

For Publication

Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge Group  
28 June 2018  
Item No. 11

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**REPORT AUTHOR:** HEAD OF RESPONSE

**SUBJECT:** OCCUPATIONAL ACCIDENTS YEAR END REPORT  
2017/18

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Background Papers: None

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Implications (tick ✓):

LEGAL			FINANCIAL	
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New			

*Any implications affecting this report are noted at the end of the report.*

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**PURPOSE:**

To provide Members with the Service occupational accidents year-end report for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 inclusive.

**RECOMMENDATION:**

That Members consider and endorse the report.

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1. Introduction

1.1 This paper provides Members with a summary of all Service occupational accidents for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 inclusive. All workplace accidents are recorded on the Service's accident recording software system. A detailed breakdown of all Service occupational accidents for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 and the previous four reporting periods is provided in Appendix 1.

1.2 This paper provides a summary of the findings, including the identification of trends and a comparison with data from previous reporting periods following detailed analysis.

1.3 The information is broken down into a number of headings, each of these detailing Service Occupational Accidents and the performance of the Service in relation to previous reporting periods. The headings are detailed as follows:

- Total number of workplace accidents;
- Total number of days lost due to workplace accidents;
- Total workplace accidents by type (main causation factors);
- Workplace accident Numbers by employee group; and,
- Workplace accidents by work activity.

## 2. Total Number of Workplace Accidents

2.1 In summary the total number of workplace accidents reported for the following periods were:

- 2017/18 - 58
- 2016/17 - 52
- 2015/16 - 84
- 2014/15 - 73
- 2013/14 - 67
- 2012/13 – 75
- 2011/12 – 82
- 2010/11 – 134

2.2 58 workplace accidents were reported in 2017/18 increasing slightly by 6 compared to 2016/17. This does however compare favourably with the total accident average for the previous 3 year reporting period which was 70. This is detailed in Chart 1 below which shows accident numbers from 2012/13.

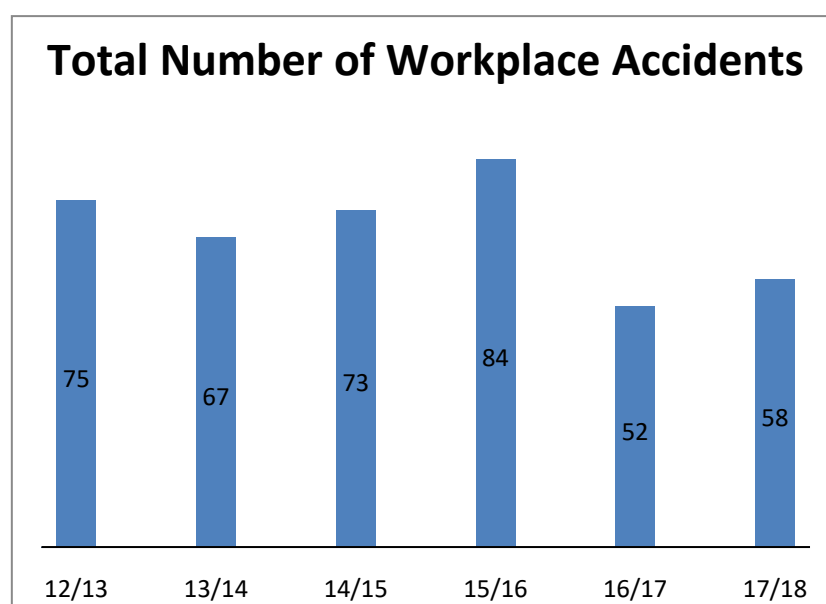


Chart 1: Total Number of Workplace Accidents

### 3. Total Number of Days Lost Due to Workplace Accidents

3.1 In summary the total number of days lost to workplace accidents reported for the following periods were:

- 2017/18 - 104 days (58 accidents)
- 2016/17 - 388 days (52 accidents)
- 2015/16 - 501 days (84 accidents)
- 2014/15 - 152 days (73 accidents)
- 2013/14 - 296 days (67 accidents)
- 2012/13 - 219 days (75 accidents)
- 2011/12 – 338 days (82 accidents)
- 2010/11 – 751 days (134 accidents)

3.2 As detailed previously, the number of workplace accidents in 2017/18 has seen a slight increase when compared to the previous year. It is pleasing to note however that the 104 days lost to the Service due to workplace accidents in 2017/18 show a significant reduction from the 388 in 2016/17 and continues a steep downward trend. It should be noted that 58 of the 104 days lost to workplace accidents were the result of one accident where the injured party had suffered a fractured wrist. The remaining 46 days lost were the accumulated result of 7 workplace accidents. Further detail is provided in Chart 2 below. The total days lost average for the previous 3 year reporting periods was 347.

