



**CORPORATE ACCIDENT / INCIDENT REPORT**  
**(CORPORATE POLICY AND INCLUSION PERFORMANCE BOARD)**

**1<sup>st</sup> April 2025 to 31<sup>st</sup> August 2025**

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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 “Protecting People and Places: HSE strategy 2022 to 2032” allows for the HSE to adapt and respond to a changing landscape.

The strategy focuses on reducing work related illness, increasing and maintaining trust and enabling industry innovation, and aims to tackle both new and traditional risks, ensuring public safety and supporting the UK’s transition to a carbon- neutral economy.

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 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 2025/2026.

By responding positively to identified trends, the Authority can demonstrate compliance with the recommendations of the Health and Safety Executive’s guidance HSG65 “Managing for Health and Safety”.

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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

## 2. SUMMARY AND RECOMMENDATIONS

### 2.1 Summary

- 2.1.1 Reportable and significant accidents for Halton Employees are currently at a total of 6 across all five directorates plus 0 near misses covering the period that this report refers to.
- 2.1.2 Violent Incidents corporately are showing currently as 19 verbal, 4 physical incidents, 2 threat of violence, and 0 sexual harassment . Within schools for this period there were 1 verbal incident, 32 physical, 0 threat of violence and 1 sexual harassment.
- 2.1.3 Lone Working Contact Centre Monitoring update – A replacement system is now live, and we have data from three month of use April 25 to June 25.
- 2.1.4 Risk Assessments completed on the corporate risk assessment system are 1038 for all directorates. There are currently 653 risk assessments pending / awaiting review / awaiting approval and so a fuller picture will be available in the annual report.
- 2.1.5 The HSE recently released their annual statistics which includes 124 workplace fatalities (24-25 RIDDOR's). Construction, Agriculture and Transportation and Storage are the top 3 workplace categories, a change from Construction, Agriculture and manufacturing in the previous year.
- 2.1.6 Terrorism (Protection of Premises) Act 2025, also known as “Martyn’s Law” received Royal Assent on 3rd April 2025. The Act places a legal obligation on us to have responsible persons within buildings and to implement robust procedures, comprehensive risk assessments and effective training to ensure preparedness for emergencies, incidents and to reduce vulnerability to terrorist attacks.

### 2.2 Recommendations 2025/26

The following recommendations are as a result of the accident analysis data for the first half of 2025 from 1<sup>st</sup> April and will be actioned during the period 2025/26.

| 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 2025.2 | Position statements, section 7 below.                                     | All managers and assessors |
| 2.  | 2       | All managers to report near misses on the corporate health and safety system.  | Prevention of accidents, suffering and associated financial implications. | 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     |
| 4.  | 1       | All authorising officers review corporate caution list entries within the 30-day timeframe, stated in the CCL procedures guidelines.                                     | Prevention of violent incidents and reduction in stress of workforce.     | All authorising officers   |

## 2.3 GENERAL ACTIONS

|  |         |  |
|--|---------|--|
| 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.            |
| Action a series of Lockdown/Bomb Threat Exercises across main Council buildings, some tabletop exercises, some full exercise | Ongoing | Health and Safety Team / Possible new Position/role? |
| Arrange the Bi-annual Stress survey (to be completed with all staff)   | 2025-26 | Health and Safety Team / All staff                   |

## 3. INFORMATION

### 3.1 Local/National Information

3.1.1 Current Key figures for Great Britain (2023/24). Source: HSE.

- **1.7 million** working people suffering from a work-related illness, of which
  - **776,000** workers suffering work-related stress, depression or anxiety
  - **543,000** workers suffering from a work-related musculoskeletal disorder
- **2,257** mesothelioma deaths due to past asbestos exposures (2021)
- **138** workers killed in work-related accidents
- **604,000** working people sustained an injury at work according to the Labour Force Survey
- **61,663** injuries to employees reported under RIDDOR
- **33.7 million** working days lost due to work-related illness and workplace injury
- **£21.6 billion** estimated cost of injuries and ill health from current working conditions (2022/23)

3.1.2 The HSE continue to run 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.

3.1.3 HSE announced that they would be undertaking spot checks at schools in relation to Asbestos management, to ensure compliance with Asbestos regulations; there have been no reports to the health and safety team of any school visits since the last report. The HSE widened this campaign with at least one local authority within this area getting visits to corporate buildings. None at the time of compiling this report are in Halton.

3.1.4 The HSE has also re-iterated its advice on Violence in the workplace. The estimated number of violent incidents at work fluctuates on an annual basis with no clear trend. The findings from the 2023/24 CSEW (Crime Survey for England and Wales) show:

- The risk of being a victim of actual or threatened violence at work is an estimated 1.1% of working adults being the victim of one or more violent incidents at work, compared to 1.1 % in 2022/23.

