

**Agenda Item No:**      **Supplementary**                      **Report No:**      **118/14**  
**Report Title:**              **Accidents to staff 2013 to 2014**  
**Report To:**              **Employment Committee**              **Date:**              **21 July 2014**  
**Cabinet Member:**  
**Ward(s) Affected:**      **All**  
**Report By:**              **Jill Yeates**  
**Contact Officer(s)-**      **Jill Yeates**  
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#### **Purpose of Report:**

To report the statistics on accidents reported between 1 April 2013 and 31 March 2014, and the Forum's comments on them.

#### **Officers Recommendation(s):**

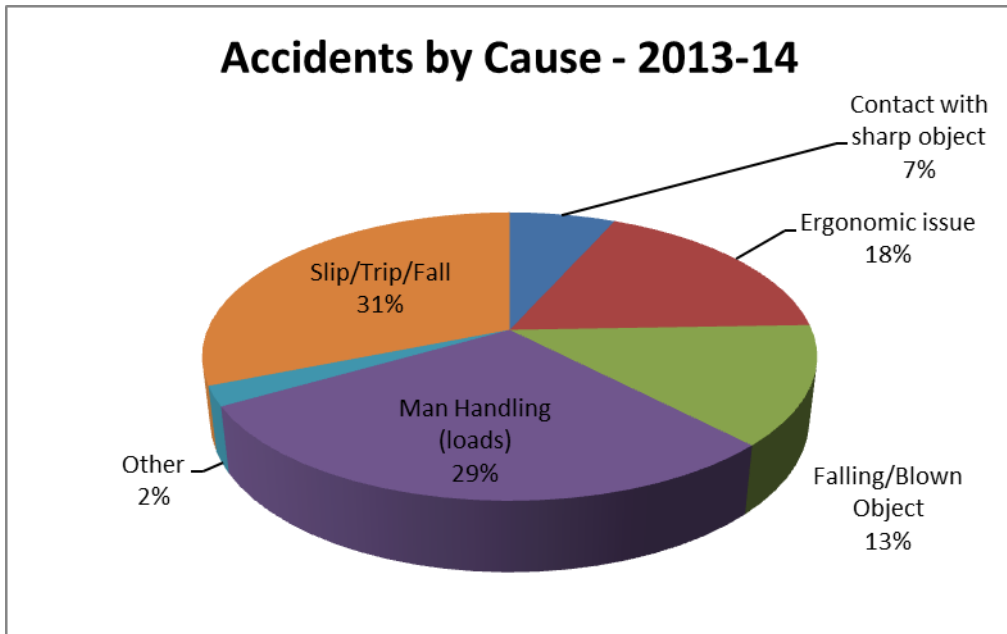
- 1 To note the report
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#### **Reasons for Recommendations**

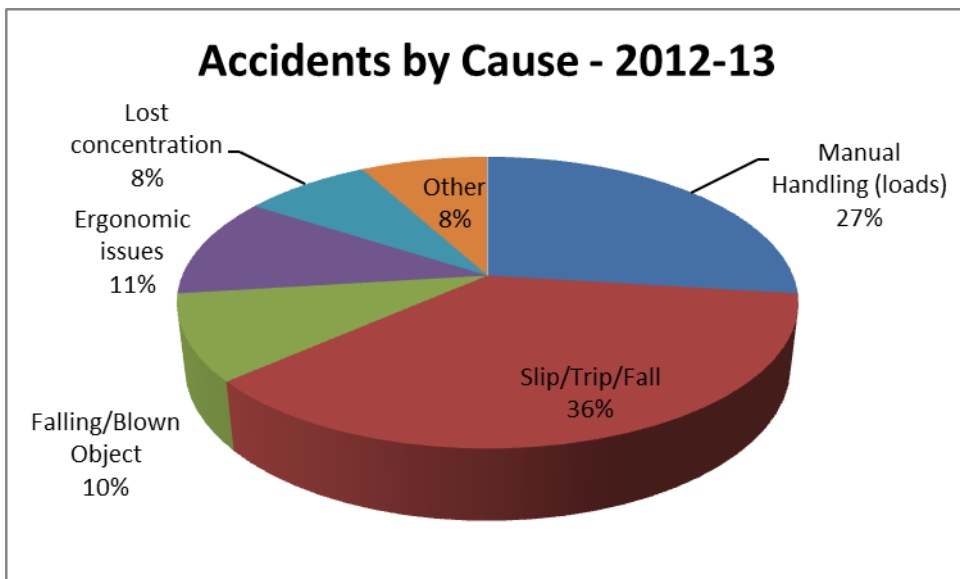
- 1 The Employment Committee has previously requested that this standing item be reinstated to the Employment Committee Agenda. The Forum discussed the statistics and asked that some changes be made and a commentary provided.
- 2 **Information**
  - 2.1 The Joint Health and Safety Forum have requested that accident statistics for staff be presented in graphic form with a commentary. The multiple divisions for District Services were amalgamated leaving only Waste and Recycling staff, Waste and Recycling Agency staff and Waste and Recycling Administrative staff.
  - 2.2 During the year 2013 to 2014, there were 45 accidents reported by staff of Lewes District Council. This is down from 63 in 2012-2013, and 56 in 2011-2012. On the face of it, this looks positive, since accidents would appear to be down. However, it may be that accidents are not being reported for some reason – only four near misses were reported in the

