

## TRAFFORD COUNCIL

Report to: Executive  
Date: 23rd September 2013  
Report for: Discussion  
Report of: Executive Member for Transformation and Resources

### Report Title

**Year End Corporate Report on Health and Safety – 1 April 2012 to 31 March 2013**

### Summary

1. To provide information on council-wide health and safety performance and trends in workplace accidents.
2. To provide a summary of other key developments in health and safety for the past six months.

### Recommendation

1. That the report is noted.
2. That the report goes on to Council on 13<sup>th</sup> November 2013.

### Contact person for access to background papers and further information:

Name: Josh Arnold  
Extension: 4919

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Improving the health and safety of staff contributes towards the corporate objective to improve health and wellbeing and relates to the Council's Health and Wellbeing strategy. Health and safety arrangements, including reporting arrangements are set out in the Corporate Health and Safety Policy.
Financial implications	There are no direct financial implications arising from this report.
Legal Implications:	The programme of audits carried out by the Health and Safety Unit within Trafford schools in the past year, together with on-going policy developments and training arrangements are likely to mean increased compliance with health and safety legislation within the schools.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None

Risk Management Implications	The increase in the total number of accidents to staff this year is not likely to indicate higher levels of risk to the Council in terms of civil claims and the risk of prosecution, due to the nature of the accidents. The number of reportable injuries has reduced.
Health and Wellbeing implications	Improving the health and safety of staff contributes towards the corporate objective to improve health and wellbeing and relates to the Council's Health and Wellbeing strategy. RIDDOR-reportable injuries are monitored in respect to the impact on sickness absence levels.
Health and Safety Implications	See Legal Implications section above. The implementation of the Corporate Health and safety improvement plan in the coming year will ensure that an emphasis is placed on continuous improvement.

**Finance Officer Clearance** (type in initials)...ID.....

**Legal Officer Clearance** (type in initials)...PG.....



**[CORPORATE] DIRECTOR'S SIGNATURE** (electronic).....

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

## 1.0 Introduction

This report covers the period from 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013. It highlights changing trends in accidents, major activities and points of interest, as well as providing a summary of accidents to Council staff. In addition to this report, separate reports on Directorate performance will be made to the relevant Corporate Directors and local Joint Consultative Committees.

The overall total number of accidents involving staff reported to the Health and Safety Unit (HSU) has increased by 37%, with 238 accidents in 2012-13 compared to 174 in 2011-12. The most common type of reported accident remains those due to violence and aggression; the majority of these occurred within schools (particularly special schools) and services in Communities and Wellbeing (CWB).

This report provides a direct comparison of the total number of accidents that occurred between 2010-11 and 2012-13 only. Previous years' figures are not directly comparable due to changes in accident reporting arrangements for non-maintained schools in line with statutory requirements. Pre 2010, all schools were included in the CYPS and total council-wide accident statistics, whereas now, only maintained schools (where the Council is the employer) are included in the statistics.

## 2.0 Accident Statistics: April 2012 to March 2013

### 2.1 Summary

Appendix 1 provides details of the accident statistics, broken down by Directorate and service area for staff for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013. A summary of the findings is detailed below.

### 2.2 Overall Numbers and Rates of Accidents

The overall total number of accidents to staff reported to the Health and Safety Unit (HSU) has increased by 37%, from 174 in 2011-12, to 238 in 2012-13 (see Table 1 below).

However, it should be noted that 45% of this increase (29 of the 64 additional accidents) is accounted for by occurrences of violence and aggression involving one service user who has a learning disability (see Section 2.5 for more details). The special schools have also improved reporting of occurrences of violence and aggression this year, as they were not all reporting these correctly previously, which was discovered during the HSU audits in 2011-12.

