



BLACKBURN with DARWEN BOROUGH COUNCIL
HEALTH & SAFETY ANNUAL REPORT
2022-23

ACCIDENTS, INCIDENTS AND NEAR MISS DATA

There have been **737** reported incidents over the last year, a significant increase on last year mainly due to more active encouragement of reporting incidents and near misses. The 2020-21 figure was influenced by the pandemic where many people were working from home or working in a different way.

2021 -22	2020-21
618	385

The Health, Safety & Wellbeing Team review each and every report received. Where necessary, further information is requested from departments to ensure that appropriate measures are considered and have been put in place to reduce or eliminate the risk of reoccurrence.

Total Number of Reports	<u>Incident Reports Received between 01/04/2022 and 31/03/2023</u>		
	Total Number of Incidents	Total Number of Near Misses	RIDDOR Reportable Incidents
737	545	192	5

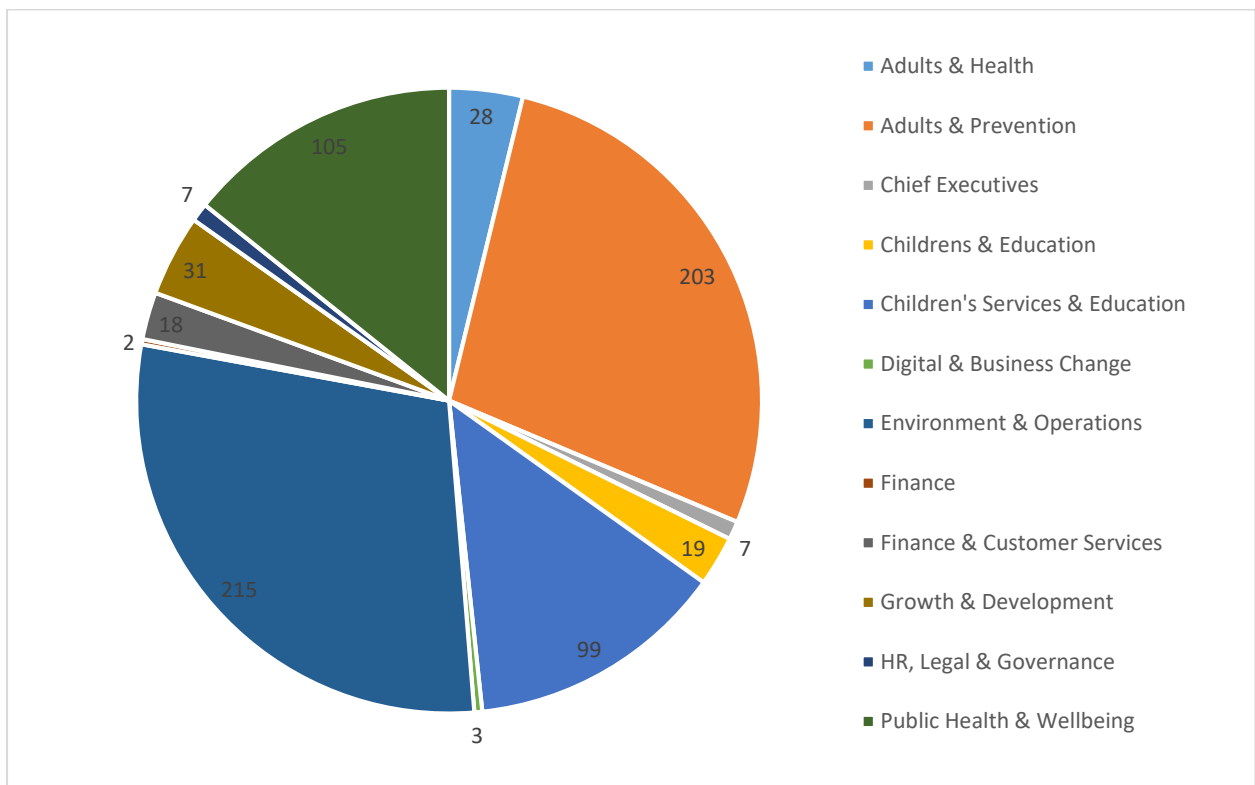
RIDDOR Reports

Five RIDDOR reports were filed with the HSE, which is below the Council's KPI. Four were employees with 'Over 7-day Injury' and one was a "member of the public taken to Hospital"

