

**Agenda Item No:** 9

**Report Title:** Accidents to Lewes District Council staff from April 2017 to February 2018

**Report To:** Employment Committee      **Date:** 5 March 2018

**Ward(s) Affected:** Employees and workers

**Report By:** Jill Yeates

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### **Purpose of Report:**

To report the statistics on accidents sustained by Lewes District Council staff reported between 1 April 2017 and 10 February 2018.

### **Officer's Recommendation:**

- 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.

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### **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 (LDC) Constitution Section 5 Remit of the Employment Committee.
- 2 **Information**
  - 2.1 The statistics are presented as previously requested – with numbers and percentages, comparisons with the previous year (same period). Insurance information has been included as requested, although this will change over time as claims on Employers Liability insurance will go to Eastbourne Borough Council (EBC). The LDC Insurance Officer will be informed and asked to look into the issue.

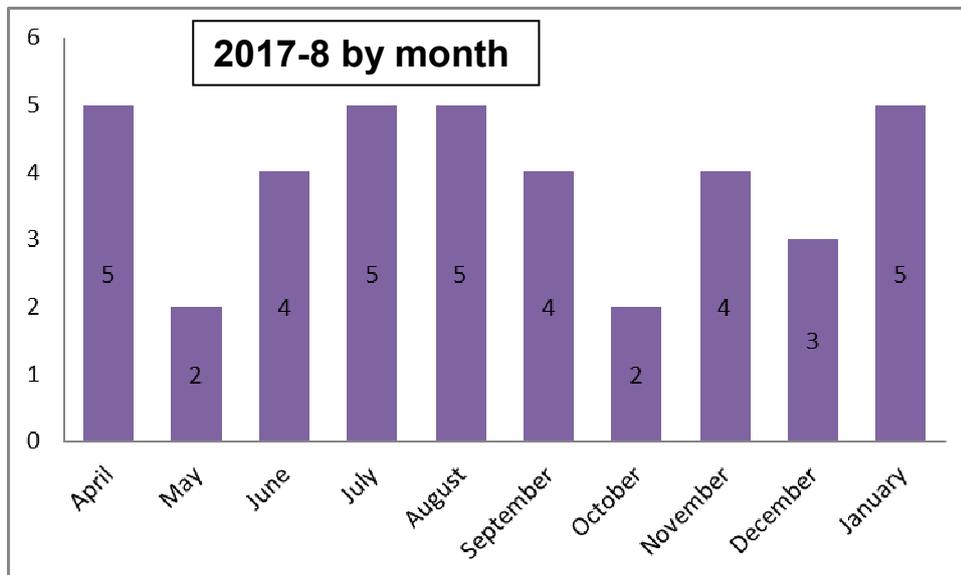
- 2.2** Whenever an accident or incident has been recorded, the individual will have reported it to a supervisor or manager, who will then have discussed the accident or incident with them and completed the second side of the form which looks at the underlying causes, and reports on actions taken. This is then sent to the Health and Safety Officer who will follow up any action and ask for updated documents where relevant.
- 2.3** Starting in the current financial year (2017-18), the new accident and incident reporting system has been introduced, whereby one form covers accidents, near misses, aggression and violence at work reports.

Although most employees are now employed by EBC, accidents and near misses to those in Southover House, and in Waste and Recycling are still clearly reported to the LDC Health and Safety Officer; thus the information given below is still comparable with last year. Once a common accident reporting system is set up on The Hub (intranet), the system will change again in line with EBC's system whereby they are reported online.

