

 Members/Trades Unions Joint Consultation & Safety Panel – 8 April 2009		Agenda Item No. <div style="text-align: right;">3</div>
Title	Accident Report (Accidents from start of September 2008 – end of February 2009)	
For further information about this report please contact	Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa. Tel: 456734	
Service Area	Environmental Health	
Wards of the District directly affected	n/a	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	no	
Date and meeting when issue was last considered and relevant minute number	1 st October 2008	
Background Papers	Warwick District Council Accident Reports	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director	27/03/2009	Mary Hawkins
Chief Executive		
CMT		
Section 151 Officer		
Legal		Peter Oliver (unavailable to comment)
Finance		Marcus Miskinis (unavailable to comment)
Portfolio Holder(s)		
Consultation Undertaken		
Warwick District Council recognised Trade Unions. Warwick District Council service areas appropriate to accident investigations.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 This report summarises incidents for the period 1 September 2008 – 28 February 2009. The tables below show 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 The information below summarises applicable incidents for the period September – February 09 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 EMPLOYEE	NUMBER OF ACCIDENTS
SLIPS, TRIPS & FALLS	3
CUTS / TRAPPING TO HANDS & FINGERS	0
SWIMMING POOL INCIDENTS	0
SCALDS / BURNS	1
STRUCK BY FALLING / MOVING OBJECT	0
MANUAL HANDLING	2
VIOLENCE / AGGRESSION	1

EMPLOYEE – LOST TIME ACCIDENTS	NUMBER OF ACCIDENTS
	4

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

SLIPS, TRIPS & FALLS

Staff Member of Neighbourhood Services – St Peter's Multi Storey Car Park, 16/02/09

Council Employee was walking down ramp opposite the car park office on their way to the restroom. At this point, the person slipped and as a result the persons left leg twisted. The accident did no result in breakage or fracture; however the person sustained swelling and bruising to the left leg together with ligament damage. Upon investigating, it was learned that the employee was wearing appropriate safety footwear, however as it had been wet outside, water had been transferred onto the ramp from vehicle tyres resulting in a slippery surface.

11 working days were lost and as a result the accident was reported to the Health & Safety Executive (HSE) as required by the required by RIDDOR.

Action – Accident was investigated, Line Manger to brief Civil Enforcement Officers on circumstances of accident and the need to take extra care in wet conditions, the need to use pedestrian routes provided. Risk Assessments currently under review.

Health & Safety Adviser agrees with this action.

Staff Member of Housing Services – Riverside House, 14/11/08

Accident involved an employee slipping and falling down a number of steps on one of the staircases in Riverside House. The likely cause of the accident was some sort of liquid reported to have been spilt on the steps. As the person was making their way down a flight of steps, the accident report described how she slipped and attempted to grab hold of the hand rail to steady herself, she then bumped down the steps injuring her back.

The person quickly received treatment from the nearest First Aider and the steps were mopped and dried with warning signs displayed.

However, as a result the employee was signed off work for 2 weeks due to her injuries and it was necessary to report the accident to the Health & Safety Executive (HSE) as required by RIDDOR.

Action – Accident was investigated, the spillage had been mopped up quickly to eliminate slipping hazard with warning signs displayed. As a result of the accident, an intranet safety message was displayed to raise awareness of slipping hazards. Also brought attention of employees other guidance available on the subject of Slips, Trips and Falls.

Health & Safety Adviser agrees with this action.

Contractor – Chandos Court Very Sheltered Housing Scheme, 6/11/2008

Sub contractor (sc) for RS Miller Roofing was working at Chandos Court as part of the workforce employed to carry out roofing repairs at Chandos Court Very Sheltered Housing Scheme. The sc was climbing an access ladder from ground level to the first floor platform, which was at a height of approximately 7 feet when he fell to the ground landing on his back on the grassed area of the courtyard. The ambulance was called immediately, which arrived a few minutes later. The sc was taken to hospital after undergoing scans and x-rays and was discharged the next day – diagnosis bruising to the back.

However, as a result of the accident occurring on Council premises, it was necessary to report the accident to the Health & Safety Executive (HSE) as required by RIDDOR. The injured person returned to work on Monday 10th November 08.

