

Agenda Item No: 9 **Report No:** 113/16
Report Title: Accidents to staff from April 2016 to July 2016
Report To: Employment Committee **Date:** 12 September 2016
Cabinet Member:
Ward(s) Affected: Employees and workers
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Purpose of Report:

To report the statistics on accidents reported between 1 April 2016 and 31 July 2016.

Officer's Recommendation:

- 1 To note the report.
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Reasons for Recommendations

- 1 This regular report to Employment Committee provides accident and near miss information necessary to fulfil items 2.4 (c), and 2.5 (g) and (k) of the Lewes District Council Constitution Section 5 Remit of the Employment Committee.
- 2 **Information**
 - 2.1 The statistics are presented as previously requested – with numbers and percentages, comparisons with the previous year (same period). Insurance has been included as requested.
 - 2.2 Whenever an accident or incident is recorded, the individual will have reported it to a supervisor or manager, who will then have discussed the accident or incident with them and completed the second side of the form which looks at the underlying causes, and reports on actions taken. This then comes to the Health and Safety Officer who will follow up any action and ask for updated documents where relevant.

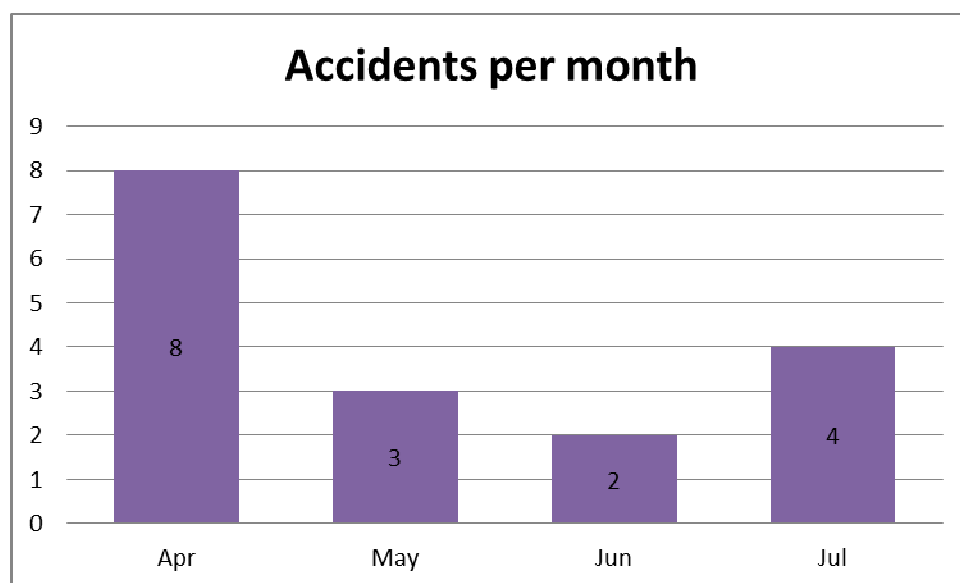
- 2.3** There have been a couple of more-serious accidents since April, both in Waste and Recycling. The first was when new bins were being unloaded from the delivery van and fell off and onto two of our staff. One was knocked over and bruised, but ok; the other was knocked over and the bins landed on him. Although nothing was broken, he was signed off and took some time to recover. We were lucky as this accident could have had more serious consequences (there have been some similar accidents in the UK health and safety news). A full accident investigation was carried out by the team leader, guided by the Health and Safety Officer, and measures put in place to ensure that this doesn't happen again. The area is to be fenced off when the deliveries are being made; the delivery driver is to ensure that they are stable and on the ground before our staff go near them; the whole area has been cleared up, and the recognised uneven ground is to be avoided for deliveries. A new risk assessment and safe system of work have been written in conjunction with those who receive the deliveries, and the company who do the delivering, and this has been discussed with all staff who may be involved in the deliveries. It has also prompted a review of the storage of the bins, and the subsequent collection process when purchased.
- 2.4** The second accident happened when one of our electric vehicles (ev) used for recycling was being reversed down a narrow road. The banksman was distracted by a dog, and the driver continued reversing (very slowly) until there was a shout from the banksman that he had been hit by the ev. There was some bruising and again, the banksman was signed off for more than 6 days. The driver was taken off driving and given extra training – he had probably been looking in the mirror on the other side of the ev, and the banksman was given retraining in reversing procedures. Again, we were lucky as this could have had more serious consequences. The risk assessment, safe system of work and training were reviewed, but it was agreed that no changes needed to be made.
- 2.5** We have also had some more cuts – a broken plate in a black bin bag cut through the bag and the glove and into the hand of the person collecting the household rubbish, and a recycler sorting out glass had a shard fly up into his eye. The relevant householder has been written to with regard to the broken plate, and the glass recycling process (which on paper doesn't allow shards of glass to fly around) was reviewed with the individual.
- 2.6** The August meeting of the Joint Health and Safety Forum were concerned about various aspects of worker safety and the reporting and reviewing processes. We have therefore set up a working group to review the processes of reporting accidents, near misses and other incidents, verbal abuse and violence towards staff. It seems sensible to bring the different processes together in one, make it easy for workers to report any incidents and to have a clearer investigation process which can be used as far as is appropriate in each case. Although the Near Miss campaign worked at first, it hasn't been effective in the longer term, which may be because of the process of reporting, amongst other dissuading factors. We will seek a more consistent and effective

