

ACCIDENT ANALYSIS SUMMARY TABLE

Number of accidents to **EMPLOYEES** in the period 1 April 2017 to 31 March 2018

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			4				1			1		6
Falls down stairs										1		1
Falls from height												0
Walked into something							1			1		2
Driving												0
Falling/dropped objects												0
Loading/unloading vehicles												0
Handling objects					1	1						2
Lifting/carrying/ pushing/pulling		1										1
Tools/ machinery/ hand tools												0
Cooking/kitchen work						2						2
Cleaning				1								1
Other			3	1				1				5
TOTAL	0	1	7	2	1	3	2	1	0	3	0	20

INJURIES

No injury			1									1
Minor bump or knock			1									1
Minor cuts & grazes			2	1						2		5
Bruising			1		1			1				3
Larger cuts / puncture wounds												0
Burns & scalds						2						2
Strains, sprains & pains							1			1		2
Back pain		1	2				1					4
Fractures												0
Eye injuries				1		1						2
Other injury												0
TOTAL	0	1	7	2	1	3	2	1	0	3	0	20

A. Major												0
B. Serious			1									1
C. Minor	0	0	6	2	1	3	2	1	0	3	0	19

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:

There was one serious accident to members of staff which was required to be reported to the HSE under RIDDOR (*Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995*).

- As IP stood up from a seated position she caught her foot in a hole in the worn carpet. She fell and hit her head and hip.

Accident details

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Scotland Bridge Road	j/w Camphill Road	Cyclist at a slow pace on pavement cycled into IP, leaving a bruise where the handlebar jabbed her back. Cyclist cycled on.	Small bruise on back, hurts when sitting.
Civic Offices	Bar Area	Door closed on hand.	red marks and sore hand
HG Wells	Wells Room	IP hit their back when on the stage and lost balance. Fell on stage leg and hit their spine	Pain to lower back and spine
Centre	Meals kitchen	IP was putting food into the fryer. Some pieces missed the basket and fell in hot oil, and oil splashed up onto IP's arm.	burn on lower arm
Civic Offices	Lift no 1 in Civic Suite	IP put their arm in between lift doors when they were closing and they closed onto her arm. It took a few seconds for the people in the lift to press the "open" button so the doors were still closing on her arm.	Pain, swelling and bruise to left arm above elbow.
Civic Offices	reception	As IP went to sit down, the chair rolled away as there was no carpet on floor. IP went from standing position to lying on floor.	bruising and lower back ache
Client's House	bedroom	IP went into bedroom to test the pendant for Careline alarm and walked into the corner of the bed frame	cut to right shin
HG Wells	Kemp Room	Sofa hit IP's leg, just by the nails (which implies he means foot not leg) but it wasn't swollen, just feeling a bit of pain on the left leg	Foot injury
Centre	café	IP squeezed bottle of cream cleaner and squirted some in her eyes.	sore eyes
Brockhill	car park	IP was removing the connection from the van to the connector, which was very tight and difficult to get out. When plug finally came out, it hit IP's face on the left hand side	Bruised and swollen face under left eye. Lot of swelling.
Civic Offices	2nd floor landing Civic Suite stairwell	IP was walking downstairs and slipped on the landing, falling to the ground. Floor was apparently more slippery here than elsewhere.	cut and bleeding to left forearm
Civic Offices	ground floor ladies toilets	Toilet floor was wet, IP slipped and fell to the ground. No warning signs.	none
Civic Offices	One Stop Shop	At the Property Shop, customer wheeled chair back and IP moved out of the way. In doing so, IP caught her foot on a protruding piece of metal from the radiator (should not have been protruding, must have been hit previously in order to get in that position).	Small cut to the arch of her right foot.
Abbey Road, Horsell	front pathway	Pathway to house is on two levels. IP was rushing, missed his footing and fell onto the ground.	bruised leg and grazed palms
Centre	Ladies Toilet	After washing hands, IP turned quickly and her finger caught the edge of the tap which cut her finger	cut middle finger on left hand