## 2.4 Accident Statistics - Staff

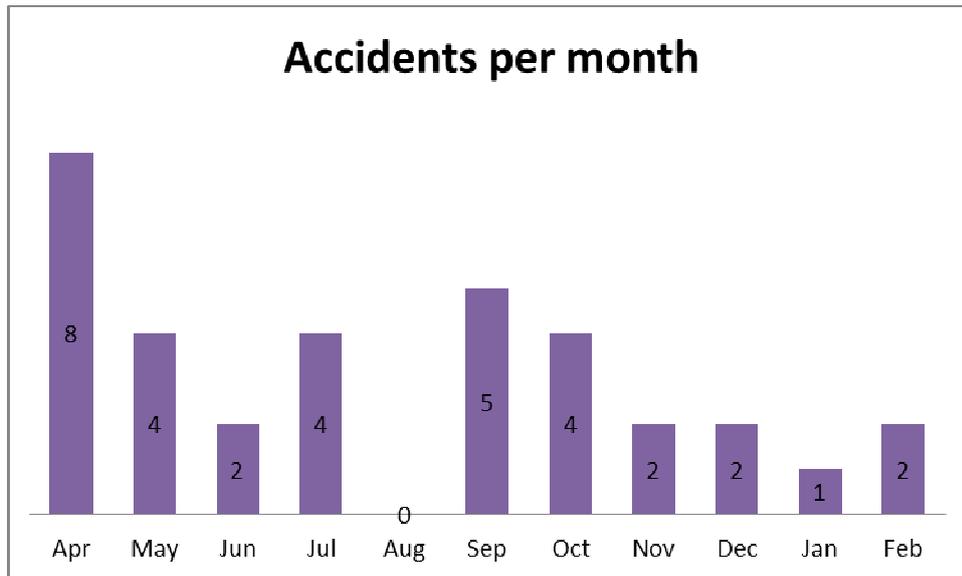
### Monthly accidents

Between April 2017 and February 2018, there were 39 accidents to staff and agency staff reported. There are no obvious causes by month, or patterns except that the summer quarter has marginally more accidents than other quarters this year.



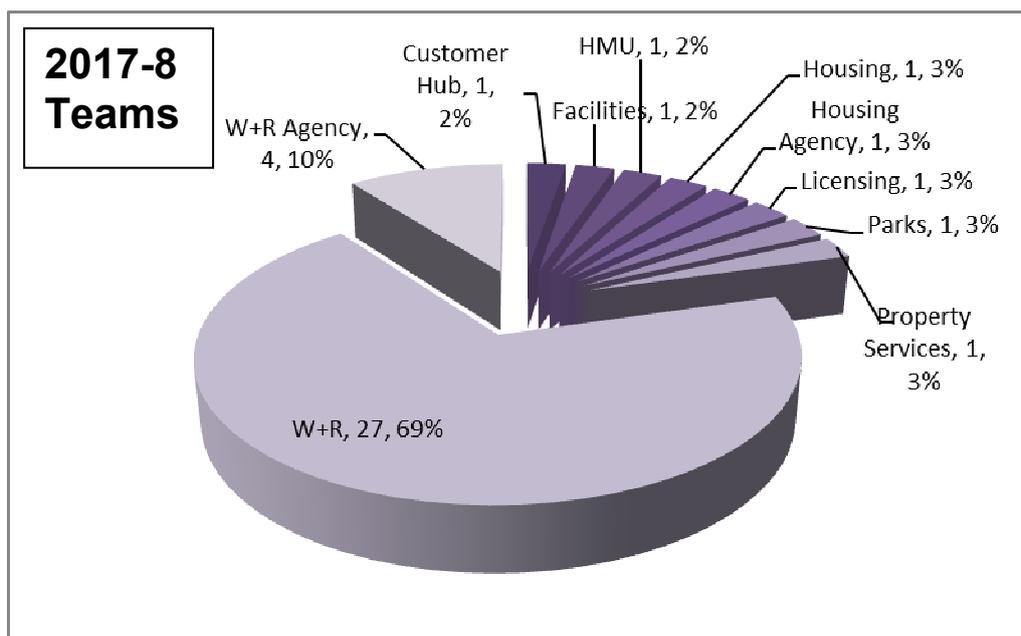
Last year between April 2016 and February 2017, there were 34 accidents reported to staff and agency staff, 8 in April, 5 in September, 4 in May, July, October and fewer in other months; again there is no pattern.