procedure for reporting and analysing all incidents, and improving working conditions to reduce the risks.

Accident Statistics - Staff

Monthly accidents

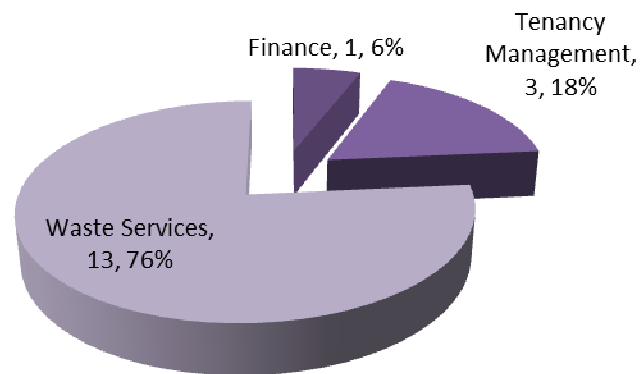
From 1 April to 31 July there were 17 accidents reported: 8 in April and 3, 2 and 4 in subsequent months. Last year there were 21 in total during this period: 5 in April, 1 in May, 10 in June and 5 in July.



Which teams

Between April and July 2016, there were 13 accidents in Waste Services, 3 in Tenancy Management and 1 in Finance. Last year there were 17 accidents in Waste Services, 2 in Building Maintenance and one each in contracts and facilities and property services.

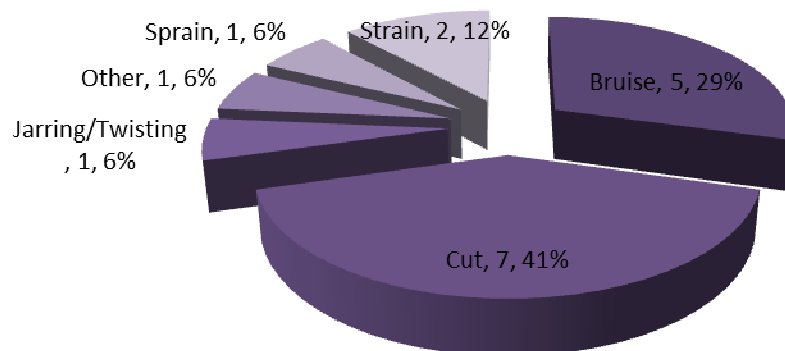
Teams



Injuries

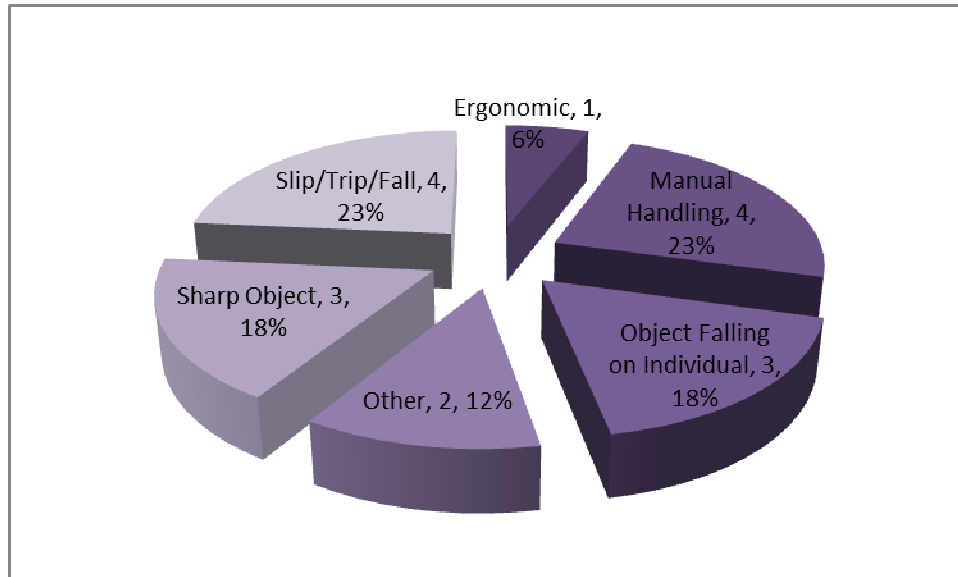
Bruising and cuts make up the largest numbers of injuries – 12 (71%) out of the 17 accidents. Last year there were 7 bruises, 4 cuts, (52%) 3 jarring, a strain, a sprain, a foreign object, a torn muscle, a pulled hernia and two other.