**Table 1: Overall number and rate of accidents to staff**

Indicators - Year End Results	2006-7	2007-8	2008-9	2009-10	*2010-11	2011-12	2012-13
Total number of accidents to employees (as reported to the HSU)	414	229	341	259	217	174	<b>238</b>
Overall rate of accidents to employees/100 employees	4.9	3.04	4.65	3.5	3.5	3.0	<b>4.05</b>

*Rate based on number of staff at 1<sup>st</sup> April at the start of each reporting period.*

*\*Please note that due to a change in reporting arrangements, the total number of accidents to employees from 2010-11 onwards has been amended to include reported accidents for community schools only (where the Council is the employer), in order to give a direct comparison with accident levels in the last 3 years.*

Overall, there has been an increase in the number of reported assaults and accidents involving exposure to hot surfaces/substances and a slight increase in the number of reported manual handling accidents. There has been a decrease in the number of slips, trips and falls, road traffic accidents and accidents involving objects, animals or insects.

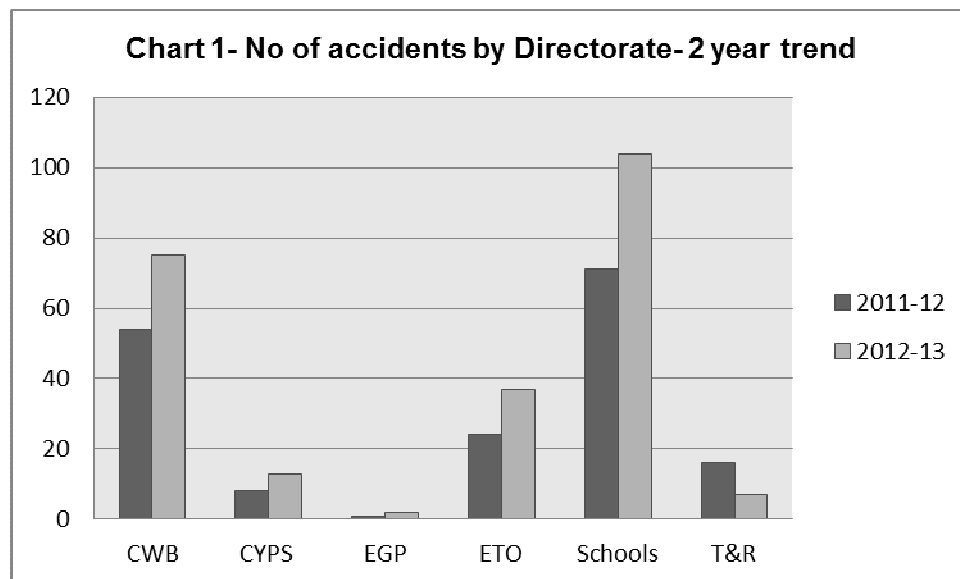
The overall rate of accidents per hundred employees has increased when compared to 2011-12, from 3 accidents per hundred employees to 4.05 in 2012-13.

### 2.3 Numbers of Accidents by Directorate

Compared to 2011-12, the total number of accidents increased in all Directorates, with the exception of Transformation and Resources (T&R); see Chart 1 overleaf. Analysis by service area (see Appendix 1) shows that a few service areas account for a large proportion

of the accidents in each Directorate. These are generally the areas where we would expect higher numbers of accidents, due to the nature of the work undertaken in these services.

Patterns at service level will be reviewed in more detail in separate Directorate Health and Safety reports.



### 2.3.1 Communities and Wellbeing

The overall number of accidents reported in Communities and Wellbeing (CWB) has risen by 39%, from 54 accidents in 2011-12 to 75 accidents in 2012-13. However, it should be noted that there was a 41% decrease in the previous year and that these changes are very sensitive to fluctuations in rates of violence and aggression from individual service users. This is explored in more detail in Section 2.5. The majority of accidents in CWB occurred within Provider Services, which is not unexpected due to the nature of the work carried out within this service.

The rate of accidents in CWB was 12.3 accidents per hundred employees, a significant rise from last year when the rate was 7.88 per hundred employees.

### 2.3.2 Children and Young People’s Service

The overall number of accidents reported in the Children and Young People’s Service (CYPS) has risen 63%, from 8 in 2011-12 to 13 in 2012-13. The rate of accidents in CYPS is 1.08 per hundred employees.

### 2.3.3 Environment, Transport and Operations

The overall number of accidents reported within Environment, Transport and Operations (ETO) has increased significantly by 54%, from 24 in 2011-12 to 37 in 2012-13. However, it should be noted that there was a 31% reduction last year in ETO accidents and accidents this year are at a similar level to the year before last (2010-11), where there were 35 accidents in ETO. The reasons for this increase will be explored further in the Directorate report.