Upon investigating, it was learnt that the ladder had been incorrectly positioned and inadequately secured to the scaffold. The ladder had been linked to the scaffold pole using a swivel coupler, which is not designed for this purpose (the couplers are designed to secure one scaffold pole to another). As the sc climbed the ladder, the coupler came away allowing him and the ladder to fall to the ground. On the day of the investigation, the ladder had been lashed securely prior to H & S Adviser's arrival. Other ladders on site were securely lashed to the scaffold.

Action – H & S Adviser investigated the accident and report submitted for the appropriate personnel implement recommendations.

The Accident Investigation report recommended that:

- The appropriate contract liaison officer of Housing & Property Services (Property team) contact RS Miller Roofing in writing stipulating that the working practices that led to the accident are unacceptable. (this should serve as a default on the contract)
- The appropriate member of Housing & Property Services (Property team) to ensure that the contract work is monitored to ensure that the contractor is working safely in accordance with the risk assessments and method statements provided by RS Miller Roofing.
- Housing & Property Services (Property team) to obtain written confirmation from RS Miller Roofing and Skyway Building Services Ltd that they have communicated method

statements and risk assessments to persons working on their behalf and as a result of the accident have reviewed them where appropriate.

Subsequent follow up by H&S Adviser and question to relevant personnel of Housing & Property Services (who instructed contractor to do work), confirmed that the above actions had been taken.

Health & Safety Adviser agrees with this action.

Staff Member of Cultural Services – Abbeyfields Leisure Centre 26/10/08

Member of Staff was on their way to check the female changing rooms (walking from the pool side). At the entrance to the changing rooms, there is a metal gate which at its highest point is approximately 3.5 feet high. This gate is in place to prevent people accessing the poolside from the changing room at times when there are no pool attendants on duty.

Instead of opening the gate and walking through it into the changing room, the employee on the spur of the moment attempted to jump over the gate. However, the employee was unsuccessful and as a result caught the top of the gate and landed on her face, fracturing her jaw and breaking her nose.

As a result the employee was signed off work for 2 weeks due to her injuries and it was necessary to report the accident to the Health & Safety Executive (HSE) as required by RIDDOR.

Action – H & S Adviser investigated accident. H & S Adviser informed by the Shift Supervisor that the accident had been discussed at staff training and notices displayed in the staff room informing that staff must not climb gates, to do so is to misuse items provided in the interest of health & safety and could be subject to disciplinary action.

Health & Safety Adviser agrees with this action.

SCALDS / BURNS

Staff Member of Cultural Services – Newbold Comyn Leisure Centre, 16/01/09

As a result of a contractor using drain cleaner acid to unblock a urinal in the gents toilets, there had been spillage of acid onto the floor (see also accident below to contractor). A Council employee was tasked with carefully cleaning up the acid using cold water to dilute it and a specialist 'aqua-vac' to vacuum it up. Employee confirmed that appropriate protective gloves were worn.

Part way through this task, the employee wiped their forehead with the back of their sleeve. It was reported that as the evening went by, the employee's forehead began to get hot and red. The employee washed the forehead, placed an ice pack on the affected area and telephoned NHS Direct who advised the person to go the Local Accident & Emergency department as a precaution.

The employee sustained a slight burn to the forehead and there was no lost working time as a result of the incident.

Action – Centre Manager followed up accident and briefed employees on the Centre's 'Normal Operating Procedures' – COSHH and Personal Protective Equipment (PPE).

Subsequent follow up by H&S Adviser and question to relevant personnel of Housing & Property Services (who instructed contractor to do work), confirmed that the contractor was liaised with after the accident to minimise the risk of a reoccurrence. In this case so that the contractor reviews its risk assessments, safe systems of work and the need to use PPE where required – as per the contract agreement.