## 2016-7 Accidents



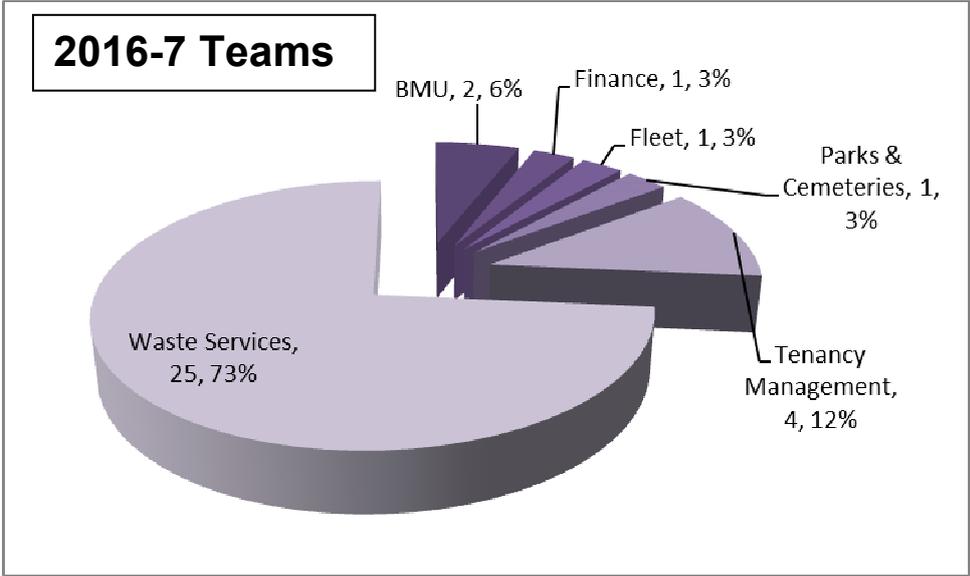
## Which teams

So far this year, 31 employees and agency staff in waste services reported having accidents (79% of the total accidents), and one each in building maintenance, property services, parks, customer hub, licensing, facilities, housing and sheltered housing (agency).



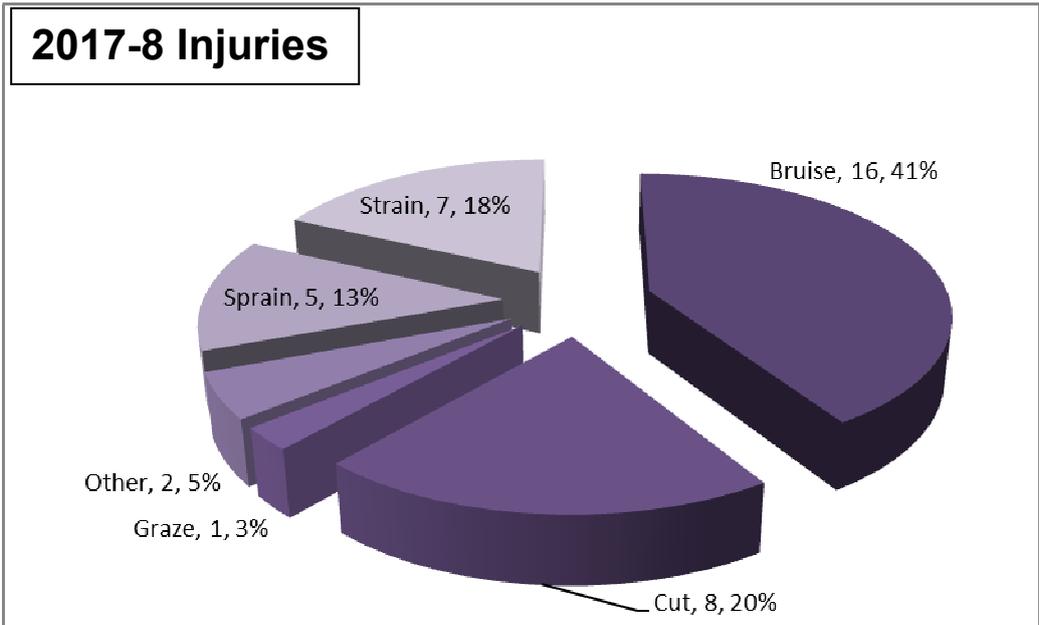
Last year, 25 employees and agency staff in waste and recycling reported having accidents (73% of the total accidents), 4 in tenancy management, 2 in the building

maintenance unit, and one each in finance, the transport workshop and parks and cemeteries.