- An estimated 279,000 adults of working age in employment experienced violence at work, including threats and physical assault.
- There were an estimated 642,000 incidents of violence at work, comprising of 290,000 assaults and 352,000 threats. This compares to an estimated 649,000 incidents in 2022/23.
- The 2023/24 CSEW found that 1.1% of workers who were men and 1% of workers who were women were victims of violence at work once or more during the year prior to their interview.
- An estimated 60% of work-place violence offenders were strangers to the victim. Among the 40% of incidents where the offender was known, they were most likely to be a client or member of the public known through work.
- The survey found 65.4% of violence at work resulted in no physical injury. Of the remaining 34.6% of cases, injuries described minor bruising or a black eye, or scratches accounted for the majority of the injuries recorded.

HBC has a number of strategies already in place which are reviewed on a regular basis.

#### **Local:**

- 3.1.5 Managers of workplace areas continue to be reminded of ensuring risk assessments and training are kept up to date for the safety of staff and compliance.
- 3.1.6 Managers are reminded of their ongoing responsibilities to keep their workplace areas safe and supporting staff welfare (both physical and mental). H&S audits will continue with managers, and the Biannual stress survey will be completed in due course.
- 3.1.7 Retraining of staff continues (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.
- 3.1.8 Managers and staff are reminded of the continuous reporting of violence in the workplace, with HBC having a zero tolerance. Reporting mechanisms and the CCL list are there to assist staff in reducing the risk.
- 3.1.9 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.
- 3.1.6 Managers are reminded of their ongoing responsibilities to keep their workplace areas safe and supporting staff welfare (both physical and mental). H&S audits will continue with managers, and the Biannual stress survey will be completed in due course.
- 3.1.7 Retraining of staff continues (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.
- 3.1.8 Terrorism (Protection of Premises) Act 2025, also known as “Martyn’s Law” received Royal Assent on 3rd April 2025. The Act places a legal obligation on us to have responsible persons within buildings and to implement robust procedures, comprehensive risk assessments and effective training to ensure preparedness for emergencies, incidents and to reduce vulnerability to terrorist attacks. Implementation timeframe is 24 months to allow responsible parties to prepare for compliance with the new obligations. The Security Industry Authority (SIA) will be established to oversee

compliance with the Act, establishing a tiered approach based on expected numbers if individuals present, ensuring that security measures are proportionate and tailored to specific circumstances. HBC has recently set up a working group and is currently scrutinizing the guidance to ensure HBC is compliant. Updates will be included in future reports.

- 3.1.9 In addition, staff have had increased awareness of the ACT training package and the Prevent training package which is available online.
- 3.1.10 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.
- 3.1.11 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.
- 3.1.12 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 31/08/25 are:

Adult Services Directorate – 193  
Chief Executives Directorate – 310  
Childrens Services Directorate - 249  
Environment & Regeneration Directorate - 227  
Public Health Directorate - 59

**See section 7 for position statements and comparisons.**

##### **4.2 Number of Near Misses (Corporate)**

- 4.2.1 **The number reported in the last 3 years are:**

|         |         |             |
|---------|---------|-------------|
| 2023/24 | 2024/25 | 2025/26     |
| 3       | 5       | 0 (to date) |

From the 1<sup>st</sup> April 2025 to 31<sup>st</sup> August 2025 there have been 0 near misses reported (HBC employees) 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 The upgraded Lone Working System is now operational. Usage data available for period 1<sup>st</sup> April 25 to 30<sup>th</sup> June 25

| Directorate                            | Registered users<br>April 25 to June 25 | Numbers used<br>April 25 to June 25 | Percentage |
|--|---|-------------------------------------|------------|
| Adult Services                         | 120                                     | 28                                  | 23.33%     |
| Children's Services                    | 97                                      | 39                                  | 40.21%     |
| Chief Executives                       | 16                                      | 8                                   | 50%        |
| Environment & Regeneration             | 38                                      | 13                                  | 34.21%     |
| Public Health                          | 31                                      | 13                                  | 41.93%     |
|  |   |                                     |            |
| St Helens MBC –<br>Emergency Duty Team | 3                                       | 1                                   | 33.33%     |
|  |   |                                     |            |
| Total                                  | 305                                     | 102                                 | 37.17%     |

Data has been shared with Directors and will be monitored on a quarterly basis.