The rate of accidents in ETO is 2.93 per hundred employees.

### **2.3.4 Economic Growth and Prosperity**

There were 2 reported accidents within EGP in 2012-13 compared with 1 in 2011-12 and 5 in 2010-11. Within EGP, the rate of accidents per hundred employees is 1.45 per hundred employees.

### **2.3.5 Transformation and Resources**

The overall number of accidents reported in Transformation and Resources (T&R) has seen a decrease of 56 %, down from 16 in 2011-12 to 7 in 2012-13. The rate of accidents in T&R is 1.04 accidents per hundred employees.

### **2.3.6 Maintained Schools**

The overall number of accidents reported in maintained schools has seen a 44% increase, up from 72 accidents reported in 2011-12 to 104 in 2012-2013. This continues the increase of the previous year and is likely to be due to increased awareness of the need to report accidents, due to recent auditing activity by the HSU within schools as part of the Service Level Agreement introduced in 2011.

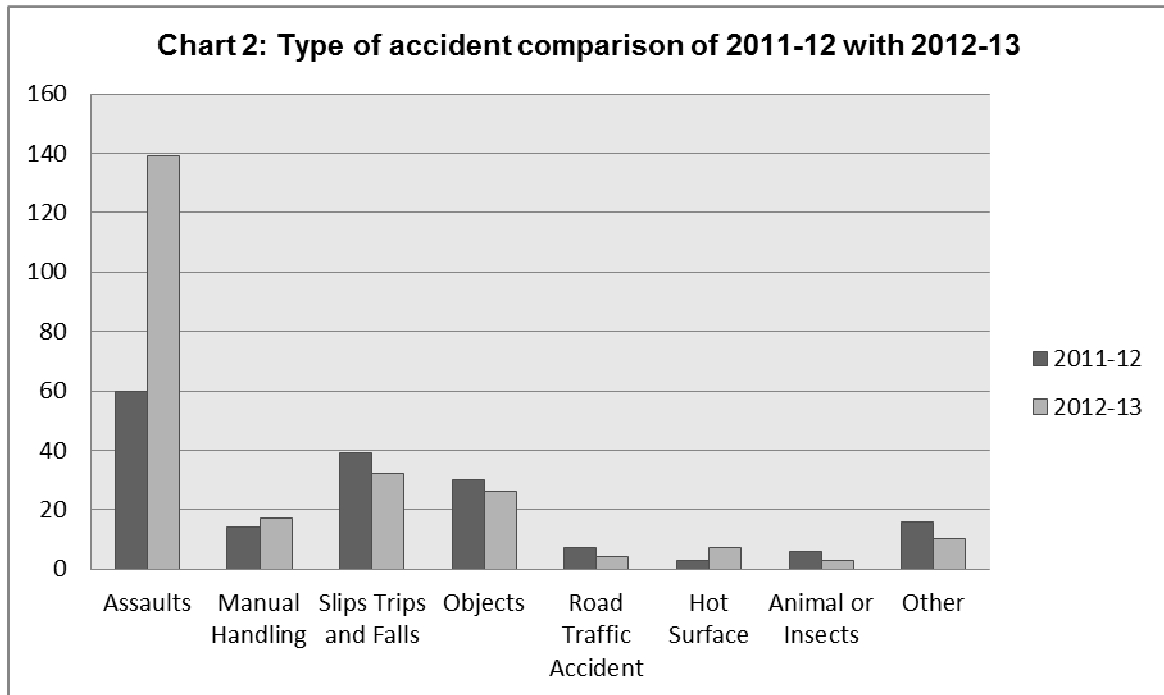
The rate of accidents in schools is 5.27 per hundred employees.

## **2.4 Types of Accidents**

Chart 2, overleaf, shows a summary of the main types of accidents compared to the same period last year.

The most common types of reported accidents involving staff are violence and aggression against staff (59% of all reported accidents – see Section 2.5) and slips, trips and falls (13% of accidents - see Section 2.7). When taken together with the next most common causes of accidents, those involving objects (11%) and manual handling (7%); these account for 90% of all accidents involving staff.

