CORPORATE ACCIDENT / INCIDENT
INTERIM REPORT
POLICY AND PERFORMANCE BOARD
1st April 2013 to 1st September 2013

Contents

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1. INTRODUCTION:

1.1 General

The Health and Safety at Work etc Act clearly places responsibility on those who create the risk to manage it. The new HSE Strategy, 'Being Part of the Solution' highlights that members of the board have both collective and individual responsibility for health and safety. As such, the need is for board-level members to champion health and safety and be held accountable for its delivery.

Part of this includes identifying areas for improvement in health and safety management with the intention of improving staff morale, reducing in work-related sickness absence and lowering insurance premiums. In particular having robust health and safety procedures in place provides safeguards against legal action being taken against the Authority.

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 Indictors (KPI). Details of KPI's are as follows:

LEAD INDICATORS
Proactive action taken and any outcomes

KPI No.

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 occur

3. **Number of officers who are registered on the Lone Working Monitoring System and 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 Significant[1] and RIDDOR Reportable Accidents[2]**
   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

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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[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) 1995, including Fatalities, Major Injuries, Over 7-day Injuries, Dangerous Occurrences

1.3 General Information

1.3.1 Compensation

The latest series of government reforms to tackle high premiums have come into force. These include:

- Lawyers no longer being allowed to double their fees if they win a no-win, no fee case;
- A ban on referral fees paid between lawyers, insurers, claims firms and others for profitable claims;
- Claims firms banned from offering upfront incentives;
- Reduction in more than half in the fees lawyers charge insurers for processing uncontested claims for minor road traffic accidents;
- Introduction of legislation: Section 69 of the Enterprise and Regulatory Reform Order 2013 [to be enacted in October 2013] that removes the right of claimants to rely on breaches of statutory duty as a foundation for claims; and
- Claims up to £25,000 for injuries caused by slips and trips and other similar injuries at work or in a public place to be handled via an out-of-court claims portal.

However, a report highlights that the number of people receiving compensation for work-related injuries has fallen by 60% over the last decade from 219,183 in 2000/01 to 87,655 in 2011/12. It claims that those suffering from stress are less likely to receive compensation with 293 out of 221,000 claims resulting in a pay-out in 2011/12.

1.3.2 HSG65 Managing Health and Safety Guidance

Updated guidance, HSG65, aimed to assist organisations manage health and safety has been unveiled by the HSE. It is split into 4 sections,

1) Core Elements to Managing Health and Safety
2) Delivering effective arrangements
3) Resources
4) Are You Doing What is Needed

It has moved towards a 'Plan, Do, Check, Act approach, which aims to achieve a balance between the systems and behavioural aspects of management. The intention is to treat health and safety management as an integral part of good management rather than a stand-alone system, thereby underpinning the business risks.

1.3.3 Legionella Seminar

On the 11th October the Health and Safety team have organised a Legionella seminar with the key speaker a Professor Tom Makin, who is a leading authority and national advisor. This was as a result of broadcasted outbreaks last year, in particular in Edinburgh that led to fatalities, and will concentrate on how to implement measures at council buildings and educational settings.

1.3.4 Benchmarking

In 2012 a benchmarking exercise was carried out by Staffordshire BC involving 15 Unitary Authorities (see appendix 'A'). This highlighted the Halton BC had the 3rd lowest accident rates, 4th lowest violent incident rates and conversely the 3rd highest in reporting incidents.

