

# Employee and Members of the Public Incidents

<b>Report No:</b>	<b>HSS/WS/19/004</b>	
<b>Report to and date:</b>	<b>Health and Safety Sub-Committee</b>	21 October 2019
<b>Cabinet Member:</b>	Councillor Carol Bull Cabinet Member for Governance <b>Tel:</b> 01953 681513 <b>Email:</b> <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) <b>Tel:</b> 01284 757010 <b>Email:</b> <a href="mailto:martin.hosker@westsuffolk.gov.uk">martin.hosker@westsuffolk.gov.uk</a>	

**Decisions Plan:** N/A

**Wards impacted:** All

**Recommendation:** Health and Safety Sub-Committee:

**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 01 April 2019 to 31 August 2019.**

## **1. Background / Context**

- 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.

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**

- 2.1 N/A

## **3. Alternative Options**

- 3.1 N/A

## **4. Consultation and engagement**

- 4.1 The accident statistics were discussed in detail at the Health and Safety Group meeting held on the 27 August 2019.

## **5. Risks**

- 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 proposal**

- 6.1 Financial - None
- 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.
- 6.3 Equalities – N/A
- 6.4 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.
- 6.5 Environmental or sustainability - N/A
- 6.6 HR / Staffing – N/A
- 6.7 Changes to existing policy – N/A

- 6.8 Impact on other organisations (e.g. community groups, businesses, partner organisations) – N/A

## **7. Appendices**

- 7.1 **Appendix A** - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 1 April 2019 to 31 August 2019.

## **8. Background documents**

- 8.1 N/A