

Agenda Item No: 7 **Report No:** 48/17
Report Title: Accidents to staff from April 2016 to February 2017
Report To: Employment Committee **Date:** 6 March 2017
Ward(s) Affected: Employees and Workers
Report By: Jill Yeates
Contact Officer(s)- Jill Yeates
Name(s): Jill Yeates
Post Title(s): Health and Safety Officer
E-mail(s): Jill.yeates@lewes.gov.uk
Tel No(s):

Purpose of Report:

To report the statistics on accidents reported between 1 April 2016 and 10 February 2017

Officers Recommendation(s):

- 1 That the Committee note the report and make any recommendations to the relevant senior officer or Council body for follow-up action considered necessary.

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

Information

2

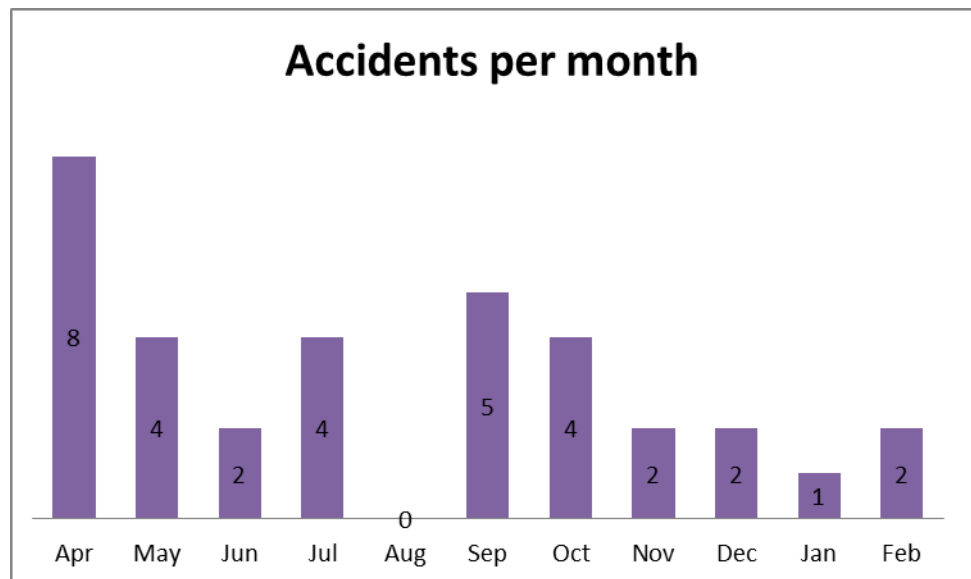
- 2.1 The statistics are presented as previously requested – with numbers and percentages, and comparisons with the previous year (same period). Insurance has been included as requested.
- 2.2 Currently, whenever an accident or incident is recorded, the individual will have reported it to a supervisor 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** However, we are about to introduce a new accident and incident reporting system which will mean that one form covers accidents, near misses, aggression and violence at work reports. First Aid reports remain separate, but if they are caused by an accident, the accident will be done on the new form. It reduces the amount of work which needs to be done for near misses and minor accidents, but guides through what needs to be done for more serious accidents – in conjunction with the new Accident Policy.
- 2.4** We have had 34 accidents reported so far this year, compared to 64 for the same period last year. This may be evidence of reduced accidents in reality, or it may be that people are not reporting them as much. Health and Safety remains high on the list of team meeting agendas and management priorities and they respond to accidents with actions designed to remove or reduce the risk of similar accidents in the future. For example, a recent cut to a finger caused by using a knife to open a plastic bag – which then slipped, resulted in the manager providing scissors for that member of staff and those in a similar position. Another accident caused by tripping on a loose nosing on the stairs has resulted in immediate mending and checking of all nosings in Southover House, and a change to the cleaner's schedule to check all nosings each time the stairs are cleaned.
- 2.5** We have had five accidents reported since the last report to Employment Committee (no RIDDOR reports), three near misses and one road traffic accident.
- 2.6 Accident Statistics 2016-2017 – Staff**

