

Committee(s):	Date(s):
Audit and Risk Management Committee	12 March 2019
Subject: Health and Safety Accident / Incident Data	Public
Report of: Director of Human Resources	For Information
Summary	
<p>This report provides a summary of accidents / incidents for the City of London Corporation during the three-year period 2016 – 2018. Details of accident/incident types are given along with further analysis concerning severity, status of persons involved, and reasons etc. Most accidents across all departments resulted in minor injuries. Accidents and incidents are investigated, and the lessons learned are shared across the City Corporation.</p>	
Recommendation(s)	
<p>Members are asked to:</p> <ul style="list-style-type: none"> • Note this report 	

Main Report

Background

1. In accordance with Health and Safety legislation, all accidents, incidents and near misses in the workplace must be recorded and investigations carried out where necessary. The City of London Corporation has an accident/incident reporting line (020 7332 1920) which is available 24/7.
2. At the last Health and Safety Deep Dive (Corporate Risk 09) Members requested an overview of corporate accident / incident data. This short information report fulfils that request. The data excludes the City of London Police.

Accidents and Incidents

3. There were 1866 accidents and incidents recorded in the calendar years 2016-2018 of which 955 resulted in injury. **Figure 1** (below) shows this graphically.
4. There was an overall increase in reporting near misses and for the record only incidents from 156 in 2016 to 319 in 2018. There continues to be good reporting of incidents which did not result in injuries and this points to a positive, open culture around health and safety, and the reporting of near misses and less serious incidents.
5. Verbal abuse (non-injury) was reclassified from “accidents” to “incidents” during 2017 so this is reflected in the subsequent data fields.

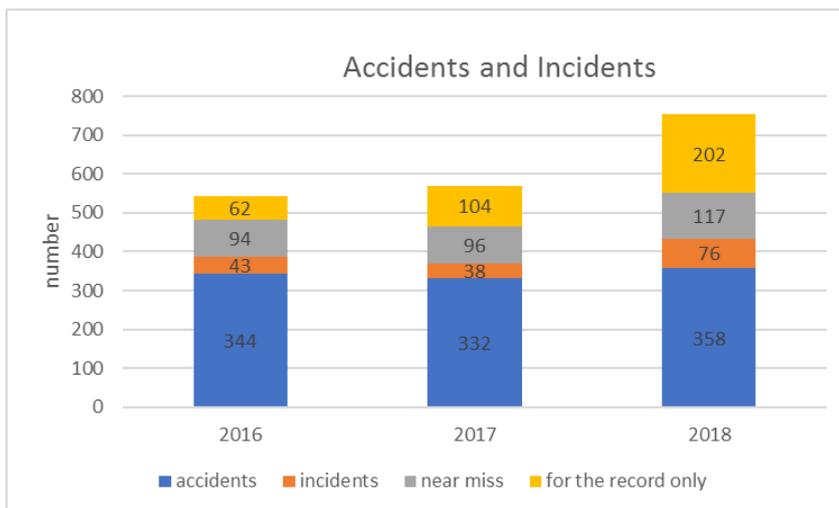


Figure 1 Accidents (resulting in injuries) and other Incidents

Status of person involved in an accident

6. The number of accidents resulting in injuries between 2016 and 2018 occurs significantly more among employees than other groups (**Figure 2**). The number of reported accidents to contractors is remarkably stable over the last three years (31 each year).
7. The number of accidents to members of the public has increased between 2017 and 2018. However, this may reflect the better reporting, and were mostly minor injuries. However, they have now returned to about the level seen in 2016.

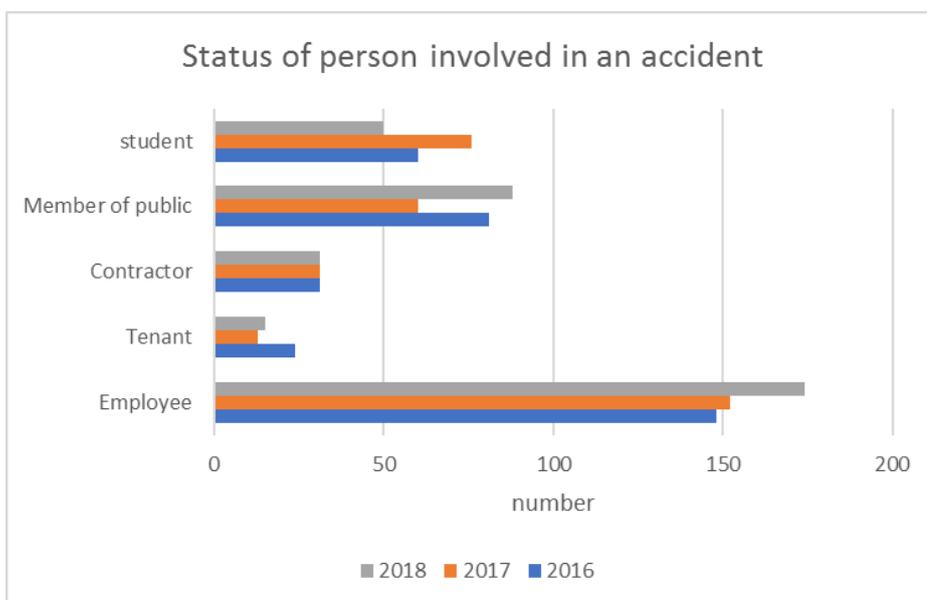


Figure 2: Status of person involved in accident (injury)

8. Accidents involving tenants are most associated with the City Corporation's Markets, and those involving students include sporting injuries.