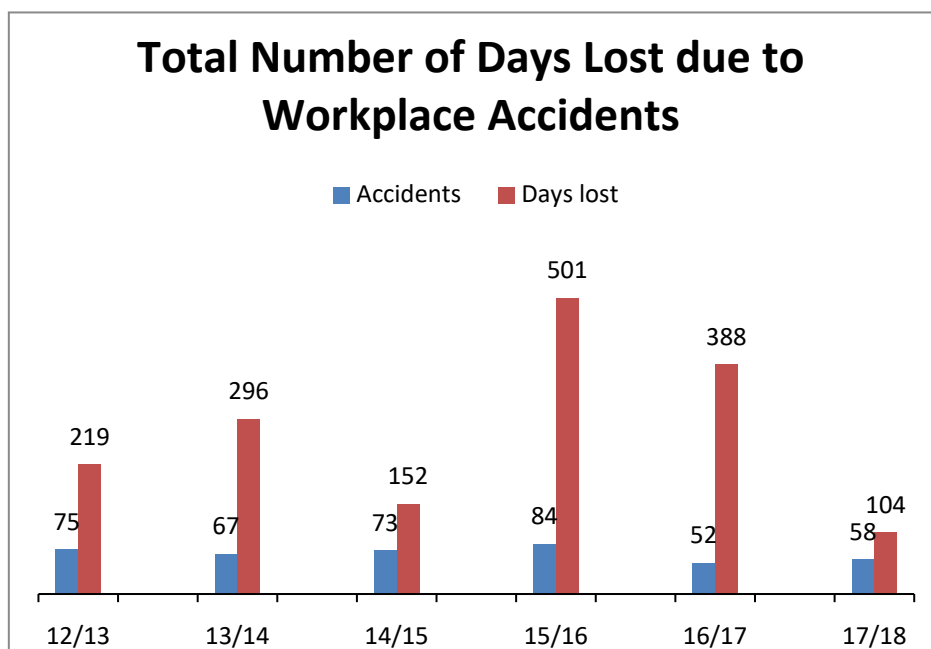


Chart 2: Total Number of Days Lost due to Workplace Accidents

#### 4. Total Workplace Accidents by Type (main causation factors)

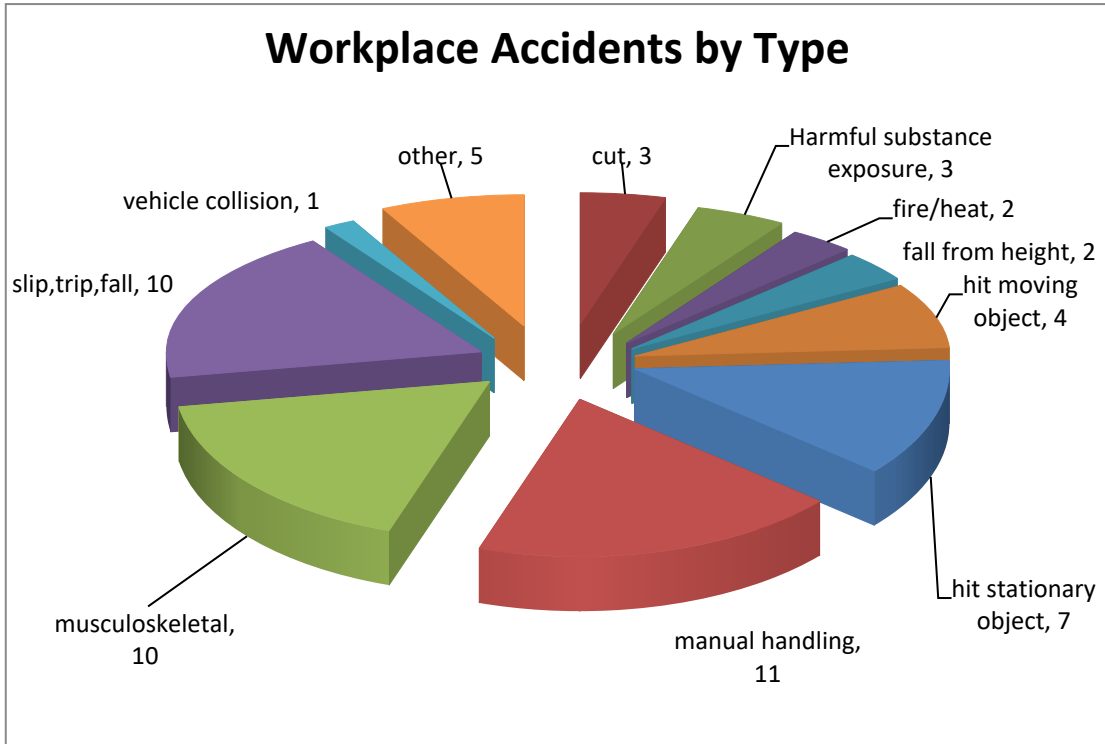
4.1 In summary the workplace accident type and total number of days lost to workplace accidents reported in 2017/18 were:

<b>Workplace Accident Type</b>	<b>Number of Injuries</b>	<b>Days Lost</b>
Cut	3	0
Harmful substance exposure	3	3
Exposed to fire/heat	2	0
Fall from height	2	0
Hit by moving object	4	2
Hit stationary object	7	0
Manual handling	11	19
Musculoskeletal	10	22
Slip, trip, fall	10	58
Vehicle collision	1	0
Other	5	0
<b>Total</b>	<b>58</b>	<b>104</b>