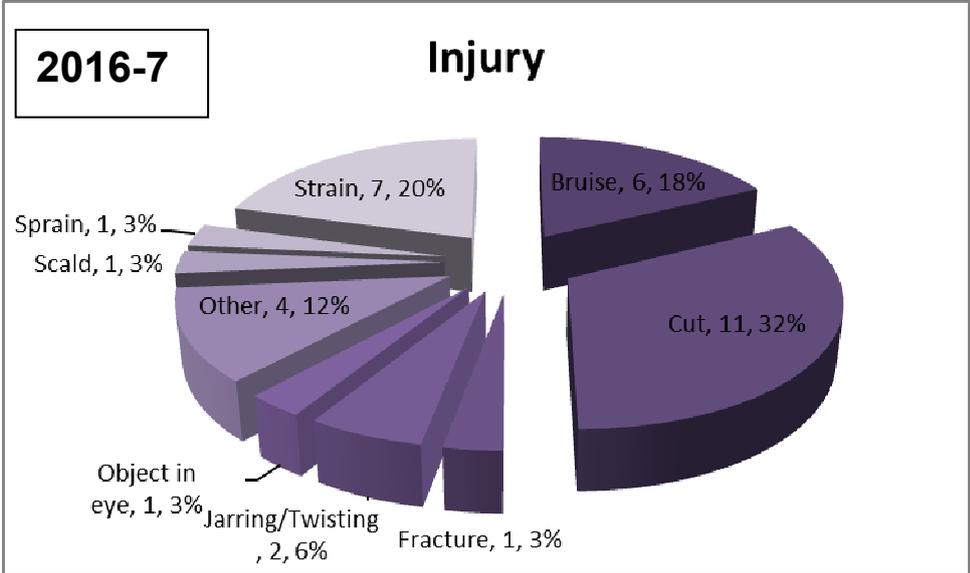
**Injuries**

This year, bruises and cuts account for most (24, 61%) of the injuries. Two-thirds of these were bruises – whereas last year two-thirds were cuts. Strains and sprains accounted for another 12 (31%). There was also one graze, one wasp sting and one stomach upset.



Last year, 11 (32%) of the accidents involved cuts, and 13 more involved bruises (18%) and strains (20%). Unusually 10 of these ended up in hospital (though none

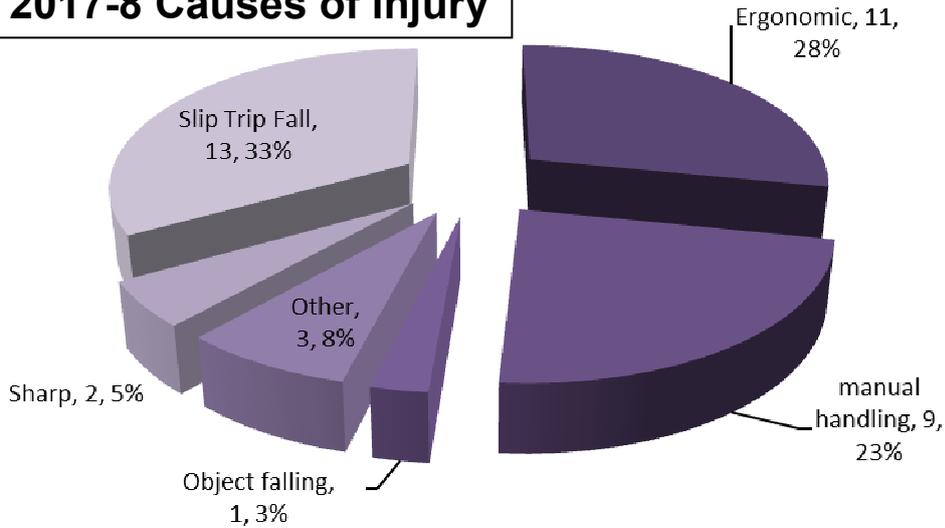
overnight) – 6 as a result of cuts, three manual handling injuries and one with grit in the eye, 3 at their doctor’s surgery and 3 having first aid administered at work.