2. UPDATE ON ACTIONS:

KEY PERFORMANCE INDICATORS

| No.	KPI No.	ACTION	UPDATE
1	1.	To promote the use of the new corporate Stress Risk Assessment system	See 3.1.2 below.
2	3.	Review Lone Working Risk Assessments to ensure that they are suitable and sufficient and establish if use of Contact Centre Monitoring system (CCMS) is required	Before registration on CCMS, Lone Working risk assessment to be completed. There are currently 59 risk assessments. See 3.3 below
3.	4.	Review and update following risk assessments; a) Admin Shared Services – Manual Handling (Objects) b) Open Space Services – Slip Trip Fall & Thrown Objects/PPE c) Schools – Manual Handling Implement and monitor effectiveness of revised measures; d) Independent Living – Manual Handling (People) e) Schools Catering – Manual Handling (Objects) General; f) Ensure that there are sufficient resources for the maintenance and servicing of equipment g) Ensure that noise and vibration risk assessments are carried out and, if required, review occupational risk assessments in line with results (carried over from 2012/13)	In this period: No incidents reported STF - 4 incidents Objects – 3 incidents Investigation carried out by managers into causes Circular sent 1 incident this period No incidents reported 3 incidents reported Review of risk assessment carried out On going Open Space Services audited. Assessments carried out at Transport Workshop. Awaiting noise assessment from Print Room.
4.	5.	Review Occupational Risk Assessments and monitor effectiveness of measures for 'violence and aggression'; a) Adult Care b) Children's Residential Care c) Rev's & Benefits and One Stop Shops d) Primary Schools	Reduction in number of violent incidents. Personal Safety training being delivered to Reablement, Adult Social Care & Rev's & Benefits and One Stop Shops.

GENERAL ACTIONS

5.	To carry out the biennial review the Corporate Health and Safety Policy	Policy reviewed and updated. See attached

6.	To ensure that health and safety standards of contractors employed by HBC are suitable and sufficient by;
	    a) Employing effective procedures at tendering, employment and employed stages
	    b) Monitoring contractors
	    c) Implementation of agreed actions
		Procurement processes embedded. Inspections of building, road & street light contractors carried out.

7.	To consider the provision of defibrillators within HBC with a view to developing a corporate approach	North West Ambulance supplying equipment on the 10th October. Training delivered to relevant staff. Buildings include – stadium, market, community centres & libraries. Further to this the following now have defibrillators Brookvale Recreation Centre; Runcorn Swimming Pool and Kingsway Leisure Centre
9.	To ensure that the revised procedures for First Aid Training are implemented	Trainers are taught by Reach Out For Training, an accredited provider. Corporate Training reviewing regulations and are developing an action plan.
10.	To review the current Drugs and Alcohol Policy to ensure that it meets the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007 (carried over from 2012/13)	On going
11.	Brief new Public Health team on health and safety management processes and arrangements (carried over from 2012/13)	Briefing took place July 2014.

3. LEAD INDICATORS

3.1 KPI 1. Number of risk assessments completed on corporate systems

3.1.1   An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011. The number of assessments completed per year is;
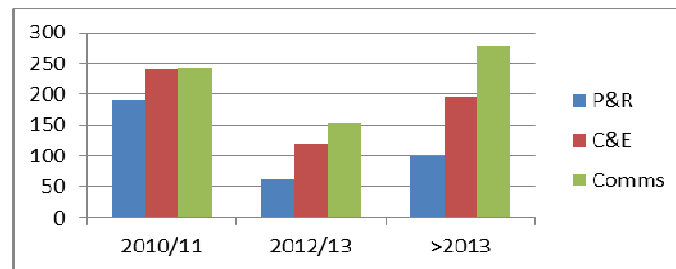
- To date 172 members of staff have been trained in the use of the system and 677 risk assessments entered onto the system, compared with 556 last year;
- There has been a significant increase in the number of risk assessments completed in the Communities Directorate from 197 last year to 278 this year;
- In order to enhance competencies an Elearning Risk Assessment training programme was went 'live' on the 1st April 2011 and so far 152 members of staff have been trained. Also, this year 9 members of staff have completed IOSH Managing Safely course.

3.1.2   The on-line Stress Risk Assessment went 'live' on the 15th October 2012 and since April 2013, only 1 Stress Risk Assessment has been completed. The total number of Stress Risk Assessments completed are;

Policy & Resources	Children & Enterprise	Communities
25	10	5

3.1.3   1319 Workstation (DSE) assessments have been completed with up to 70% indicating low risks.