RIDDOR details:

- 1 x Slip, Trip and Fall – Member of the Public slipped on leaves on a public footpath
- 2 x Lifting and Handling – both accidents causing injuries to fingers
- 1 x Contact with Machinery – causing injury to thumb.
- 1 x Struck by an Object – causing injury to left hand and left leg

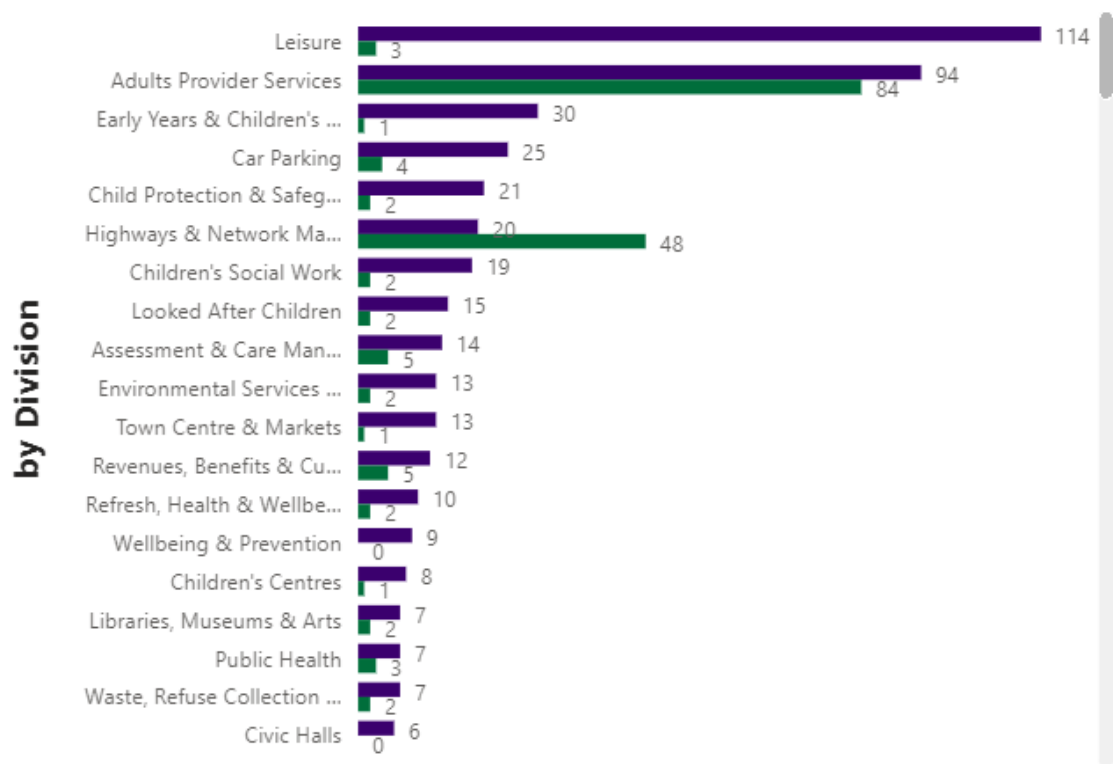
Incidents by Department



Due to recent corporate departmental changes, some departments have moved directorates and some directorates have been renamed. This is reflected above and a high proportion of incidents are reported from Environment and Operations and Adults and Health. Leisure has now moved into Environment and Operations though some of their data for the year above will appear within Public Health and Wellbeing.

