

Agenda Item No: 9 **Report No:** 19/14
Report Title: Accident Report
Report To: Employment Committee **Date:** 13 January 2014
Report By: HR Manager
Contact Officer(s)-
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Purpose of Report:

To report the statistics on accidents notified between 1 April 2013 and 16 December 2013.

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. This report presents the requested regular update on accidents. The commentary is provided below.

Information

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- 2.1** A table for those accidents reported between 1 April 2013 and 16 December 2014 is set out below, with comparisons for the previous two years.
- 2.2** All staff are encouraged to report all accidents (including minor ones), had by themselves, the public, volunteers, and other individuals on our properties or in our service. The Health and Safety Officer sees all accident reports and investigates as appropriate, making recommendations if any – in discussion with the manager(s) concerned.
- 2.3** 39 accidents were reported between 1 April 2013 and 16 December 2013, including the public and sheltered housing tenants. Taking out 3 reported Tenant accidents, 2 reported Public accidents and one reported

volunteer accident, this is 33 accidents to staff and Agency/Contractor workers.

- 2.4** When compared to the 63 accidents reported between 1 April 2012 and 31 March 2013, and the 56 accidents reported for the previous year (2011/12), this is down significantly – it equates to 44 accidents to staff and Agency workers in a full year.
- 2.5** Not only have accidents appeared to have dropped by about a third, the number of working days lost has dropped by over 60%. However, this may be greater safety awareness, or it may be that people are less willing to report accidents in times of change.
- 2.6** 4 staff accidents were bruises, 5 were cuts, 7 were strains, 6 were sprains (one of these caused 25 working days absence from work), there was 1 twisted ankle, 2 'jarred' joints, 1 scald, 1 scratch and 1 wasp sting.
- 2.7** For agency and contractor staff we had two dislocations, 1 cut, 1 strain and 1 foreign object in the eye. Because they don't work for us, no working days were lost as far as the Council is concerned, and we only have 'reported absence' and not an accurate figure.
- 2.8** Only 6 accidents were reported during this period to non-staff other than agency/contractors: 3 of these to tenants in two different sheltered homes, 2 to the public in a playground and a churchyard, and one to a volunteer on the Railway Land.
- 2.9** 23% of all accidents were treated by our first aiders, 66.6% had no treatment at all other than rest, leaving 10% to be treated by doctors in or out of hospital.

Staff Accident Data Report 1 April 2013 – 16 December 2013

1. Staff¹ accidents by Department (Section)

Department (Section)	No.	%	Days Off	%	Ave no. of Days Off per Accident
District Services (Recyc Kerbside)	7	25	2 ²	7	0.29
District Services (Refuse Coll)	5	18	25 ³	86	5
District Services (Recy CRC/HGV)	1	3.5	0	0	0
District Services (Admin)	1	3.5	0	0	0
Housing Services (Building Mtce)	2	7.3	1	3.5	0.5
Housing Services (Other)	1	3.5	0	0	0
Property, Regen, & Enterprise	2	7.3	0	0	0
Planning	4	14	0	0	0
Finance	1	3.5	0	0	0
Environmental Health	2	7.3	0	0	0
Corporate Support	1	3.5	1	3.5	1
HR	1	3.5	0	0	0
TOTAL 2013 – 2014 Q1 – Q3	28	100	29	100	1.04⁴
TOTAL 2012 - 2013	63	100	76	100	1.21⁵
TOTAL 2011 - 2012	56	100	141	100	2.52

2. Agency /Contractor staff Accidents

Department working with	Total No. staff having accidents	No.	%	Days unable to work	%	Ave no. of Days unable to work per accident
District Services (Refuse Collection)	2	4	80	50	100	12.5 ⁶
District Services (Parks)	1	1	20	0	0	0
TOTAL	3	5	100	50	100	12.5

¹ Staff includes employed people only

² 2 of the 7 accidents had 1 day off each

³ Of the 5 accidents, only one caused time to be taken off, but this was 25 working days

⁴ One accident was reported to the HSE under RIDDOR for having more than 7 days off work as a result of an accident.

⁵ 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.

⁶ One person had three accidents with no time off; the other person had one accident with 10 weeks off.

3. Non-staff Accidents

By Category		By Whereabouts	
Sheltered Housing Tenant ⁷	3	Sheltered Housing	3
Volunteer	1	Railway Land	1
Public ⁸	2	Playground, Churchyard	2
	0		
TOTAL	6	TOTAL	6

Financial Appraisal

3 There are no financial implications for the reported accidents.

Legal Implications

4 There are no legal implications arising from this report. The accident covered by RIDDOR was reported to the HSE.

Sustainability Implications

5 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report; LDC 31495 completed.

Risk Management Implications

6 There is no need to complete a Risk Management Checklist for this report, LDC 31496 completed.

Equality Screening

7 There are no equality impacts, AF 31497

Background Papers

8 There are no background papers.

Appendices

9 There are no appendices.

⁷ Accidents are reported if they have happened in communal areas, and were in 2 different homes.

⁸ 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).