year. Staff are being encouraged to report all accidents and near misses.

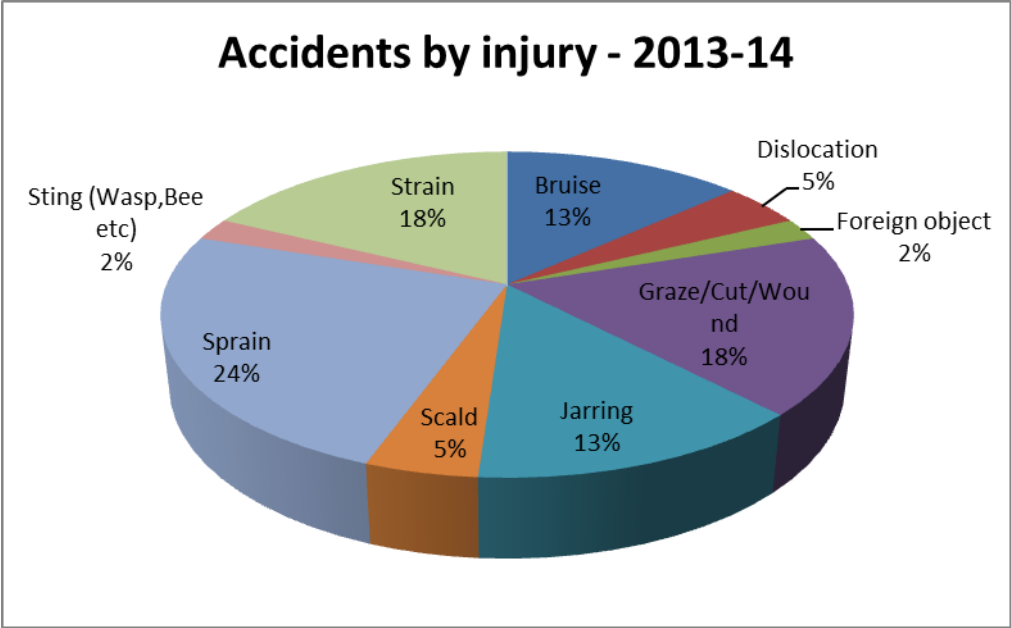
- 2.3** The accidents were mostly caused by manual handling, and slips, trips and falls problems. This would be expected in the kinds of work we do, but shows that we need to work even harder at ensuring that everyone is trained in manual handling and that we are vigilant about avoiding the causes of slips, trips and falls (especially as we had no ice this winter!).