3.2 KPI 2. Number of Near Misses

Total number of near misses reported within the last 3 years are:

2011/12	2012/13	>2013
5	10	7

The majority of incidents were reported by Waste & Environmental Improvement services and involved road traffic incidents. For a breakdown of near misses see 5.1 below.

3.3 KPI 3. Number of officers who are registered on the Lone Working Monitoring System and are utilising the system

3.3.1 Lone Working – Contact Centre Monitoring update [comparative period June to August 2013]

|	2011		2012		2013	
	Registered Users	No's Using System	Registered Users	No's Using System	Registered Users	No's Using System
Policy & Resources	49	22	49	23	64	21
Children & Enterprise	139	22	157	85	167	64
Communities	205	26	123	26	209	42
TOTAL USERS	335	55	392	70	440	127
% OF USE	17%		18%		29%	

3.3.1   After the last report in April 2013 users were updated and any staff who have moved or left the Authority were removed from the system;

3.3.2   Since that date there has been an increase in users registered in Communities and training both on the system and Personal Safety is being delivered to the teams, including Adult Social Care and Reablement; and

3.3.3   Data cleansing is on-going and staff who have not used the system in the last 12 months will be deleted unless the manager requests that they remain on. Once deleted, if a user wishes to use the system they would have undergo a re-registration process

4. REACTIVE ['Lagging'] INDICATORS

4.1 KPI 4. Number of Significant and RIDDOR Reportable Accidents

Accident Statistics by Directorate:

| Directorate	Major	+ 7-Day	Significant
Policy and Resources	0	0	2
Children and Enterprise	0	0	3
Communities	0	3	23
TOTAL YTD 2013	0	3	28
TOTAL YTD 2012	0	5	29
TOTAL YTD 2011	0	8[3]	14
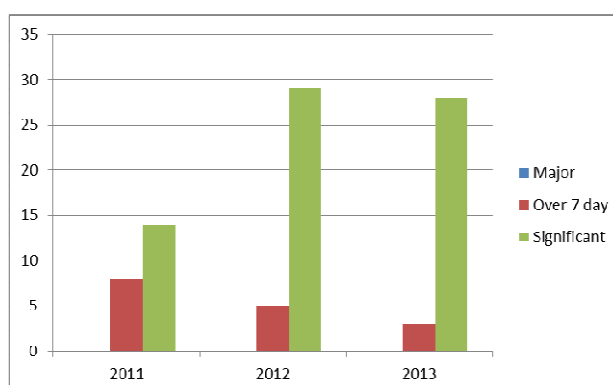
Further Information

4.1.1   There has been a decrease in the number of accidents reported to the HSE involving injuries;

4.1.2   There were 58 days lost compared with 173 days for the same period last year;

4.1.3   A comparison of the categories of accidents is as follows,

|	2011	2012	2013
STF	9	5	6
Man Han	7	14	9
Equipment	5	7	10

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[3] Over 3 day
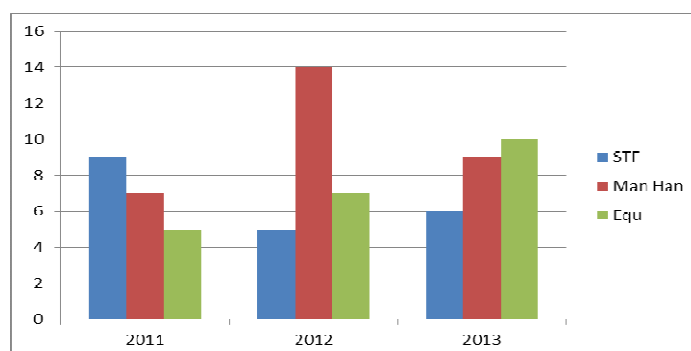
4.1.4   Manual Handling incidents involving staff from Reablement Services lifting service users account for the decrease with 6 incidents for the same period last year and none this year;

4.1.5   Within Waste & Environmental Improvement Services there has been an increase in the number of accidents with 3 in 2011, 2 in 2012 and 6 this year. The main reason is the increase in slips and trips;

