

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title of Report:</b>	<b>Accidents/Incidents involving Employees and Members of the Public from 1 April 2018 to 31 August 2018: Summary</b>	
<b>Report No:</b>	<b>HSP/JT/18/006</b>	
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	15 October 2018
<b>Portfolio holder:</b>	Stephen Edwards Portfolio Holder for Resources and Performance <b>Tel:</b> 01799 530325 <b>Email:</b> Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> ian.houlder@stedsbc.gov.uk
<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) <b>Tel:</b> 01284 757010 <b>Email:</b> martin.hosker@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To receive and note a summary of recent accidents and incidents.	
<b>Recommendation:</b>	<b>The Panel is requested to <u>NOTE</u> the summary of Accidents and Incidents involving Employees and Members of the Public for the period 1 April 2018 to 31 August 2018.</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<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"/>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>The accident statistics were discussed at the Joint Health and Safety Group on the 4 September 2018.</li> </ul>	
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>		
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

<p>Are there any <b>legal and/or policy</b> implications? If yes, please give details</p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <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>	
<p>Are there any <b>equality</b> implications? If yes, please give details</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> <li></li> </ul>	
<p><b>Risk/opportunity assessment:</b></p>		<p><i>(potential hazards or opportunities affecting corporate, service or project objectives)</i></p>	
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
<p><b>Ward(s) affected:</b></p>		<p>All</p>	
<p><b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i></p>		<p>N/A</p>	
<p><b>Documents attached:</b></p>		<p><b>Appendix A</b> - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 01 April 2018 to 31 August 2108.</p>	

## **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.