



**CORPORATE ACCIDENT / INCIDENT REPORT  
MANAGEMENT TEAM  
1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024**

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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 Significant<sup>1</sup> and RIDDOR Reportable Accidents<sup>2</sup>**  
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

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<sup>1</sup> Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management

<sup>2</sup> 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 1 across all five directorates plus 4 near misses covering the period that this report refers to.

Violent Incidents corporately are showing currently as 24 verbal, 15 physical incidents, 9 threat of violence, and 1 sexual harassment . Within schools for this period there were 6 physical incidents, nil verbal, 1 threat of violence and nil sexual harassment.

Lone Working Contact Centre Monitoring update – A replacement system is currently going through testing so no data at this time..

Risk Assessments completed on the corporate risk assessment system are 1081 for all directorates. Some are currently subject to reviews and so a fuller picture will be available in the annual report.

The HSE recently released their annual statistics which includes 138 workplace fatalities (Construction, Agriculture and Manufacturing are the top 3 workplace categories, the same as the previous year).

Terrorism ( Protection of Premises) Bill aka Protect Duty or Martyn's Law, was mentioned in the recent Kings speech. As yet there is still no movement or new guidance on preparation for its inception. It is suspected that there will be a requirement for key members of staff to attend accredited training . Full details are still to be made public.

## 2.2 Recommendations 2024/25

The following recommendations are as a result of the accident analysis data for the first half of 2023 from 1<sup>st</sup> 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	Ongoing	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	Ongoing	Health and Safety Team and Team Managers.

### 3. INFORMATION

#### 3.1 Local/National Information

##### National (Source HSE website):

##### Key figures for Great Britain (2022/23)

- **1.8 million** working people suffering from a work-related illness, of which
  - **875,000** workers suffering work-related stress, depression or anxiety
  - **473,000** workers suffering from a work-related musculoskeletal disorder
- **2,257** mesothelioma deaths due to past asbestos exposures (2022)
- **138** workers killed in work-related accidents (2023/24)
- **561,000** working people sustained an injury at work according to the Labour Force Survey
- **60,645** injuries to employees reported under RIDDOR
- **35.2 million** working days lost due to work-related illness and workplace injury
- **£20.7 billion** estimated cost of injuries and ill health from current working conditions (2021/22)

##### Local:

On 1<sup>st</sup> October 2023, fire regulations changed following Grenfell incident in 2017 and as an employer HBC has had 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 31/08/24 are:

Adult Services Directorate – 199  
Chief Executives Directorate – 351  
Childrens Services Directorate - 247  
Environment & Regeneration Directorate - 225  
Public Health Directorate - 57

**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:**

2021/22	2022/23	2024/25
10	2	4 (to date)

From the 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 there have been 4 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. New system still being commissioned for use.

## 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 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 is 1

Directorate	Specified Injury	> 7-Day	Significant
Adult Services Directorate	0	0	0
Chief Executive Directorate	0	0	0
Childrens Services Directorate	0	0	0
Environment & Regeneration Directorate	0	1	1
Public Health Directorate	0	0	0
<b>TOTAL 2024 / 2025</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL 2023 /2024</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>TOTAL 2022/2023</b>	<b>0</b>	<b>0</b>	<b>6</b>

### 5.2 Number of Violent Incidents

#### 5.2.1 From 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024

Directorate	Verbal	Physical	Threat of Violence	Sexual Harassment
Adult Services Directorate	23	4	2	1
Chief Executives Directorate	2	0	4	0
Children's Services Directorate	0	6	1	0
Environment & Regeneration Directorate	1	5	1	0
Public Health Directorate	0	0	1	0



Directorate	Verbal	Physical	Threat of Violence	Sexual Harassment
<b>TOTAL 2024/25</b>	<b>26</b>	<b>15</b>	<b>7</b>	<b>1</b>
<b>TOTAL 2023/24</b>	<b>21</b>	<b>14</b>	<b>Recording of this category commenced 2024</b>	<b>Recording of this category commenced 2024</b>
<b>TOTAL 2022/23</b>	<b>10</b>	<b>7</b>	<b>Recording of this category commenced 2024</b>	<b>Recording of this category commenced 2024</b>
<b>TOTAL 2021/22</b>	<b>12</b>	<b>0</b>	<b>Recording of this category commenced 2024</b>	<b>Recording of this category commenced 2024</b>

Areas of highest recorded incidents: Leisure , Care Homes 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. 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 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024 there have been 7 total incidents in schools. This is a slight overall reduction.

