

Agenda Item No: 6 **Report No:** 43/16
Report Title: Accidents to staff from April 2015 to January 2016
Report To: Employment Committee **Date:** 7 March 2016
Cabinet Member:
Ward(s) Affected: All
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Purpose of Report:

To report the statistics on accidents reported between 1 April 2015 and 31 January 2016.

Officer's Recommendation:

- 1 To note the report
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Reasons for Recommendations

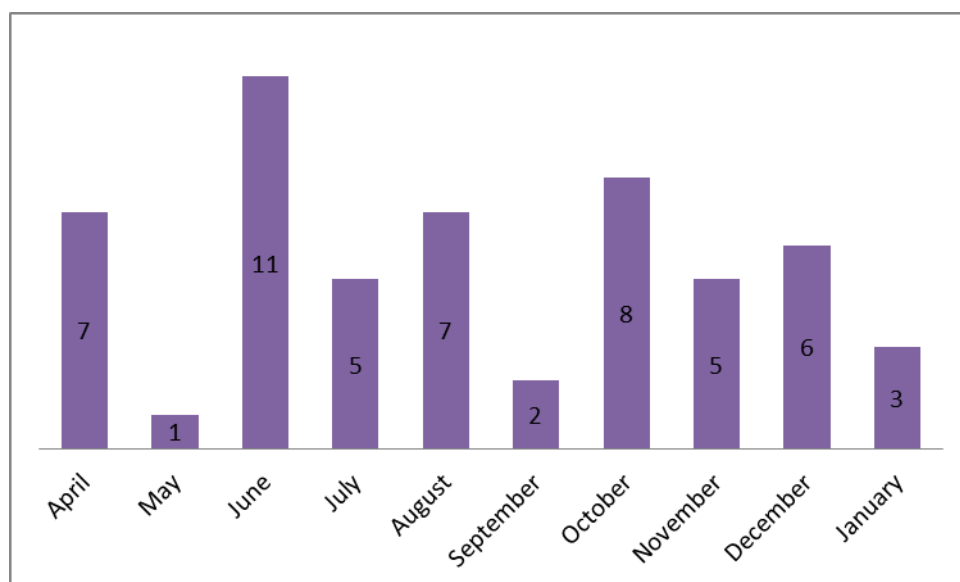
- 1 The Employment Committee has previously requested that this is a standing item on the Employment Committee Agenda.
- 2 **Information**
 - 2.1 The statistics are presented as previously requested – with numbers and percentages, and comparisons with the previous year (same period).
 - 2.2 Whenever an accident or incident happens, the individual will report it to a supervisor or manager by completing an accident report form (or talking with the manager who will complete it), who will then need to discuss the accident or incident with them and complete the second side of the form which looks at what has been or needs to be done. Staff have the option of reporting the accident to a Unison Health and Safety Representative if they prefer to do this, for the representative to work with the manager on their behalf. The report then comes to the Health and Safety Officer who will follow up any action and ask for updated documents where relevant. For example, the employee who fractured

his wrist when falling was litter-picking on a wet grass bank, results in the updated risk assessment now includes wet grass banks as areas where litter should not be removed until it is dry. However, the person who was lifting a bag says that he was following manual handling guidelines, and there was no obvious reason for fracturing his finger. He didn't know this had happened until the finger wouldn't move later. Where wheelie bins cause problems, we mend or replace them, and again discuss manual handling of the bins. We have repeated team talks concerning dealing with broken glass, and continue to do that. Customers have been reminded. However, where staff try to carry, move or sweep up too much, or don't take enough care in slippery conditions, there isn't much we can do except to keep reminding them to make careful judgements and carry out dynamic risk assessments, going through safe systems of work and risk assessments with them and ensuring that they have regular manual handling refresher training. Sometimes they admit to knowing that they are doing things wrongly.

