

Appendix 2

Accident and Attack summary for Leicester City Council Employees between 1998 and 2001

This report summarizes the figures for the Authority and individual departments focusing on possible trends in accident causation and the ratio of Non RIDDOR and RIDDOR accidents within Leicester City Council.

Statistical analysis for this report is based on a "steady state" assumption, with no relevant changes within the organization or at departmental level over the period.

1. Total Number of Recorded Incidents.

1.1 Minor (Non – RIDDOR) accidents

Authority wide accidents figures between 1998 and 2001 are given below in table 1.

Department	1998	1999	2000	2001
Arts & Leisure	75	76	81	95
Chief Executives	5	3	1	2
Commercial Services	152	244	342	254
Environment & Development	24	29	42	20
Education	284	254	334	300
Housing	150	243	258	232
Town Clerk's	17	19	8	16
Social Services	250	270	199	250
Total	957	1138	1265	1169

1.1.1 Authority Wide Trends

Analysis of the accidents figures for the 4-year period show:

- A 18.1% increase in accidents from 1998 to 2001
- An increasing trend for 1998 to 2000, 7.5% decrease in 2001.
- An average of 1132 incidents per year for the Authority.

1.1.2 Departmental Trends

Although incident rates are currently unavailable, figures show

- Low accidents figures for A & L, E & D and TR & CR. On average accident figures for all three departments represent 8.6% of the total number for the authority. Education, 26.4%, has the highest average for the authority.
- 34.2% decrease in accidents for Commercial Services from 2000 to 2001.
- 12.5% increase for Social Services from 2000 to 2001.

1.2 Total Number of Major Incidents

1.2.1 Major (RIDDOR) accidents

Authority wide RIDDOR accident figures between 1998 and 2001 are given below in table 2.

Department	1998	1999	2000	2001
Arts & Leisure	10	4	8	3
Chief Executives	0	0	0	0
Commercial Services	30	39	26	30
Environment & Development	5	4	3	4
Education	25	22	24	14
Housing	32	21	19	23
Town Clerk's	2	2	2	2
Social Services	15	11	19	19
Total	119	103	101	95

1.2.2 Authority Wide Trends

Analysis of the accidents figures for the 4-year period show:

- A 30.7% decrease in the number of accidents reported to the HSE from 1998 to 2001
- An average of 103.5 accidents (major, 3 day absence and dangerous occurrences) are reported to the HSE by the authority per year.
- Approximately 1 in 12 recorded accidents are reportable to the HSE.

1.2.3 Departmental Trends

- There are no significant trends for RIDDOR incidents amongst the departments. Only Education has recorded a 41.1% decrease in 2001. However, on past indications the decrease is likely due to under reporting, particularly 3-day absences.
- Low figures, over the 4-year period, for A & L, Chief Executives and TC & CR may be attributable to the perceived low risk and non-hazardous activities.
- Commercial Services and Housing have the highest levels of RIDDOR incidents. On average 1 in 7 accidents are RIDDOR for CS and 1 in 9 for Housing. In comparison 1 in 14 are reportable for Education and 1 in 15 for Social Services, in both cases the ratio is lower than that for the authority.
On an operational basis accident ratios may reflect the degree of hazards associated with each department.

2. Categorized Accidents

2.1 Manual Handling Non RIDDOR and RIDDOR

Authority wide figures are given in Table 3a and b below.

Non-RIDDOR (a)					RIDDOR (b)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	8	11	16	26	A&L	0	2	1	0
CX	1	0	0	0	CX	0	0	0	0
CS	16	30	55	49	CS	6	7	2	0
E&D	4	2	2	2	E&D	1	0	0	1
Edu	10	8	13	18	Edu	0	1	0	0
Hse	30	54	63	70	Hse	8	4	6	2
TC&CR	2	0	2	1	TC&CR	1	0	1	0
SS	24	12	31	37	SS	2	0	1	2
Total	95	117	182	203	Total	18	14	11	5

2.1.1 Authority Wide Trends

- Over the 4-year period the number of non-RIDDOR manual handling incidents have increased by approximately 113.6%. During the same period RIDDOR incidents have decreased by 72%
- On average 149 employees per year sustain injuries involving non-RIDDOR manual handling accidents.
- Approximately 1 in 8 of the non-RIDDOR accidents result out of manual handling activities

2.1.2 Departmental Trends

- No trends are observable amongst the departments for non-RIDDOR incidents. With the exception of CS, where there has been a 20% decrease, small increases are reported for all departments from 1999 to 2001.
- Commercial Services, 100%, and Housing, 75%, have recorded the highest decreases in manual handling RIDDOR accidents from 1998 to 2001.