Centre	kitchen	When IP was taking mashed potatoes out of the cooker, kitchen cloths got caught in the cooker. Hot water fell on to her right hand.	burn/scald to right hand
Brockhill	kitchen	IP was filling up salt and pepper pots, got some on her finger and touched her eye.	burning feeling to eye
Client's House	stairs	IP slipped down the stairs as she had removed snow-covered boots and was only wearing socks	hurt right ankle, both arms and hands, shooting pain to right side of neck
car park	not stated	IP's existing back pain exacerbated after bending whilst shovelling snow and spreading salt	pain in lower back

* 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 2017 to 31 March 2018

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	3				1				5
Falls down stairs		1										1
Falls From height												0
Walked into something				1								1
Driving												0
Falling/dropped objects												0
Loading/unloading vehicles												0
Handling objects				1								1
Lifting/carrying/pushing/pulling												0
Tools/ machinery/ hand tools												0
Cooking/kitchen work												0
Cleaning												0
Other				1								1
TOTAL	0	1	1	6	0	0	0	1	0	0	0	9

INJURIES

No injury			1	1								2
Minor bump or knock				2								2
Minor cuts & grazes				2				1				3
Bruising		1										1
Larger cuts / puncture wounds												0
Burns & scalds				1								1
Strains, sprains & pains												0
Back pain												0
Fractures												0
Eye injuries												0
Other injury												0
TOTAL	0	1	1	6	0	0	0	1	0	0	0	9

A. Major												0
B. Serious												0
C. Minor	0	1	1	6	0	0	0	1	0	0	0	9

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:

The following accidents were reported under RIDDOR:

- None

Accident details

<u>Building</u>	<u>Location</u>	<u>What happened</u>	<u>Injury</u>
Centre	Main Hall	IP left a drawer open and when she stood up she grazed her right shin.	graze on right shin
Centre	Main Hall	IP was exiting the lounge when he tripped as his toe caught the edge of the bowling mat wooden surround	minor cut/bruising to bridge of nose (caused by spectacles), minor abrasion to left knee and left elbow
Red Car park	stairwell between level 1 and level M	Daughter following mother down the stairs, slipped on the bottom step and landed on her coccyx and fell backwards against the bottom step.	bruising to lower back and coccyx
Church Street East	o/s entrance to Victoria Way car park	IP tripped on the pavement landing heavily on her left side, using her right hand to break her fall.	Grazed skin to right hand, left elbow and complained of chest pains.
Centre	hall	IP was playing short mat bowls and lost his balance, he fell against the stage.	Banged his hip.
Centre	refreshment area	Fresh cup of tea poured for the IP who then moved to get milk, but a lady bumped into her, spilling the tea which scalded IP's hand	scalded right hand
Centre	Studio	Playing musical bumps, IP (child) bumped heads with another child	redness and bruise to forehead
Civic Offices	Civic Suite Reception	IP had a nail in her shoe which made it slippery when walking out of Reception	none
Centre	outside toilet area	IP stumbled outside the toilets and was guided to the ground. She was taken ill an hour later and the fall is thought to be related to the episode of illness. No defects noted.	none

Other Accident Reports

Not included in the figures overleaf are reports which were completed for accidents, incidents and illness which were not under our control and did not arise out of our work activity. These included:

Centres

- IP had just attended bingo, she was fine during the session of 1 1/2 hours. On leaving she felt sick and needed to sit down. Her son was with her, he stated that this is a frequent occurrence as IP has had mini strokes in the past.
- IP said she felt ill and slumped in her chair whilst having lunch. Complained of a headache then became faint with difficulty breathing.
- IP was waiting in Reception to go home, the Bustler driver was helping her put her coat on and her legs gave way.
- IP's knee gave way under him and he fell to the floor

HG Wells

- IP overheated due to high external temperature. Felt dizzy and requested an ambulance.

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