

# West Suffolk Joint Health and Safety Panel

<b>Title of Report:</b>	<b>Accidents/Incidents involving Employees and Members of the Public from 01 April 2015 to 31 March 2016: Summary</b>	
<b>Report No:</b>	<b>HSP/JT/16/007</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	20 June 2016
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<b>Purpose of report:</b>	To receive and note a summary of recent accidents and incidents.	
<b>Recommendation:</b>	<b>The Panel are requested to NOTE the summary of Employee Accidents and Accidents Involving Members of the Public for the period 1 April 2015 to 31 March 2016.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</b> apply.)	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>		

<b>Consultation:</b>		<ul style="list-style-type: none"> <li>The accident statistics were discussed at the Joint Health &amp; Safety Group on the 17 May 2016.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>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.</li> </ul>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal non compliance	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix A</b> - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 1 April 2015 to 31 March 2016.	

## **1. Key issues and reasons for recommendation(s)**

### **1.1 Accidents/incidents**

- 1.1.1 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.
- 1.1.2 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.
- 1.1.3 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.