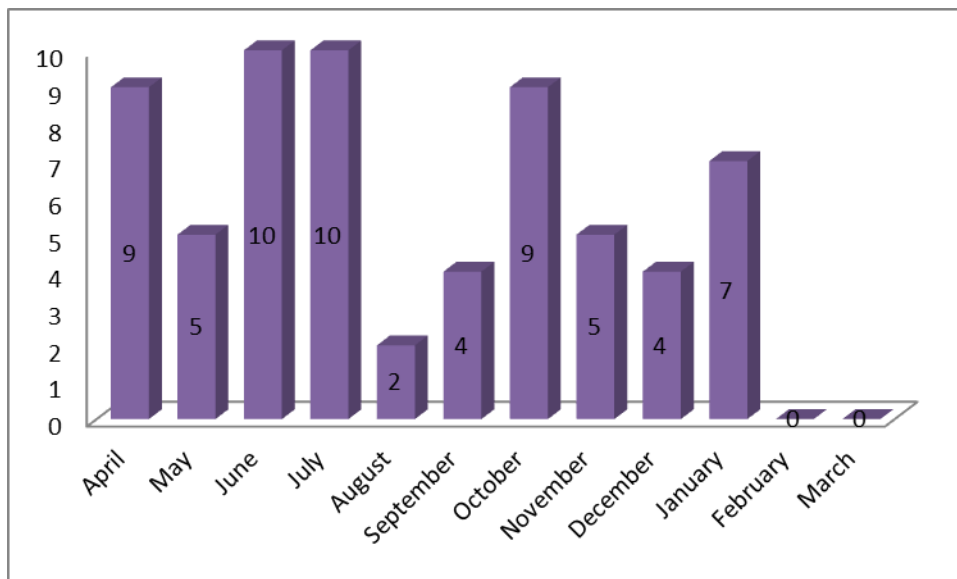
Accident Statistics

Accidents by month April 2015 to January 2016

There were 55 accidents from April 2015 to January 2016: 7 in April, 1 in May, 11 in June, 5 in July, 7 in August, 2 in September, 8 in October, 5 in November, 6 in December and 3 in January.

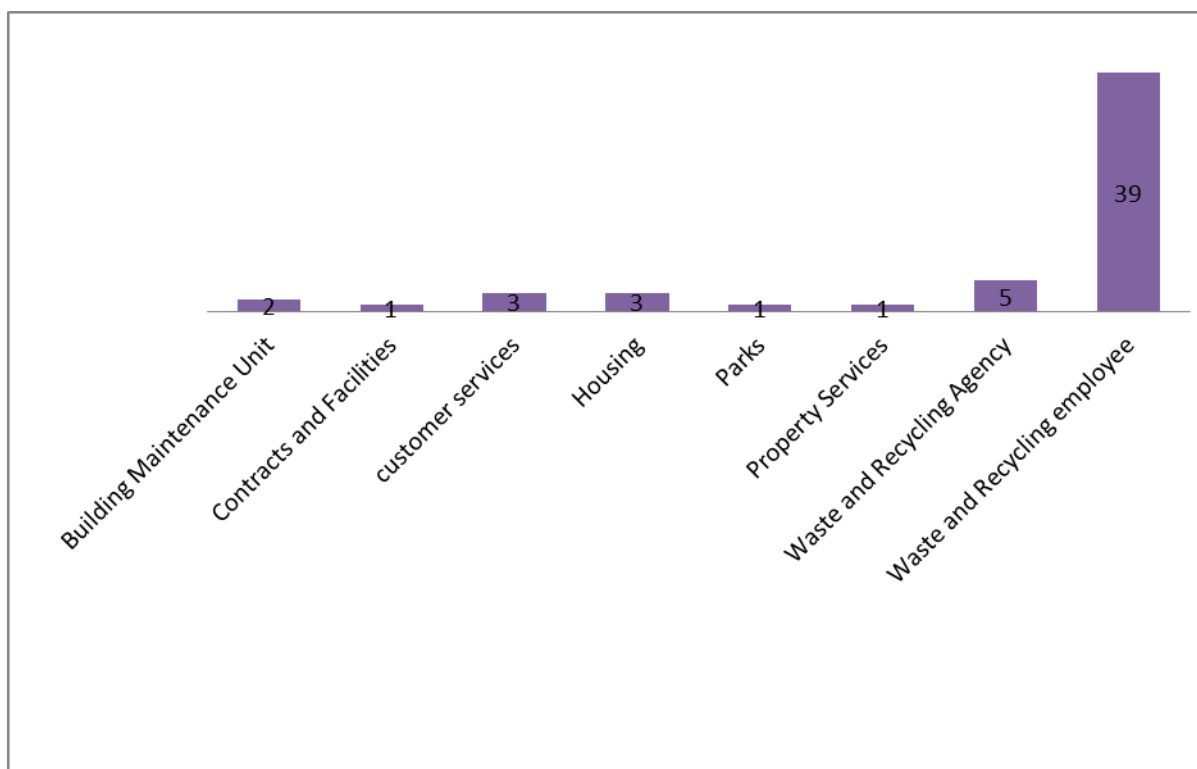


Last year there were 65 accidents from April 2014 to January 2015. April, June, July and October had the highest monthly accidents, so there is a bit of a pattern over the two years with April, June and October (although in the year before, September and December were the highest).