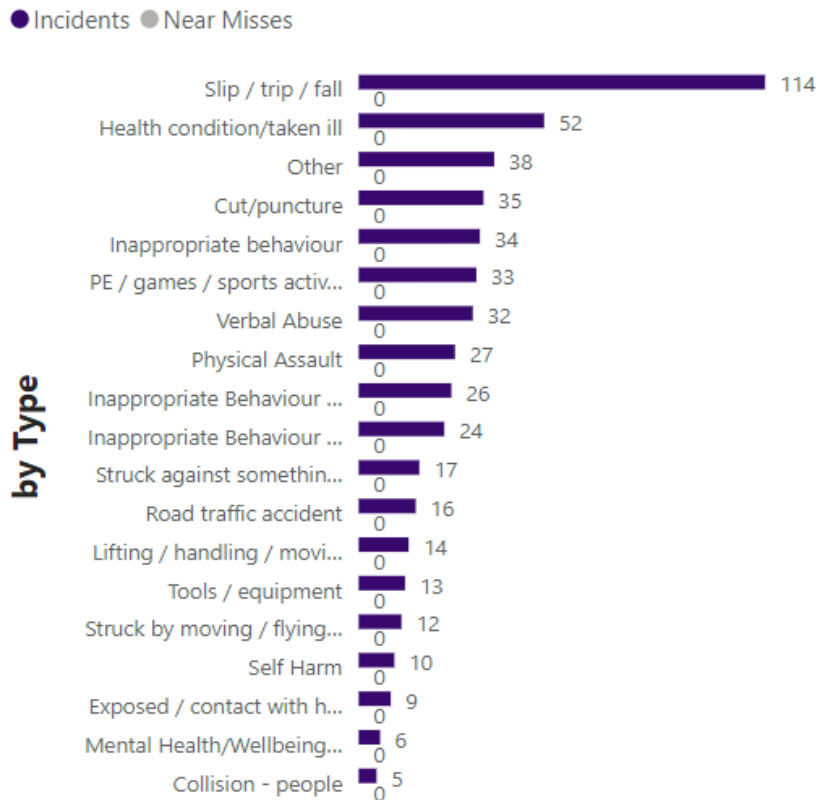
Incidents by Division

● Incidents ● Near Misses

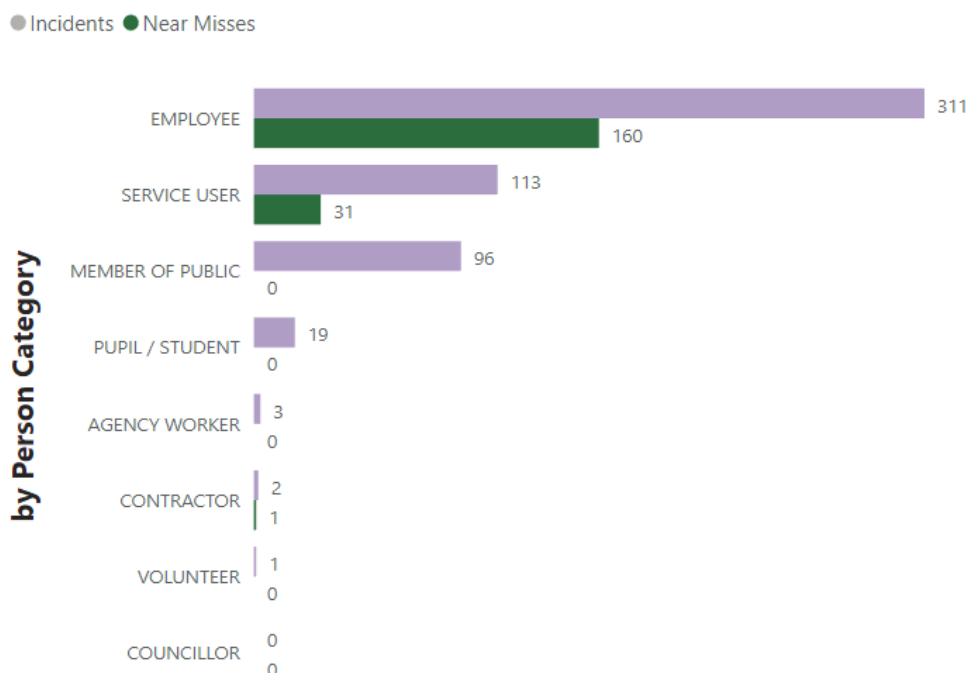


Some divisions have been renamed or moved around in the last 12 months. The key messages here are Adult Provider Services relates predominantly to Albion Mill Services and a significant number of near miss incidents whilst the service was being embedded. The spike of 114 incidents is actually from the Leisure teams, where additional support and training has been targeted.

