

 <b>Members / Trades Unions Joint Consultation &amp; Safety Panel - 8 September 2011</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>5</b></div>
<b>Title</b>	Accident Report (Accidents from start of February 2011 – end of July 2011)	
<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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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>	15 March 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	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		No comment
Head of Service	24/08/11	Richard Hall
CMT		
Section 151 Officer		
Monitoring Officer		
Finance	22/08/11	Marcus Miskinis
Portfolio Holder(s)	22/08/11	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 document summarises employee lost working time accidents that were reported between the start of February 2011 and end of July 2011 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 FEB 11 – END OF JUL 11)

TYPE OF ACCIDENT – WDC EMPLOYEE	NUMBER OF ACCIDENTS
STRUCK BY FALLING / MOVING OBJECT	1

NUMBER OF WDC EMPLOYEE LOST TIME ACCIDENTS
1

### STRUCK BY FALLING / MOVING OBJECT

<p>Staff Member of Cultural Services at Castle Farm Recreation Centre – 27<sup>th</sup> July 2011.</p> <p>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.</p>
<p><u>Actions</u> – H&amp;S Adviser investigated accident.</p> <p>Upon visiting the centre and speaking with staff, it is understood that this is the first accident of this kind involving falling table tennis tables. It was noted that the setting up of each table tennis table has in the past been performed by 1 person.</p> <p>Staff at the centre have been briefed on the incident and procedure now requires the task of setting up each table tennis table is performed by 2 people, with warning signs displayed on the table tennis tables informing staff of this. Risk assessment reviewed. As a precaution, to ensure that wheels on older tables move freely for ease of transportation and set up, the decision has been taken by management of cultural services to fit new wheels to relevant tables.</p> <p>H&amp;S Adviser agrees with these actions</p>

## 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.