



CORPORATE ACCIDENT / INCIDENT REPORT
Policy & Performance Board
1st April 2020 to 31st August 2020

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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 HSE Strategy, 'Helping Great Britain Work Well' 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 for legal, moral and financial reasons. 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 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**
Rationale – identify incident trends and actions required to prevent similar occurrences

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

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2019/20.

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 "Management for Health and Safety".

2. SUMMARY AND RECOMMENDATIONS

2.1 Summary

COVID-19 has dominated our home and work lives for the period this report covers. It has been a difficult time for many having to deal with illness and bereavement as well as other contributing issues. The pandemic reflection on this current report shows a significant reduction in accidents and violent incidents due to a high volume of home working during the nationwide lockdown and most Council Buildings closing. This has resulted in a shorter report for this period. A number of risk control measures have been implemented across the authority to protect staff and many frontline services have endured major changes in their working practices to comply with Government guidance and ensure their health, safety and welfare. Assistance for staff has also been provided on the Enable e-learning platform via a number of wellbeing programmes and courses.

The pandemic has dictated an increase in the demand for personal protective equipment resulting in the opening of a central distribution hub at the DCBL stadium that has provided items for a number of frontline services across Care Homes, Domiciliary Care, Community Meals and many other teams. The increase in risk assessments on the corporate system can also be attributed to the pandemic.

Reportable and significant accidents for Halton Employees are currently at a total of 6 across both directorates plus zero near misses. This compares to 45 in total last year with near misses at 8.

Violent Incidents corporately are showing currently as 1 verbal and zero physical incidents.

Lone Working Monitoring System update – registered users have increased from the same period last year and actual percentage use has also risen. Although showing increases the numbers still remain low with teams using other precautions such as booking in/out systems, outlook diaries, general checking in on colleagues, local written procedures and the completion of lone working risk assessments.

Risk Assessments completed on the corporate risk assessment system are 1905 for both Enterprise, Community and Resources and People, compared to 1464 last year.

2.2 Recommendations 2020/21

The following recommendations are as a result of the accident analysis data for 2019/20 and will be actioned during the period 2020/21.

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	4	Managers to ensure all relevant staff are aware of Occupational Road Risk Policy and other linked documents, Driving Documents System usage and the importance of production of documents due to days lost for RTC's logged as an accident category.	Accidents 2020/21	All managers
2.	2	Managers to ensure all relevant staff are aware of Occupational Road Risk Policy and other linked documents, Driving Documents System usage and the importance of production of documents due to near misses involving RTC's.	Near Misses 2020/21	All managers
3.	3	Review Lone Working Risk Assessments and enforce the 'mandatory' use of the Contact Centre Monitoring system when required	Reinforce Management Team decision and safety of lone working employees	All managers

GENERAL ACTIONS

Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2020/21	Health and Safety Team – time period extended due to COVID19
Review and update Health and Safety policies (Corporate & Schools) requiring timescale or legislation reviews	Ongoing	Health and Safety Team
School Audit and Healthcheck visit programme	Ongoing	Health and Safety Team
Resolve emerging actions from January 2020 Staff Stress Survey	2020/21	All managers

3. INFORMATION

3.1 Local/National Information

The HSE has released its annual workplace fatality figures for 2019/20. The latest figures show that between April 2019 and March 2020, 111 people were killed in Great Britain while doing their job, the lowest year on record. 40 fatal injuries to construction workers accounted for the largest share.

The main categories were as follows;