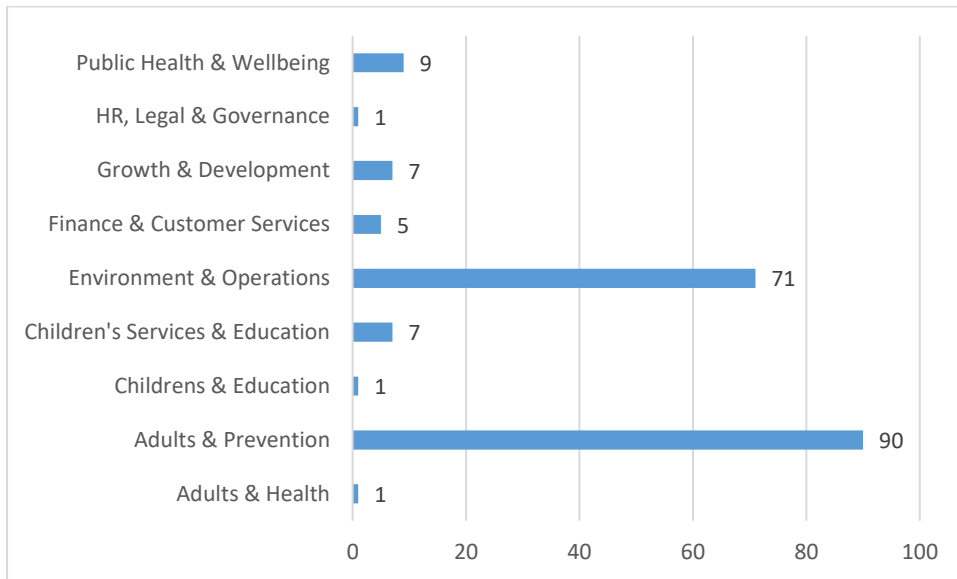
Incidents by Type



Category of Person

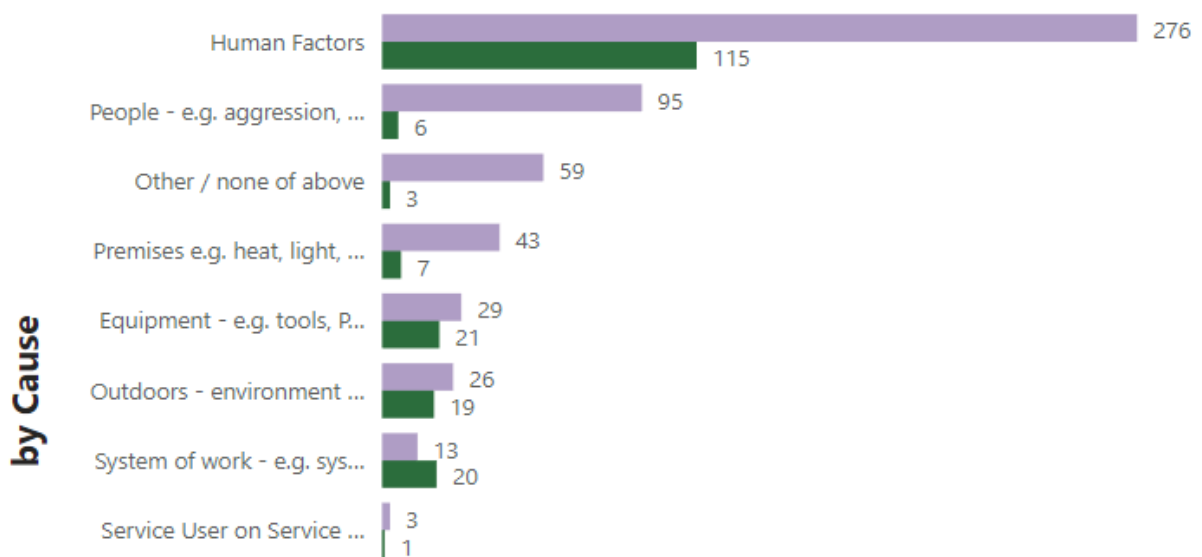


Near Misses by Department



Incidents by Immediate Cause

● Incidents ● Near Misses



KEY HIGHLIGHTS FROM 2022/23

The team have maintained health and safety consultancy support across the council and to schools and some of the key highlights of work this year include:

