

ACCIDENT ANALYSIS SUMMARY TABLE

Number of accidents to **EMPLOYEES** in the period 1 April 2019 to 31 March 2020

LOCATION	Brockhill	Car Parks	Civic Offices	Centres	Centre grounds/ car park	Comm Meals Kitchens	H G Wells	Paths & roads	Sheltered schemes	Non-WBC premises	Other	TOTAL
CAUSES												
Slips, trips & falls on the level			1		1	1						3
Falls up/down stairs												0
Falls from height												0
Walked into something												0
Driving												0
Falling/dropped objects				1								1
Loading/unloading vehicles												0
Handling objects										1		1
Lifting/carrying/pushing/pulling			1									1
Tools/ machinery/ hand tools							1					1
Cooking/kitchen work												0
Cleaning												0
Other			2									2
TOTAL	0	0	4	1	1	1	1	0	0	1	0	9

INJURIES												
No injury												0
Minor bump or knock			1									1
Minor cuts & grazes			1			1						2
Bruising				1								1
Larger cuts / puncture wounds					1		1					2
Burns & scalds										1		1
Strains, sprains & pains			2									2
Back pain												0
Fractures												0
Eye injuries												0
Other injury												0
TOTAL	0	0	4	1	1	1	1	0	0	1	0	9

A. Major												0
B. Serious				1								1
C. Minor	0	0	4	0	1	1	1	0	0	1	0	8

A. Treatment at hospital (24 hours) or major injury (RIDDOR reportable - *Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995*)

B. More than 3 days absence from work (RIDDOR reportable)

C. No absence or return to work within 3 days (not reportable)

Summary of Accident Report Forms Completed For Employees

Serious accidents reported to HSE under RIDDOR:

The following accidents were reported under RIDDOR:

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
The Vyne	main hall	IP was moving an extendable ladder and the top half fell at hit IP on the head.	bruising to top of head

Accident details

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Private dwelling		IP had taken off his gloves to use the keysafe and as he picked up the meal the pudding spilled onto his hand	Burn to little finger on right hand
Civic Offices	4th floor south	The archiving box was full so IP took some files out of the box. When IP was replacing those files she felt pain. IP has had a herniated disc and sometimes simple movements results in back injuries. Aggravated pre-existing condition	back pain
Civic Offices	1st floor south	IP was kneeling on the floor reaching into the back of a cupboard. As she went to move backwards her head caught the metal plate that hangs down from the top of the cupboard (secures lock)	cut to head
Civic Offices	ground floor west	chair broke and IP fell to the floor	jarred shoulder, back and knee
Moorcroft	meals office	IP stood up from desk and tripped over a stool. Fell face forward, hit forehead, chipped glasses, knee and arm. Felt better and sat in a chair but then came over hot and started vomiting. Phoned for an ambulance as it was a head injury, they spoke to the IP and it was decided that her husband would take her to hospital as he had arrived. Later released to go home.	banged forehead, abrasion on arm, knee swollen
Brockhill	car park	IP's foot gave way after recent muscular injury. IP tripped and fell, breaking their fall with their left arm	deep cut to top of middle finger, bruising to elbow
HG Wells	Wells Room	IP was using scissors to open a ballot box and the scissors slipped.	deep cut at base of left thumb
Civic Offices	1st floor	As IP was about to sit down, the chair rolled back and she landed on the floor	pain in lower back/hip

Other accident forms

One accident form was received for illness.

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Civic Offices	1st floor west wing	IP taken ill with severe stomach ache.	none

* Note – IP is an abbreviation for “injured person”. This avoids the use of their name, for privacy.

ACCIDENT ANALYSIS SUMMARY TABLE

Number of accidents to **NON-EMPLOYEES** in the period 1 April 2019 to 31 March 2020

LOCATION	Brockhill	Car Parks	Civic Offices	Centres	Centre grounds/ car park	Comm Meals Kitchens	H G Wells	Paths & roads	Sheltered schemes	Non-WBC premises	Other	TOTAL
CAUSES												
Slips, trips & falls on the level		2		11	1		1					15
Falls up/down stairs											1	1
Falls From height												0
Walked into something												0
Driving												0
Falling/dropped objects												0
Loading/unloading vehicles												0
Handling objects												0
Lifting/carrying/pushing/pulling												0
Tools/ machinery/ hand tools												0
Cooking/kitchen work												0
Cleaning												0
Other												0
TOTAL	0	2	0	11	1	0	1	0	0	0	1	16
INJURIES												
No injury				6								6
Minor bump or knock				2								2
Minor cuts & grazes		1		1	1		1					4
Bruising				1								1
Larger cuts / puncture wounds											1	1
Burns & scalds												0
Strains, sprains & pains		1		1								2
Back pain												0
Fractures												0
Eye injuries												0
Other injury												0
TOTAL	0	2	0	11	1	0	1	0	0	0	1	16
A. Major												
												0
B. Serious												
												0
C. Minor												
		2		11	1		1				1	16