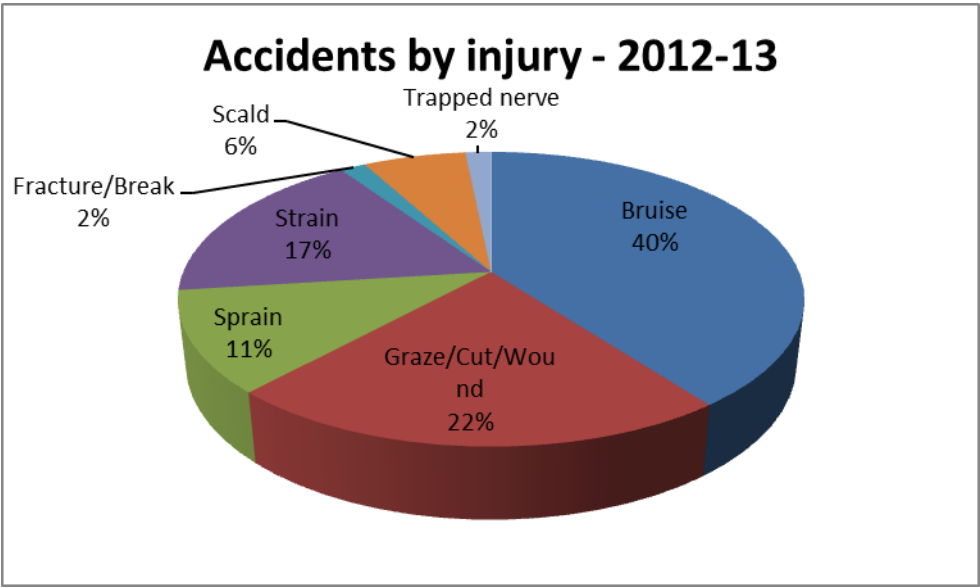
This is a similar pattern to the previous year:



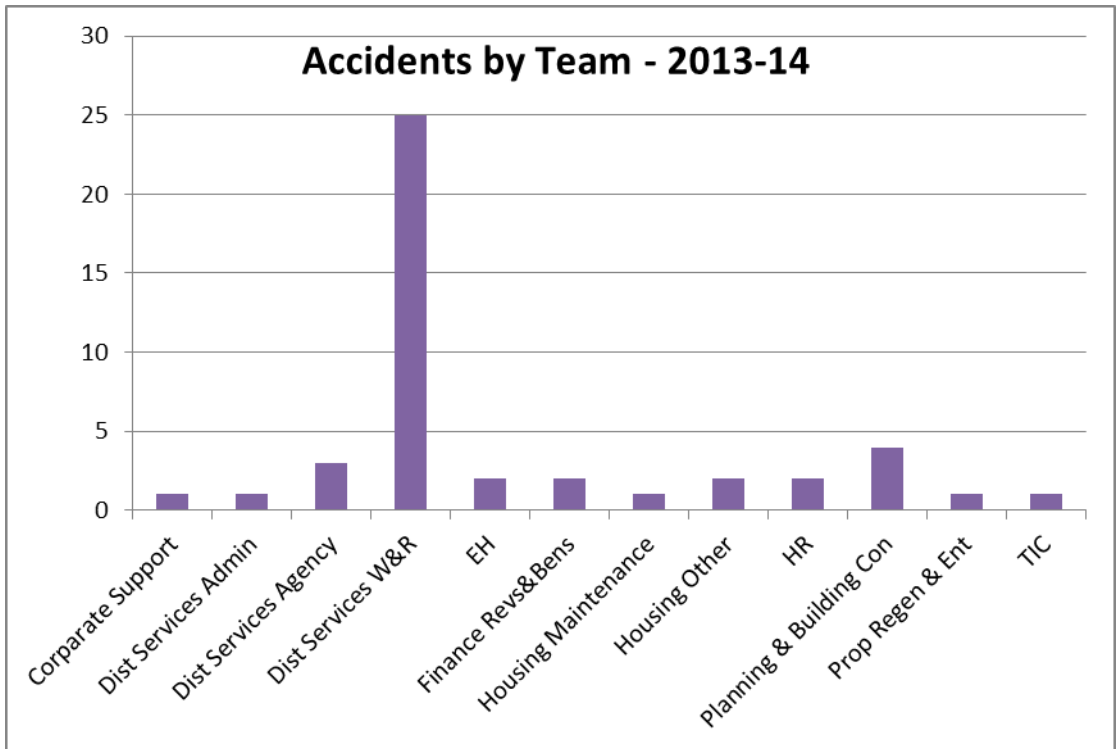
- 2.4** The injuries caused mainly sprains and strains, cuts and grazes and bruises. The worst we had were two dislocations. Whilst they could have been a lot worse, again – we need to do our best to avoid these problems for our staff.