2.2 Fixed Objects

Authority wide figures are given in Table 4a and b below.

Non-RIDDOR (a)					RIDDOR (b)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	12	12	7	15	A&L	2	0	0	0
CX	1	1	0	2	CX	0	0	0	0
CS	16	35	58	28	CS	0	4	4	6
E&D	4	3	5	7	E&D	0	1	1	0
Edu	16	24	29	29	Edu	1	1	2	1
Hse	28	53	45	44	Hse	4	2	1	1
TC&CR	3	1	1	3	TC&CR	0	0	0	0
SS	19	42	24	44	SS	1	1	2	2
Total	99	171	165	172	Total	8	9	10	10

2.2.1 Authority Wide Trends

- Non-RIDDOR, 74% from '98 to 2001. RIDDOR accidents resulting for striking against fixed objects have remained constant.
- 1 in 8 non-RIDDOR accidents are due to fixed objects.
- On average, fixed objects cause 9 RIDDOR accidents per year. 1 in 11 RIDDOR accidents result out of against striking fixed objects.

2.2.2 Departmental Trends.

- Non-RIDDOR figures fluctuate over the period for all departments; highest instances of fixed object accidents are recorded for CS, EDU, Hse and SS.
- RIDDOR, CS figures have increased by 100%, Hse accidents have decreased by 75%. There is insufficient data for analysis on other departments.

2.3 Moving Objects

Authority wide figures are given in Table 5a and b below.

Non-RIDDOR (a)					RIDDOR (b)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	11	10	17	15	A&L	1	0	0	0
CX	1	0	0	0	CX	0	0	0	0
CS	17	39	66	38	CS	5	9	2	8
E&D	3	4	10	2	E&D	1	0	0	2
Edu	66	58	46	58	Edu	4	2	5	3
Hse	24	34	31	24	Hse	5	2	2	1
TC&CR	3	3	1	3	TC&CR	0	0	0	0
SS	23	32	19	37	SS	0	1	0	2
Total	148	180	190	177	Total	16	14	9	16

2.3.1 Authority Wide Trends

- 28% increase in Non-RIDDOR incidents from 1998 to 2000, during 2001 the number of moving objects accidents decreased by 7%. In the same period RIDDOR incidents increased by 78%.
- 1 in 7 Non- RIDDOR accidents in the authority result out of employees being struck by moving objects.
- On average 174 accidents per year are due to moving objects.

2.3.2 Departmental Trends.

- No observable trends.
- Non-RIDDOR, 43% decrease for CS and 23% decrease for Hse from 2000 to 2001. Increase of 400% and 95% for Edu and SS respectively in the same period.

2.4 Slips, Trips and Falls

Authority wide figures are given in Table 6a and b below.

Non-RIDDOR (a)					RIDDOR (b)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	19	11	16	12	A&L	2	1	0	1
CX	1	0	0	0	CX	0	0	0	0
CS	26	43	52	59	CS	3	6	2	0
E&D	3	14	6	8	E&D	1	0	1	1
Edu	77	61	57	55	Edu	9	8	4	6
Hse	23	23	39	26	Hse	4	5	3	5
TC&CR	5	8	2	4	TC&CR	1	1	0	2
SS	40	33	35	36	SS	3	3	12	7
Total	194	193	207	200	Total	23	24	22	22

2.4.1 Authority Wide Trends

- Non-RIDDOR: number of slips, trips and falls constant from 1998 to 2000. A 3.4% decrease was recorded from 2000 to 2001. RIDDOR figures have remained constant for 4 years at an average of 23 per year.
- 1 in 6 non-RIDDOR and 1 in 4 RIDDOR accidents for the authority are the result of slip, trips and falls.