a) Monthly accidents

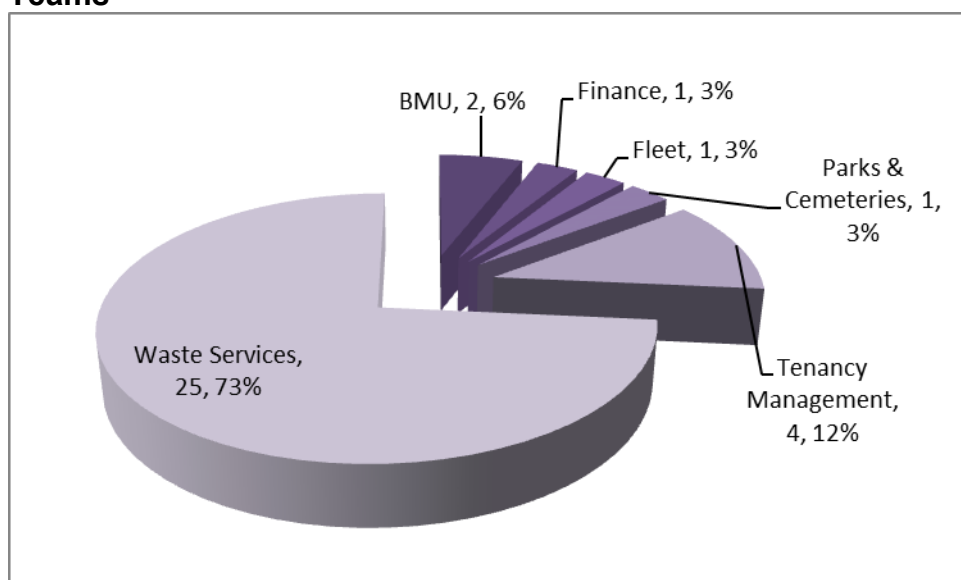
From 1 April 2016 to February 2017 there were 34 accidents reported: 8 in April and 4, 2, 4, 0 (August), 5, 4, 2, 2, 1 and 2 in subsequent months (see bar chart below). Last year there were 64 in total during this period: 7 in April, 1 in May, 12 in June, 5 in July, 7 in August, 2 in September, 8 in October, 6 in November, 5 in December, 4 in January and 7 in February. It can be seen that there are still no patterns.



b) Which teams

Between 1 April 2016 and 10 February 2017, there were 25 accidents in Waste Services (down by 10% of the total to 73% from three months ago), 4 in Tenancy Management, 2 in the Building Maintenance Unit and one each in Finance, the Transport Workshop and the Mobile Team. Last year 79% of accidents were in Waste Services, 6% in Tenancy Management, 4% in the Mobile Team, 3% in Building Maintenance and 8% spread across other services.

