



CORPORATE ACCIDENT / INCIDENT REPORT
CORPORATE POLICY AND PERFORMANCE BOARD

1st April 2022 to 31st March 2023

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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 new HSE Strategy “Protecting People and Places 2022 to 2032” allows for the HSE to adapt and respond to a changing landscape. It also allows it to continue to support the delivery of wider government priorities including the move towards net zero and improving the health of the nation.

The HSE now also has added responsibilities, such as becoming the appointed ‘Building Safety Regulator’ and also has an extended role in chemical regulation following Brexit.

It remains the same that the fundamental principle of health and safety law is that those who create risks are best placed to manage them. The expectations and evidence suggest that most workplaces have the necessary skills, knowledge and experience to manage safety for themselves.

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. Encourage all staff to report incidents to give a true picture and enable

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

appropriate mitigations to be put in place.

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2023/24.

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

As the authority moves forward from the pandemic an expected rise in accidents and violent incidents has been evident as services continue to return to their pre pandemic status. This is continually monitored.

In December 2022, the authority changed from 2 to 5 directorates. The figures quoted in this report are given as overall figures. It is anticipated that a more detailed picture will emerge in the next report as the directorates will have been in place for sufficient time to allow data to be scrutinised more accurately.

This has also had an impact on data monitoring Risk Assessments as departments move under new directorates and new sections have been created. This data should be in a more settled state by the time of the next report.

Reportable and significant accidents for Halton Employees are currently at a total of 8 across all directorates (no change) plus 7 near misses (Reduction of 3) from the last data reported.

Violent Incidents corporately are showing currently as 14 verbal and 10 physical incidents (Both showing an increase 4 and 3 respectively). Within schools for this period there were 22 physical incidents and 5 verbal, again both showing an increase of 1 physical and 3 verbal incidents..

Lone Working Contact Centre Monitoring update – registered users are now showing a slight increase which was expected as services continue to pick up. The latest data is encouraging but there is still work to be done. Again, due to the change of directorates the data is being assessed. Encouraging staff to use the system is ongoing and a clearer picture of areas to be targeted should become clearer as the areas are smaller.

Risk Assessments completed on the corporate risk assessment system and are shown at point 7. The figures shown cover the new directorates, with many being reviewed still. In addition, the risk assessment system has undergone changes after concerns over its ease of use were raised. As a result of focus groups, those suggestions have been implemented.

The HSE recently released their annual statistics which includes 123 workplace fatalities (Construction, Agriculture and Manufacturing are the top 3 workplace categories).

The HSE have announced they are to conduct checks on school premises to ensure correct management of asbestos that is required under the Control of Asbestos

Regulations 2012. In addition, the HSE have also launched an asbestos awareness campaign entitled “Asbestos and You”.

Work on maintaining appropriate Bomb and Lockdown procedures in HBC buildings is continuing with a number of exercises planned, some of which have been conducted. Results have been passed to managers for consideration and action. In addition staff have been reminded regarding the importance of maintaining both personal and building security via the corporate bulletin system.

2.2 Recommendations 2023/24

The following recommendations are as a result of the accident analysis data for the first half of 2022 from 1st April and will be actioned during the period 2023/24.

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	1	All managers and assessors to ensure risk assessments on the corporate risk assessment system across all areas are reviewed and up to date as per safety bulletin 2021 8.	Position statements, section 7 below.	All managers and assessors - ongoing
2.	3	All Managers to ensure preparation / training in relation to ACT and the enactment of Protect Duty	Ensuring safety of staff, public and anyone involved with council business	All managers - ongoing
3.	3	Ensure staff follow Safe Systems of Work (SSOW) to reduce likelihood of involvement in an accident.	Reduction of accidents, suffering and associated financial implications.	All managers - ongoing

GENERAL ACTIONS

Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2023/24	Health and Safety Team
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
Programme of departmental audits actioned and ongoing for all corporate areas	2023/24	Health and Safety Team and Team Managers.
Action Fire / Bomb / Lockdown risk assessments / procedures council buildings. This has been achieved by a series of audits.	2023/24	Health and Safety Team and team Managers

3. INFORMATION

3.1 Local/National Information

National:

The HSE recently released their annual report which gives current statistics in relation to workplace incidents 2021 /2022.