Appendices 2 and 3 show a detailed breakdown of the types of accidents and a breakdown for each Directorate and service area.



## 2.5 Violence and Aggression

There has been an increase in the number of reported assaults, up 133% from 60 in 2011-12 to 140 in 2012-13. As in previous years, the majority of reported assaults in 2012-13 were physical assaults (116 of 139). The number of reported physical assaults has risen by 157% (from 45 to 116) from the previous year. The number of reported threats of assault or intimidation (a new category this year, replacing verbal assault) has increased from 15 in 2011-12 to 23 in 2012-13. It should be noted that 36% of the overall increase in assaults is due to one service user, within the learning disability service in CWB (see below for more information).

The number of occasions of violence and aggression against staff is subject to a wide degree of fluctuation year on year, as it is very sensitive to issues in managing individual clients' behaviour within social care and special school settings. The general trend is that these fluctuations relate to one or two service users; the significant increase in 2012-13 relates to a different service user than in previous years.

A high proportion (83%) of the reported assaults in 2012/13 came from services dealing with adults or children displaying challenging behaviour (see Chart 3). Nearly half of all reported assaults (49%) occurred within special schools, involving children with challenging behaviour.

The Health and Safety Unit (HSU) have undertaken specific work to raise awareness of the need to report such incidents within schools and, in particular, within special schools, which is likely to have led to the rise in reporting of such incidents. All of Trafford's maintained schools as well as a number of other schools who bought back the Health and Safety service-level agreement received a full audit within the period April 2011 to July 2012. These audits looked in detail at the arrangements that the schools had in place for the recording and reporting of accidents, including incidents of violence and aggression, which has led to improved accuracy.

In addition, these audits also examined the arrangements in place for children with special needs and for managing violence and aggression at school level and considered the processes in place for producing risk assessments and support plans for individual students. This ensured that, where necessary, the schools take a multi-agency approach and that any training needs for staff are identified. The audit also examined the support in place for staff, whether risk assessments considered the risk of violence and aggression to staff and the communication in place to inform staff about individual children's needs and safe systems of work.

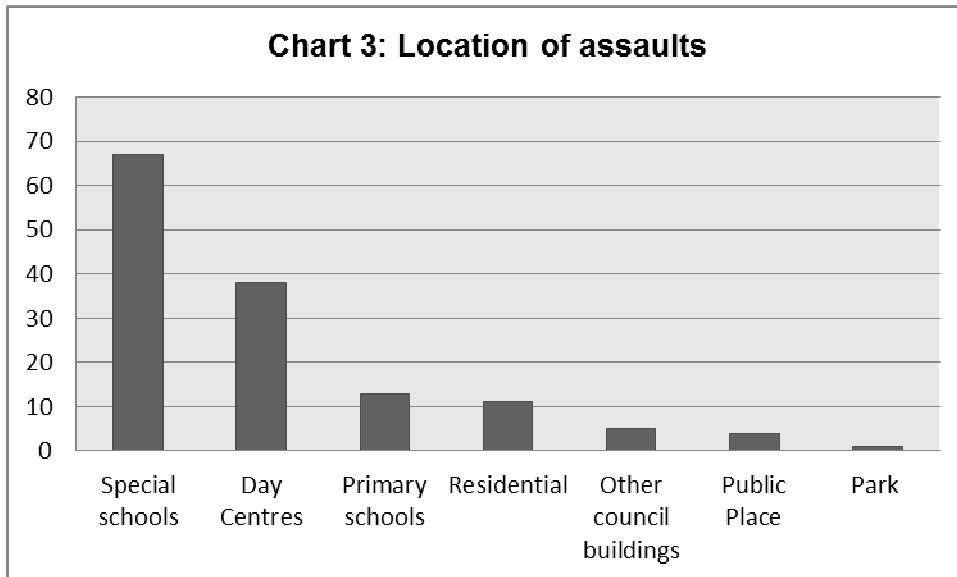
As a result of the increase in reported occasions of assault within the special schools in 2012/13, a follow up mini-audit was undertaken by the HSU to review the management of violence and aggression within special schools. Throughout July and August 2013, all of Trafford's special schools were visited by a Health and Safety Advisor.

