

West Suffolk Joint Health and Safety Panel 10 November 2014

Accidents/Incidents involving Employees and Members of the Public from 1 April 2014 to 30 September 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 2014 to 30 September 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 30 September 2014.

Contact details

Name
Title
Telephone
E-mail

Portfolio holders

David Ray
Portfolio Holder for
Performance & Resources
01359 250912
david.ray@stedsbc.gov.uk

Stephen Edwards
Portfolio Holder for
Resources, Governance &
Performance
01638 660518
stephen.edwards@forest-heath.gov.uk

Lead officer

Martin Hosker BEM
Health and Safety Manager
01284 757010
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 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 02 September 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*)

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
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 2014 to 30 September 2014.