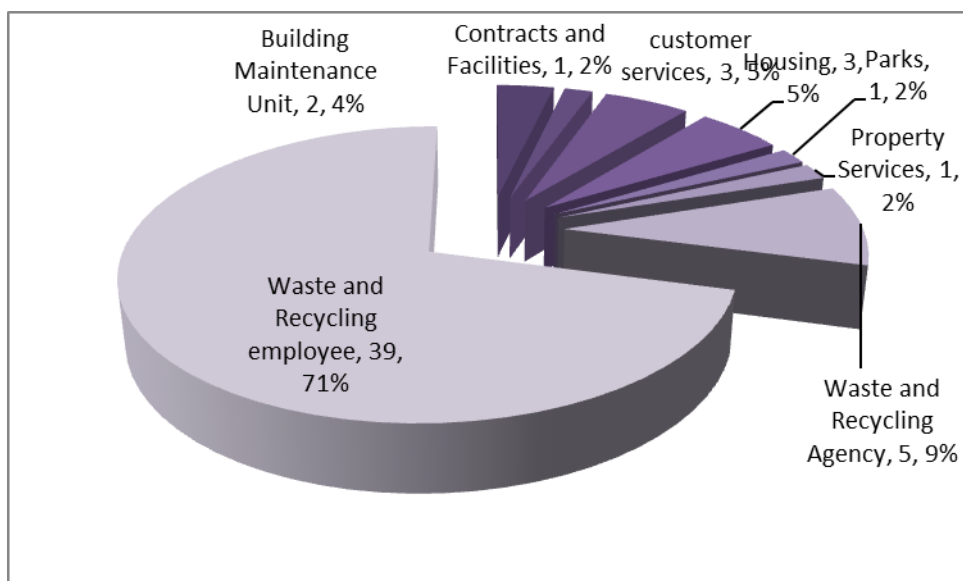


Accidents by team April 2015 to January 2016

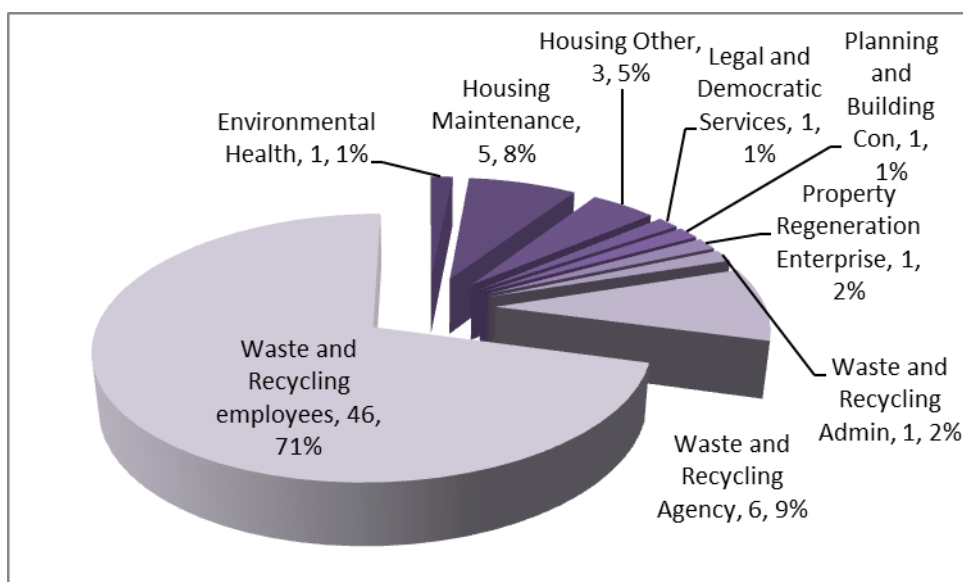
44 of the accidents were in Waste and Recycling, 3 in Customer Services, 3 in Housing, 2 in Building Maintenance and one each in Contracts and Facilities, Property Services and Parks.



From April 2014 to January 2015 (last year), 53 of the accidents were in Waste and Recycling (6 Agency staff, 1 admin), 5 in Housing Maintenance, 3 in Housing Other, 1 in Environmental Health, 1 in Planning and Building Control, 1 in Legal and Democratic Services and 1 in Property, Regeneration and Enterprise.