9. **Table 1** (below) shows the number of employee accidents per year and expressed in terms of the national benchmark (accident rate per 100,000 workers). It may be difficult to directly compare the City Corporation with any specific industry because of the diverse work undertaken, for example, from our Open Spaces to Education. Higher than average accident rates may simply reflect better than average reporting.

Table 1: Employee accident numbers and rates (2016 – 2018)

Year	2016	2017	2018
No. Employees Accidents	148	152	174
No. Employees, FTE (Mid-year count, June)	3100.66	3279.33	3417.93
Accident rate per 100,000 workers	4733	4635	5091
Accident rate per 100,000 workers [National Benchmark, All Industries Average**]	1970 [2016/2017]	1780 [2017/18]	N/a [Data not available yet]

*Data excludes City of London Police

**National averages vary significantly by industry from 3690 in agriculture, forestry and fishing to 2190 in public administration in 2017/18.

Severity of accidents

10. **Figure 3** below shows the severity of injury during 2016 to 2018, indicating most were minor injuries.

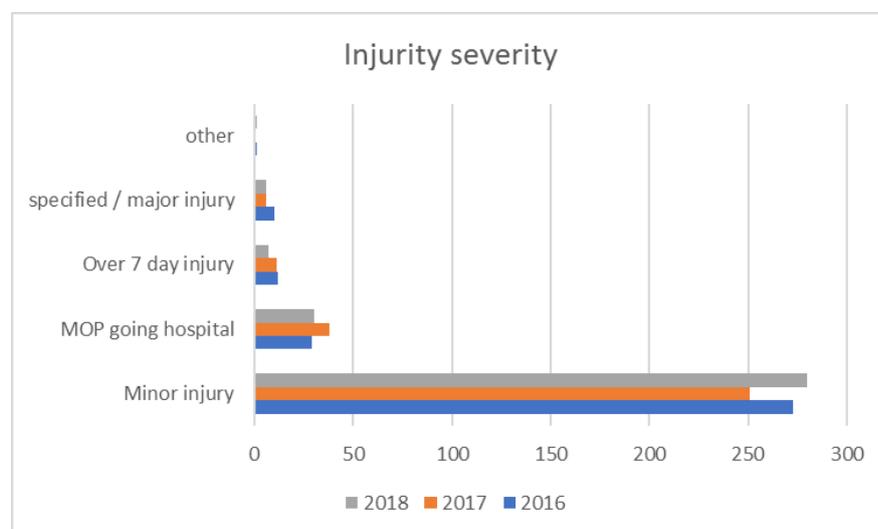


Figure 3 Injury severity

11. The City Corporation is legally required (under the Reporting of Disease and Dangerous Occurrences Regulations (RIDDOR) 2013) to report certain accidents and incidents to the Health and Safety Executive (HSE). These

tend to be more serious accidents or where a member of public is taken to hospital for any treatment.

12. During the reporting period 2016 to 2018 there were 32, 35 and 21 reportable (under RIDDOR) accidents/incidents respectively. This totalled 88 over the three-year period. Thirty-four of these RIDDOR reportable accidents to our employees involved over 7-day incapacitations where staff were unable to work or do their normal duties for more than seven days.

13. The top five reasons for all accidents (where injury has occurred) during 2016 – 2018 were:

- Slips, trips fall on the same level (26%)
- Injured while handling, lifting or carrying (17%)
- Hit by moving, flying or falling object (16%)
- Hit something fixed or stationary (9%)
- Falls from height*** (9%)

***Note: Falls from height is very broad category and includes falls on stairs, off vehicles, bikes and horses.

14. The top five reporting departments in order during 2016 to 2018 were:

1. Markets and Consumer Protection
2. Open Spaces
3. Guildhall School of Music and Drama
4. Barbican Centre
5. Children's and Community Services

Conclusion

15. 2018 saw an overall increase in accident/incident numbers compared to the previous two calendar years. There is an increase in the reporting of incidents including incidents of minor damage to property, near misses and those for the record only. Most accidents across all departments resulted in minor injuries however, eighty-eight warranted reporting to the Health and Safety Executive under RIDDOR over a three-year period.

16. Accidents and incidents are investigated, and the lessons learned are shared across the City Corporation. There continues to be good reporting of incidents which did not result in injuries and this points to a positive, open culture around health and safety, and the reporting of near misses and less serious incidents.

Appendices

- None

Further information

City Corporation: -

- [Accident / Incident Reporting Procedure](#)
- [Accident / Incident Investigation Guidance](#)
- [Guidance on Schools Accident / Incident Reporting](#)

Health and Safety Executive Statistics:

- From: <http://www.hse.gov.uk/statistics/> [Last accessed 25.01.2019]

Definitions:

Accident

An event that results in injury or ill health

Near miss Incident

An event that, while not causing harm, has the potential to cause injury or ill health

For the Record Only

Certain incidents not arising out of, or in connection with work where a record may be required such a medico incident where a member of the public becomes unwell

Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

[RIDDOR](#) is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- work-related accidents which lead to incapacitation for over 7-days or more
- diagnosed cases of certain industrial diseases;
- certain 'dangerous occurrences' (incidents with the potential to cause harm);
- there are also special requirements for gas incidents

Note: The threshold for reporting accidents involving non-employers / members of public are different for those involving employees.

Justin Tyas, Health Safety and Wellbeing Manager (People)

Town Clerks/Human Resources

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