

# Health and Safety Council

## Sub-Committee

<b>Title</b>	<b>Agenda</b>		
<b>Date</b>	<b>Monday 20 June 2022</b>		
<b>Time</b>	<b>4.00pm</b>		
<b>Venue</b>	<b>Facilitated by Microsoft Teams virtual meetings platform only Members and officers attending this meeting are requested to see their separate Outlook meeting invitation to join the meeting.</b>		
<b>Full Members</b>	<p><b>Chair</b> To be appointed by the Health and Safety</p> <p><b>Vice Chair</b> Sub-Committee on 20 June 2022</p> <p><b>West Suffolk Council (6)</b> (Employer's side)</p> <p><b>Conservative Group (4)</b></p> <p><b>The Independent Group (1)</b></p> <p><b>Labour Group (1)</b></p>	<p><b>Staff Representatives (6)</b> (Employees' side)</p> <p>Lance Alexander Sylvia Bayford Nigel Dulieu Stephanie Grayling</p> <p>Gary Quilter Andrew Samson</p>	
<b>Substitutes</b>	<p><b>Conservative Group (1)</b></p> <p><b>The Independent Group (1)</b></p>	<p>James Lay</p> <p>Phil Wittam</p>	<p>Natasha Holdgate</p>
<b>Note: This sub-committee is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in the Council. Therefore, these meetings are not open to attendance by the public.</b>			
<b>Interests – declaration and restriction on participation</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non-pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.		
<b>Quorum</b>	Four members, comprising at least two employee representatives and two members of the council.		
<b>Committee administrator</b>	<p><b>Christine Brain</b> Democratic Services Officer <b>Telephone</b> 01638 719729 <b>Email</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a></p>		

## Agenda

**Note: Whilst these agenda papers are not covered by the normal Access to Information Rules (see agenda front), where items are listed as containing exempt/confidential information, members of the Sub-Committee are requested to treat them as such.**

### 1. **Substitutes**

Any member (which includes councillors and staff representatives) who is substituting for another member should so indicate, together with the name of the relevant absent member.

### 2. **Appointment of Chair: 2022 to 2023**

The approved Terms of Reference for the Health and Safety Sub-Committee, requires that Chairmanship of the Sub-Committee shall alternate between the Employer's and Employees' side. When the Chair is a Member of one side of the Sub-Committee, the Vice-Chair shall be a Member of the other side.

In 2022 to 2023, a Chair is required to be elected from the Employer's side.

The Sub-Committee is requested to **ELECT** a Chair in accordance with this arrangement.

### 3. **Appointment of Vice-Chair: 2022 to 2023**

The approved Terms of Reference for the Health and Safety Sub-Committee, requires that Vice-Chairmanship of the Sub-Committee shall alternate between the Employer's and Employees' side.

As the Chair of the Sub-Committee shall be from the Employer's side in 2022 to 2023, the Vice-Chair is required to be appointed from the Employees' side.

The Sub-Committee is requested to **APPOINT** a Vice-Chair in accordance with this arrangement.

### 4. **Apologies for absence**

### 5. **Minutes**

To confirm the minutes of the meeting held on 14 February 2022 (copy attached.)

**6. Declarations of interest**

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

**7. Minutes of the meeting of West Suffolk Health and Safety Group: 4 May 2022** **7 - 12**

Paper number: **HSS/WS/22/005**

**8. Employee and members of the public incidents** **13 - 18**

Report number: **HSS/WS/22/006**

**9. Background Note on Near Misses** **19 - 20**

Report number: **HSS/WS/22/007**

**10. Legislation Updates - Verbal Report**

**11. Covid-19 Updates - Verbal Report**

**12. Health and Safety Training - Verbal Report**

**13. Health and Safety Corporate Update including Health and Wellbeing - Verbal Report**

**14. Health and Safety Lessons Learnt (Local Authority Specific) - Verbal Report**

**15. Dates of future meetings**

The following dates for future meetings of the Sub-Committee are listed below. All dates are Mondays starting at 4pm as indicated:

- 10 October 2022 (Venue to be confirmed)
- 13 February 2023 (Venue to be confirmed)

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# Health and Safety Sub-Committee