The special schools have established arrangements in place to train staff in "Team Teach" physical intervention strategies and to undertake individual risk assessments for pupils with challenging behaviour. Team Teach is an external approach commissioned by the Department for Education around care and control, with a maximum 2-yearly refresher given to all staff. Within this training, staff are trained to understand the protocol of "danger areas" i.e. what is personal space (the space in which they are most likely to get hurt). Staff are also trained in de-escalation techniques, body language and the appropriate use of spoken language.

The HSU works closely with these schools to review their arrangements and ensure that they have appropriate strategies in place for managing such behaviour, in order to reduce the risk to staff. Each reported incident is reviewed by a Health and Safety Advisor and investigations are undertaken on a case by case basis. The HSU also closely monitors trends in violence and aggression at school/service level throughout the year.

As a result of this mini-audit, the (HSU) has concluded that the Special schools have appropriate measures in place to manage the risk of violence and aggression from pupils and these appear to be robust and are regularly reviewed and monitored. The risk of violence and aggression is part of the nature of the work with these challenging pupils.

The next highest number of reported assaults (accounting for 35% of assaults) occurred within Provider Services, either within the community or in the learning disability day care setting (involving either staff at the centre, or staff involved in the transport from home).



Twenty-nine (59%) of the assaults in the day care setting relate to one service user, which accounts for 21% of the overall total number of reported assaults. The triggers that led to the difficulties with this service user's behaviour have been identified and behaviour support plans are in place. A review of the management of this individual was carried out by the service, together with the HSU and the Community Learning Disability Team (CLDT). As a result, only 2 of the 29 incidents involving this individual occurred in the past 6 months, which demonstrates that the response to managing this behaviour has been successful.

The majority of the remaining assaults within Provider Services in CWB occurred whilst supporting service users and residents with tasks such as personal care, dressing and dealing with challenging behaviour. A more detailed analysis of these issues is contained within the CWB Directorate report. Robust arrangements are in place within Provider Services to monitor the number and patterns of incidents of violence and aggression.

However, the HSU also closely monitors the incidents reported to the Unit on a case by case basis, to ensure that the incident has been dealt with adequately and investigated properly. The HSU also looks at trends in reported incidents and where a pattern appears to be emerging e.g. an escalation of behaviour in relation to one particular individual, ensures that the service has already instigated an internal review.

There were a number of assaults reported within Primary Schools, involving either pupils with challenging behaviour or parents (46% of the 13 reported assaults). A more detailed analysis of these will be contained within the CYPS Directorate report.

An analysis of the perpetrators of assaults shows that the vast majority (88%) are either pupils or service users displaying challenging behaviour, only 16 (11%) of these assaults were perpetrated by customers or members of the public (including parents), see Table 2 overleaf.



**Table 2: Perpetrators of assaults against staff**

<b>Group</b>	<b>No of assaults</b>
Pupil	77
Adult Service User	47
Parent	6
Member of the public	5
Not given	3
Colleague	1
Child service user	1

**2.6 Manual Handling**

The number of manual handling accidents has risen by 18%, from 14 in 2011-12 to 17 in 2012-13. Lifting and handling operations were responsible for 7% of all accidents in 2012-13.

The highest numbers (7) of manual handling accidents reported in 2012-13 are within ETO, which includes school cooks (41% of manual handling accidents). Staff in operational services in ETO have recently received refresher training in lifting and handling objects and refresher training for staff within the catering and cleaning services will take place shortly.

The next highest numbers are within (mainly special) schools (5) and CWB services (4), mainly as a result of people handling. Annual refresher training continues for staff in services involved in people handling, within Communities, Families and Wellbeing (CFW) and schools.

The long term trend is that manual handling accidents have considerably reduced (see Appendix 2) down 59% from 41 in 2008-9 to 17 in 2012-13.

**2.7 Slips, Trips and Falls**

Slips, trips and falls remain the second most commonly reported cause of injury and were responsible for 13% of all accidents in 2012-13. This represents a decrease of 18%, down from 39 (in 2011-12), to 32 this year (2012-13). The majority of the slips, trips and falls occurred within Primary Schools. Of the slip, trip and fall accidents, 7 were known to slip on a spillage of food or liquids, 7 tripped over an object or person, 5 slipped on a wet or icy surface and 6 simply went over on their ankle or lost their footing. The remaining accidents have no clear cause given.