2.4.2 Departmental Trends.

- Non- RIDDOR: number of incident in 2001 reduced for all departments, except for CS and SS where incidents have increased by 13.5% and 2.9% respectively
- RIDDOR: insufficient data for analysis. However, CS incidents as a result of slips, trips and falls have decreased by 100%

2.5 Violence

- Attacks on Employees are recorded on two forms, the SO2 (Accident and Dangerous Occurrence) and the SO1 (Record of Attacks on Employees).
- Figures given in Table 6(a/b) are collated from completed SO2 forms. Attack figures recorded using the SO1 form are given in table 7. Attacks recorded on the S01 are non-RIDDOR and are used to analyse the type and reason for the attack.
- Using two recording systems to track attacks on employees has proved to be ineffective and do not provide a realistic figure of the actual number of attacks. Departments often use both forms for recording attacks on employees. Figures, table 6a and 7, indicate the frequent use of both forms in Social Services and Education. In comparison Housing, which also has a high number of attacks on employees makes frequent use the SO1 form, table 7.
- Attack figures represent only a fraction of the total number. Departmental Safety Advisers and managers recognise that front line staff are exposed to a constant stream of abuse from clients and service users on a daily basis. Many attacks remain unrecorded because employees see it "as being part of job" or do not have the time to fill in numerous forms on a daily basis.

Authority wide figures are given in Table 6a and b below (SO 2 forms).

Non-RIDDOR (a)					RIDDOR (b)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	6	4	3	9	A&L	2	0	2	0
CX	0	0	0	0	CX	0	0	0	0
CS	8	5	4	10	CS	1	0	2	2
E&D	1	1	0	1	E&D	1	0	0	0
Edu	50	48	52	75	Edu	4	3	4	1
Hse	1	4	4	2	Hse	1	1	0	0
TC&CR	0	0	0	0	TC&CR	0	0	0	0
SS	81	76	44	58	SS	5	2	3	1
Total	147	138	107	155	Total	14	6	11	4

2.5.1 Authority Wide Trends

- Non- RIDDOR attacks decreased from 1998 to 2000 by 27%. A 44.9% increase was recorded for 2001. There are no observable trends amongst the RIDDOR attacks.
- On average 136 employees are attacked per year.

2.5.2 Departmental Trends.

- Non-RIDDOR attack levels are highest amongst Edu and SS. Education has seen a 50% increase in the number of attacks in the last four year. RIDDOR incidents for both show a decreasing trend. There has been a small increase in the number of CS and A & L employees that have been attacked in 2001 compared to the previous years
- On average 1 in 17 attacks are reported to the HSE (the figure is greater when the attacks SO1 totals are considered- see 2.5.3)

2.5.3 Table 7

a) Attack Figures (SO1 form)					b) Total Attack /Violence Figures (SO1 & SO2)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	15	15	12	22	A&L	21	19	15	31
CX	0	0	0	0	CX	0	0	0	0
CS	9	6	11	18	CS	17	11	15	28
E&D	4	2	5	7	E&D	5	3	5	8
Edu	106	170	214	355	Edu	156	218	266	430
Hse	173	168	187	140	Hse	174	172	191	142
TC&CR	4	11	4	16	TC&CR	4	11	4	16
SS	515	611	283	345	SS	596	687	327	403
Total	625	983	716	903	Total	973	1121	823	1058

Combined figures, Table 7a, show a substantially greater number of attacks than those recorded using the SO2 form only, Table 6a.

- Edu, Hse and SS remain the departments with the most number of attacks. In 2001 attacks on Edu and SS employees have increased by 62% and 23% respectively. A 35% decrease in attacks is recorded for Hse.
- With the combined figures, on average 1 in 115 attacks are reported to the HSE, as opposed to 1 in 17 based on the SO2 figures only.

On Average:

- 42% of attacks on Hse employees involve verbal abuse.
- 83% of attacks on SS employees involve physical violence.
- 73% of attacks on Edu employees involve physical violence.

2.6 Other (Non- Categorized)

Authority wide figures are given in Table 8a and b below.

Non-RIDDOR (a)					RIDDOR (b)				
Department	1998	1999	2000	2001	Department	1998	1999	2000	2001
A&L	22	27	22	18	A&L	3	1	5	2
CX	1	2	1	0	CX	0	0	0	0
CS	28	93	107	69	CS	8	12	6	13
E&D	6	5	17	3	E&D	1	3	0	0
Edu	48	57	138	66	Edu	6	7	9	3
Hse	39	75	69	66	Hse	7	7	6	13
TC&CR	4	6	1	5	TC&CR	2	1	2	0
SS	55	73	49	38	SS	4	5	1	5
Total	203	338	404	265	Total	31	36	29	36

2.6.1 Authority Wide Trends

- Over the four-year period an average of 303, 29%, of the total non-RIDDOR accidents were due to causes another than those categorized and summarized above. The majority of other causes are: fall from height; hand tools; hot solid / liquid; machine tool and; other (not specified on code sheet)
- RIDDOR figures have remained constant, on average 33 per year. 1 in 3 RIDDOR accidents within the authority are due to non-categorized causes and include: fall from height; hand tool; road traffic accident and other / dangerous occurrence.

