

## West Suffolk Joint Health and Safety Panel 16 June 2014

### Accidents/Incidents involving Employees and Members of the Public from 1 April 2013 to 31 March 2014: Summary

#### 1. Summary and reasons for recommendation

- 1.1 Attached to this report as Appendix A are statistics relating to West Suffolk Accidents/Incidents involving, Employees and Members of the Public for the period 1 April 2013 to 31 March 2014.
- 1.2 These are submitted for the information of the Panel.

#### 2. Recommendation

- 2.1 The Panel are requested to **NOTE** the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2013 to 31 March 2014.

#### Contact details

Name  
Title  
Telephone  
E-mail

#### Portfolio holders

David Ray  
Portfolio Holder for  
Performance & Resources  
01359 250912  
[david.ray@stedsbc.gov.uk](mailto:david.ray@stedsbc.gov.uk)

Stephen Edwards  
Portfolio Holder for  
Resources, Governance &  
Performance  
01638 660518  
[stephen.edwards@forest-heath.gov.uk](mailto:stephen.edwards@forest-heath.gov.uk)

#### Lead officer

Martin Hosker BEM  
Health and Safety Manager  
01284 757010  
[martin.hosker@stedsbc.gov.uk](mailto:martin.hosker@stedsbc.gov.uk)

### **3. Strategic Priorities**

3.1 The recommendation(s) meet the following, as contained within the West Suffolk Strategic Plan:

- (a) Strategic priority: Appropriate accident/incident monitoring supports the delivery of the priorities of the Council as contained in the Strategic Plan in an efficient and effective way.

### **4. Key issues**

4.1 Accident /incident reports are completed every time there is an accident or incident at work involving a member of staff, or a member of the public on our premises.

4.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reports have to be submitted to the Health and Safety Executive (HSE) whenever there is:

- (i) death;
- (ii) a serious injury;
- (iii) amputation;
- (iv) loss of sight, permanent or temporary;
- (v) someone is taken to hospital and is admitted for more than 24 hours;
- (vi) a member of staff is not seriously injured, but spends more than 7 days off work as a result of that injury;
- (vii) illness that resulted from exposure to a biological agent, or its toxins or infected material; and
- (viii) acute illness or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

4.3 These incident reports are read by the Health and Safety Manager to identify accident trends, if any, and to put in place measures to mitigate further injury.

### **5. Other options considered**

5.1 N/A

### **6. Community impact**

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 N/A

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 N/A

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 N/A

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 N/A

**7. Consultation** *(what consultation has been undertaken, and what were the outcomes?)*

7.1 The accident statistics were discussed at the Joint Health & Safety Group on the 13 May 2014

**8. Financial and resource implications** *(including asset management implications)*

8.1 N/A

**9. Risk/opportunity assessment** *(potential hazards or opportunities affecting corporate, service or project objectives)*

<b>Risk area</b>	<b>Inherent level of risk</b> <i>(before controls)</i>	<b>Controls</b>	<b>Residual risk</b> <i>(after controls)</i>
Legal non compliance	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents.	Low

**10. Legal and policy implications**

10.1 It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities. Reporting of injuries under RIDDOR is a requirement of the Health and Safety at Work etc Act 1974. The main purpose of the regulations is to generate reports to the HSE and to Local Authorities (enforcing authorities) alerting those to serious accidents or incidents, so they can be investigated and action taken to prevent reoccurrence.