**Minutes** of a meeting of the **Health and Safety Sub-Committee** facilitated by Microsoft Teams virtual meetings platform on **Monday 14 February 2022** at **4.00pm**

Present: **Councillors**

**Chair** Gary Quilter (employees' side)

**Vice Chair** Councillor Ian Houlder (employer's side)

**Members (employer's side)**

Nick Clarke

Robert Nobbs

Andy Neal

Cliff Waterman

**Substitutes attending for a full member (employer's side)**

James Lay for Elaine McManus

**Staff representatives (employees' side)**

Stephanie Grayling

Andrew Samson

**Substitutes attending for a staff representative (employees' side)**

Natasha Holdgate for Sylvia Bayford

**In attendance**

Carol Bull, Cabinet Member for Governance

80. **Substitutes**

The following substitution was declared:

Councillor James Lay substituting for Councillor Elaine McManus.

Natasha Holdgate for Sylvia Bayford.

81. **Apologies for absence**

Apologies for absence were received from Councillor Elaine McManus.

Apologies for absence were received from Sylvia Bayford and Nigel Dulieu (staff representatives).

Lance Alexander (staff representative) was also unable to attend the meeting.

82. **Minutes**

The minutes of the meeting held on 11 October 2021 were confirmed as a correct record by the Chair.

**83. Declarations of interest**

Members' declarations of interest are recorded under the item to which the declaration relates.

**84. Minutes of the meeting of West Suffolk Health and Safety Group: 5 January 2022**

The Sub-Committee received and **noted** paper number: HSS/WS/22/001, which were the minutes of the West Suffolk Health and Safety Group meeting held on 5 January 2022.

**85. Employee and Members of the Public Incidents**

The Sub-Committee received report number: HSS/WS/22/002, which provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from 1 April 2021 to 30 November 2021.

The Service Manager (Health and Safety) drew relevant issues to the attention of the Sub-Committee, including providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period. He then reported the number of days lost due to workplace accidents/incidents and compared them with statistics from the past three years.

The Sub-Committee discussed the report in detail and asked questions to which responses were provided.

Councillor Nick Clarke thanked the Service Manager (Health and Safety) for the written report and the verbal update provided alongside the report, which was reassuring. However, he questioned why that level of strategic detail was not included in the written report, as he felt the Sub-Committee needed to know what the council was doing to then enable it to scrutinise the detail and suggested that relevant trends and issues over the last five years should also be included. In response the Service Manager (Health and Safety) reassured the Sub-Committee that there were no trends in any particular area reported and this was shown in the subsequent slides in the presentation. Regarding the level of detail this had always been a summary, highlighting issues the Sub-Committee needed to know. However, he would take away the comments made for further thought.

In response to a question raised regarding violence at work, the Service Manager (Health and Safety) advised that the majority of cases were verbal abuse. Since officers had been wearing body cameras, it had helped to diffuse the situation, and verbal abuse incidents had subsequently reduced.

In response to a question raised as to whether police action was ever progressed in relation to violence at work in the courts, the Service Manager (Health and Safety) advised that to his knowledge, nothing had been taken to court by the police.

There being no decision required, the Sub-Committee **noted** the contents of the report.

#### 86. **Legislation Updates - Highway Code Summary**

The Sub-Committee received report number: HSS/WS/22/003, which provided an update on recent changes made to the Highway Code which came into force on 29 January 2022.

Attached at Appendix A to the report was a summary of the changes and attached at Appendix B was a Toolbox talk for all operational drivers.

The main changes set out in the report were as follows:

- Drivers no longer have priority at junctions.
- All traffic must stop for pedestrians waiting at crossings.
- Cyclists can ride wherever they feel most visible.
- Drivers must wait for a safe gap in the flow of cyclists.
- All users of hand-held mobiles were banned, except in an emergency.
- Poor driving decisions more punishable.
- The "Dutch Reach" was the recommended method of vehicle exit.

In response to a question raised regarding the toolbox and whether this was available to all staff who drove, the Service Manager (Health and Safety) advised that all staff were able to access the toolbox on the Intranet.

There being no decision required, the Sub-Committee **noted** the report.

