

# Health and Safety Council

## Sub-Committee

<b>Title</b>	<b>Agenda</b>														
<b>Date</b>	<b>Monday 10 October 2022</b>														
<b>Time</b>	<b>4.00 pm</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 style="text-align: center;"><b>Chair</b> Ian Houlder <b>Vice Chair</b> Nigel Dulieu</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;"><b>West Suffolk Council (6)</b> (Employer's side)</td> <td style="width: 33%; text-align: center;"><b>Staff Representatives (6)</b> (Employees' side)</td> </tr> <tr> <td><b>Conservative Group (4)</b></td> <td>Nick Clarke Ian Houlder Robert Nobbs Vacancy</td> <td>Lance Alexander Sylvia Bayford Nigel Dulieu Stephanie Grayling</td> </tr> <tr> <td><b>The Independent Group (1)</b></td> <td>Andy Neal</td> <td>Gary Quilter Andrew Samson</td> </tr> <tr> <td><b>Labour Group (1)</b></td> <td>Cliff Waterman</td> <td></td> </tr> </table>				<b>West Suffolk Council (6)</b> (Employer's side)	<b>Staff Representatives (6)</b> (Employees' side)	<b>Conservative Group (4)</b>	Nick Clarke Ian Houlder Robert Nobbs Vacancy	Lance Alexander Sylvia Bayford Nigel Dulieu Stephanie Grayling	<b>The Independent Group (1)</b>	Andy Neal	Gary Quilter Andrew Samson	<b>Labour Group (1)</b>	Cliff Waterman	
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<b>Substitutes</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Conservative Group (1)</b></td> <td style="width: 33%;">James Lay</td> <td style="width: 33%;"></td> </tr> <tr> <td><b>The Independent Group (1)</b></td> <td>Phil Wittam</td> <td></td> </tr> </table>			<b>Conservative Group (1)</b>	James Lay		<b>The Independent Group (1)</b>	Phil Wittam							
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<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>	<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>														

## 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. **Apologies for absence**
3. **Minutes** **1 - 8**  
To confirm the minutes of the meeting held on 20 June 2022 (copy attached.)
4. **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.
5. **Minutes of the meeting of West Suffolk Health and Safety Group: 31 August 2022** **9 - 14**  
Paper number: **HSS/WS/22/008**
6. **Employee and members of the public incidents** **15 - 20**  
Report number: **HSS/WS/22/009**
7. **Health and Safety Policy - Verbal**
8. **Legislative Update (Verbal)**
9. **Health and Safety Training (Verbal)**
10. **Health and Safety Corporate Update including Wellbeing (Verbal)**

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

**12. Dates of future meetings**

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

- 13 February 2023 (MS Teams)

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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 20 June 2022** at **4.00 pm**

Present: **Councillors**

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

**Vice Chair** Nigel Dulieu (employees' side)

**Members (employer's side)**

Nick Clarke

Andy Neal

Elaine McManus

Robert Nobbs

**Staff representatives (employees' side)**

Nigel Dulieu

Andrew Samson

Stephanie Grayling

**In attendance**

Carol Bull, Cabinet Member for Governance

92. **Substitutes**

No substitutions were declared.

93. **Appointment of Chair: 2022 to 2023**

It was proposed by Councillor Robert Nobbs, seconded by Councillor Elaine McManus and with the vote being unanimous, it was

**RESOLVED:**

That Councillor Ian Houlder be elected as Chair of the Health and Sub-Committee for 2022-2023.

Councillor Ian Houlder then took the Chair for the remainder of the meeting.

94. **Appointment of Vice-Chair: 2022 to 2023**

It was proposed by Councillor Elaine McManus, seconded by Councillor Robert Nobbs and with the vote being unanimous, it was

**RESOLVED:**

That Nigel Dulieu be elected as Vice-Chair of the Health and Sub-Committee for 2022-2023.

95. **Apologies for absence**

Apologies for absence were received from Councillor Cliff Waterman.

Apologies for absence were received from Sylvia Bayford and Gary Quilter (staff representatives).

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

96. **Minutes**

The minutes of the meeting held on 14 February 2022 were confirmed as a correct record by the Chair.

97. **Declarations of interest**

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

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

The Sub-Committee received and **noted** paper number: HSS/WS/22/005, which were the minutes of the West Suffolk Health and Safety Group meeting held on 4 May 2022.