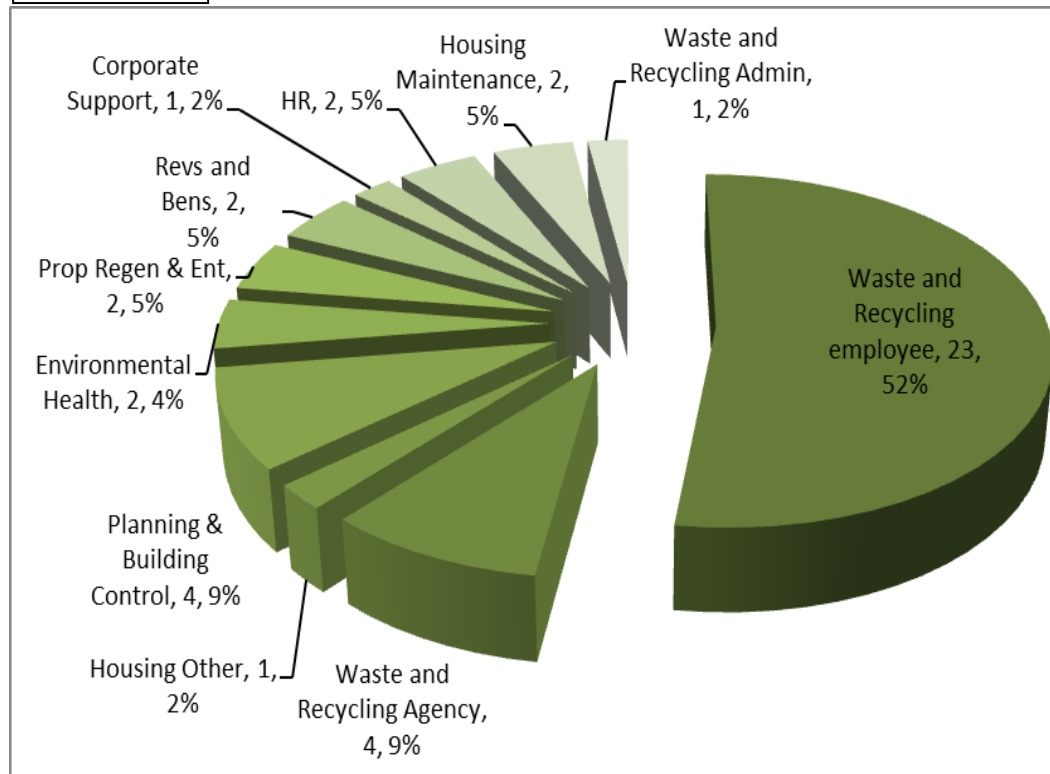


Compared with last year, the proportion of accidents in Waste and Recycling has remained at 71% for employees, and 9% for Agency staff, and those accidents have been shared amongst other departments to roughly the same extent.

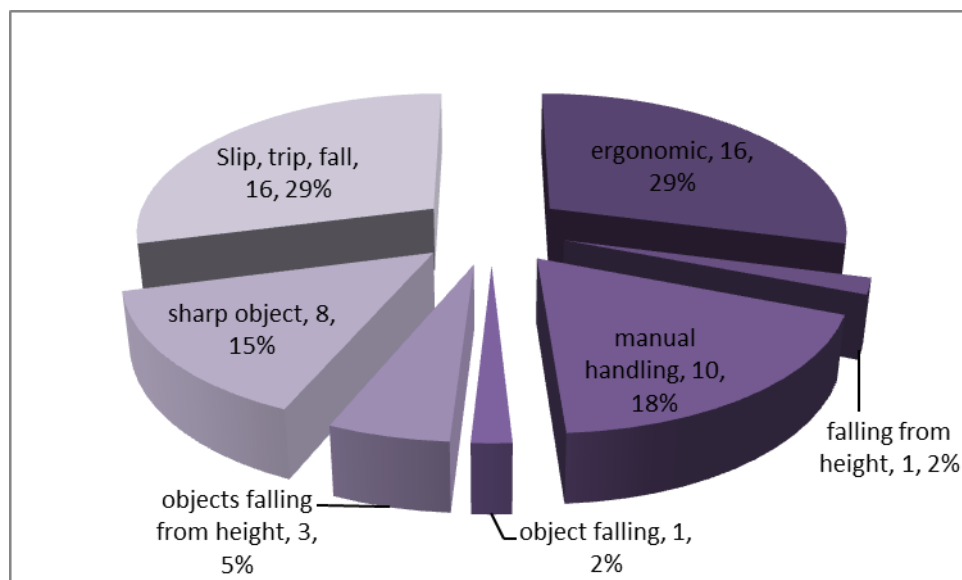


The previous year, Waste and Recycling had a lower proportion of the accidents, but this may be because they weren't reporting them all.

