

**Report Cover Sheet**

<b>Name of Meeting:</b>	Member / Trade Union Joint Panel
<b>Date of Meeting:</b>	1 <sup>ST</sup> OCTOBER 2008
<b>Report Title:</b>	ACCIDENT REPORT (ACCIDENTS SINCE START OF MARCH 08 – END OF AUGUST 08)
<b>Summary of report:</b>	This report summarises incidents for the period specified above. The tables below show comparative accident data tracked over this same period.
<b>For further information please contact (report author);</b>	(Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa, tel: 456734)
<b>Business Unit:</b>	Environmental Health.
<b>Would the recommended decision be contrary to the policy framework:</b>	No
<b>Would the recommended decision be contrary to the budgetary framework:</b>	No
<b>Wards of the District directly affected by this decision:</b>	N/A
<b>Key Decision?</b>	No
<b>Included within the Forward Plan?</b>	No
<b>Is the report Private &amp; Confidential?</b>	No
<b>Date and name of meeting when issue was last considered and relevant minute number:</b>	16 <sup>TH</sup> APRIL 08
<b>Background Papers:</b>	Warwick District Council Accident Reports

Consultation Undertaken		
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.		
Consultees	Yes/ No	Who
Other Committees	n/a	
Ward Councillors	n/a	
Portfolio Holders	n/a	
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	Yes	
Other Warwick District Council Service Areas	Yes	Those appropriate to accident investigations
Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
Officer Approval		
With regard to officer approval, all reports must be approved by the report authors relevant director, Financial Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	12/09/08	Mary Hawkins
Chief Executive		
CMT		
Section 151 Officer		
Legal	15/09/08	Simon Best

Finance	15/09/08	Marcus Miskinis
<b>Final Decision?</b>		
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. RECOMMENDATION(S)

1.1 That the contents of this report be noted.

## 2. REASON(S) FOR THE RECOMMENDATION(S)

2.1 The information below summarises applicable incidents for the period March 08 to August 08 inclusive, in a format which will hopefully be useful to members and staff and will allow comparative accident data to be tracked over time.

TYPE OF ACCIDENT – WDC EEMPLOYEE	NUMBER OF ACCIDENTS
SLIPS, TRIPS & FALLS	3
CUTS / TRAPPING TO HANDS & FINGERS	1
SWIMMING POOL INCIDENTS	0
SCALDS / BURNS	0
STRUCK BY FALLING / MOVING OBJECT	1

EMPLOYEE – LOST TIME ACCIDENTS	NUMBER OF ACCIDENTS
	1

TYPE OF ACCIDENT – MEMBER OF THE PUBLIC	NUMBER OF ACCIDENTS
SLIPS, TRIPS & FALLS	1
CUTS / TRAPPING TO HANDS & FINGERS	0
SWIMMING POOL INCIDENTS	0
SCALDS / BURNS	0
STRUCK BY FALLING / MOVING OBJECT	0

### SLIPS, TRIPS & FALLS

Staff Member of Housing Services – Riverside House, 03/03/08

Whilst seated, employee fell off chair. Upon investigation, it was found that the chair being used was faulty (plastic support on back of chair was missing), causing the person to person to fall backwards. Resulting in swelling to knee and minor bump to the head – attended GP surgery shortly afterwards.

Action – Chair taken out of use and an alternative chair obtained. Head of Service communicated accident cause to employees. Health & Safety Adviser produced Intranet safety messages to raise awareness.

Health & Safety Adviser agrees with this action.

Staff Member of Housing Services – Acorn Court Control 12/04/08

Employee sat down on chair, as he did this the leg on the chair broke causing him to fall to the floor. Resulting in slight back ache – no medical treatment required.

Action – Accident investigated, as above intranet health & safety message produced to raise awareness to look for defects before use and report faults.

The chair was promptly disposed of and replaced with an appropriate office chair

Health & Safety Adviser agrees with this action.

Staff Member of Revenues & CS – Riverside House, 30/04/08

Staff Member stood up from behind desk – her intention was to make her way to a meeting. However, as she began walking, she tripped over a portable standing fan leg that was near her desk and fell to the floor. As a result of the fall, the employee's left ankle was fractured (it was learned that her left ankle had been fractured before).

Reported to the HSE as a lost time incident.

Action – H & S Adviser investigated accident and post accident assessment. The fan was moved away from the desk by Rev & CS employees. Health & Safety message displayed on the intranet and communications to Managers informing them that walkways are always to be kept clear and free from obstruction.

It was learned that there was a delay in the reporting of the accident to the HSE. Accident reporting procedures were therefore displayed on the intranet to maintain awareness.

Health & Safety Adviser agrees with this action.

Member of the Public, Newbold Comyn Leisure Centre - 19/08/08

A member of the public fell and bumped her head in the female toilets – no significant injuries apparent (the 'instant ice pack' below was to be used to treat the bump on her head)

Action – It is uncertain as to how the accident happened as there were no obvious causes. This incident has been included to indicate why the ice pack was used.

Health & Safety Adviser agrees with this action.

## **CUTS / TRAPPING TO HANDS & FINGERS**

Staff Member of Housing Services – Riverside House, 13/03/08

Employee caught elbow on right arm on metal stationary cabinet when attempting to walk through gap between the cabinet and printer. Resulting in minor bruising & swelling to the arm.

Action – As a result, the cabinet was relocated to another part of the office to widen the gap between other items of furniture and equipment to minimise the risk of similar incidents. Actions communicated to staff.

Health & Safety Adviser agrees with this action.

## **STRUCK BY FALLING / MOVING OBJECT**

Staff Member of Cultural Services – Newbold Comyn Leisure Centre, 19/08/08

Member of staff was 'popping' an instant ice pack (the type that is used to reduce pain and swelling) against a wall in the centre. It was to be used to give to a member of the public who had fell in the ladies toilet and bumped her head (no significant injury sustained). As the person hit the pack against the wall, it split open sending some of the contents towards the employee's face and right eye – first aid treatment given on site, no significant injuries sustained.

Instant Ice Packs are activated by squeezing an internal compartment within the pack. This starts a chemical reaction that instantly makes the pack cold. The Instant Ice Pack stays cold for 15 to 20 minutes.

It was found that the employee did not follow instructions displayed on the ice pack – he should

not have hit it against the wall, there was no reason to do it in this way.
<u>Action</u> – Post accident assessment performed by centre staff with training on how to use and open ice packs.
Health & Safety Adviser agrees with this action.

## 2.2 **Use of additional Headings**

2.2.1 Not Applicable.

## 3. **ALTERNATIVE OPTION(S) CONSIDERED**

3.1 Not Applicable.

## 4. **BUDGETARY FRAMEWORK**

4.1 Not Applicable.

## 5. **POLICY FRAMEWORK**

5.1 Not Applicable.