99. **Employee and members of the public incidents**

The Sub-Committee received and noted report number: HSS/WS/22/006, which provided statistics relating to accidents/incidents involving West Suffolk Council employees and members of the public from 1 April 2021 to 31 March 2022.

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 amount of days lost due to workplace accidents/incidents and compared them with statistics from the past three years. He highlighted that staff incidents had continued to decline compared to the previous two years, and the council had also seen a reduction in days lost due to incidents compared to previous years

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

In response to a question raised on incidents reported to the police, specifically what percentage outcome was reported back to the individual employee, the Service Manager (Health and Safety) advised that about 90% of employees received feedback from the police.

In response to a question raised relating to the two near misses being reported after the event, the Service Manager (Health and Safety) confirmed

that advice had been provided about report near misses/incidents straight away, and not several days later.

Finally, the Service Manager (Health and Safety) updated the Sub-Committee on the outcome of an incident which happened on 8 July 2020 when a lady went down a bank to the stream at East Town Country Park to assist her dog. On her way up she fell up the bank allegedly sustained a broken knee. As expected, the council received a claim from solicitors acting on behalf of the lady stating "had appropriate fencing and/or barriers been present then our client's dog would not have required assistance and the claimant's accident would not have occurred with a settlement figure in excess of £25k.

Having looked at all the circumstances the council defended the claim through its insurers. With the help of the health and safety team, the council's insurers had successfully repudiated the claim. However, the council incurred the loss adjuster's fees of £1,263.60.

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

#### 100. **Background Note on Near Misses**

The Service Manager (Health and Safety) informed the Sub-Committee that the council had six near miss/non-reportable dangerous occurrences reported in 2021 to 2022. It was felt this figure was low, therefore the council was trying to encourage staff to report near misses across the organisations.

A near miss was an unplanned event that had the potential to cause, but did not actual result in human injury, environmental or equipment damage, or an interruption to normal operation.

Charlotte Fuller (Trainee Health and Safety Advisor) explained that she has been working with Craig Masters in Operations, on 4 May 2022 launched a "near miss and safety suggestion scheme". The aim of the scheme was to improve safety conditions and behaviours.

The reasons for reporting near misses was to:

- Enables companies to pro-actively resolve hazards before a tragic or costly incident occurred.
- Engage the workforce in solving problems.
- Increase safety ownership and reinforce workers' self-esteem.
- Expose valuable information that otherwise might not be discussed.
- Develop a positive attitude surrounding safety.

Every operations vehicle had been provided with a pack of suggestion forms and had a toolbox talk which set out the process. All staff had been trained on the process, except those on long-term sick.

Since the scheme was launched in May 2022, in May 10 near misses were reported and three safety suggestions received and in June, four near misses reported, and one safety suggestion received.

The Sub-Committee discussed the near miss and safety suggestion scheme and asked questions to which responses were provided.

In response to a question raised regarding suggesting a reward for the best safety suggestion put forward, the Service Manager (Health and Safety) confirmed he would speak with Unison who were supporting the initiative about a reward. Also, Councillor Carol Bull, Cabinet Member for Governance suggested a reward could be presented as part of the staff awards, handed out at the end of the year.

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

#### 101. **Legislation Updates - Verbal Report**

The Service Manager (Health and Safety) advised there were no legislation updates to report.

#### 102. **Covid-19 Updates - Verbal Report**

[The Chair, Councillor Ian Houlder left the meeting at 4.59pm, prior to the consideration of this item, and the Vice-Chair, Nigel Dulieu took over chairing the remainder of the meeting]

The Service Manager (Health and Safety) informed the Sub-Committee that this would be the last time Covid would be a standing item on the agenda.

Covid-19 had not gone away, and people were still falling ill with it albeit with not the same fatal or hospitalisations. Whilst the guidance had been lifted around social distancing, the council was asking staff to take personal responsibility to look after one another and show consideration to all. Staff were being asked to remain at home if they were ill so they did not pass it on, and if you had to go out to wear a face covering as government guidance on living with Covid-19. This guidance was set out on the Intranet for staff along with a risk assessment.

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

#### 103. **Health and Safety Training - Verbal Report**

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

- 1) IOSH Managing Safety course – This course was for managers and supervisors equipping them to know how to manage health and safety within their teams.
- 2) Drug and alcohol collector training – This training enables staff to take drug and alcohol samples following strict chain of custody procedures,

enabling the council as an authority to keep its drug and alcohol testing in-house.

- 3) Manual Handling training (Train the Trainer) – Provides staff with the ability to train others the correct techniques in moving loads.
- 4) E-learning modules
- 5) Ongoing first aid requalification's and refreshers.