4.1.6   Within Open Space Services there has been an increase in incidents with 5 in 2011, 7 in 2012 and 13 this year. This can be attributed to the increase in manual handling and use of equipment incidents. There have been 3 incidents involving operatives hit by thrown objects, which is the same as last year;

4.1.7   4.1.5 & 4.1.6 reflects the high risks within the front line operational areas;

4.1.8   Majority of incidents involving teachers at schools took place in Primary schools; and

4.1.9   With regard to pupils there has been a decrease in significant incidents with 5 last year and 4 this year. One incident involved pupils who drank contents from ice packs and received medical treatment. As a result a circular was sent to schools

4.2 KPI 5. Number of Violent Incidents

Directorate	Verbal	Physical
Policy and Resources	6	0
Children and Enterprise	6	4
Communities	5	13
TOTAL 2013	**5**	**17**
TOTAL 2012	**11**	**57**
TOTAL 2011	**18**	**41**
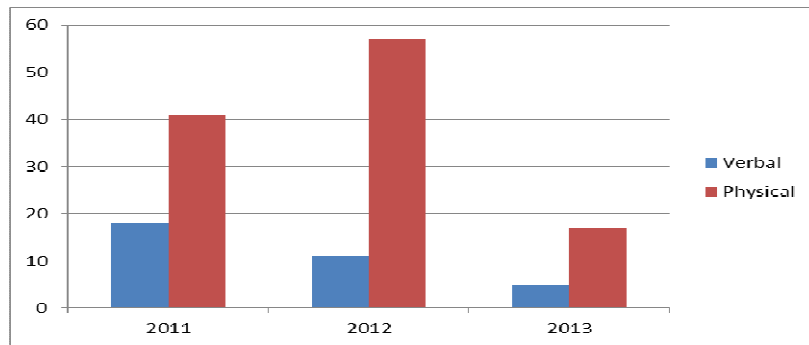
4.3 Further Information:

4.3.1   There has been a significant decrease in reported violent incidents, particularly physical incidents;

4.3.2   This can be attributed to the Communities Directorate with 11 verbal and 37 physical incidents last year, compared to 5 verbal and 13 physical this year. This is due to three service users who were responsible for 46 physical incidents last year and 8 incidents reported for one service user this year;

4.3.3   One incident at a One Stop Shop involved a claimant who brandished a knife and simulated cutting his own throat. The claimant was arrested and underwent an Informal Resolution process, with the Chief Executive representing the Authority. As a result risk assessments have been reviewed and refresher Personal Safety training is being delivered to staff; and

4.3.4   For schools there have been only 2 violent physical incidents reported compared with 1 verbal and 5 physical incidents last year.

Benchmarking with other Unitary Councils
2011/2012

Council	Number of Employees (Head Count)	Reportable Employee Accidents	AIR* (Reportable Employee Accidents)	Violence to Employees	AIR* (Violence to Employees)	Total Employee Accidents /Incidents	AIR* (Total Employee Accidents)
Cornwall	15641	74	4.73	247	15.79	755	48.27
Derby	10106	58	5.74	571	56.5	552	54.6
Hull	11,597	86	7.42	881	75.97	1108	95.54
Nottingham City	14453	98	6.78	315	21.79	449	31.07
Shropshire	10809	61	5.64	226	20.91	622	57.54
Telford & Wrekin	5577	17	3.04	557	99.87	244	43.75
Cheshire West and Chester	12807	30	2.34	0	0	1109	86.59
Halton Borough Council	5000 (Approx)	14	2.8	95	19	492	98.4
Portsmouth	13022	145	11.14	442	33.94	1036	79.56
Plymouth	8755	43	4.91	883	100.86	1398	159.68
Bristol	12751	75	5.88	844	66.19	1610	126.26
Royal Borough Windsor and Maidenhead	4513	17	3.77	34	7.53	145	32.13
Redcar-Cleveland	4814	26	5.4	49	10.18	149	30.95
Thurrock	4176	16	3.83	26	6.23	207	49.57
Torbay	3924	8	2.04	140	35.68	387	98.62