**11. Ward(s) affected**

11.1 All

**12. Background papers**

12.1 N/A

**13. Documents attached**

13.1 Appendix A – Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 01 April 2013 to 31March 2014.

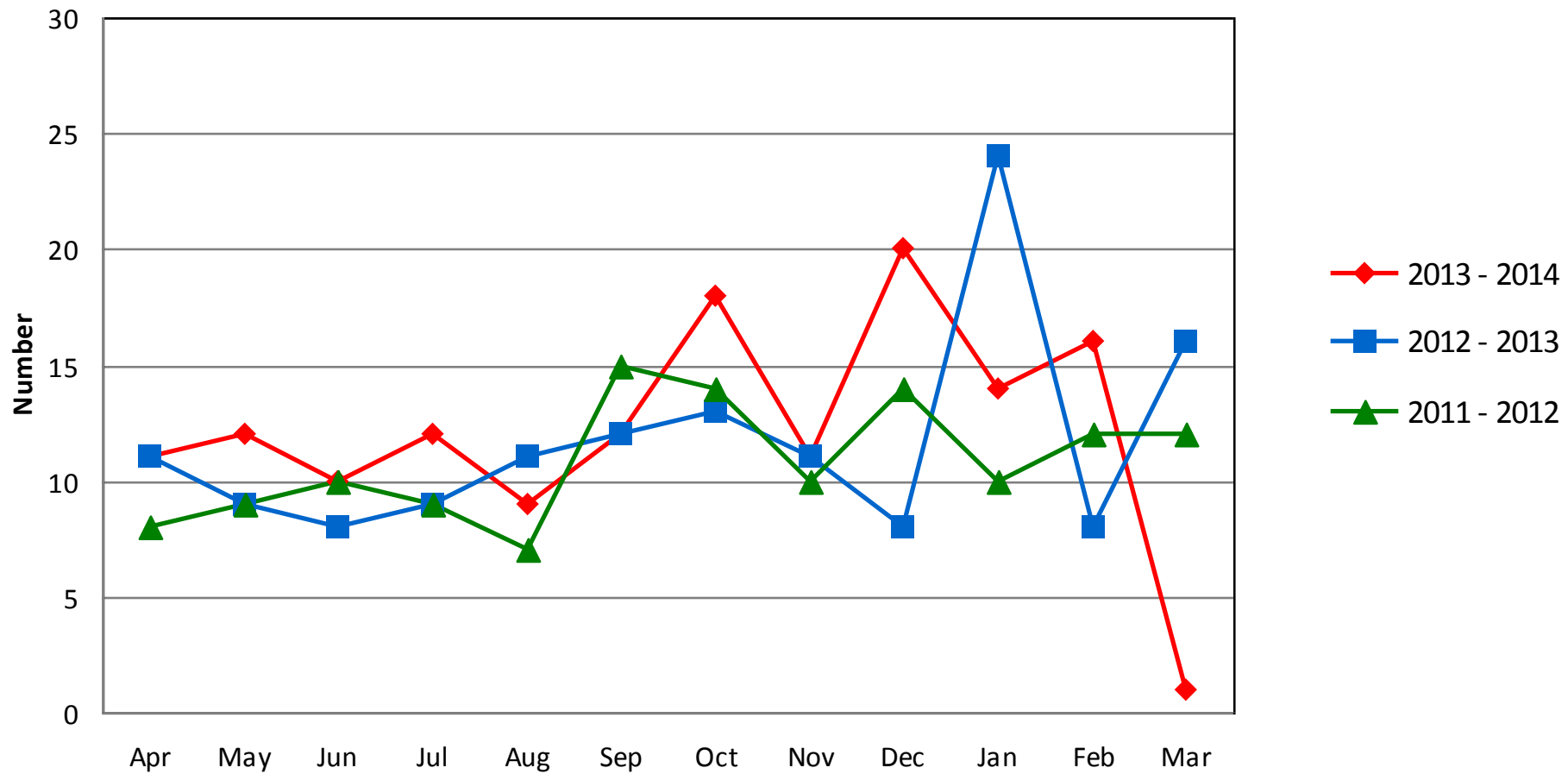
**Forest Heath District and St Edmundsbury Borough Councils  
Summary of EMPLOYEE Accidents/Incidents 01 April 2013 – 31 March 2014**

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery	1												1
Hit by moving object		1				2			1		1		5
Hit by moving vehicle			1						1				2
Hit something fixed or stationary		1	1		1	1				1	1		6
Manual Handling	4	1	1	1		1	1		1				10
Slipped, Tripped or Fell	1	4	1	2	1	2	3		1	1	1	1	18
Exposed to a harmful substance												1	1
Injured by an animal		1										3	4
Violence at work/ verbal abuse against staff	3	3	2	5	3	3	12	5	14	9	10	7	76
Another kind of accident	1	1	1	1	3	2	1	1		2	1		14
Technique													0
Dangerous occurrence			1	1	1		1		1	1			6
Disease			1										1
Near Miss/ Dangerous Condition								3			2	3	8
Trapped													0
Cut	1		1	2		1		2					7
Road Traffic Accident									1				1
<b>Total accidents</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>12</b>	<b>9</b>	<b>12</b>	<b>18</b>	<b>11</b>	<b>20</b>	<b>14</b>	<b>16</b>	<b>15</b>	<b>160</b>

