

Agenda Item No: 9 **Report No:** 171/13
Report Title: Accidents Reported
Report To: Employment Committee **Date:** 14 October 2013
Cabinet Member:
Ward(s) Affected: All
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Purpose of Report:

To report the statistics on accidents reported between 1 April 2012 and 31 March 2013, and the Forum's comments on them.

Officers Recommendation(s):

- 1 To note the report
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Reasons for Recommendations

- 1 The Employment Committee and Unison have previously requested that this standing item be reinstated to the Employment Committee Agenda. The Forum discussed the statistics and asked that some changes be made and a commentary provided. Last year's totals have been added, an all staff column has been added, and the Housing department split into 'Maintenance' and 'Other' as requested by the Forum. The commentary is provided below.

Information

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- 2.1 At a recent meeting with Unison they requested a regular report on accidents reported be included within the Employment Committee Agenda. A table for those accidents reported between 1 April 2012 and 31 March 2013 is set out below.
- 2.2 All staff are encouraged to report all accidents (including minor accidents), had by themselves, the public, volunteers, and other

individuals on our properties or in our service. The Safety Officer sees all accident reports and investigates as appropriate, making recommendations if necessary.

- 2.3** 63 accidents were reported between 1 April 2012 and 31 March 2013. 56 accidents reported for the previous year (2011/12).
- 2.4** From this it would appear that accidents have gone up, but it is worth noting that the number of days lost as a result of the accidents has almost halved, suggesting that the accidents are less serious overall. It is also worth noting that staff are being encouraged to report accidents, and therefore may be reporting more than in the past – especially those which are minor cuts and bruises.
- 2.5** The Forum members were interested in the loss of an average of less than one day per accident for District Services Recycling Kerbside staff, compared to the loss of almost 5 days per accident for District Services Refuse Collectors. The reason for this is that two people in Refuse had accidents which caused them to have a lot of time off (one person slipped in the shower, another had a hand crushed by a bin).
- 2.6** It might be worth noting that in the previous year, the average number of days off per accident for Kerbside staff was 2.24, and for Refuse Collectors was 0.27 days. This illustrates that it is difficult with such low numbers to find any trends because it only takes one or two ‘accidents’ to make a large difference to the overall figures.
- 2.7** 27% of staff accidents, accounting for 26.3 days off were manual handling accidents, and another 23.8% accounting for 32.9% of the days off were slips.
- 2.8** Almost 40% of accidents caused a bruise or bump, but this led to only 9.2% of the days off work as a result. Another 46% of accidents were cuts, strains and sprains and these resulted in 52.7% of the days which were taken off work as a result of accidents.
- 2.9** 33.3% of accidents were treated by our first aiders, 47.6% had no treatment at all, leaving the rest to be treated by doctors in or out of hospital.
- 2.10** Only 6 accidents were reported during this period to non-staff, 4 of these to tenants in different sheltered homes, and 2 to visitors to Newhaven Fort.

Staff Accident Data Report 1 April 2012 – 31 March 2013

1. Staff¹ accidents by Department (Section)

Department (Section)	31/3/13 Total staff ²	No.	%	Days Off	%	Ave no of Days Off per Accident
District Services (Recyc Kerbside)	26	25	39.7	23	30.3	0.92
District Services (Refuse Coll)	37	10	15.9	48	63.2	4.80
District Services (Recy CRC/HGV)	15	3	4.8	0	0.0	0.0
District Services (Parks)	9	2	3.2	0	0.0	0.0
Housing Services (Building Mtce)	11	7	11.1	0	0.0	0.0
Housing Services (Other)	79	2	3.2	0	0.0	0.0
Property, Regen, & Enterprise	41	7	11.1	3	3.9	4.29
Planning	47	3	4.8	2	2.6	0.67
Chief Executive Office	3	2	3.2	0	0.0	0.0
Environmental Health	38	1	1.6	0	0.0	0.0
Corporate Support	17	1	1.6	0	0.0	0.0
TOTAL 2012 - 2013		63	100	76³	100	1.21⁴
TOTAL 2011 - 2012		56	100	141	100	2.52

2. Non-staff Accidents

By Category		By Whereabouts	
Sheltered Housing Tenant ⁵	4	Sheltered Housing	4
Visitor	2	Newhaven Fort	2
Public ⁶	0		
Contractor	0		
TOTAL	6	TOTAL	6

¹ Includes volunteers and agency staff but not contractors.

² Note that these figures are headcount not FTE and that the numbers are parts of departments and only where there have been accidents so do not add up to the Council's total staff.

³ Total days incapacitated: 102. This figure includes working and non-working days.

⁴ Three accidents were reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, when the employee had been incapacitated for more than seven days or when the severity of the injury itself requires the accident to be notified. Prior to April 2012 the reporting requirement was over three days. There were no accidents other than those reported over three days and under eight days so under the old reporting requirement the number of RIDDOR-reportable accidents would have been the same. In 2011-12 there were 10 accidents reported under RIDDOR; if the current reporting requirement is applied retrospectively, the number of minor reportable accidents in 2011-12 would have fallen from 10 to 8. So if the current reporting requirements are applied retrospectively to both years the number of reportable accidents has fallen from 8 to 3 and if the old reporting requirements are applied prospectively to both years the number of reportable accidents has fallen from 10 to 3.

⁵ Accidents are reported if they have happened in communal areas, and were in 4 different homes.

⁶ A visitor is deemed to spend at least an hour or so on LDC premises whereas a member of the public may only incidentally and for a brief period be on LDC premises (eg someone who come for interview or who visits Newhaven Fort is a visitor whereas a taxi driver waiting in the lobby of an office for a few minutes is a member of the public).

Financial Appraisal

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Legal Implications

The Legal Services Department has made the following comments:

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Sustainability Implications

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I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

Risk Management Implications

6 *(Please refer to the Checklist for Decision Makers under Risk Management Implications on how to complete this section of the report. This guidance provides five option statements that you can choose from.)*

Equality Screening

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Background Papers

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Appendices

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