2013-4

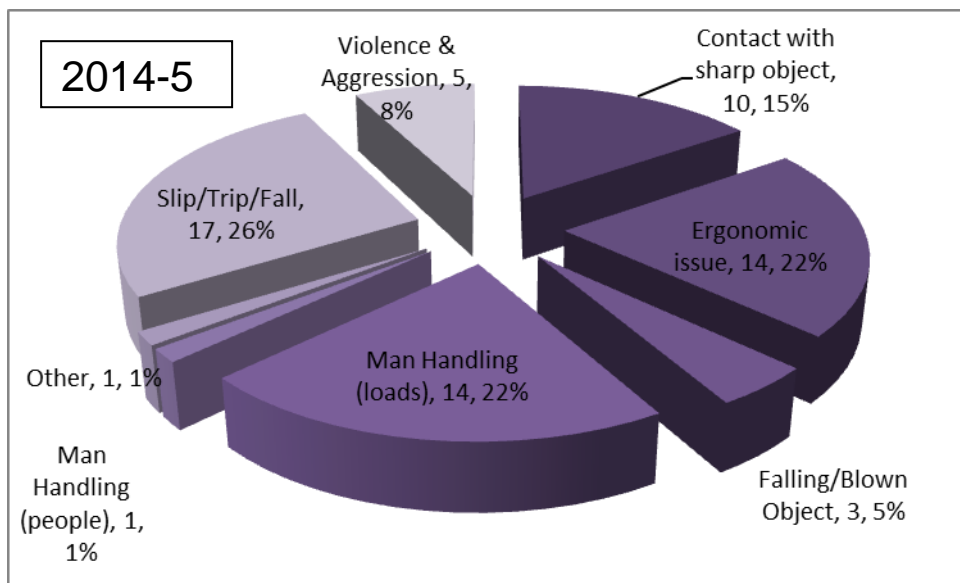


Accidents by cause April 2015 to January 2016



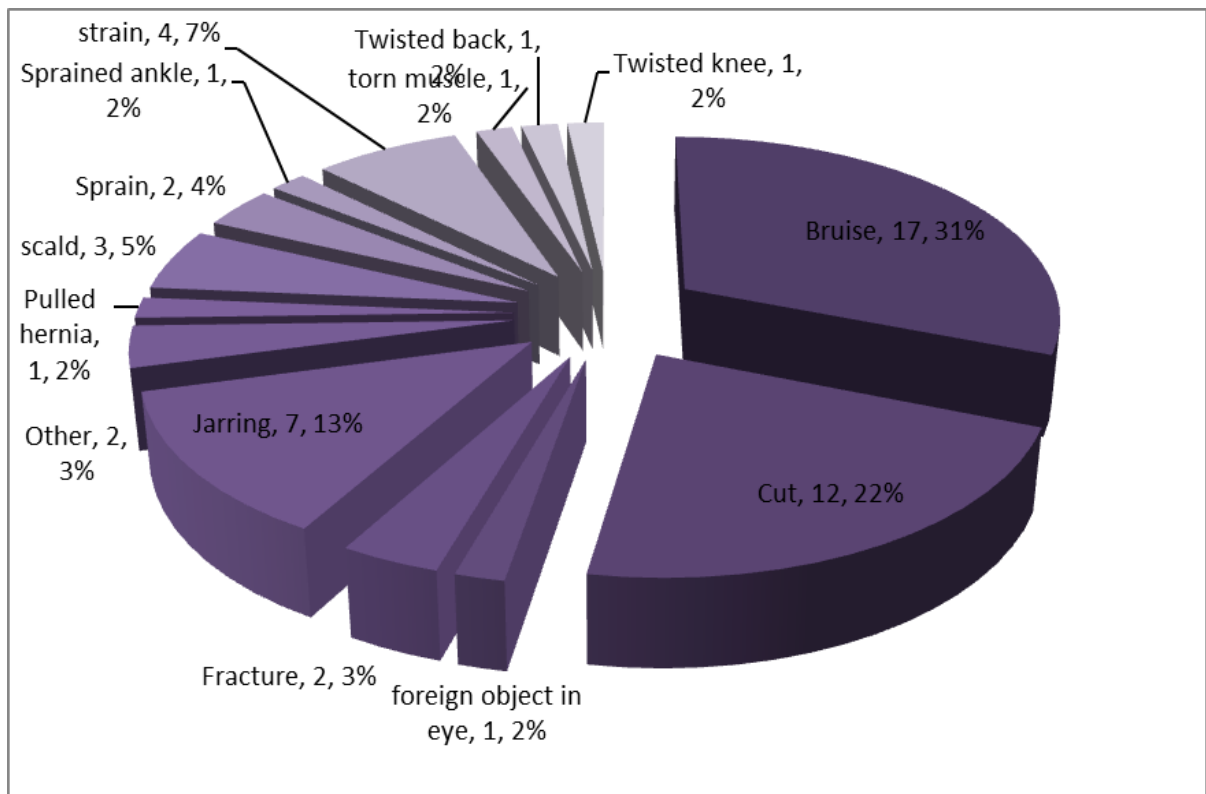
Of the 55 accidents so far this year, 16 were slips, trips and falls (2 slipping down a bank (one resulting in a fracture), 2 getting on and off vehicles, 5 slipping off a kerb, tripped over pavement, waste, dog-waste, grass, plastic, 5 wet leaves/ground, 2 tripping upstairs) 16 were ergonomic (dust in eye, 2 resulting in pain in knee from