**Causes of injury**

This year, slips, trips and falls (13, 33%) have been the largest single cause of injury, although manual handling and ergonomic causes were jointly responsible for 51% (20) of the accidents. An object falling, two sharp objects in rubbish bags, disturbing a wasp’s nest, a shard of wood in the eye, and grit in the eye were the other causes. It is good news that sharp objects have gone down as a cause – mainly due to learning lessons about the dangers from needle sticks, but a pity that slips and trips are more than doubled.

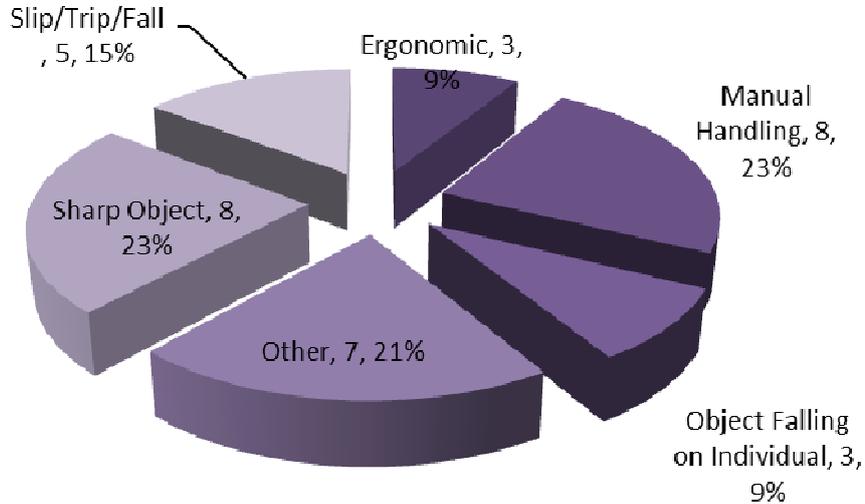
## 2017-8 Causes of injury



Last year, a third had been caused by manual handling and ergonomic accidents – down from the previous year when it was about half the accidents. Sharp objects as causes were 23% last year, and slips, trips and falls were 15%.

2016-7

## Causes of injury



## Near misses

We have had 3 near misses reported this year so far, one involved a blind falling down when touched (put back up and the rest checked), one a police incident in Saxon House reception and one slipping off vehicle steps. It was agreed at the September Employment Committee meeting that we will resurrect the 'Near Miss

Campaign' in the new financial year when staff across both councils are settled into their new roles.

Last year we had 13 reported near misses by the end of February – five were reported aggression/verbal abuse, and one each of driving, ergonomic, fire, trip, sharp object, tree collapsing, ceiling collapsing, lid collapsing.

### **RIDDOR Reports**

There were 3 accidents reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (compared to 5 last year); all these were for Waste and Recycling people being incapacitated for more than 7 days (as with last year), and involved pulling bins, pushing bags and stepping into a pothole resulting in leg, ankle and groin strains.

### **3 Financial Appraisal**

At least 28 (151 last year) employee working days have been lost (this is a minimum as we don't have final figures currently), all of them in Waste Services (4 accidents). This means that more than 28 (151 last year) days' Agency staff would have to be paid for as a result of the accidents.

Finance have agreed this report.

#### **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. The insurance (EL) claim from the member of staff who was knocked over last year by the bins, where our insurers have accepted liability, is still ongoing (reported in previous reports). There are no other claims currently.

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 had a life-changing accident, 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. There are no claims currently.

### **4 Legal Implications**

The Committee should consider, in light of the statistics and trends presented in this report, whether to recommend to the relevant person(s) specific measures intended to fulfil the Council's legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees.

Legal have agreed this 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.