- Reviewed all accidents, incidents and near misses reported to the team from schools and council departments and provided advice where required, including undertaking full investigations for more significant incidents and reporting RIDDORS to the HSE where relevant.
- Undertaken termly visits with schools as part of the Service Level Agreement, this year focussing on Accident Reporting and Investigation and on full Site Inspections.
- Delivered various training courses to schools, including H&S Responsibilities, Working From Height, Site Supervisor Safety & Responsibility, Managing Stress and Manual Handling
- Numerous Display Screen Equipment assessments have been undertaken and advice given to both staff and managers, in order to support staff with specific concerns or conditions.
- Working in conjunction with Insurance, identifying risks and threats to the council and supporting in the defence of several civil claims against the Council.
- Support for teams at Davyfield Road depot including:
 - o Fortnightly inspections of the external areas
 - o Support with reviewing risk assessments
 - o Investigation of more significant incidents and RIDDOR events
 - o Working closely with Parking Services on risk assessing CEO activities and providing Conflict Management training for the team
 - o Delivering training to various teams on manual handling, health and safety responsibilities and on reporting and investigating incidents.
 - o Managing a programme of face fit testing for staff exposed to dusts and gases
- Participation and more recently management of the Events Safety Advisory Group advising on safety matters and managing risks for events taking place across the borough
- Concentrated advice and support at Albion Mill.
- Facilitating and delivering the corporate Health & Safety Committee and various sub committees.
- Support the Health and Safety Action Group at Davyfield Road Depot, covering some of the Council's higher risk areas, including the reinstatement of the Road Risk Management Group.
- Following the trend and number of aggressive incidents reported, set up a Violence and Aggression Focus Group which meet bi-monthly. Some of the action taken by the Group to date includes:
 - o Development of a new Violence & Aggression Policy
 - o Personal Safety training programme established and delivery underway
 - o Closer working with Community Safety colleagues to take action against those who abuse or assault our employees
 - o Review of the councils caution list and application process
 - o Promotion of reporting of incidents to ensure aggression does not become an accepted part of any role
- Delivery of health surveillance to teams exposed to noise and vibration.
- Dedicated support to Leisure Service including full training programme delivery, health and safety audits at all sites and actions plans developed, support with risk assessment reviews and appropriate control measures as well as support with incident reporting and investigation.

PLANS & PRIORITIES FOR 2023-24

The overarching objective for the council's Health & Safety function this year is to support the council and local schools in implementing and embedding robust health and safety management systems. This ensures that our council functions, buildings and schools are safe for all. Key activity to help deliver this includes:

- Service Level Agreements for schools have been renewed with 54 schools purchasing our service.
- All health and safety guidance documents and templates have been reviewed and updated and will be ready for uploading to the new intranet.
- Dedicated support from the team will continue to be provided to services based at Davyfield Road depot and to the Leisure teams.
- Plans are underway to provide more proactive support to Adult Services, Children's Services and Growth and Development.
- The team will be supporting a full fire safety review of all council buildings and helping with implementation of remedial actions
- Health and Safety Corporate Compliance checks on services and buildings across all council departments are being undertaken and will identify any gaps and help shape the team's focus in the coming months.
- Understanding where the health and safety obligations lie for any properties leased from the council and ensure that appropriate management and monitoring is in place.
- Health and Safety Action Groups at key sites will be established and will feed into the wider Health & Safety Committee – e.g. at Duke Street and Blackburn Town Hall.
- A programme of full Health & Safety audits will be planned for high risk locations and services
- Mandatory Health and Safety training via the e-learning portal is due for completion by all staff and courses include: Health and Safety in the Workplace, Manual Handling and Fire Safety.
- A programme of face to face health and safety training will be developed, given resources available, and will be made available to employees.
- A programme of Personal Safety courses, available to all teams, is already underway and will continue throughout the year.
- For some teams who routinely face verbal abuse and aggression during the course of their duties, conflict management/de-escalation training will be sourced.
- Continue with the Violence and Aggression Focus Group for the foreseeable future, working closely with the Community Safety team and seconded Police Officers to provide additional support to staff who report aggressive incidents.