Falls from height – 29

Struck by a moving vehicle – 20

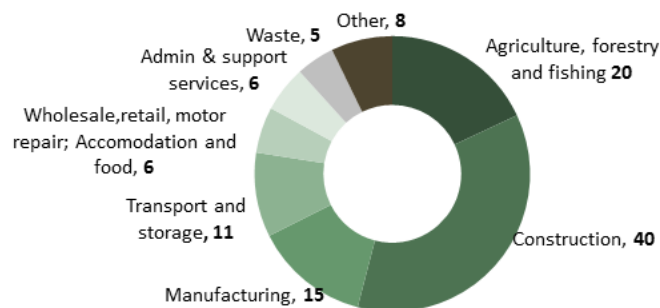
Struck by a moving object – 18

Trapped by something collapsing or overturning – 15

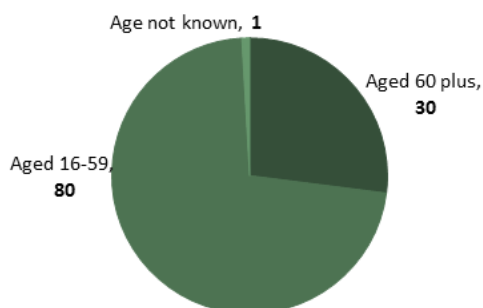
Contact with moving machinery – 11

92 Members of the public were killed due to work related activities in 2019/20 (excluding those that died in Local Authority enforced workplaces – typically around 12-16 deaths per year).

Fatal injuries to workers by main industry,



Fatal injuries to workers by age,



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 31/8/20 are; 1905

Enterprise, Community & Resources – 1255

People – 650

See section 7 for position statements and comparisons.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

2017/18	2018/19	2019/20
16	12	8

From the 1st April 2020 to 31st August 2020 there have been zero near misses reported on the corporate system.

4.3 Percentage of registered staff on the Lone Working Monitoring System who are utilising the system

4.3.1 Lone Working – Contact Centre Monitoring update – registered users have increased from the same period last year and actual percentage use has also risen.

	June – Sept 2019		June – Sept 2020	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	65	52	69	65
People	261	161	267	211
TOTAL USERS	326	213	336	276
% OF USE	65%		82%	

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 each Directorate excluding schools that took place from 1st April 2020 to 31st August 2020 is 6.

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	1	1
People – excluding schools	1	0	3
TOTAL YTD 2019/2020	1	16	28
TOTAL YTD 2018/2019	1	16	89
TOTAL YTD 2017/2018	2	13	46

5.2 Number of Violent Incidents

5.2.1 From 1st April 2020 to 31st August 2020

Directorate	Verbal	Physical
Enterprise, Community and Resources	0	0
People	1	0

Directorate	Verbal	Physical
TOTAL 2019/20	30	12
TOTAL 2018/19	23	10
TOTAL 2017/18	35	11

5.2.2 Schools

From 1st April 2020 to 31st August 2020 there have been 2 physical violent incidents within schools.

Schools	Verbal	Physical
TOTAL 2019/20	0	45
TOTAL 2018/19	7	40
TOTAL 2017/18	4	28

6. Risk Assessment Position Statements

Risk Assessment Position Statement - All Directorates

31 August 2020

		Enterprise, Community & Resources				People			
		Expected No. RAs	Actual No. RAs (up-to-date)	%	Earliest Review	Expected No. RAs	Actual No. RAs (up-to-date)	%	Earliest Review
Risk Assessment Type	Home Working Risk Assessment	416	318	76.44	01/09/2020	299	225	75.25	08/10/2020
	Environmental/Fire Risk Assessment	61	46	75.41	16/09/2020	47	26	55.32	20/09/2020
	Fire Risk Assessment								
	Lone Working Risk Assessment	33	18	54.55	10/09/2020	27	5	18.52	03/09/2020
	Manual Handling Risk Assessment	9	8	88.89	28/11/2020				
	Occupational Risk	248	175	70.56	01/09/2020	49	22	44.9	18/09/2020

Assessment								
Ladder Checklist	12	7	58.33	27/09/2020				
General Risk Assessment	102	57	55.88	24/09/2020	119	38	31.93	02/09/2020
COSHH Risk Assessment	40	37	92.5	02/10/2020	70	27	38.57	09/09/2020
COSHH (Advanced) Risk Assessment	14	10	71.43	31/10/2020	4	1	25	17/01/2021
Transport in Depots Risk Assessment	1	1	100	27/08/2021				
Workstation Risk Assessment	717	578	80.61	02/09/2020	524	306	58.4	05/09/2020
Total	1653	1255	75.92	-	1139	650	57.07	-

September 2018 Enterprise, Community & Resources 1007 People 349
September 2019 Enterprise, Community & Resources 1046 People 418
September 2020 Enterprise, Community & Resources 1255 People 650

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1st September 2020