**3.0 Health and Safety Performance**

**3.1 Rate of Reportable Injuries to Staff**

Over this reporting period, there were 9 reportable accidents to staff (those which have to be notified to the national Incident Contact Centre, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), see Table 3 overleaf:

**Table 3: Rate of reportable injuries to staff**

<b>Local performance indicator-</b>	<b>2006-7</b>	<b>2007-8</b>	<b>2008-9</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
Total Number of reportable accidents	30	22	24	18	19	18	<b>9</b>
Target for rate of reportable accidents/100 employees	0.44	0.42	0.40	0.38	0.36	0.34	<b>0.32</b>
Actual rate of reportable accidents/100 employees	0.36	0.29	0.32	0.24	0.31	0.31	<b>0.15</b>

This represents a large (50%) decrease in the total number of reportable injuries from last year (2011), down from 18 to 9. However, it should be noted that from April 2012 the criteria for reporting accidents under RIDDOR changed and now only accidents involving staff absences of over 7 days or those that are classed as a 'major reportable injury' are reportable, whereas previously those over 3 days were reportable.

A breakdown of the injuries reported under RIDDOR in the past two years, shows the effect that these changes to RIDDOR have had on levels of reporting, as follows:

<b>Year</b>	<b>No. of Major Injuries</b>	<b>No. of over 3 day absences</b>	<b>No. of over 7 day absences</b>	<b>Total no. of RIDDOR reports</b>
<b>2011-12</b>	4	14	N/A	18
<b>2012-13</b>	5	N/A	4	9

N.B. each incident is reported either as a "Major Injury" or as an "Over 7 day" injury, with any major injuries leading to over 7 days absence reported as major injuries only and not categorised as both. A further explanation of what is reportable under RIDDOR is contained within Appendix 4.

The rate of reportable injuries per hundred employees has also halved. The overall accident rate remains below the performance indicator target for this year of 0.32 accidents per hundred employees. Benchmarking across AGMA on the rate of reportable injuries to staff has been undertaken and the position is as follows:

Organisation	Injuries Reportable under RIDDOR			
	No of major injuries	No. of over 7 day	Total RIDDOR reports received	Total RIDDOR per 100 employees
<b>Bolton</b>	0	55	55	0.46
<b>Rochdale</b>	3	9	12	0.15
<b>Trafford</b>	<b>5</b>	<b>4</b>	<b>9</b>	<b>0.15</b>
<b>GMFRS</b>	1	14	15	0.66
<b>Tameside</b>	0	8	8	0.14
<b>Wigan</b>	6	25	31	0.30

As can be seen, Trafford is positioned a close joint 2<sup>nd</sup> from the 6 responses received, with a wide range of reported results.

### 3.2 Performance against 2012-13 Corporate Health and Safety Improvement Plan

Key actions that were contained within the Corporate Health and Safety Improvement Plan for 2012-13 included:

- Support the work of the long term accommodation team - agile working and premises arrangements;
- Support further development of the HR/Payroll system re incident reporting;
- Approval and implementation of an updated display screen equipment (DSE) framework and guidance;
- Approval and implementation of the Driving at Work policy and the new Lone Worker framework and guidance;
- Review of provision of health and safety training arrangements.

The HSU has worked with the long term accommodation and facilities management teams to ensure that adequate arrangements are in place for the provision of first aid and for fire evacuation at our main administrative buildings. A health and safety handbook has been produced, which contains guidance on health and safety for agile workers. In addition, the display screen equipment guidance has been updated to support the move towards agile working. The Fire Safety Advisor has worked with Building Control and Facilities Management to provide advice and support on the Fire Safety Strategy and arrangements for safe fire evacuation at Trafford Town Hall.

All employee accidents are now entered onto the HR/Payroll system (I-Trent). The HSU is monitoring the effectiveness of this system and is currently working on the development of the self service system for managers to report accidents directly onto I-Trent.