Health & Safety Adviser agrees with this action

<p>Contractor employee (SOL Construction) – Newbold Comyn Leisure Centre, 16/01/09</p> <p>A SOL employee was attempting to unblock toilets / urinals in the male toilets. To do this, he poured an acid drain cleaner into a urinal drain outlet. As he did this, an amount of acid ‘blew’ back up the pipe, making contact with the person’s face and arms (though not eyes). This resulted in minor chemical burns to the upper arms and small are of the face.</p> <p>Immediately afterwards, the SOL employee took a shower to wash off any remaining acid and given clean / dry clothes. He was taken to hospital by a SOL colleague. The accident was reported to the HSE as required by RIDDOR.</p>
<p><u>Action</u> –</p> <p>Subsequent follow up by H&S Adviser and question to relevant personnel of Housing & Property Services (who instructed contractor to do work), confirmed that the contractor was liaised with after the accident to minimise the risk of a reoccurrence. In this case so that the contractor reviews its risk assessments, safe systems of work and the need to use PPE where required – as per the contract agreement.</p> <p>Health & Safety Adviser agrees with this action</p>

MANUAL HANDLING

<p>Staff Member of Cultural Services – Newbold Comyn Leisure Centre, 24/01/09</p> <p>At the end of a swimming Gala two employee were asked to carry the 1st, 2nd and 3rd place Podium to the poolside for an award ceremony.</p> <p>As the employees retrieved the steps from under the flume. One employee was walking backwards past the Leisure pool whilst the other was walking forwards whilst carrying the unit. As they reached the area near the Jacuzzi one of the employee’s feet slipped from underneath her and she fell to the floor – the tiled floor area around the Jacuzzi was said to be wet.</p> <p>As a result of the accident and subsequent injuries leading to lost working days, the accident was reported to the Health & Safety Executive (HSE) as required by the required by RIDDOR.</p>
<p><u>Action</u> – Accident investigated. The Councils insurers are presently involved with this incident, a further update will be given once the claim has been dealt with.</p> <p>Health & Safety Adviser agrees with this action</p>

<p>Staff Member of Neighbourhood Services – The Parade, L/Spa 04/02/09</p> <p>Council employee had driven from St Peter’s Car Park to the Parade to clean a Disabled parking bay sign, as requested by their Line Manager. As the person attempted to remove the ladder from the vehicle, they ‘pulled a ligament on right side of their shoulder’. Upon investigation, it was found that the employee has a pre-existing shoulder injury.</p>
<p><u>Action</u> – Post accident briefing by Line Manager with Civil Enforcement Officers. Risk Assessments are currently in the process of being reviewed – this review is to include the fact that employees who have these types of injuries are not to perform manual handling activities. The risk assessments are then to be communicated to raise awareness.</p> <p>Health & Safety Adviser agrees with this action.</p>

VIOLENCE / AGGRESSION

No injuries – Riverside House reception area, 19/11/08

Member of the public approached the main reception desk and confirmed that he was homeless. A short time afterwards, he was interviewed by staff members of Housing Strategy to ascertain the person's eligibility to Council accommodation.

Staff members after finding that he had recently been evicted from previous supported accommodation for breaches in their rules due to behaviour, informed him that they could not offer him accommodation. Upon hearing this news, the man began punching himself in the face. The interview was quickly terminated and as the man walked back through reception, he picked up a chair and threw it; the chair struck the glass partition of the interview room to the right of the exit. The man walked out of the main reception area immediately afterwards, kicking the automatic doors as he left.

Fortunately the chair did not hit anybody and no one was injured during this incident. However, there was potential for serious injury and is classed as a near miss.

Action – H & S Adviser investigated the accident – report submitted to Head of Revenues and Customer Services and Reception Team Leader to consider recommendations.

Team Leader is in the process of reviewing Reception's Escalation procedure for dealing with such incidents, security arrangements, together with risk assessments and training requirements.

H & S Adviser report recommended that chairs in the area are secured to the floor and other items that can be thrown are removed from view.

The man's details have been obtained and entered on the Staff Alert List database to warn other Council Officer's who may encounter him.

Health & Safety Adviser agrees with this action.

4. ALTERNATIVE OPTION CONSIDERED

4.1 Not applicable.

5. BUDGETARY FRAMEWORK

5.1 Not applicable.

6. POLICY FRAMEWORK

6.1 Not applicable.