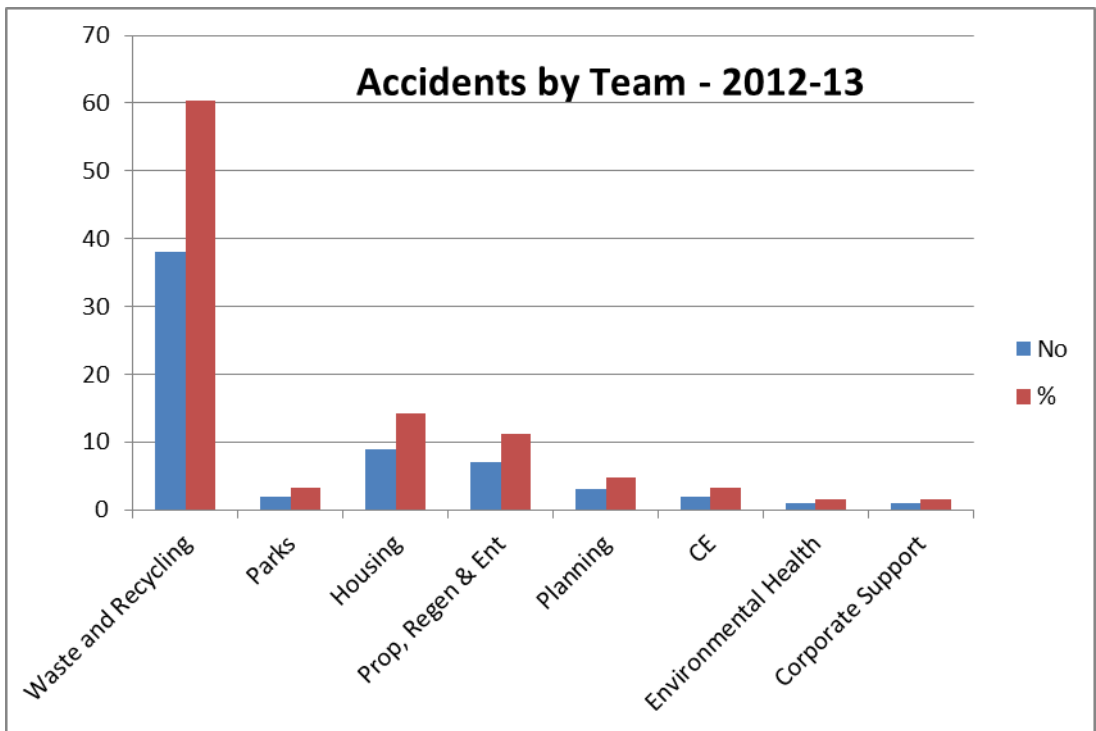
Compared to the previous year, bruises are down significantly, but sprains have more than doubled:



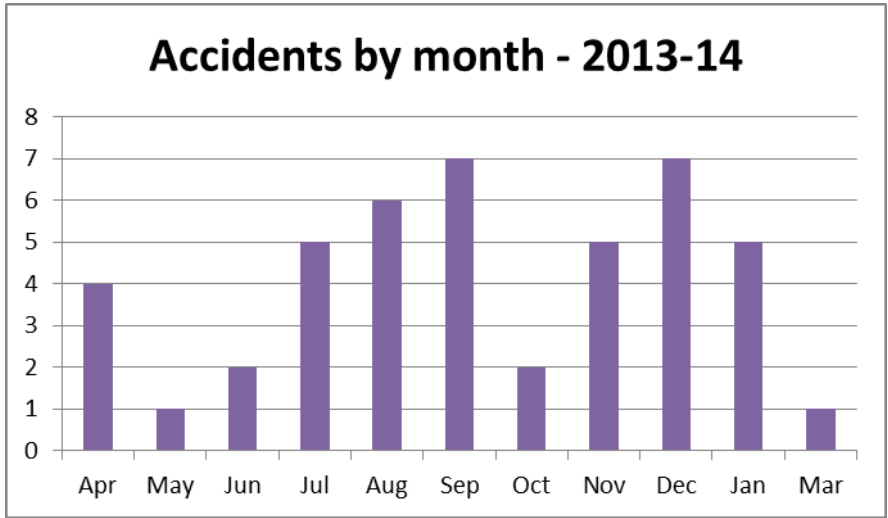
**2.5** As would be expected, Waste and Recycling suffered by far the most accidents – well over half the total. Most of these were manual handling.



