

 Members / Trade Union Joint Panel 22th February 2012		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>6</b></div>
<b>Title</b>	ACCIDENT REPORT (ACCIDENTS FROM JULY – END NOVEMBER 11)	
<b>For further information about this report please contact</b>	(Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa, tel: 456734)	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	8 <sup>th</sup> September 2011	
<b>Background Papers</b>	Warwick District Council Accident Reports	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	No
N/A	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	No comment	Bill Hunt
Head of Service	09/12/11	Richard Hall
CMT		
Section 151 Officer		
Monitoring Officer		
Finance	No comment	Jenny Clayton
Portfolio Holder(s)	No comment	Michael Coker
Consultation & Community Engagement		
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

## 1. SUMMARY

- 1.1 This document summarises applicable employee lost working time accidents that were reported between the start of July 2011 and the end of November 2011. The report also gives updates as to further remedial actions taken with regards the accident at Castle Farm Sports Centre. This document overlaps with the period of the previous report, as the accident report for Warwick Response; Acorn Court was not received until after the last reports submission.

## 2. RECOMMENDATION

- 2.1 That the contents of this report be noted.

## 3. REASONS FOR THE RECOMMENDATION

- 3.1 To summarise applicable incidents for the period above, in a format that will hopefully be useful to members and staff and will allow comparative accident data to be tracked over time.

(LOST WORKING TIME ACCIDENTS FROM START OF JUL – NOV 11)

TYPE OF ACCIDENT – WDC EMPLOYEE	NUMBER OF ACCIDENTS
STRUCK BY FALLING/MOVING OBJECT	1
SLIP, TRIP & FALL	1

NUMBER OF WDC EMPLOYEE LOST TIME ACCIDENTS
2

## STRUCK BY FALLING / MOVING OBJECT

### (Update)

Staff Member of Cultural Services at Castle Farm Recreation Centre – 27<sup>th</sup> July 2011.

Whilst a staff member was opening up a folded table tennis table with the intention of setting it up for play, it fell towards the person landing on their foot resulting in a broken toe. The accident report documented 4 weeks lost working days incurred and was reported to the HSE as required by RIDDOR.

Actions – Condition of all table tennis tables at Castle Farm has been reviewed – any adjustment or repair necessary has been undertaken

Tables now all have signs attached recommending two person operation

On site risk assessment has been reviewed and revised as appropriate

Competency training and check sheets introduced to ensure all staff setting up table tennis are competent to do so.

A full audit and inventory of all sports hall equipment (incl. badminton nets, five a side goals, weights, matts, etc) at all sites is due to be completed during the Christmas period in order to develop a maintenance and replacement schedule for future years.

There is no indication that the table involved in the accident was poorly maintained, too old to be used, or caused the accident.

There is also no indication that the person who suffered the injury was not aware of how to set up a table tennis table properly.

H&S Adviser agrees with these actions

## **SLIP, TRIP & FALLS**

Staff Member of Housing & Property Services at Warwick Response, Acorn Court – 2<sup>nd</sup> July 2011

Whilst sat at their desk performing computer work in the early hours of the morning, the employee heard something drop to the floor and then fell backwards off the chair to the floor. The employee carried on working and completed their shifts on the 3<sup>rd</sup> and 4<sup>th</sup> of July. The person then went on sick leave from 5<sup>th</sup> July – 29<sup>th</sup> July as a result of shoulder, neck pain and dizziness. The person then had another absence relating to the injuries sustained from 22<sup>nd</sup> Sept – 24<sup>th</sup> October.

The accident was reported to the HSE as required by RDDOR

Actions – The H&S Adviser contacted Service Area Managers regarding the timely reporting of accidents as per the Councils internal procedures.

Part of the chairs backrest support fixings had become loose resulting in the backrest collapsing – the chair was promptly disposed of.

The H&S Adviser displayed an intranet safety message reiterating the importance of ensuring that office chairs are visually checked by the user regularly and that chairs are suitable for each individual – taking into account the person's size and weight for example.

Since the accident, all Warwick Response office chairs have been thoroughly inspected by the supplier and where required replaced.

Staff have also been made aware of the proper use of chairs and the need to visually check for damage before use.

H&S Adviser agrees with these actions

### **4. ALTERNATIVE OPTION CONSIDERED**

4.1 Not Applicable.

### **5. BUDGETARY FRAMEWORK**

5.1 Remedial works to be undertaken within existing resources.

### **6. POLICY FRAMEWORK**

6.1 Not Applicable.

### **7. BACKGROUND**

7.1 Not Applicable.