- **1.8 million** working people suffering from a work-related illness, of which
 - **914,000** workers suffering work-related stress, depression or anxiety
 - **477,000** workers suffering from a work-related musculoskeletal disorder
 - **123,000** workers suffering from COVID-19 which they believe may have been from exposure to coronavirus at work
- **2,544** mesothelioma deaths due to past asbestos exposures (2020)
- **123** workers killed in work-related accidents
- **565,000** working people sustained an injury at work according to the Labour Force Survey
- **61,713** injuries to employees reported under RIDDOR
- **36.8 million** working days lost due to work-related illness and workplace injury
- **£18.8 billion** estimated cost of injuries and ill health from current working conditions (2019/20)

The HSE are currently running a safety campaign entitled “Work Right”. It is primarily targeted at the various tradespersons (employees and managers) engaged in construction and associated activities. The current focus is called “Asbestos and You” which highlights the dangers and the procedures and management requirements when working in areas, suspected of containing asbestos e.g. older buildings. The HSE website now has an information area entitled Asbestos Essentials, where managers, workers and public can access the relevant information. The HSE have created electronic newsletters to enable associated staff to be kept up to date with any new developments.

Prior to schools closing for their summer break, the HSE announced that they would be undertaking spot checks at schools in relation to Asbestos management, to ensure compliance with Asbestos regulations. To date the Health & Safety Team have only been made aware of one High School being contacted with no visit taking place. The campaign is designed to ensure staff have awareness of asbestos and to ensure, where present, the material is being appropriately managed. The HSE has also reiterated its advice on violence in the workplace. HBC has a number of strategies already in place which are reviewed on a regular basis.

Local:

As staff return to the workplace managers have been encouraged to ensure that not only are work areas suitable but that the welfare of staff is paramount. HBC are currently running a number of mental health sessions which are open to staff.

Retraining of staff is also underway (e.g. Evac chair). In addition updated online training packages have been launched on the enable system i.e. fire marshal training package has been included.

As an authority Halton Borough Council has for many years been working on implementing Bomb/Lockdown procedures and policies in all buildings and schools as well as actioning Bomb/Lockdown exercises in main buildings. The HBC Bomb/Lockdown policy was first produced in 2009. Work will be continuing to review and improve this process. In addition staff have received reminders in relation to staff and building security via the corporate bulletin system. In addition, a number of training sessions for managers and decision maker sessions lead by counter terrorism officers have taken place.

In addition, staff have had increased awareness of the ACT training package which is available online.

The Health & Safety Team are currently carrying out, unannounced visits to HBC buildings in order to gauge the readiness of those buildings in relation to Fire/ Bomb / Lockdown procedures. Areas being scrutinized include, signage, identifying the OIC, written plans etc. Further details will be included in the next report.

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 01/09/22 are; 1936

Enterprise, Community & Resources – 1226
People – 710

From 1st December the five new directorates were formed and although some data is available, the reliability is currently being scrutinised.

See section 7 for known position statements and comparisons.

4.2 Number of Near Misses

4.2.1 The number reported in the last 3 years are:

2020/2021	2021/2022	2022/2023
2	10	5

From the 1st April 2022 to 31st March 2023 there have been 5 near misses reported on the corporate accident/incident 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 decreased by 1 but registered usage has increased. This will be monitored from the data provided.

The tables below show the last reported figures (two directorates) and the current (last 3 months) figures for the new five directorates

	June – Sept 2021		June – Sept 2022	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	82	25	61	37
People	310	89	253	113
TOTAL USERS	392	114	314	150
% OF USE	29%		47%	

January to March 2023

	Adult Services Directorate	Children's Services Directorate	Chief Executives Directorate	Environment and Regeneration Directorate	Public Health Directorate	Total
Number of Registered Users	81	128	25	51	28	313
Number of Users to be deleted (not used for over 12 months)	14	5	2	0	3	24
Number of new users awaiting training	2	8	0	1	1	12
Number of users using the system in last 3 months	47	79	18	42	19	205
Percentage of users using the system in the last 3 months	58.02%	61.71%	72.00%	82.35%	67.85%	65.50%

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 2022 to 31st March 2023 is 10, a fall on this time last year.

NB: The figures have been collated under the old directorates as the system at this time is still updating on the new five.

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	3	6
People – excluding schools	0	0	1
TOTAL 2022/2023	0	3	7
TOTAL 2021/2022	0	2	6
TOTAL 2020/2021	1	3	7

Main Categories (Including Non – Reportable)

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
STF	6	23	22
Man Han	1	11	10
Equipment	0	2	3

Other Categories 2022/23

Hit by moving or flying object – 10
Hit something fixed or stationary – 6
Hit by moving vehicle – 1
RTC – 1
Sharps – 9
Injured by an animal – 2
Entrapment – 1
Entanglement – 0
Trapped by something clasping – 0

Please note the majority of accidents in the main and other categories resulted in minor injuries, not reportable or requiring further action.