Injuries



Causes of injury

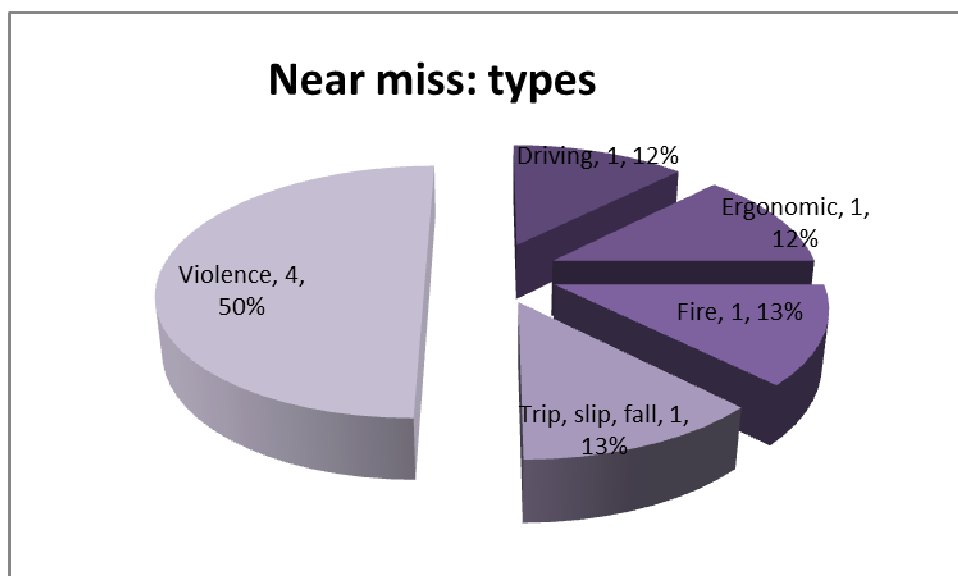
Causes were balanced amongst the 17 accidents with slips, trips and falls, and manual handling, having the most – but not by large margins. Last year, 12 were ergonomic or manual handling, 3 slips, trips and falls, 3 sharp objects, 2 objects falling from height and one individual falling from height.



Near misses

There were 8 Near Misses reported from April to the end of July. All were to our employees, 6 in Waste, 1 in Housing and EH Admin and 1 in the Hub.

4 were violence threats or verbal abuse, the other 4 were one each of driving, ergonomic, fire and trip. They happened all around the district including Saxon House and Southover House and the depot.



Road Traffic Accidents

There were 3 road traffic accidents reported from April to the end of July. All were our employees, one in their own vehicle and two in council vehicles. One council vehicle involved two of our staff who both suffered injury but not serious injury, thanks to the quick evasion action of our driver, who has been praised by the Police for his reaction. There were no patterns, and none were the fault of our staff.

RIDDOR Reports

There were 2 accidents reported to the HSE under RIDDOR; both were due to absence of 7 days or more, and they are the accidents described in 2.3 and 2.4 above.

3 Financial Appraisal

Insurance

The Council is insured 'for accidents' although much depends on who's having the accident and whether the Council are negligent. Employer's Liability (EL) insurance covers the Council's liability to its employees arising from negligent acts and omissions. Public Liability insurance covers the same in respect of third parties.

We also have a Personal Accident (PA) policy. This is benefit rather than an indemnity policy and no liability need be demonstrated. So if, for example, a worker cut his fingers off in a bizarre accident involving power tools then he or she would be entitled to claim on the PA policy even if an EL claim failed or was not pursued at all. From April to July 2016 we have had no staff claims on either EL or PA. However, please note that if there were going to be a claim for an accident during this period, it would probably come in at a later date.

4 Legal Implications

The Legal Services Department does not need to comment specifically on the accident statistics as it is a progress report.

5 Sustainability Implications

I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report.

6 Risk Management Implications

I have not completed the Risk Management Implications Questionnaire as this Report is exempt from the requirement because it is a progress report.

7 Equality Screening

I have not completed the Equality Questionnaire as this Report is exempt from the requirement because it is a progress report.

8 Background Papers

There are no background papers.

9 Appendices

There are no appendices.