A. Major injury as defined by RIDDOR (*Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995*)

B. RIDDOR reportable because injured party taken directly to hospital

C. Not RIDDOR-reportable

Summary of Accident Report Forms Completed For Non-Employees

Serious accidents reported to HSE under RIDDOR:

No accidents were reported under RIDDOR.

Accident details

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Woodlands House	outside	IP fell going up the steps of the Bustler Bus and cut her leg.	Leg was bleeding and sore.
	Sheer House car park	Fell over tree root in Sheer House Car Park . Notified by claim for compensation, no accident form received.	Soft tissue damage to knee
The Vyne	café	IP fell whilst walking with Zimmer frame	none
The Vyne	café	IP fell whilst moving at table, hit head on leg of chair	cut to back of head
HG Wells	Wells Room	IP was playing on and around the temporary stage of the Welcome Church when she tripped over. IP grounded her right hand onto a glass ornament attached to her bracelet. The shape of the ornament caused a cut in the fleshy part of IP's right palm.	small cut approx 10mm
Moorcroft	car park	IP slipped whilst getting into his car and landed on the ground	small cut on elbow
Civic Offices	car park	IP tripped over raised paviour in rear car park	graze/cut and bruising to knee, grazed hand
St Marys	coffee shop	IP was saying goodbye to another client, giving her a hug when they lost balance and fell over. IP hit her head on a table.	None
St Marys	coffee shop	IP was saying goodbye to another client, giving her a hug when they lost balance and fell over. IP hit her head on a table.	felt dizzy, bruise on arm, left wrist hurts
Moorcroft	Main Hall	IP fell in Main Hall. She has reduced mobility and uses a walking aid which she had left by the table. No defects found	bump to head
Moorcroft	back lounge room	IP (child) was sitting on a chair, rocking it back and forth then the chair tipped right back and she fell to the floor and bumper her head.	no injury
Civic Offices	reception area	IP felt unwell so came into the Civic Offices to sit down. He was unsteady on his feet and fell to floor.	no injury
Moorcroft	Main Hall	IP is unstable on her feet and got up too quickly form a chair and lost her balance.	soreness to lower back
Moorcroft	hallway from toilet to coffe bar	IP came from the disabled toilet and tripped on her feet. She had not taken her stick with her and was very unsteady.	none
Moorcroft	coffee bar area	IP uses a wheeled trolley. Whilst standing he lost balance backwards and fell.	none
Parkview	Main hall	IP felt dizzy when she stood up after yoga and fell, hitting her forehead.	bump on head, glasses pushed into side of face

Other accident forms

Two accident forms were received for illness.

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Moorcroft	Main Hall	IP was calling bingo on the stage in the hall and started to feel unwell. He had a pain in his chest and was sweating profusely, he then vomited. Ambulance called - arrived 30 mins later. He was sick a few more times and looked as if he would pass out.	none

HG Wells	Wells Room	As IP was leaving the tea dance she felt dizzy and felt pain in chest.	chest pain and dizziness
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Accidents to non-employees not on our premises

One accident to an non-employee that was notified to us occurred in the DWP office which is not under the control of WBC.

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Civic Offices	DWP office	IP has mobility issues and struggles to raise his foot. He caught his foot on the floor in the DWP customer area and lost his balance. He managed to brace his falls with his hands.	bruised elbow and knee

Five accidents were notified to us by way of claims for compensation, but the accidents did not occur on WBC premises

Injury to arm and temple caused by an attack at Brookwood Cemetery - notified by claim for compensation but not WBC premises
Fall in Wolsey Place Shopping Centre - notified by claim for compensation but not WBC premises
Fall in Wolsey Place Shopping Centre - lifts - notified by claim for compensation but not WBC premises
Fall at the back of 83 Walton Road - notified by claim for compensation but not WBC responsibility
Fall in the underpass of the train station due to wet floor - notified by claim for compensation but not WBC premises

* Note – IP is an abbreviation for “injured person”. This avoids the use of their name, for privacy.