above charts highlight that slips and trips are the majority of causes of accidents for teachers whilst playground and sports activities are the majority for pupils.
2. There is no established forum for consultation over health and safety issues with Trade Unions for school's.
3. HSE priorities for schools are stress related absence and slips and trips in the workplace.