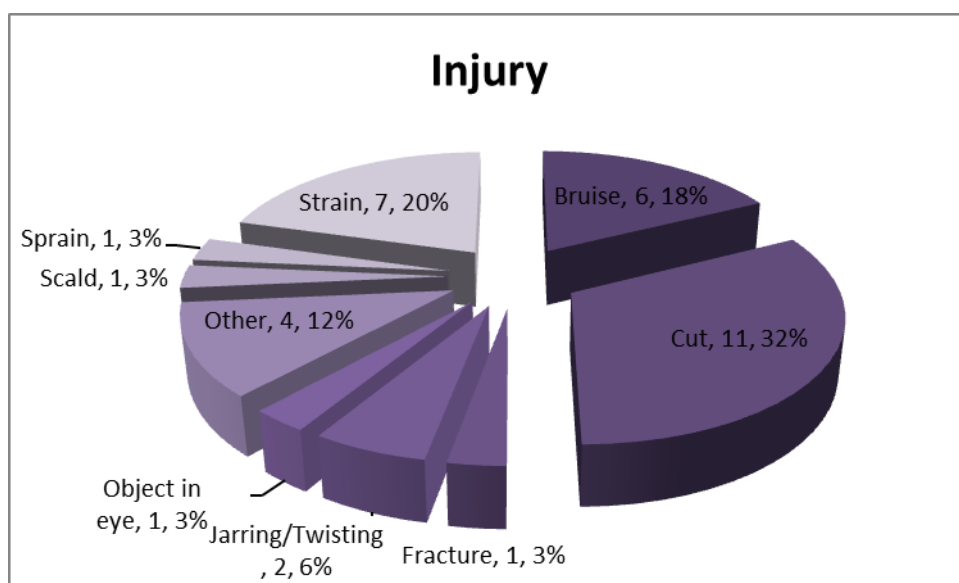
Teams



c) Injuries

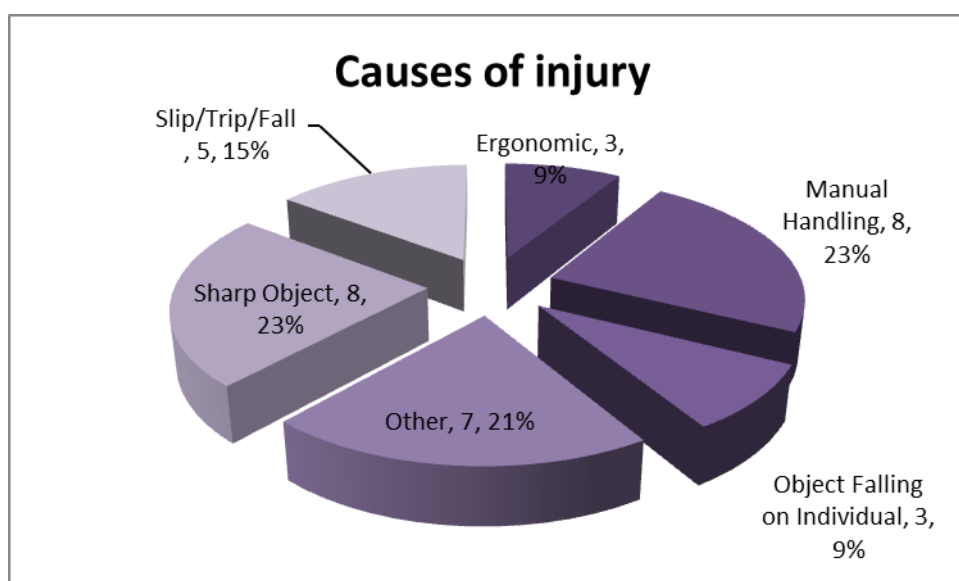
Again, bruising, cuts, strains and jarring make up the largest numbers of injuries – 66% of the 34 accidents. Last year these injuries accounted for 78% of the results of accidents. Unusually 10 of these ended up in hospital (though none overnight) – 6 as a result of cuts, three manual

handling injuries and one with grit in the eye, 3 at their doctor's surgery and 3 having first aid administered at work. The rest had no treatment.



d) Causes of injury

A third of injuries so far this year have been caused by manual handling and ergonomic accidents – about the same as three months ago, but down from last year when it was about half the accidents. Sharp objects as causes are up a little (23% this year, 15% last year) though the same proportion as three months ago, and slips, trips and falls are down (15% this year and 28% last year) a slightly higher proportion than three months ago.



2.7 Near Misses

Three more near misses for employees have been reported in the last three months, bringing the total to 13. 9 were in Waste, 2 in the Hub, 1 in Environmental Health and 1 in EH Admin. 5 were violence threats or verbal abuse, the other 8 were one each of driving, ergonomic, fire, trip, sharp object, tree collapsing, ceiling collapsing, lid collapsing.

Last year there were 5 near misses at this stage: three slips, trips and falls, one vehicle/pedestrian interaction and one blind falling down in Southover House.

2.8 RIDDOR Reports

There have been 5 accidents to our staff reported to the HSE under RIDDOR; all were due to absence of 7 days or more: the person struck by the EV, the person in the EV struck by another vehicle, two people lifting bags who hurt their backs, and the person who the stack of bins fell on. (The fracture was reported under RIDDOR as well but by the employer – it was an agency worker.)

2.9 Road Traffic Accidents

There has been one further road traffic accident since the 5 previously reported from 1 April 2016 to February 2017. One of our drivers hit a deer which ran across the road suddenly right in front of him, being chased by a dog. No-one was hurt (although sadly the deer was). All were our employees, one in their own vehicle and four in council vehicles. One council vehicle involved two of our staff who both suffered injury but not serious injury, despite it being a serious accident. Of the others, three resulted in no injury; the one which resulted in whiplash was the result of an EV being clipped by a lorry travelling past when it was parked. There are no patterns.

Financial Appraisal

151 (plus any still to be notified) working days have been lost – all from waste and recycling, most of which will need to be covered by Agency staff, and will therefore incur a cost.

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 2016 to the end of January 2017 we have had no staff claims on either EL or PA.

Legal Implications

3 In discharging its remit of –

(i) studying accident and hazard statistics and trends, so that unsafe or unhealthy working practices and potential remedies may be identified; and

(ii) considering the adequacy of health and safety communication and publicity in the workplace,

the Committee may make recommendations to any senior officer or relevant Council body.

The Council's primary duty as to the health and safety of its employees stems from section 2(1) of the Health and Safety at Work etc Act 1974:

It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

Lawyer consulted 14.02.17. Legal ref: 006067-LDC-OD

Risk Management Implications

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

Equality Screening

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

Background Papers

6 There are no background papers.

Appendices

7 There are no appendices.