This year the council would repeat the training with the exemption of the manual handling and introduce either "event safety" or "fayre ground safety".

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

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

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 council to date during 2022 had been working with Gipping Occupational Health in carrying out mini health checks alongside the free NHS health checks:
  - Mini health checks: two sessions were held in May 2022. The health checks covered body weight; fat percentage; fat mass (kilograms); muscle mass (kilograms); total body water content (kilograms and percentage); bone mass (kilograms); basal metabolic rate (BMR); daily minimum energy or calories the body requires when resting; etabolic age (compares BMR to the average age associated with metabolism); visceral fat (fat in the abdominal cavity surrounding the vital organs).
  - In total 41 people attended the mini health checks.
  - The main health concerns identified from the health checks was mental health.
- 2) NHS health checks – these were available to adults aged between 40 to 74; anyone who had not had an NHS health check with their GP practice, pharmacy or with OneLife Suffolk; a resident of Suffolk.

In response to a question raised asked who attended the mini health checks, the Service Manager (Health and Safety) advised that a cross-section of staff attended from operational to office-based staff.

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

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

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

- 1) North-West Company: Two employees of a soft furnishings company had been instructed to sew and pack duvets by the company's Managing Director. The machine was being trialled by the company. One of the employees using the machine was not authorised to operate it or trained in using it. Whilst that employee was using the machine to pack the duvets he was able to reach into the machine through a gap in the door guard in order to adjust the duvet being rolled. As he did, he made contact with moving parts inside sustaining injuries to his hand, including severing part of his middle finger.

The Managing Director failed to take action when he observed unauthorised use of the machine by the untrained employee and was unaware that the sensors had been overridden despite being present in a supervisory role at the time. The company and its Director failed to provide a safe system of work and to recognise the way in which their employees were working. In addition, sufficient training had not been provided to employees. The company was fined £13,600 and ordered to pay costs of £17,260.

- 2) Housing Company: A worker at a housing company was carrying out work at height from a ladder, removing beading to an external first floor window on a residential home. The worker fell a distance of three metres suffering serious injuries including four fractured vertebrae.

A Health and Safety Executive investigation found that the housing company had failed to properly plan, supervise and carry out external work at height. The company was fined £50,000 and ordered to pay costs of £7,327.

- 3) Bakery: A Hull based bakery was fined after a self-employed contractor died when he fell from a stepladder. The worker was wiring a motor situated above a machine whilst standing on a stepladder. The company agreed this work activity could be completed using a stepladder, which it had provided. The employee fell from the stepladder and suffered fatal injuries.

The Health and Safety investigation found that the company failed to properly plan the activity from the beginning including access arrangements to be made for installation of motors to use to carry out this work activity. The company was fined £1m and ordered to pay costs of £30k.

- 4) Arborists: An employee arborist suffered a chainsaw laceration to the back of his left leg during tree pruning work. His employer had provided him with chainsaw protective trousers which only had protection material on the front of the legs. Arborists working in trees should always use chainsaw protective trousers with protective

material covering the full length of both the front and back of the legs and extending up to the waist at the front.

The Health and Safety Executive was still investigating the incident.

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

106. **Dates of future meetings**

The Sub-Committee **noted** the dates for future meetings, as listed below. All dates were Mondays starting at 4pm as indicated:

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

The meeting concluded at 5.13 pm

**Signed by:**

**Chair**

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# Minutes of the Meeting of the Health and Safety Group held on 31 August 2022

<b>Report number:</b>	<b>HSS/WS/22/008</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	10 October 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:** **Not applicable.**

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

**Recommendation:** **The Health and Safety Sub-Committee are requested to NOTE the minutes of the Health Safety Group meeting held on 31 August 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 held on 31 August 2022.

## **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 – N/A

6.5 Crime and Disorder – N/A

6.6 Environment or Sustainability – N/A

6.7 HR or Staffing – N/A

6.8 Changes to existing policies – N/A

6.9 External organisations (such as businesses, community groups) – N/A

**7. Appendices referenced in this report**

- 7.1 Appendix A – West Suffolk Health and Safety Group Minutes 31 August 2022.

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

- 8.1 N/A

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## West Suffolk Health and Safety Group

**DATE:** 31 August 2022 MS Teams

**PRESENT:** Martin Hosker (MH), John Eden (JE), Andrew Samson (AS), Natasha Holdgate (NH), Stephanie Grayling (SG), Julie Dean (JD).