#### 87. **COVID-19 Update**

The Sub-Committee received report number HSS/WS/22/004, which provided an update on Covid-19 as follows:

- A relaxation of some COVID-19 restrictions came into force on 20 January 2022. Staff were no longer required by law to work from home, and on the 27 January 2022, by law you no longer had to wear a face covering.
- The council had reverted back to Plan A, which we all lived under in the Autumn last year.
- Covid-19 had not gone away. Like all public agencies in the Suffolk Resilience Forum, we were still working under our business continuity plan and monitoring the impact of absence through Covid-19 on our staffing numbers and the impact this had on the delivery of services.
- There was still a legal requirement to carryout risk assessments.
- Last year the council secured a mobile testing unit at West Suffolk Operational Staff (WSOH) with tests being conducted on all operational staff twice a week. Unfortunately, this was withdrawn in December 2021. The council was now asking staff to complete twice weekly

testing (LFD/T) at home or at the depot and report the results to the Operations team.

The Sub-Committee considered the report and did not raise any issues. There being no decision required, the Sub-Committee **noted** the verbal update.

#### 88. **Health and Safety Training (Verbal)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on the following training updates:

- 1) Drugs and alcohol testing – in December 2021 a third party provided refresher training on how to conduct the tests and subsequent chain of custody.
- 2) IOSH (Managing Safely) – This had been arranged to take place in March 2022.
- 3) Currently awaiting dates for the event safety / fairground safety training.
- 4) First aid training was ongoing.

The Sub-Committee considered the verbal report and did not raise any issues.

There being no decision required, the Sub-Committee **noted** the verbal update.

#### 89. **Health and Safety Corporate Update (including Health and Wellbeing) (Verbal)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on health and safety corporate updates and wellbeing as follows:

- 1) The Health and Safety team was now fully operational.
- 2) All audits and fire risk assessments were up to date.
- 3) Health and safety priorities: Whilst continuing to promote a health and safety culture across the organisation, in the next 6 to 9 months the health and safety team would be looking at:
  - Risk assessments
  - Safe Systems of Work (SSoW), and whether they were being adhered to.
  - Hand and Arm Vibration (HAV) monitoring and distribution of equipment.
  - Lifting Operations and Lifting Equipment Regulations (LOLER).
- 4) Health and wellbeing: The council was committed to the wellbeing of staff and had a number of initiatives in place to raise awareness,

signpost or provide practical tools so employees could manage their own wellbeing or recognise signs that others might need help. Since the last meeting the council had held:

- Staff awards: a celebration and recognition.
- Flu vouchers
- Understanding the new normal sessions
- A disability group meeting
- Manager's peer support group meeting
- Alcohol awareness session
- Dementia information and supporting older people
- Working on menopause guidance
- Men's health and women's health webinars
- Christmas walk and talk

5) Wellbeing plans/activities to be held over the coming months:

- Wellbeing calendar for 2022 focusing on a different health and wellbeing topic each month.
- Wellbeing webinar available to all staff, developed by Westfield Health, to take place before the end of March – topics yet to be determined.
- Continue with the 'understanding our new normal life' – staff group sessions on a monthly basis.
- Introducing new Menopause and Domestic Abuse policies.
- Engaging with occupational health regarding health checks for staff such as cholesterol and blood pressure checks.
- Support embedding the Domestic Abuse champions in the organisation.
- Continue to engage and support the wellbeing champions and mental health first aiders.
- Continue with the manager's peer support group.

In response to a question raised regarding buildings being disability friendly, the Service Manager (Health and Safety) advised the Sub-Committee that the Disability Forum was an outside agency which was involved in the building of the Mildenhall Hub. The issue highlighted about having sheltered covers as standard for wheelchair users would be picked up under the Western Way Development.

There being no decision required, the Sub-Committee **noted** the verbal update.

#### 90. **Health and Safety Lessons Learnt (Local Authority Specific) (Verbal)**

The Sub-Committee received a verbal report from the Service Manager (Health and Safety) on the following health and safety updates:

- 1) A waste management and skip hire company were fined £180k after a worker suffered multiple injuries when he was crushed by a reversing vehicle. The Health and Safety Executive investigating the incident found the system of work to control risks from transport was not fully adequate and not monitored; and as a result, was not being followed

therefore exposing workers to risks. At the time of the incident the inner banksman, who was responsible for managing traffic at the site, was not present at his station and there were not any measures in place to prevent new vehicles from accessing the site.