2.6.2 Departmental Trends.

- No significant trends amongst departmental non-RIDDOR and RIDDOR figures. Decreases in 2001 for Edu are largely attributable to appropriate subjective codes being assigned for accident causation on the SO2 by CHSU Safety Adviser.
- RIDDOR figures for CS and Hse in 2001 have increased by 117% due to accidents resulting from falls from height and the use of hand tool.

3. RIDDOR Monitoring

Since 1999 the CHSU has been monitoring the Authority's response times for reporting a RIDDOR incidents to the HSE.

Under RIDDOR 95 / 99 incidents involving employees that lead to a major injury or an absence from work of more than 3 days must be reported with 10 days of the incident. Similarly incidents involving members of the public who sustain a major injury or are taken to hospital because of injury due to the Councils' activities or injured because of the condition of council owned property have to be reported within 10 days.

- A total of 154 accidents were reported to the HSE in 2001.
- On average 25 days were taken to report an incident.

Details of the RIDDOR monitoring figures are shown in Tables 9a and 9b

	3 day incidents	Major Incidents		MOP taken Hospital	Dangerous Occurrences	Death	
		Employees	Members of Public			Employee	Members of the Public
Total No. Of Accidents 2001 (LCC)	63	22	22	42	4	0	1
Ave. No. Days Department / CHSU	16.3	24.5	9.5	9.1	11.8	0	1
Ave. No. Days CHSU/ HSE	15.3	10.6	9.3	5.2	34.5	0	0
Total Ave. No. Days HSE	31.6	35.1	18.8	14.3	46.3	0	1

- Total Average (number of days taken to report incidents to the HSE) shows that the Authority failed to comply with RIDDOR in 2001. Quickest response times were achieved for reporting injuries to Members of the Public, the slowest were for 3 days injuries and major injuries to employees. However, because the figures are represented as the average number of days taken to report an incident, the Authority was compliant in the majority of cases. A small number that took greater than 30 days to report offsets the figures.
- Reporting three-day injuries remains a major problem for the authority. Although an incident may be reported to the CHSU within 10 days of the incident date, if not known at the time the SO2 is completed, supervisors / managers are failing to inform the CHSU whether the incident has resulted in the injured employee being away from work or unable to do their normal work for more than three days.

Table 9b shows the break down of RIDDOR incidents and the Average number of days, per incident, taken to report the incident for the departments.

Department		3 day incidents	Major Incidents		MOP taken Hospital	Dangerous Occurrences	Death	
			Employees	Members of Public			Employee	Members of the Public
Arts & Leisure	No of Incidents	3	1	0	8	0	0	1
	Ave. No HSE	30.3	22	0	35	0	0	1
Commercial Services	No of Incidents	22	8	0	0	0	0	0
	Ave. No. HSE	36.2	33.5	0	0	0	0	0
Environment & Development	No of Incidents	2	1	0	0	2	0	0
	Ave. No HSE	54	32	0	0	67.5	0	0
Education	No of Incidents	13	7	18	30	0	0	0
	Ave. No HSE	45.1	43.9	19.8	17.8	0	0	0
Housing	No of Incidents	12	4	1	0	2	0	0
	Ave. No HSE	15.3	23	14	0	25	0	0
Social Services	No of Incidents	9	1	3	3	0	0	0
	Ave. No. HSE	21.6	50	14	28.7	0	0	0
Town Clerks & Corporate Resources	No of Incidents	2	0	0	0	0	0	0
	Ave. No. HSE	15.5	0	0	0	0	0	0

- Figures show that all departments are failing to report RIDDOR incidents within days. On average housing have the quickest response times for reporting all RIDDOR incidents. Education has the slowest response times for reporting injuries to employee, though the departments approximately 19 days per incident for reporting injuries to Members of the Public (pupils)