**APOLOGIES:** Lance Alexander, Gary Quilter, Sylvia Bayford, Charlotte Fuller, Nigel Dulieu

**ADDITIONAL DISTRIBUTION:** None

	<b>Item</b>	<b>Points Raised</b>	<b>Action</b>
<b>1.</b>	Apologies	1.1 Apologies as above	All
<b>2.</b>	Minutes of Last Meeting	2.1 MH went through the minutes of last meeting, no issues were raised	All
<b>3.</b>	Health and Safety Statistics	3.1 MH presented the accident statistics for employees and members of the public April 2022 to the end of July 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  H&S team
<b>4.</b>	Statistics from the HSE	4.1 MH presented the fatality statics across all industry for the year 2021/22.	MH
<b>5.</b>	Legislation Update	5.1 No new legislation to discuss.	All
<b>6.</b>	Health and Safety policy	6.1 As previously emailed the link to the new H&S policy that has been re-written and made accessible!  If you can go through the whole policy over the next week and let me have any comments, by COP Tuesday 6 September 2022.	All
<b>7.</b>	Training	7.1 IOSH Managing Safely is planned for March 2023 dates TBC.  7.2 There is ongoing first aid training for annual refreshers and requalification's.	
<b>8.</b>	Health and Safety issues around the table	8.1 AS, had concerns staff still were unsure what their responsibilities are in the event of a fire evacuation.  MH re-iterated the procedures and asked all group members to highlight them at team meetings, he will also re-publish on the intranet and confirm with VERSE FM that this is covered at induction.  8.2 MH highlighted that there had been an incident at the weekend at Nowton Park during a third-party music festival, this is currently being looked into.	All

<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 – 10 October 2022 (MS Teams)

HSG – 04 January 2023 (Venue/Teams TBC)

# Employee and Members of the Public Incident Statistics

<b>Report number:</b>	<b>HSS/WS/22/009</b>	
<b>Report to and date(s):</b>	<b>Health and Safety Sub Committee</b>	10 October 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:** Not applicable.

**Wards impacted:** All

**Recommendation:** The Health and Safety Sub-Committee are requested to **NOTE** the summary of Employee Incidents and Incidents Involving Members of the Public for the period 1 April 2022 to the 31 July 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 31 August 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 – N/A
- 6.5 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.
- 6.6 Environment or Sustainability – N/A

- 6.7 HR or Staffing – N/A
- 6.8 Changes to existing policies – N/A
- 6.9 External organisations (such as businesses, community groups) – N/A

## **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 2022 to 31 July 2022.

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

- 8.1 N/A

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Employee Incidents 1 April 2022 – 31 July 2022

**Appendix A**

Row Labels	Apr	May	Jun	Jul	Grand Total
<b>Near Miss/ Non-Reportable Dangerous Occurrence</b>	1			1	2
Other	1			1	2
<b>Non Reportable Injury</b>	1	2	2		5
Animal bite/stings			1		1
Manual Handling					1
Other	1				1
Road traffic accident			1		1
Taken Ill or Unwell		1			1
Trapped by furniture/Equipment		1			1
<b>Non-Injury Incident</b>		3		1	4
Drunk/Intoxicated		1			1
Other		2			2
Struck by falling/moving object				1	1
<b>Reportable Injury</b>		1	2		3
Lifting and handling injuries		1	1		1
Slip, trip, fall same level			1		1
<b>Violence at Work</b>	4	3	1	13	21
Aggression	1			1	2
Drunk/Intoxicated	1				1
Mental Abuse	1				1
Threatening Behaviour		1		9	10
Verbal Abuse	1	2	1	3	7
<b>Grand Total</b>	6	9	5	15	35

Days lost due to Employee Incidents 1 April 2022 – 31 July 2022

Days Lost	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2022-2023	0	11	33	15									59

Public/contractor incidents 1 April 2022 – 31 July 2022

Row Labels	Apr	May	Jun	Jul	Grand Total
<b>Near Miss/ Non-Reportable Dangerous Occurrence</b>			2		2
Other			2		2
<b>Non Reportable Injury</b>	1	1	1	3	6
Other	1				1
Slip, trip, fall same level				1	1
Slips/Trips			1	1	2
Taken Ill or Unwell		1			1
Trapped by furniture/Equipment				1	1
<b>Non-Injury Incident</b>	2	1	1		4
Other	1	1	1		3
Taken Ill or Unwell	1				1
<b>Grand Total</b>	3	2	4	3	12