- 2) A tree surgeon was fined £10k after his 16-year-old employee was left with a life changing injury after being cut in a chain saw incident. The teenage employee was not wearing the proper protective gloves.
- 3) Staffordshire County Council was fined £300k over the death of a man killed by the falling bough of an oak tree in October 2019. The authority had now reviewed its systems of checks and maintenance after admitting a breach of the Health and Safety at Work Act.

The Sub-Committee considered the verbal update and did not raise any questions.

There being no decision required, the Sub-Committee **noted** the verbal report.

#### 91. **Dates of future meetings**

The Service Manager (Health and Safety) informed the Sub-Committee that the calendar of meeting dates for 2022 to 2023 would be approved by Council at its meeting on 22 February 2022.

There being no decision required, the Sub-Committee **noted** the following future meetings, as listed below. All dates were Mondays starting at 4pm and would be held as indicated:

- June 2022 (Virtual meeting)
- October 2022 (Virtual meeting)
- February 2023 (Virtual meeting)

The meeting concluded at 5.15pm

**Signed by:**

**Chair**

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# Minutes of the Meeting of the Health and Safety Group held on 4 May 2022

<b>Report number:</b>	<b>HSS/WS/22/005</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	20 June 2022
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** This item is not included in the Decisions Plan.

**Wards impacted:** All

**Recommendation:** The Health and Safety Sub-Committee are requested to:

**Note** the minutes of the Health Safety Group meeting held on 4 May 2022.

## **1. Context to this report**

1.1 Legislation requires Employers to consult with their employees, or their representatives, on health and safety matters. There are two regulations that require employers to consult with their workforce and they are:

- The Safety Representatives and Safety Committees Regulations 1977 (as amended)
- The Health and Safety (Consultation with Employees) Regulations 1996

## **2. Proposals within this report**

2.1 To note the minutes of the Health and Safety Group meeting.

## **3. Alternative options that have been considered**

3.1 None

## **4. Consultation and engagement undertaken**

4.1 Health and Safety representatives from the health and Safety Group, work with employers on health and safety by representing their colleagues' in health and safety interests.

## **5. Risks associated with the proposals**

5.1 Legal non-compliance.

## **6. Implications arising from the proposals**

6.1 Financial - None

6.2 Legal Compliance - Statutory duties under Health and Safety legislation.

6.3 Personal Data Processing - Personal data maintained in line with GDPR.

6.4 Equalities – Not applicable

6.5 Crime and Disorder – Not applicable

6.6 Environment or Sustainability – Not applicable

6.7 HR or Staffing – Not applicable

6.8 Changes to existing policies – Not applicable

6.9 External organisations (such as businesses, community groups) – Not applicable

**7. Appendices referenced in this report**

7.1 Appendix A – West Suffolk Health and Safety Group Minutes 4 May 2022.

**8. Background documents associated with this report**

8.1 N/A

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## West Suffolk Health and Safety Group

**DATE:** 4 May 2022 M S Teams

**PRESENT:** Martin Hosker, John Eden, Amy Way, Sylvia Bayford, Andrew Samson, Natasha Holdgate, Stephanie Grayling, Charlotte Fuller, Nigel Dulieu

**APOLOGIES:** Lance Alexander, Gary Quilter, Julie Dean

**ADDITIONAL DISTRIBUTION:** None

	Item	Points Raised	Action
1.	Apologies	1.1 Apologies as above	All
2.	Minutes of Last Meeting	2.1 MH went through the minutes of last meeting, no issues were raised	All
3.	Health and Safety Statistics	3.1 MH presented the accident statistics for employees and members of the public Dec 2021 – March 2022.  3.2 The Health and Safety Team will continue to monitor, investigate, and recommend / implement remedial actions where necessary to reduce the likelihood of similar incidents / accidents occurring in the future.	MH
4.	Health and Safety Annual Report	4.1 MH discussed the annual report  4.2 CF explained the near miss and safety suggestion process that has been implemented within Operations.	MH CF
5.	Legislation Update	5.1 No new legislation was discussed	All
6.	Covid Update	6.1 All Covid-19 risk assessments and documents on the intranet have been updated.	All
7.	Training	7.1 Managing Safely went ahead on 14, 15, 16 March 2022 at Mildenhall Hub.  7.2 There is ongoing first aid training for annual refreshers and requalification's.	
8.	Health and Safety issues around the table	8.1 SB explained that we paid out for a claim from the incident involving the metal fence in the Abbey Gardens. Another claim is still on going.	All

