

	AGENDA ITEM NO.
Report Cover Sheet	
Name of Meeting:	Member / Trade Union Joint Panel
Date of Meeting:	8 th January 2008
Report Title:	ACCIDENT REPORT (ACCIDENTS SINCE START OF SEPT 07 - END OF NOV 07)
Summary of report:	This report summarises incidents for the period specified above. The tables below show comparative accident data tracked over this same period..
For further information please contact (report author);	(Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa, tel: 456734)
Business Unit:	Environmental Health,
Would the recommended decision be contrary to the policy framework:	No
Would the recommended decision be contrary to the budgetary framework:	No
Wards of the District directly affected by this decision:	N/A
Key Decision?	No
Included within the Forward Plan?	No
Is the report Private & Confidential?	No
Date and name of meeting when issue was last considered and relevant minute number:	03/10/2007
Background Papers:	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)	21/12/07	Graig Anderson (unavailable)
Chief Executive		
CMT		
Section 151 Officer		
Legal	21/12/07	Simon Best (No Comment)

Finance	21/12/07	Marcus Miskinis
Final Decision?		
Suggested next steps (if not final decision please set out below)		

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 specified above, 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	1
CUTS / TRAPPING TO HANDS & FINGERS	0
SWIMMING POOL INCIDENTS	0
SCALDS / BURNS	0
STRUCK BY FALLING / MOVING OBJECT	0

EMPLOYEE – LOST TIME ACCIDENTS	NUMBER OF ACCIDENTS
	0

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

SLIPS, TRIPS & FALLS

Staff Member of Leisure & Amenities – Castle Farm Leisure Centre, 10/10/07.
Whilst working in Sports Hall at Castle Farm (clearing away the posts of a five-a side goal) the employees foot became tangled in the net. The employee fell to the floor and the goal post fell on her. It was found that the net was not properly attached to the frame, which contributed to the trip hazard.
<u>Action</u> – The H & S Adviser investigated this incident.
As a result of the accident, the Centre Manager reviewed the existing risk assessment / procedures for this task, which resulted in replacement goal / nets being obtained.
The risk assessment findings were communicated to relevant staff to make them aware of required precautions.
Health & Safety Adviser agrees with this action.

Staff Member of Environment Directorate – Riverside House, Room 3.40 – 15/11/07
The employee was working in Room 3.40 (File store room between Planning & Engineering). Whilst placing files back on the upper shelf, one of the Lever Arch files fell and struck her on the top of the nose – resulting in a small cut to the nose.
<u>Action</u> – The H & S Adviser investigated this incident.
A post accident Risk Assessment was carried out. On the day of the assessment, the files were securely placed on the upper shelf.

The most likely cause of the accident were the boxes placed on the floor causing the employee to overreach not having adequate hold on the file, causing it to fall towards her.

The assessment recommendation is to relocate the boxes on the floor and to keep the floor area clear, this in turn will also preventing tripping accidents. This requirement also to be communicated via team meetings.

Health & Safety Adviser agrees with this action.

SCALDS / BURNS

Member of Public – James Court, Sheltered Housing Scheme – 20/11/07.

Woman on kitchen duties for Age Concern accidentally touched the hob of electric cooker with her hand, even though the cooker has warning lights displayed to confirm when the hobs are hot. This resulted in a minor burn to the palm of her hand.

Action – As a result of a risk assessment, a notice has been displayed clearly next to the cooker warning people that when the hob lights are displayed the hobs are hot – ‘do not touch’.

The relevant people have been made aware of this hazard.

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.