Days Lost

- The main categories of days lost are as follows;

Days Lost

	2019/20	2021/22	2022/23
1. Slips, trips and falls	20	67	192 (+125)
2. Manual handling	77	77	200 (+123)
3. Equipment	25	0	0

- The total days lost is 392 on the above categories. This represents an increase compared to 2021/22.
- Many of the slips have involved inclement weather e.g. ice on walkways, wet leaves that had landed on footpaths.
- Slips, Trips and Falls and Manual Handling each have individuals with over 100 days absence (Slips, Trips and Falls – 119 days, Manual Handling – 183 days). The average for both being 2-4 days depending on any resulting injury.
- Accidents categorised as 'Other' totalled 9 days lost.

5.2 Number of Violent Incidents

5.2.1 From 1st April 2022 to 31st March 2023.

Directorate	Verbal	Physical
Enterprise, Community and Resources	8	4
People	5	8

Directorate	Verbal	Physical
TOTAL 2022/23	13	12
TOTAL 2021/22	12	0
TOTAL 2020/21	8	1
TOTAL 2019/20	30	12

EC&R- HDL sites (4 - Verbal), Markets (2 - Verbal, 2-Physical), Leisure 4 (2 – Verbal, 2 - Physical).

People Directorate – PBSS (11, 3-Verbal, 8-physical). Care Homes (2, verbal)

5.2.2 Schools

From 1st April 2022 to 31st March 2023 there have been 16 physical violent incidents and 1 verbal incidents within schools against staff.

Schools	Verbal	Physical
TOTAL 2022/23	1	16
TOTAL 2021/22	2	16
TOTAL 2020/21	4	11
TOTAL 2019/20	0	45

6.3 Schools

Pupils

	Minor/NFA	Significant	Major/Specified Injury	Totals
Total 2022/23	42	15	5	62
Total 2021/22	105	5	1	111
Total 2020/21	67	3	3	73
Total 2019/20	59	13	10	82
Total 2018/19	92	14	4	110
Total 2017/18	113	7	0	120

6. Risk Assessment Position Statements

On 1st December 2022 the authority moved from two to five directorates. Work is currently ongoing to move relevant risk assessments to the appropriate new directorate. During this period, the accuracy of the figures obtained cannot be verified. This should be resolved by the next reporting period.

Previous:

Risk Assessment Position Statement - All Directorates

01 September 2022

		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	401	245	61.1	01/09/2022	276	122	44.2	14/09/2022
	Environmental/Fire Risk Assessment	60	39	65	01/09/2022	80	54	67.5	13/09/2022
	Fire Risk Assessment								
	Lone Working Risk Assessment	30	13	43.3	14/09/2022	24	9	37.5	14/09/2022
	Manual Handling Risk Assessment	7	4	57.1	17/11/2022	3	2	66.67	30/05/2023
	Occupational Risk Assessment	251	198	78.9	06/09/2022	53	27	50.94	03/09/2022
	Ladder Checklist	10	9	90	14/09/2022				
	General Risk Assessment	114	63	55.3	10/09/2022	144	61	42.36	06/09/2022
	COSHH Risk Assessment	53	53	100	07/09/2022	71	46	64.79	06/12/2022
	COSHH (Advanced) Risk Assessment	14	12	85.7	08/11/2022	7	6	85.71	24/05/2023
	Transport in Depots Risk Assessment	1	1	100	16/08/2023				
	Workstation Risk Assessment	721	589	81.7	03/09/2022	621	383	61.67	02/09/2022
	Total	1662	1226	73.8	-	1279	710	55.51	-

September 2019 Enterprise, Community & Resources 1046 People 418
 September 2020 Enterprise, Community & Resources 1255 People 650
 September 2021 Enterprise, Community & Resources 1052 People 507
 September 2022 Enterprise, Community & Resources 1226 People 710

Current:

Directorate	Expected	Completed	%
Adult Services	92	74	80.43
Chief Executives	252	216	85.71
Children's Services	148	100	67.57
Environment & Regeneration	139	117	84.17
Public Health	36	31	86.11
Total	667	538	80.65

Lynn Pennington-Ramsden
Principal Health and Safety Advisor,
HR Operations
Chief Executives Directorate.
1st April 2023