		<p>8.2 ND asked what happens when we report a violence at work situation to the police. MH explained that we as a team do not have insight into the report, the feedback is only given back to the person who reported the incident.</p> <p>8.3 SG expressed concern about a key box being left in the cupboard at West Suffolk House. MH has suggested that SG speaks to Facilities Management / FM Manager about this.</p> <p>8.4 AS explained that all skylights are to be replaced in West Suffolk House after one shattered. This work will be completed at weekends.</p>	
<b>9.</b>	Health and Safety News	9.1 JE went through went through incidents and prosecutions of other Councils/Industries that have similar undertakings, outlining the potential lessons to be learnt.	All
<b>10.</b>	Any other Business	10.1 There being no further business the meeting closed at 10.50 am.	All

### **Next meetings**

HSSC – 20 June 2022

HSG – 31 August 2022 (Venue/Teams TBC)



## Employee and Members of the Public incident statistics

<b>Report number:</b>	<b>HSS/WS/22/006</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	20 June 2022
<b>Cabinet member:</b>	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:**                      **This item is not included in the Decisions Plan.**

**Wards impacted:**                      **All**

**Recommendation:**                      **The Health and Safety-Sub Committee is requested to:**

**Note** the summary of Employee Incidents and Incidents Involving Members of the Public for the period 1 April 2021 to the 31 March 2022.

## **1. Context to this report**

- 1.1 It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities this includes the monitoring and investigating incidents so as to reduce the risk of re-occurrence.
- 1.2 Reporting of injuries under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

## **2. Proposals within this report**

- 2.1 The Health and Safety Team continue to monitor, investigate and recommend/implement remedial actions where necessary to reduce the likelihood of similar incidents/accidents occurring in the future.

## **3. Alternative options that have been considered**

- 3.1 None

## **4. Consultation and engagement undertaken**

- 4.1 The incident statistics were discussed in detail at the Health and Safety Group meeting held on the 4 May 2022.

## **5. Risks associated with the proposals**

- 5.1 Legal non-compliance, but this is considered to be low due the fact that we monitor, investigate incidents and review procedures where necessary to reduce the likelihood of future incidents.

## **6. Implications arising from the proposals**

- 6.1 Financial – Fines and legal costs
- 6.2 Legal Compliance - Statutory duties under Health and Safety at Work etc Act 1974.
- 6.3 Personal Data Processing - Personal data maintained in line with GDPR.
- 6.4 Equalities – Not applicable
- 6.5 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.
- 6.6 Environment or Sustainability – Not applicable

- 6.7 HR or Staffing – Not applicable
- 6.8 Changes to existing policies – Not applicable
- 6.9 External organisations (such as businesses, community groups) – Not applicable

## **7. Appendices referenced in this report**

- 7.1 Appendix A - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 1 April 2021 to 31 March 2022.

## **8. Background documents associated with this report**

- 8.1 Not applicable

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Employee Incidents 1 April 2021 – 31 March 2022

Appendix A

	2021									2022			Grand Total
Row Labels	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<b>Near Miss/ Non-Reportable Dangerous Occurrence</b>	1	1	1			1				2			6
Fall from height										1			1
Other	1	1	1			1				1			5
<b>Non Reportable Injury</b>	2	1	2	1	1	2	5	3	3		2	2	24
Fall on same level							1						1
Lifting and handling injuries			1										1
Manual Handling	2	1	1	1		1	2	1			1	1	11
Other									1				1
Slip, trip, fall same level					1								1
Slips/Trips							1	1				1	3
Struck by equipment/furniture							1		1		1		3
Struck by falling/moving object						1		1	1				3
<b>Non-Injury Incident</b>			1						1				2
Road traffic accident			1										1
Struck by equipment/furniture									1				1
<b>Reportable Injury</b>									1	1		1	3
Lifting and handling injuries									1				1
Manual Handling												1	1
Trapped by furniture/Equipment										1			1
<b>Violence at Work</b>	4	4	6	3	1	1	5	2	3	5	1	5	40
Aggression	1		1		1	1				1			5
Physical Abuse	1			1			1	1		1		2	7
Threatening Behaviour	2	3	1	1			2	1	1		1	2	14
Verbal Abuse		1	4	1			2		2	3		1	14
<b>Grand Total</b>	<b>7</b>	<b>6</b>	<b>10</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>8</b>	<b>75</b>

