



**CORPORATE ACCIDENT / INCIDENT REPORT
MANAGEMENT TEAM
1st April 2023 to 31st August 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

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

occurrences. Encourage all staff to report incidents to give a true picture and enable 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 2023/2024.

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

Reportable and significant accidents for Halton Employees are currently at a total of 5 across all five directorates plus 2 near misses.

Violent Incidents corporately are showing currently as 20 verbal and 14 physical incidents. Within schools for this period there were 7 physical incidents and 4 verbal.

Lone Working Contact Centre Monitoring update – Due to Transformation and the changes in the Admin Services Team, there has been no provision of any Lone Working Data for this period.

Risk Assessments completed on the corporate risk assessment system are 1767 for all five directorates compared to 1936 last year. This is a decrease in figures.

The HSE recently released their annual statistics which includes 135 workplace fatalities (Construction, Agriculture and Manufacturing are the top 3 workplace categories, the same as the previous year).

There are forthcoming changes to the fire regulations on 1st October following the Grenfell fire in 2017 and the Protect Duty, Martyn's Law is with Parliament for consultation.

2.2 Recommendations 2023/24

The following recommendations are as a result of the accident analysis data for the first half of 2023 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
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, some tabletop exercises, some full exercise	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 Health check 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.

3. INFORMATION

3.1 Local/National Information

National:

The HSE recently released their annual report which gives current statistics in relation to workplace incidents April 2022 to March 2023.

The industries with the highest deaths were construction (45), agriculture, forestry, and fishing (21), manufacturing (15), and transportation and storage (15). Agriculture, forestry, and fishing has the highest rate of fatal injury per 100,000 workers of all the main industrial sectors followed by waste and recycling.

The three most common causes of fatal injuries are falls from height (40), being struck by a moving object (29), and being struck by a moving vehicle (20).

The total of **135 worker deaths in 2022/23** is higher than the previous year (123) but is in line with pre-pandemic levels. The figure for 2020/21 was 145.

A further 68 members of the public were killed following a work-related incident in 2022/23. This is a decrease of 20 from last year.

HSE has also published the annual figures for Mesothelioma, a cancer caused by past exposure to asbestos. The figures show 2,268 people died from the disease in 2021. This is a fall of 302 compared with the 2,570 deaths in 2020 and substantially lower than the average of 2,520 deaths per year over the period 2012-2019.

Local:

On 1st October this year fire regulations are changing in respect of the Grenfell incident in 2017 and as an employer HBC has to register a responsible person in each building with the enforcing body (of which up to now has not been named, but will more than likely be the HSE).

Equally, The Protect Duty, (Martyn's Law) is still with Parliament for consultation and again this will force legal duties on employers to have responsible persons in place in buildings with robust procedures for emergencies in the event of an incident.

It is already written in law under the Health & Safety at Work etc Act 1974 under section 2 which places a duty on employers to protect employees whilst at work including in emergency situations.

The Management of H & S at Work Regulations 1999 also states under regulation 8 that employers have a duty to have in place procedures for serious and imminent danger.

Halton Borough Council, as an employer, works with managers and staff to work towards legal compliance in the above areas.

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 01/09/23 are:

Adult Services Directorate – 130
Chief Executives Directorate – 328
Childrens Services Directorate - 140
Environment & Regeneration Directorate - 192
Public Health Directorate - 47

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:

2020/21	2021/22	2022/23
2	10	2

From the 1st April 2023 to 31st August 2023 there have been 2 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 – No available data for this period.

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 2023 to 31st August 2023 is 6

Directorate	Specified Injury	> 7-Day	Significant
Adult Services Directorate	0	0	1
Chief Executive Directorate	0	0	0
Childrens Services Directorate	0	0	0
Environment & Regeneration Directorate	1	0	3
Public Health Directorate	0	0	0
TOTAL 2023 /2024	1	0	4
TOTAL 2022/2023	0	0	6
TOTAL 2021/2022	0	2	6

5.2 Number of Violent Incidents

5.2.1 From 1st April 2023 to 31st August 2023

Directorate	Verbal	Physical
Adult Services Directorate	4	1
Chief Executives Directorate	6	0
Childrens Services Directorate	1	7
Environment & Regeneration Directorate	10	5
Public Health Directorate	0	1

Directorate	Verbal	Physical
TOTAL 2023/24	21	14
TOTAL 2022/23	10	7
TOTAL 2021/22	12	0
TOTAL 2020/21	8	1

Areas of highest recorded incidents: Leisure (12), Care Homes (5), Markets (2), Children in need (2). Leisure services have seen a jump in the school holiday period, where a common theme appears to be groups of young users showing off to each other. Personal Safety training has been facilitated for staff. Care homes have seen an increase from family members who have raised questions with regard to how their relative is being care for. Advice has been issued.

5.2.2 Schools

From 1st April 2023 to 31st August 2023 there have been 11 total incidents in schools. This is a slight overall reduction.

Schools	Verbal	Physical
TOTAL 2023/24	4	7
TOTAL 2022/23	3	14
TOTAL 2021/22	2	16
TOTAL 2020/21	4	11

6. Risk Assessment Position Statements

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

September 2023: New Directorates:

Adult Services Directorate: Expected-178, Completed -130
Chief Executives Directorate: Expected -401, Completed -328
Childrens Services Directorate: Expected-214, Completed -140

Environment & Regeneration Directorate: Expected – 218, Completed -192
Public Health Directorate: Expected – 53, Completed -47

Full Position shown on next page.

Risk Assessment ent Type	Adult Services Directorate			Chief Executive Directorate			Children's Services Directorate			Environment and Regeneration Directorate			Public Health Directorate		
	Expected No. RAs (up-to date)	Actual No. RAs	%	Expected No. RAs (up-to date)	Actual No. RAs	%	Expected No. RAs (up-to date)	Actual No. RAs	%	Expected No. RAs (up-to date)	Actual No. RAs	%	Expected No. RAs (up-to date)	Actual No. RAs	%
Home Working Risk Assessment ent	346	208	59.94	239	77	33.05	2	0	0	5	3	60	1	1	100
Enform ential Assessment ent	58	28	44.83	72	36	50	1	0	0	1	1	100	1	1	100
Fire Risk Assessment ent															
Low Working Risk Assessment ent	30	12	40	23	6	26.09	1	1	100	1	1	100			
Manual Handling Risk Assessment ent	7	5	71.43	3	3	100									
Occupational Risk Assessment ent	224	188	83.94	50	23	46	1	0	0	2	1	50	7	5	71.43
Leader Checklist	10	6	60												
General Risk Assessment ent	107	66	61.68	107	44	41.12	14	9	64.29				3	2	66.67
COSHH Risk Assessment ent	59	42	76.36	63	52	82.54							22	18	81.82
COSHH (Advance) Risk Assessment ent	11	9	81.82	7	1	14.29							1	1	100
Transport in Depots Risk Assessment ent	1	1	100												
Workstation Risk Assessment ent	180	91	50.56	220	47	21.36	156	118	75.64	391	321	82.1	211	137	64.93
Total	1029	650	63.17	778	289	37.15	175	128	73.14	400	327	81.75	244	139	64.95

Lynn Pennington-Ramsden
Principal Health and Safety Advisor,
Risk and Emergency Planning
1st September 2023