New frameworks and guidance for Driving at Work and Lone Working have been produced and a refresh of health and safety training available to staff has been undertaken.

Courses have recently been provided in risk assessment, working at height, first aid and moving and handling of people and loads. The HSU is currently refreshing its training strategy, reviewing the standards set for managers' training and is producing a number of new introductory courses specifically for schools staff, ready for the new academic year.

#### **4.0 Audit Programme**

Following the introduction of a Service Level Agreement (SLA) for schools in April 2011, the HSU focused on carrying out a full health and safety audit of each school that signed up to the SLA within the academic year 2011-2012. In the current academic year (2012-13), the schools have been offered an audit of their play areas (for primaries) or their sports and PE arrangements (for secondaries) and so far, 47% of schools have taken up this offer, with others opting for full audits or bespoke time in school with a health and safety advisor.

The schools are performing well in the play area audits and have generally performed very well in the health and safety audits, with an average overall score of 83% in the last academic year. Feedback from schools has been very positive and the audits have been welcomed.

#### **5.0 Other Key Developments in Health and Safety**

A review was recently undertaken of the existing numbers and training of first aiders and appointed persons across the council. However, due to the recent re-location of many members of staff, records are currently being audited to ensure a robust list of existing first aiders remains available, together with their location and the type and expiry date of their training qualification. Any additional numbers required will be identified and training provided, as necessary. Defibrillators have been provided at Trafford Town Hall and this facility will be rolled out at other buildings across the borough.

#### **6.0 Fire Safety**

The Fire Safety Advisor has risk assessed all premises with the exception of one school, which is being re-built. Audits are now being undertaken to ensure that any identified actions have been completed.

Support has been provided in reviewing the arrangements in place for evacuation in administrative buildings and where necessary, amendments have been made to the procedures. With the recent movement of staff between premises, a review is being carried out to assess the location and numbers of Fire Marshals at Trafford Town Hall and further marshals are being recruited and trained. All existing marshals have been offered an update briefing in the new procedure. Further drills will be carried out until staff, marshals and incident controllers are familiar with the procedure.

Initial and refresher training has been carried out for Incident Controllers and Fire Marshals at all administrative buildings and where necessary, disabled evacuation training has also been undertaken.

## **7.0 Conclusion**

The overall total number of accidents to staff reported to the HSU has increased by 37% in 2012-13, compared to the previous year, largely due to increases in the number of incidents of violence and aggression against staff. Some of this increase can be explained by increased reporting levels in special schools and also by a number of assaults involving one service user, which are responsible for a large portion of this increase.

There have been reductions in the number of slip and trip accidents and accidents involving objects, which is a welcome improvement that builds on the long term downward trend in overall accident rates and improvements in health and safety management.

More service audits scheduled to take place in 2013-14 should lead to further improvements, by highlighting what is being done well and where further improvements are needed.

Senior managers must ensure that managers treat health and safety as a core business area, in order to meet the required standards. The HSU will continue to support and assist managers in this process.

## Corporate Accident Statistics 2012-13

### Appendix 1: Numbers of accidents by Directorate and Service Area

Directorate	Service Area	No of accidents
<b>Children and Young Peoples Service</b>	Commissioning Performance & Strategy	2
	Services For Children Young People & Families	11
<b>Total CYPS</b>		<b>13</b>
<b>Communities and Wellbeing</b>	Business Services	2
	Operations	73
<b>Total CWB</b>		<b>75</b>
<b>Economic Growth and Prosperity</b>	Development & Investment	2
<b>Total EGP</b>		<b>2</b>
<b>Environment, Transport and Operations</b>	Operations	18
	Public Protection	1
	Strategic Business Unit	18
<b>Total ETO</b>		<b>37</b>
<b>Schools</b>	Special schools	79
	Primary schools	25
<b>Total schools</b>		<b>104</b>
<b>Transformation and Resources</b>	Finance	2
	Human Resources	1
	Customer Services	3
	Transformation	1
<b>Total T&amp;R</b>		<b>7</b>
<b>Grand Total</b>		<b>238</b>

