



**CORPORATE ACCIDENT / INCIDENT REPORT
CORPORATE POLICY AND PERFORMANCE BOARD
1st April 2020 to 31st March 2021**

Contents

1. INTRODUCTION.....	3
1.1 General	3
1.2 H&S Management System	3
2. SUMMARY AND RECOMMENDATIONS	4
2.1 Summary 2020/21	4
2.2 Recommendations 2021/22.....	5
3. INFORMATION	6
3.1 Local/National Information	6
4. LEAD INDICATORS (KPI's)	8
4.1 KPI 1 Risk Assessments	8
4.2 KPI 2 Near Misses	8
4.3 KPI 3 Lone Working Monitoring System	8
5. REACTIVE INDICATORS (KPI's).....	9
5.1 KPI 4 Accidents.....	9
5.2 KPI 5 Violent Incidents	11
6. COVID 19	1
7. Risk Assessment Position Statements.....	16

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 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 2020/21.

By responding positively to identify 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 continued to dominate our home and work lives for the period this report covers as well as previously and beyond. It has continued to be a difficult time for many having to deal with illness and bereavement as well as other issues.

The pandemic reflection on this current report shows a significant reduction in accidents and violent incidents from last year due to a high volume of home working during the 3 nationwide lockdowns and some Council Buildings closing temporarily.

Across the authority 44 COVID secure checks were carried out on Corporate Buildings with 4 remaining checks to be actioned once further openings have taken place. All schools across the borough including academies also received a COVID secure check visit. The HSE are known to be carrying out visits to check on premises and across Halton 1 Academy and the Municipal Buildings both received a visit with 5 schools receiving HSE check telephone calls. There were no further actions required from these visits or calls.

Restrictions were slightly eased towards the end of the report 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 plus support from The Mental Health Team.

Reportable and significant accidents for Halton Employees are currently at a total of 11 across both directorates plus 2 near misses. This compares to 45 last year with near misses at 8.

Violent Incidents corporately are showing currently as 6 verbal for Enterprise, Community and Resources, one of which also included the theft of a mobile phone and zero physical incidents. For the People directorate there were 2 verbal incidents, one received in the form of a threatening text message plus 1 physical incident.

Lone Working - registered users on the internal system have increased from the same period last year and number of users actually accessing the system has dramatically decreased. This is, in most part attributed to a reduction of some face to face visits during the pandemic. It is expected the usage for this period next year will once again increase to a more normal level.

Risk Assessments completed on the corporate risk assessment system are 1658 for both Enterprise, Community and Resources and People, compared to 1905 last year, a drop of 247.

2.2 Recommendations 2021/22

The following recommendations are as a result of the accident/incident analysis data for 2020/21 and will be actioned during the period 2021/22.

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	4	Managers to ensure all work areas are checked for COVID security, plus a 'Return to Work Checklist' is to be completed and signed off by the Reset Group before areas fully reopen once restrictions are eased and staff slowly return to the workplace. Environmental Risk Assessments are also to be reviewed. Both documents require 3 monthly reviews until further notice. Occupational risk assessments are also to be reviewed.	Accidents/Incidents COVID reports 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. This is particularly prevalent once staff return to normal working practices who may have not carried out visits for some time due to national lockdowns.	Reinforce Management Team decision and safety of lone working employees	All managers - ongoing
----	---	---	---	------------------------

GENERAL ACTIONS

Complete fire audits for all Corporate Buildings	2021/22	Carried over from 2020/21 due to COVID 19
Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2021/22	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 Health check visit programme	Ongoing	Health and Safety Team

3. INFORMATION

3.1 Local/National Information

Health & Safety Executive COVID secure visits and annual accident statistics

The Health and Safety Executive are carrying out spot checks and inspections on all types of businesses in all areas to ensure they are COVID-secure.

They are making telephone calls and visits giving advice on how to manage the risks and protect workers, customers and visitors. They are also working closely with local authorities, assisting them in the sectors they regulate such as hospitality and retail.

By calling and visiting premises and speaking directly to employers, they can check the measures that have been put in place are in line with government guidance.

Any corporate building or school should participate in the spot check as failure to do so could lead to enforcement action.

As well as participating in the phone calls and visits, there are sensible and proportionate steps an employer should take to help keep the workplace COVID-secure, including:

- carrying out a COVID-19 risk assessment
- maintaining social distancing
- keeping your workplace clean, with handwashing and hygiene procedures
- well ventilated

Across the Authority, a number of COVID secure visits have taken place actioned by the in house H & S team. 44 Corporate Buildings have been visited so far with 4 to complete upon further easing of restrictions. All schools have also received a COVID secure visit. These visits have included checks on all of the above 4 points and any other occurring issues.

To date the HSE have visited the Heath Academy and Municipal Buildings with no further action required for both visits. 5 further schools received telephone calls from a HSE Inspector, again with no further action.

The HSE has also released its annual workplace fatality figures for 2019/20 (latest available). 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).

Lateral Flow Testing Sites – COVID 19

Since December 2020 Halton Borough Council have put in place facilities to allow for community lateral flow testing to identify asymptomatic cases. Initially this was actioned at Grangeway and Ditton Community Centres with dedicated testing flow areas for certain work groups.

To the end of March 2021 over 92,000 tests had been carried out with work still ongoing to increase output.

Further sites were opened on a smaller basis and Secondary Schools also implemented on-site testing. Primary Schools were also included with an offer of home testing kits.