Days lost due to Employee Incidents 01 April 2021 – 31 March 2022

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
	0	0	0	0	0	0	4	28	10	10	0	8	
Total Days													60
													TOTAL

Public Incidents 1 April 2021 – 31 March 2022

	2021									2022			Grand Total
Row Labels	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<b>Near Miss/ Non-Reportable Dangerous Occurrence</b>		1	2	1				1				1	6
Other		1	2	1				1				1	6
<b>Non-Reportable Injury</b>	3		1	2	3	6		1	2	4	2		24
Cuts or Abrasions						1			1				2
Fall from a height						1				1			2
Fall from height	1					1							2
Fall on same level				1	1								2
Ill Health											1		1
Manual Handling									1				1
Other	1		1							1			3
Slip, trip, fall same level				1									1
Slips/Trips	1				1	1					1		4
Struck by falling/moving object										2			2
Struck by object					1								1
Taken Ill or Unwell						2		1					3
<b>Non-Injury Incident</b>	1	1		1	3			2			1		9
Contact with moving vehicle	1												1
Drunk/Intoxicated					1								1
Fall on same level											1		1
Other								1					1
Slips/Trips		1			1			1					3
Taken Ill or Unwell				1	1								2
<b>Violence at Work</b>	1	3	1					1	2				8
Aggression		2							1				3
Physical Abuse			1					1					2
Threatening Behaviour		1							1				2
Verbal Abuse	1												1
<b>Grand Total</b>	5	5	4	4	6	6	0	5	4	4	3	1	47

## **HSS/WS/22/007**

### Background note: Near Misses

#### **1. Introduction.**

1.1 We had 6 Near Miss/Non-Reportable Dangerous Occurrence's reports in 2021 - 2022, which we feel is low therefore we are trying to encourage staff to report Near Misses across the organisation.

#### **2. Near-miss reporting – why it's important.**

2.1 Hazards which cause accidents do not always result in injury as the person involved may take action to save themselves or simply be lucky. A common example might be a spillage which is not quickly mopped up because the employee who observes it sees no immediate risk and decides to complete another task first. If, before it is dealt with, another person slips on it, but steadies themselves then no harm is done. This makes it appear as if the hazard was inconsequential, when in fact the opposite is true, and the next person to come by might not be so lucky.

#### **3. Reporting a near-miss is important**

3.1 Every workplace has its own hazards and near-misses can happen in any of them. While it is vital that action is taken if a hazard causes an injury, it is far better to take action before someone is injured, and this is where the reporting of a near-miss comes in.

3.2 The HSE believes that on average there are ninety near misses for every injury. If these near misses are reported that one injury may be avoided.

#### **4. How to report a near-miss**

4.1 All staff should understand that they need to report a near-miss just as they would report an actual accident, and senior management must make the reporting procedures clear. As with an accident, there are details which should be included in the report to enable effective action to be taken.

- Time and date of the incident
- Where the incident took place
- The type of incident, for example, slip, fall, collision
- The work activities taking place before the incident
- Information on what happened
- Details of the person or people involved

#### **5. Why near-misses aren't reported**

5.1 It may seem obvious that to report a near-miss could save someone being injured in the future, yet frequently near-misses go unreported. This may be because employees are simply unaware that they should report a near-miss or

be unclear about the procedures. However, other reasons why the near misses go unreported include:

- Being afraid of being reprimanded for the near-miss or getting a colleague into trouble
- Too much paperwork involved in accident reporting
- Reporting will blot a clean incident record and there may be rewards on offer for maintaining it
- The incident seems funny and not serious
- A poor experience the previous time they attempted to report an incident

5.2 It is important to continue to create a workplace culture where employees feel comfortable reporting near-misses and the incident is treated as a learning experience, exposing some of the less obvious hazards, without negative consequences.