Schools	Verbal	Physical	Threat of Violence	Sexual Harassment
<b>TOTAL 2024/25</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>
<b>TOTAL 2023/24</b>	<b>4</b>	<b>7</b>	<b>Recording of this category commenced 2024</b>	<b>Recording of this category commenced 2024</b>
<b>TOTAL 2022/23</b>	<b>3</b>	<b>14</b>	<b>Recording of this category commenced 2024</b>	<b>Recording of this category commenced 2024</b>
<b>TOTAL 2021/22</b>	<b>2</b>	<b>16</b>	<b>Recording of this category commenced 2024</b>	<b>Recording of this category commenced 2024</b>

## 6. BREAKDOWN OF NEAR MISSES & ACCIDENTS

### 6.1 Near Misses

Division	Cause	Incident/Action
Community and Greenspace	During routine inspection of 3G playing area, IP finds knife hidden under one of the benches	Staff made aware and extra vigilance to be in place. Police made aware.
Community and Greenspace	IP receives unsolicited mail from service user, making the IP feel uneasy	Customer has apologised for his behaviour and he didn't also realise the employee was so young.
Community and Greenspace	IP (Service User) suffers panic attack in centre of swimming pool.	No measures required Risk Assessment/PSOP procedures for emergency action worked as should.

Community and Greenspace	Service user in Leisure Centre becomes aggressive towards staff when challenged over nonpayment of entry fee.	Male escorted from centre. Review by manager undertaken.

### 6.2 Adult Services Directorate

Division	Cause	Incident/Action
Adult Services Directorate – All Departments.	None	None

### 6.3 Chief Executives Directorate

Division	Cause	Incident / Action
Chief Executives Directorate - All Departments.	None	None

### 6.4 Childrens Services Directorate

Division	Cause	Incident / Action
Children’s Services Directorate – All Departments	None	None

## 6.5 Environment & Regeneration Directorate

Division	Cause	Incident / Action
Policy, Planning & Transportation – Road Safety	Struck by Vehicle	<p><b>Significant</b> – IP (School Crossing Patrol) was stepping out into the road when a user of mobility scooter was coming from the school. IP took 3 steps into the road after checking there were no cars there and as he was his third step the lady lost control of the mobility scooter and ran IP over. IP hit the ground landing on their lollipop stick, and the user kept on driving over IP as user couldn't stop the scooter. User hit IP in the back of the legs and fell flat on their face and damaged their ribs when they landed on the lollipop stick.</p> <p>Injury to legs requiring hospital treatment..</p> <p>Manager reviewed situation and reminded staff to be alert when engaged on duty.</p>
Community and Greenspace	Manual Handling	<p><b>&gt;7 Day</b>– IP engaged on cemetery work. As IP physically lifts kerb edge, loss of grip occurs causing IP who tried to continue hols to suffer back strain.</p> <p>Manager reviewed safe systems of work and manual handling training.</p>

## 6.6 Public Health Directorate

<b>Division</b>	<b>Cause</b>	<b>Incident / Action</b>
Public Health Directorate – All Departments	None	<b>None</b>

## 6.7 Schools

### 6.7.1 Teaching Staff

<b>Division</b>	<b>Cause</b>	<b>Incident / Action</b>
Children's Services - HBC Schools	None Reported	<b>None</b>

## 7. Risk Assessment Position Statements

<u>Directorate</u>	<u>Expected Number of Risk Assessments</u>	<u>Number of completed Risk Assessments</u>	<u>Percentage Completed.</u>
Adult Services Directorate	311	199	63.9
Chief Executives Directorate	442	352	79.6
Children's Services Directorate	438	247	56.3
Environment & Regeneration Directorate	331	225	67.9
Public Health Directorate	81	57	70.3

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1<sup>st</sup> September 2024