## 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 2025 to 31<sup>st</sup> August 2025 is 6

| Directorate                            | Specified Injury | > 7-Day  | Significant |
|--|------------------|----------|-------------|
| Adult Services Directorate             | 2                | 2        | 0           |
| Chief Executive Directorate            | 0                | 0        | 0           |
| Children's Services Directorate        | 0                | 0        | 0           |
| Environment & Regeneration Directorate | 0                | 1        | 1           |
| Public Health Directorate              | 0                | 0        | 0           |
| <b>TOTAL 2025 / 2026</b>               | <b>2</b>         | <b>3</b> | <b>1</b>    |
| <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>    |

### 5.2 Number of Violent Incidents

#### 5.2.1.1 From 1<sup>st</sup> April 2025 to 31<sup>st</sup> August 2025

| Directorate                            | Verbal | Physical | Threat of Violence | Sexual Harassment |
|--|--------|----------|--------------------|-------------------|
| Adult Services Directorate             | 1      | 3        | 0                  | 0                 |
| Chief Executives Directorate           | 2      | 0        | 0                  | 0                 |
| Children's Services Directorate        | 2      | 0        | 2                  | 0                 |
| Environment & Regeneration Directorate | 14     | 1        | 0                  | 0                 |



|                           |               |                 |   |   |
|---------------------------|---------------|-----------------|---|---|
| Public Health Directorate | 0             | 0               | 0   | 0   |
| <b>Directorate</b>        | <b>Verbal</b> | <b>Physical</b> | <b>Threat of Violence</b>                 | <b>Sexual Harassment</b>                  |
| <b>TOTAL 2025/26</b>      | 19            | 4               | 2   | 0   |
| <b>TOTAL 2024/25</b>      | 26            | 15              | 7   | 1   |
| <b>TOTAL 2023/24</b>      | 21            | 14              | Recording of this category commenced 2024 | Recording of this category commenced 2024 |
| <b>TOTAL 2022/23</b>      | 10            | 7               | Recording of this category commenced 2024 | Recording of this category commenced 2024 |

Areas of highest recorded incidents: Leisure services have reported most verbal incidents across both Leisure centres.

There is a decrease in physical violence from previous year, possible under reporting.

### 5.2.2 Schools

From 1<sup>st</sup> April 2025 to 31<sup>st</sup> August 2025 there have been 32 total incidents in schools. One particular school has reported 15 incidents of physical violence, from two students with additional SEN needs. Reported to appropriate staff within HBC.

| <b>Schools</b>       | <b>Verbal</b> | <b>Physical</b> | <b>Threat of Violence</b>                 | <b>Sexual Harassment</b>                  |
|----------------------|---------------|-----------------|---|---|
| <b>TOTAL 2025/26</b> | 1             | 32              | 0   | 1   |
| <b>TOTAL 2024/25</b> | 0             | 6               | 1   | 0   |
| <b>TOTAL 2023/24</b> | 4             | 7               | Recording of this category commenced 2024 | Recording of this category commenced 2024 |
| <b>TOTAL 2022/23</b> | 3             | 14              | Recording of this category commenced 2024 | Recording of this category commenced 2024 |

## 6. RISK ASSESSMENT POSITION STATEMENT

| <b><u>Directorate</u></b>              | <b><u>Expected Number of Risk Assessments</u></b> | <b><u>Number of completed Risk Assessments</u></b> | <b><u>Percentage Completed.</u></b> |
|--|---|--|-------------------------------------|
| Adult Services Directorate             | 307   | 193  | 51.73                               |
| Chief Executives Directorate           | 431   | 310  | 75.76                               |
| Children's Services Directorate        | 516   | 249  | 51.71                               |
| Environment & Regeneration Directorate | 355   | 227  | 67.15                               |
| Public Health Directorate              | 82  | 59   | 71.95                               |

|               |             |             |               |
|---------------|-------------|-------------|---------------|
| Overall Total | <b>1691</b> | <b>1038</b> | <b>63.66%</b> |
|               |             |             |               |

## 7. CORPORATE CAUTION LIST POSITION STATEMENT

| <u>Directorate</u>                     | <u>Expected subject<br/>incident reviews</u> | <u>Outstanding subject<br/>incident reviews</u> | <u>Percentage<br/>outstanding</u> |
|--|--|---|-----------------------------------|
| Adult Services Directorate             |  | 43  | 28.29                             |
|  |  |   |                                   |
| Chief Executives Directorate           |  | 1   | 0.66                              |
|  |  |   |                                   |
| Children's Services Directorate        |  | 18  | 11.84                             |
|  |  |   |                                   |
| Environment & Regeneration Directorate |  | 2   | 1.32                              |
|  |  |   |                                   |
| Public Health Directorate              |  | 3   | 1.97                              |
|  |  |   |                                   |
| Overall Total                          | <b>152</b>                                   | <b>67</b>                                       | <b>44.08%</b>                     |
|  |  |   |                                   |

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4th September 2025