Appendix 2: Type of accident 2008- 2013

<b>Accident Type</b>	<b>2008-9</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
<b>Assaults</b>					
Physical Assault	137	64	76	45	116
Assault, Threats or Intimidation (previously Verbal Assault)	20	20	1	15	23
<b>Total Assaults</b>	<b>157</b>	<b>84</b>	<b>77</b>	<b>60</b>	<b>139</b>
<b>Manual handling (lifting, moving, manoeuvring etc.)</b>					
<b>Manual handling</b>	<b>41</b>	<b>30</b>	<b>28</b>	<b>14</b>	<b>17</b>
<b>Slips, Trips and Falls</b>					
Slipped, tripped or fell on same level (new category 12-13)	N/a	N/a	N/a	N/a	28
Slip on the same level	43	56	30	34	N/a
Fall down steps/stairs	4	7	4	4	3
Trip	10	11	9	0	N/a
Fall from height	1	2	3	1	1
<b>Total Slips, Trips and Falls</b>	<b>58</b>	<b>76</b>	<b>46</b>	<b>39</b>	<b>32</b>
<b>Accidents involving objects</b>					
Hit by a moving, flying or falling object	17	8	12	15	12
Striking against object/hit something fixed or stationary	15	14	10	9	9
Cut by a sharp object	6	5	8	6	5
<b>Total Objects</b>	<b>38</b>	<b>27</b>	<b>30</b>	<b>30</b>	<b>26</b>
<b>Others</b>					
Contact with a moving person (new category 12-13)	N/a	N/a	N/a	N/a	1
Other	15	12	5	9	4
Road Traffic Accident	11	10	16	7	4
Animal/Insect	5	2	2	6	3
Hot surface/substance	10	11	10	3	7
Trapped	2	3	2	3	1
Exposed to, or in Contact With, a Harmful Substance	0	1	0	2	0
Electricity	0	0	0	1	1
Plant & machinery (including hand and power tools)	0	3	2	0	2
Sports Injury	1	0	0	0	1
<b>Total Others</b>	<b>44</b>	<b>42</b>	<b>37</b>	<b>31</b>	<b>24</b>
<b>Overall Total</b>	<b>341</b>	<b>259</b>	<b>217</b>	<b>174</b>	<b>238</b>

Appendix 3: Type of accident by Directorate 2012-13

Type of accident	CYPS	CWB	EGP	ETO	Schools	T&R	Total
Animal/Insect		1		2			3
Assault Threats or Intimidation	4	10		2	6	1	23
Contact with a moving person		1					1
Cut by a sharp object	1	1		3			5
Electricity		1					1
Fall down steps/stairs	2	1					3
Fall from height	1						1
Hit by a moving, flying or falling object	1	1		6	2	2	12
Hit something fixed or stationary				1	4		5
Hot surface/substance		3	1	3			7
Manual handling- lifting, moving, manoeuvring	1	4		7	5		17
Other	1	1	1				3
Physically Assaulted by a Person	1	37		5	74		117
Plant & machinery (including hand and power tools)				2			2
Road Traffic Accident		4					4
Slipped, tripped or fell on same level	1	5		6	12	4	28
Sports Injury		1					1
Striking against object		4					4
<b>Totals</b>	<b>13</b>	<b>75</b>	<b>2</b>	<b>37</b>	<b>104</b>	<b>7</b>	<b>238</b>



## Appendix 4: Definitions of injuries, incidents and diseases reportable under RIDDOR

### Injuries

Under the "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995", an accident is reportable if:

- It results in the **death of any person** as a result of an accident arising out of or in connection with work;
- Any **person not at work** suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury;
- Any person at work suffers a **major injury** (as described below) as a result of an accident arising out of or in connection with work.
- It causes incapacity for more than **7 consecutive days** (see below) (previously more than 3 consecutive day injuries)

### **Major Injuries**

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **“Over 7 day” injuries (previously over 3 day injuries)**

As of 6 April 2012, the over-three-day reporting requirement for people injured at work changed to more than seven days.

All injuries resulting from accidents at work, which cause incapacity for **more than 7 consecutive days** (excluding the day of the accident but including any days, which would not have been working days) must be reported to the HSE. This would mean an absence from work for more than 7 consecutive days and would also include anyone unable to carry out their normal duties i.e. on “light duties” or temporarily transferred to another job.