movement, falling off a chair, stood up and knocked head, 5 pulling bins or pushing brooms and hit or jarred self, 3 scalding on boiling water urns, 'overbalancing' when moving cardboard wrongly, pulled rope on barrier and came down across head, twisted getting out of pit), 8 were sharp objects (5 broken glass in bin bags/recycling bag – one of these needing 6 stitches, 1 cutting self with saw, 1 a cut as a result of pulling a sharp object from the work bag and 1 on a key sticking out of a cupboard), 10 were manual handling (pulling or pushing or picking up – possibly too much at once or from within a wheelie bin, or bin catching on something, or in the wind, causing a fall or twist), 4 objects falling from height (things fell out of locker onto foot, metal door on bin store fell onto leg, bin lowered onto head, emptying bin into dustcart and washing line flew out and hit him on the head), and 1 was falling from height (off a ladder).



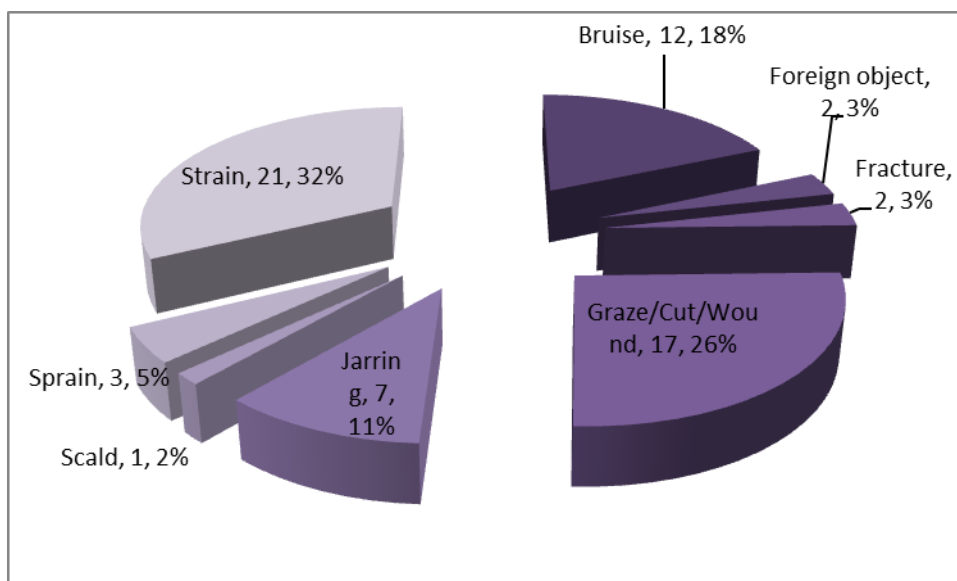
As explained previously, in comparison with last year, although manual handling appears to have dropped and ergonomic to have risen, this may be that manual handling training has worked and we now need to concentrate on 'ergonomic' training, or it may be classification – if someone pulls a bin out of a store and it jams on the door, is this a manual handling or an ergonomic cause? Looking at the two together, this year 47% were manual handling and ergonomic, last year this was 44%.

Accidents by injury April 2015 to January 2016



Of the 55 accidents, 1 resulted in a fractured wrist and another a fractured finger, 17 resulted in bruises, 12 resulted in cuts, 3 resulted in scalds, 7 in 'Jarring' (usually 'pulling' a muscle or joint), 1 in pulling a hernia, 1 in a bit of dust in the eye, 3 in pains in the knee, 4 in strains, 3 in sprains, 1 torn muscle, and 1 in a general jolting to the body.

Last year, bruising, strains and wounds still make up the vast majority of the injuries sustained, with strains being the most, wounds next, and then bruising. The jarring injuries come fourth.