Further pop up sites are now in place and the Health Improvement Team are also working with local business's to ensure maximum testing takes place where possible.

This work will contribute to allowing the easing of restrictions as we move towards the summer months.

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. This system is used for the majority of corporate risk assessments.

- Actual number of assessments completed up to 31/3/21 are; 1658

Enterprise, Community & Resources – 1081
People – 577

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:

2018/19	2019/20	2020/21
12	8	2

From the 1st April 2020 to 31st March 2021 there have been 2 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 number of users actually accessing the system has dramatically decreased. This is, in most part attributed to a reduction of some face to face visits during the pandemic. It is expected the usage for this period next year will once again increase to a more normal level.

See below table.

	Jan – Mar 2020		Jan – Mar 2021	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	66	45	82	17
People	266	132	294	61
TOTAL USERS	332	177	376	78
% OF USE	55%		21%	

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 March 2021 is 11.

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	2	3
People – excluding schools	1	1	4
TOTAL YTD 2020/2021	1	3	7
TOTAL YTD 2019/2020	1	16	28
TOTAL YTD 2018/2019	1	16	89

Specified injuries have remained the same for the last 3 years whilst over 7 day and significant injuries have decreased dramatically mainly due to 3 national lockdowns. 2 operational services that have remained fully functioning have also reduced their accident/incident statistics.

Over 7 day

Waste Management – 2 last year, 2 this year,
Open Space Services – 3 last year, 0 this year,

Significant

Waste Management – 5 last year, 1 this year,
Open Space Services – 7 last year, 1 this year

- A further breakdown of the categories of incidents Corporately are as follows:

Main Categories

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
STF	22	10	6
Man Han	18	9	1
Equipment	10	7	0

Other Categories 2020/21

Other – gas ventilation – 1
Hit by moving or flying objects – 1
RTC – 1
Sharps – 1

5.2 Number of Violent Incidents

5.2.1 From 1st April 2020 to 31st March 2021

Directorate	Verbal	Physical
Enterprise, Community and Resources	6	0
People	2	1

Directorate	Verbal	Physical
TOTAL 2020/21	8	1
TOTAL 2019/20	30	12
TOTAL 2018/19	23	10

The above table shows a significant reduction in incidents due to some services not fully functioning due to 3 national lockdowns. The HDL service suffered 20 verbal threats/abuse last year as against 4 this year. The Positive Behaviour Service suffered 7 physical incidents last year as against zero this year.

5.2.2 Schools

From 1st April 2020 to 31st March 2021 there have been 11 physical violent incidents and 4 verbal incidents within schools broken down as follows;

Nursery – 1
 Primary – 8
 Secondary – 6

The below table shows a significant reduction due to schools being partially closed at certain points in the year due to the 3 national lockdowns.

Schools	Verbal	Physical
TOTAL 2020/21	4	11
TOTAL 2019/20	0	45
TOTAL 2018/19	7	40

6. COVID 19

Division	Cause	Incident / Action
Authority wide	COVID 19	COVID 19 - 77 cases of staff working in their normal workplace with 443 recorded COVID absence cases in total across the authority including homeworkers. On all the 77 reports logged for staff working in their normal workplace, there was no evidence of workplace transmission.

7. Risk Assessment Position Statements

Risk Assessment Position Statement - All Directorates

Completed Assessment Comparisons

Enterprise, Community & Resources – 2017/18 **830** completed
People – 2017/18 **312** completed

Enterprise, Community & Resources – 2018/19 **1036** completed
People – 2018/19 **396** completed

Enterprise, Community & Resources – 2019/20 **1234** completed
People – 2019/20 **625** completed

Enterprise, Community & Resources – 2020/21 **1081** completed
People – 2020/21 **577** completed

See graph below.

Risk Assessment Position Statement - All Directorates

01 April 2021

		Enterprise, Community & Resources				People			
		<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>	<i>Expected No. RAs</i>	<i>Actual No. RAs (up-to-date)</i>	<i>%</i>	<i>Earliest Review</i>
R	Home Working Risk Assessment	415	200	48.19	01/04/2021	293	105	35.84	01/04/2021
	Environmental/Fire Risk Assessment	70	44	62.86	02/04/2021	72	39	54.17	01/04/2021
	Fire Risk Assessment								
	Lone Working Risk Assessment	31	17	54.84	02/04/2021	23	5	21.74	26/06/2021
	Manual Handling Risk Assessment	8	5	62.5	29/05/2021				
	Occupational Risk Assessment	254	177	69.69	01/04/2021	53	25	47.17	15/04/2021
	Ladder Checklist	10	5	50	10/09/2021				
	General Risk Assessment	107	63	58.88	01/04/2021	153	68	44.44	14/05/2021
	COSHH Risk Assessment	40	35	87.5	01/04/2021	71	24	33.8	15/04/2021
	COSHH (Advanced) Risk Assessment	14	3	21.43	01/04/2021	4	0	0	
	Transport in Depots Risk Assessment	1	1	100	27/08/2021				
	Workstation	728	531	72.9	01/04/2021	592	311	52.5	01/04/2021

	Risk Assessment			4	21			3	21
	Total	1678	1081	64.4 2	-	1261	577	45.7 6	-

Lynn Pennington-Ramsden
Principal Health and Safety Advisor,
Risk and Emergency Planning
1st April 2021