**Total Number of Days Lost for April 2013 - March 2014**

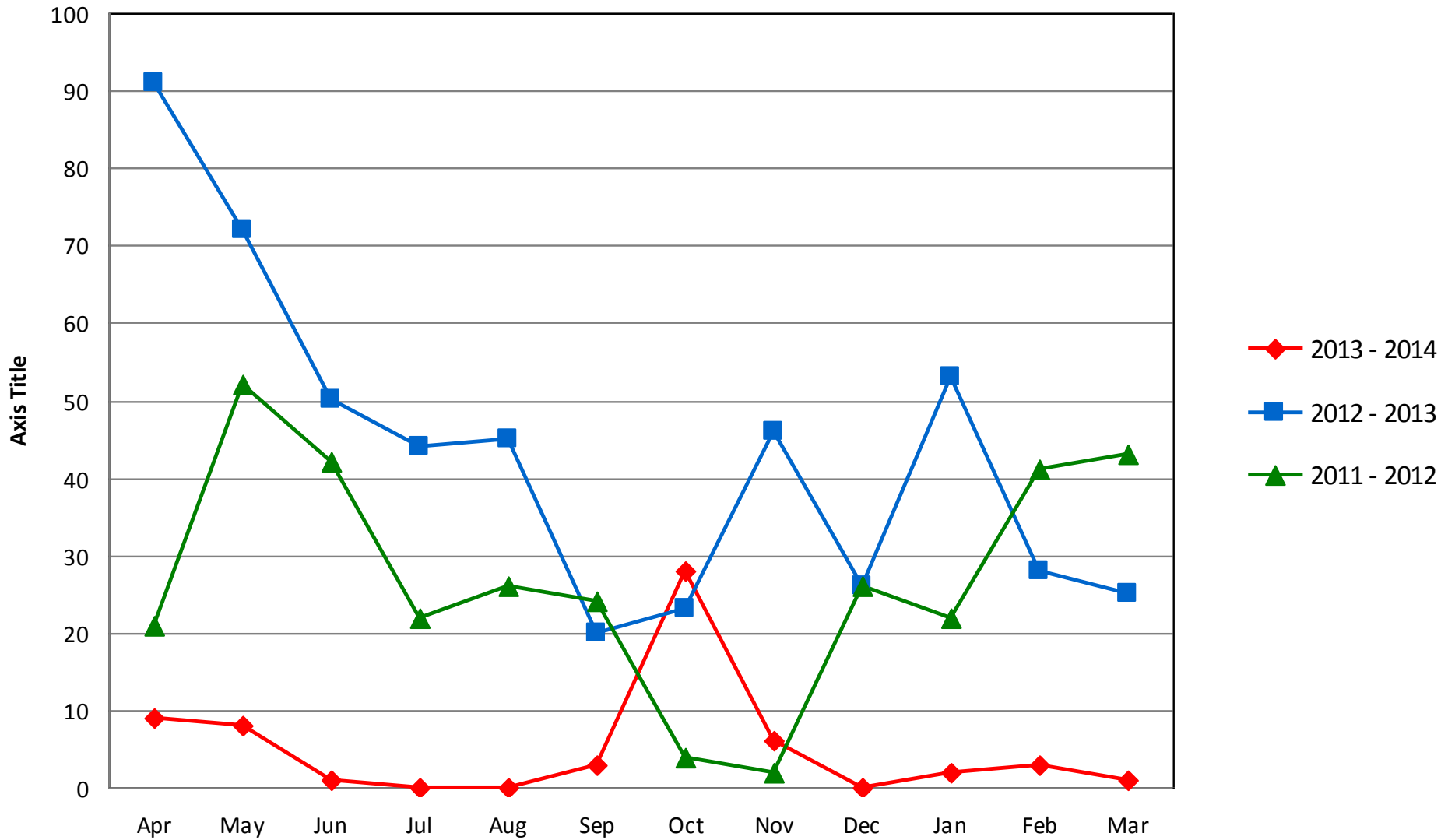
	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery				0									0
Hit by moving object				0		2			0		0		2
Hit by moving vehicle				0					0				0
Hit something fixed or stationary				0	0					0	0		0
Manual Handling				0		1	23	6	0				30
Slipped, Tripped or Fell	9	8	1	0	0		5		0	0	0	1	24
Another kind of accident					0			0		0	3		3
<b>Total days</b>	<b>9</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>28</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>59</b>

# St Edmundsbury Borough and Forest Heath District Councils Staff Accidents/ Incidents 2011-2014



# St Edmundsbury Borough and Forest Heath District Councils

## Staff lost days 2011-2014



**Public Accidents:**

**St Edmundsbury Borough & Forest Heath District Councils 01 April 2013 to 31 March 2014**

<b>LOCATION</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>TOTAL</b>
Abbey Gardens	1	1			2							1	<b>5</b>
East Town Park											1		<b>1</b>
West Stow Country Park		1											<b>1</b>
West Suffolk House			1				1						<b>2</b>
All Car Parks		1		2			1					1	<b>5</b>
WSH Car parks		1				2							<b>3</b>
Nowton Park					2								<b>2</b>
Chalkstone Centre HH						1							<b>1</b>
Bury Depot					1								<b>1</b>
Parkway	1												<b>1</b>
Bury Town Centre									1		1	1	<b>3</b>
The Apex			1			1	2	3			1	1	<b>9</b>
Bus Station				1		1	4	5	6	2	1	1	<b>21</b>
FHDC Offices				1		1							<b>2</b>
Saxongate Nature Reserve											1		<b>1</b>
Street						1		1	2				<b>4</b>
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>62</b>
Animal						1							<b>1</b>
Children - Non Sporting	1												<b>1</b>
General Accidents					1	1					1	1	<b>4</b>
Slips, Trips, Falls, Bumps		2	1	1	3	3	1	3	1		1	1	<b>17</b>
Dangerous Occurrence								1	1	1	1	1	<b>5</b>
Violence on our premises				1			4	2	5		1		<b>13</b>
Road Traffic Accident	1	1								1			<b>2</b>
Near Miss									2				<b>2</b>
Ill health		1	1	2	1	2	3	3			1	2	<b>16</b>
<b>TOTAL</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>62</b>

# St Edmundsbury Borough and Forest Heath District Councils Public Accidents/Incidents 2011-2014

