

 <b>Members / Trades Unions Joint Consultation &amp; Safety Panel - 4 September 2012</b>		<b>Agenda Item No. 6</b>
<b>Title</b>	<b>Accident Report (Accidents from 1 March 2012 – 31 July 12)</b>	
<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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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>	22 <sup>nd</sup> February 2012	
<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	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		Bill Hunt (unavailable for comment)
Head of Service	14/08/12	Richard Hall
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		Jenny Clayton (No Comment)
Portfolio Holder(s)	16/08/12	Michael Coker
<b>Consultation &amp; Community Engagement</b>		
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.		
<b>Final Decision?</b>		Yes/No
<b>Suggested next steps (if not final decision please set out below)</b>		

1. **SUMMARY**

1.1 This documented summarises applicable employee lost working time accidents that were reported between the start of March 2012 – end of July 2012 with a table below showing comparative accident data tracked over this same period.

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 MARCH 12 – END OF JULY 12)

<b>TYPE OF ACCIDENT – WDC EMPLOYEE</b>	<b>NUMBER OF ACCIDENTS</b>
SLIP, TRIP & FALL	2

<b>NUMBER OF WDC EMPLOYEE LOST TIME ACCIDENTS</b>
2

**SLIP, TRIP & FALL**

<p>Staff member of Finance at Riverside House – 18/07/2012</p> <p>As the staff member was exiting a toilet cubicle in room 3.21 on level 3 at Riverside House, they slipped and fell; resulting in a graze, bruising to their hands, ankle and back pain resulting in 1 day lost working time. A First Aider was on the scene shortly afterwards</p>
<p><u>Actions</u> – Accident investigated by Area Manager and H&amp;S Adviser.</p> <p>Having spoken with the injured employee and a colleague that was in the toilet 3.21 at the time of the incident, they both commented that they did not see any spillages, damage to the floor surface and there were no problems with lighting. The injured employee informed that they had been wearing sensible footwear with a 2 inch wedge heel.</p> <p>Immediately after the incident, the Area Manager arranged for a notice to be displayed on the toilet door advising that the toilet was closed, whilst the incident was investigated.</p> <p>The person investigating however found an area of the floor apparently having a thin film of unknown material lying on it, enough to be able to leave a footprint and found it slippery.</p> <p>The toilet remained closed and Goldcrest Cleaners instructed to clean the floor. The floor was left to dry and checked next morning. Area Manager checked the toilet</p>

after the cleaning and the floor was no longer slippery.

It is possible that the substance spilt could have been cleaning products or something spilled by someone using the toilet; however this information is not known. The unknown substance was greasy / oily as it had not dried

Health & Safety Alert was displayed on the intranet reiterating the importance ensuring the spillages are cleaned up immediately / reported and Area Manager has liaised with the Cleaning contractor regarding the incident.

H&S Adviser agrees with these actions

## **SLIP, TRIP & FALLS**

Staff member of Civic & Committee Services at Town Hall – 24<sup>th</sup> July 2012

The employee was at a Planning Committee meeting in the Council Chambers taking minutes. The employee was sitting on a chair that he had been using on and off since approximately 5 pm. At around 8 pm there was a break in the meeting and he got up from the chair for around 10 minutes.

At the time of the incident at approximately 8.30pm, the employee was taking down further minutes when the chair dropped suddenly by approximately 2 inches. The employee looked down to see what was happening, as did a person who was sat next to them. The employee commented to the person sat next to them that they thought their chair was about to collapse, and then moved to get up off it. At that point, the chair did collapse and the employee fell to the floor on top of the chair.

The employee extricated themselves promptly and reported that they felt physically ok, other than a sore ankle, due to the foot being caught under the chair. Upon inspection by the committee chairman, it was found that a weld holding the front legs in place had given way.

Injuries sustained – bruised ankle with back pain being experience the following day. The employee took pain killing medication and subsequently their symptoms have much improved. The injuries sustained resulted in 1 day lost working time.

### Actions – Investigated

Spoke with a witness to the accident whose description of the accident was consistent with that of the injured employee.

The chair in question which is approximately 4 years old was immediately isolated, the manufacturer contacted to help further investigate the failure of the chair. It has also been noted that 6 chairs of the same type have been removed from the chambers with safety faults. The warranty conditions for the chairs are also being investigated.

A chair specialist has been contacted to initiate a thorough inspection of all individual chairs owned by the council including those at the Town Hall. If the inspector finds a chair to have faults that are creating a safety risk to the user likely to cause them injury (from falling due to it collapsing for instance), he will either repair it at the time, if the fault is of a minor nature, e.g. a missing / loose screw or bracket for instance or the chair will be removed and placed in a quarantine area for either disposal or further repair if it is cost effective.

The chair reference number, date and person completing the inspection will be displayed on a sticker affixed to each chair, with more detailed information recorded on an asset register. 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.