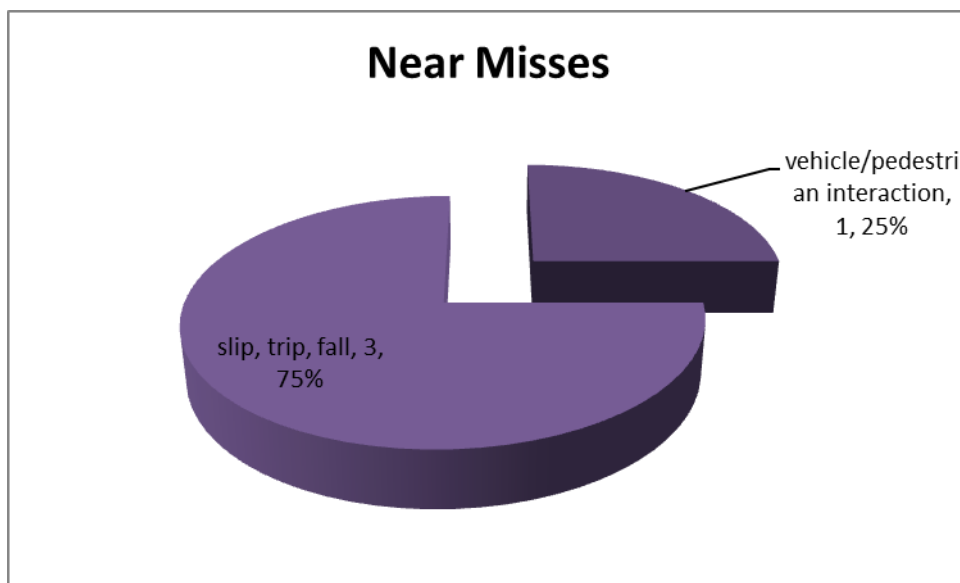


RIDDOR

If there is a serious injury (ie fractures or worse), or if the individual is off work for 7 days or more, the accident has to be reported to the HSE on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

So far this year, we have had two fractures (hand and finger) reported, and 5 reports for people being off for 7 or more days (3 were slips, one manual handling and one ergonomic).

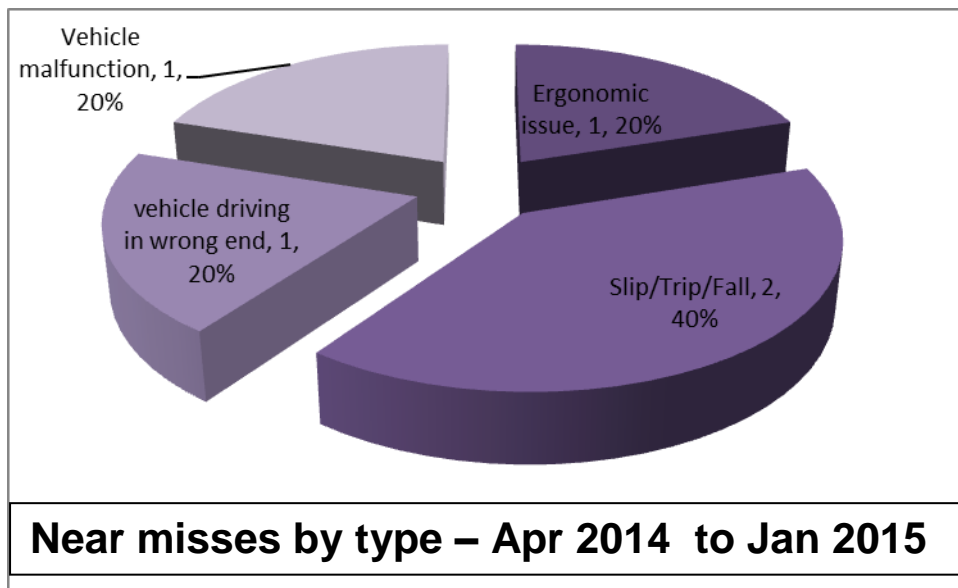
Near Misses



Near misses reported are 3 slips, trips and falls (standing on a box which broke, tripping over a box on the floor and opening the door of a WC and nearly tripping over the warning sign) and one vehicle/pedestrian interaction (car coming too fast round a bend where recyclers were collecting). One was reported by a member of Waste and Recycling team, one in the Parks team, one in the Facilities team and one in the Customer Service Hub.

Last year there were five near misses between April and January: Two were risks of harm from slips, trips and falls, one was risk of harm from an ergonomic issue, one from a vehicle malfunction and one from an external driver ignoring our one way signs.

Four were in Waste and Recycling – three staff and one agency person; one was in Facilities reporting a vehicle travelling the wrong way through the rear thoroughfare of Southover House.