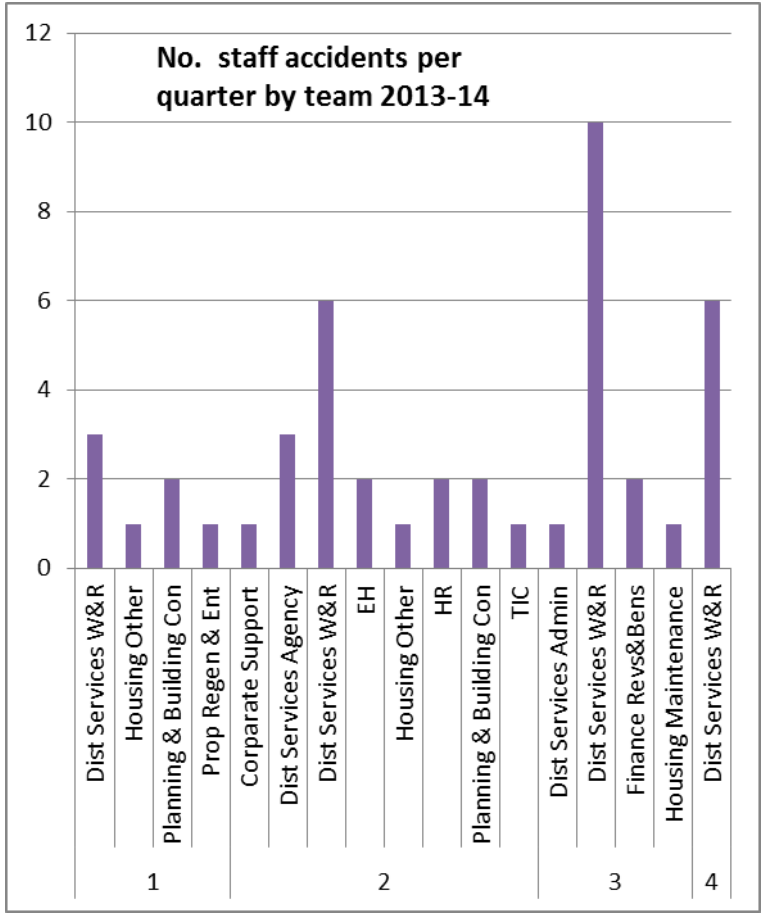
The previous year, accidents (total 63) by team had shown a similar pattern:



**2.6** The most accidents happened in July/August/September – which was partly due to moving into Southover House and to manual handling, slips trips and falls, and December which was partly due to the strong winds and rain (wet cardboard and slipping) that we had.



**2.7** As can be seen, the most accidents per team were for Waste and Recycling in the third quarter (autumn) which is when we had the strong winds and wet cardboard.



**2.8** Whilst it appears to be a good that accidents are down over the past year, we have asked staff to ensure that if they have an accident – or a near miss – they use the appropriate form to report it. They and managers can then do something to ensure that the near miss doesn't become an accident, or that the accident doesn't happen again.

- 2.9** 50 staff days' work were lost due to these accidents. There was also one incident leading to an agency person losing 50 working days.
- 2.10** One accident (resulting in a shoulder sprain and 25 days away from work) was reported to the HSE under RIDDOR procedures. It is not our responsibility to report the agency accident under RIDDOR.

### **3 Financial Appraisal**

The 50 days lost would have been paid as sick pay; where agency staff had to be brought in to cover those off in Waste and Recycling, the agency costs would have to be added to this.

### **4 Legal Implications**

This report has not been offered to the Legal Services Department for comment.

### **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/budget monitoring report/development control report.

### **6 Risk Management Implications**

Risk Management implications are not required as this is an 'information-only' report with no key decisions attached. [LDC35373](#)

### **7 Equality Screening**

Equality analysis is not required as this is an 'information-only' report with no key decisions attached.

AF35374

### **8 Background Papers**

None

### **9 Appendices**

None