The 2016 Near Miss Campaign set up by the Forum, is seeking to encourage people to report all near misses with the aim of reducing potential accidents. The definitions from the HSE are:

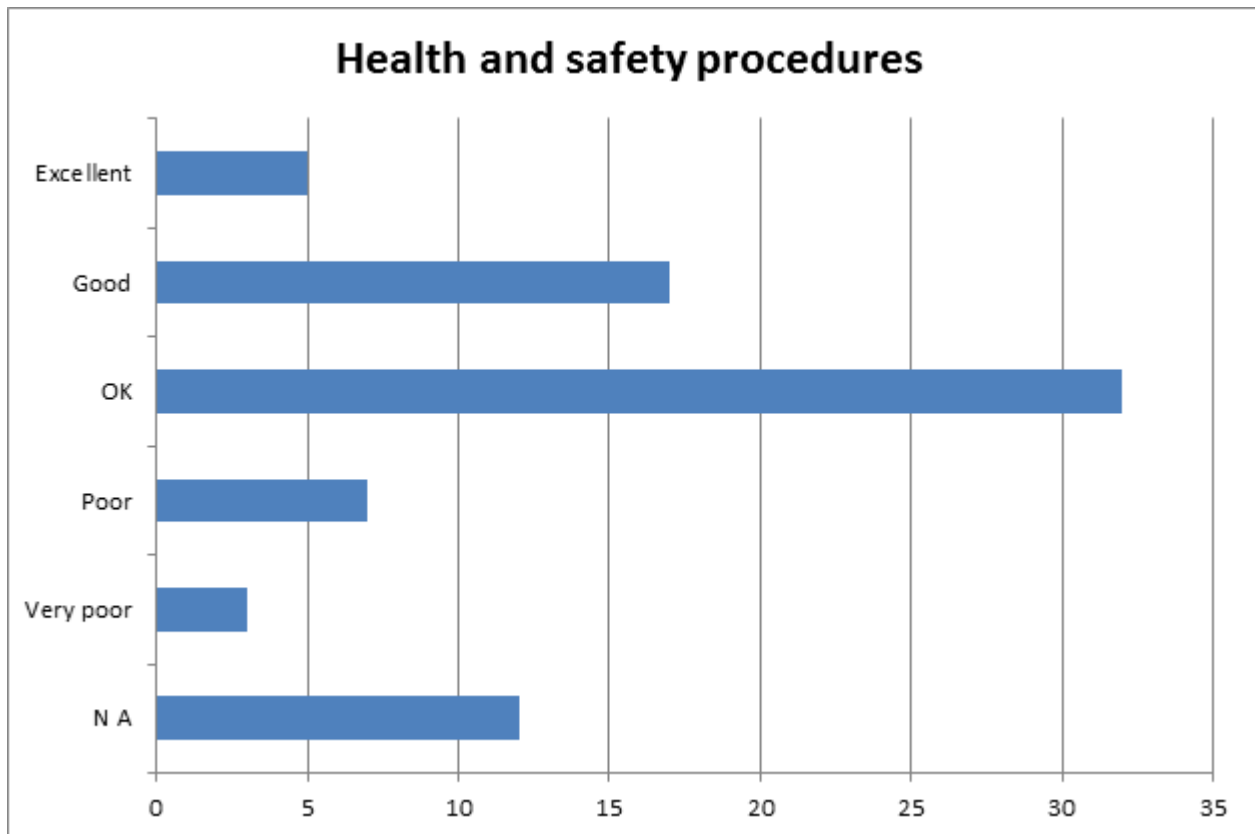
- **incident:**
 - **near miss:** an event not causing harm, but has the potential to cause injury or ill health
 - **undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health,

and all the documents are on InfoLink <http://intranet/staff/15392.asp> . There are toolbox talk documents and training guidelines for managers to use in staff Team Meetings, and there are posters up in all council buildings, with a copy on the InfoLink home page. The reporting form has been simplified and is also on InfoLink under the Near Miss Campaign page.

Health and Safety On InfoLink

In a recent staff survey asking about the use of InfoLink, Health and Safety had a positive response. The project manager wrote to the relevant Head of Customer Services (Andy Chequers) to congratulate him on being credited with such highly-rated content on Infolink:

“One of the most positive areas in the feedback from the Infolink survey (in a survey where the majority of feedback was negative) was the health & safety section, which reflected the hard work that regularly goes into updating these documents. “



It has now been agreed that work will commence on putting all Health and Safety Documents on one area of InfoLink, using drop-down menus. This will make it easier for people who don't necessarily know in which department to find specific documents.

3 Financial Appraisal

At least 104.5 (61 this time last year) employee working days have been lost, all but 1 of them in Waste and Recycling which means that around 76.5 (61 last year) days' Agency staff would have to be paid for as a result of the accidents (although 2 of them were Agency staff, off for 2 days each).

28 of these days were on one accident where a member of Housing staff was litter-picking and slipped and fractured his wrist and 25 days (so far) for the fractured finger. 12 days were lost when a member of Waste and Recycling slipped on an Electric Vehicle and badly bruised his ribs, 11 when another slipped off a kerb and hit a wheelie bin and bruised his chest, and 9 when a recycler bent down (using the correct stance) to pick up a box and felt his leg muscle tear. 40 accidents resulted in no time off work, with 6 still to be clarified.

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.