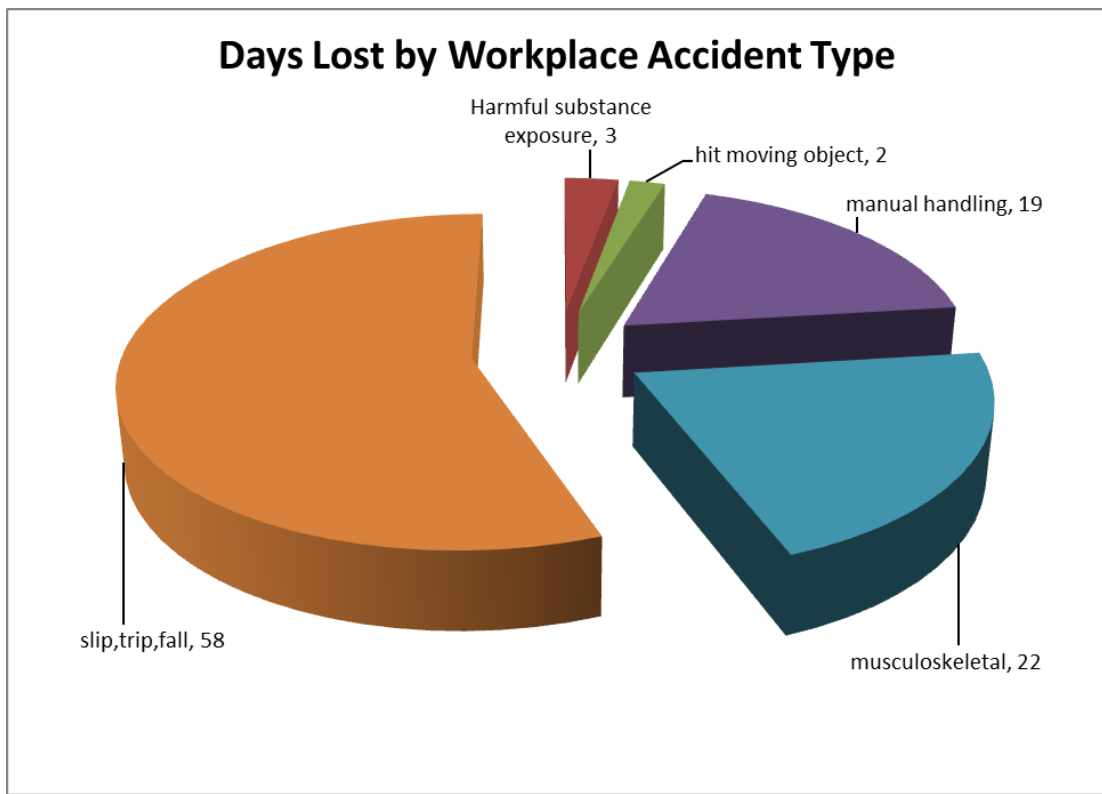
4.2 Following analysis of the summary data for 2017/18 the breakdown is detailed below:

- The number of manual handling injuries decreased from 16 to 11 compared to 2016/17. Manual handling injuries accounted for 19% (11) of all accidents and 18.2% (19) of days lost;
- The number of musculoskeletal injuries increased slightly from 8 to 10 compared to 2016/17. Musculoskeletal injuries accounted for 17% (10) of all accidents and 21% (22) of total days lost.
- The number of Slip/Trip/Fall injuries increased from 3 to 10 compared to 2016/17. Slip/Trip/Fall injuries accounted for 17% (10) of all accidents and 56% (58) of total days lost. As detailed earlier in the report these days lost were the result of one accident which had resulted in a fractured wrist; and,
- Musculoskeletal, Manual Handling and Slips/Trips/Falls accounted for 53% of all accidents and 95% of all days lost in 2017/18.

4.3 The relative proportions for each workplace accident type in 2017/18 by number of workplace accidents, and days lost are detailed in Chart 3 (Accidents by Type) and Chart 4 (Days lost by Accident Type) below.



**Chart 3:** Workplace Accidents by Type



**Chart 4:** Days Lots by Workplace Accident Type

## 5. Workplace Accident Numbers by Employee Group

5.1 The data for Employee Groups, where workplace accidents are reported as either: Wholetime, Retained, or Support Staff is shown in chart 5. For the period of 2017/18 there were:

- 36 (62%) reported by Wholetime employees;
- 3 (5.2%) by On call RDS employees;
- 14 (24%) by Support Staff; and,
- 5 (8.6%) by Non employees.

5.2 Workplace accident numbers reported by all employee groups in 2017/18 when compared to 2016/17 are as follows.

- Wholetime employees reduced from 41 to 36;
- On call RDS employees reduced from 5 to 3; and
- Support Staff employees increased from 3 to 14.

5.3 During 2017/18 the days lost due to injury for each employee group is broken down as follows:

- Wholetime employees accounted for 86.5% of days lost; increasing from 12.6% in 2016/17;
- On call RDS employees accounted for 0% of days lost, a reduction from 86% in 2016/17; and,
- Support Staff employees accounted for 13.5% of days lost, increasing from 1.6% in 2016/17.

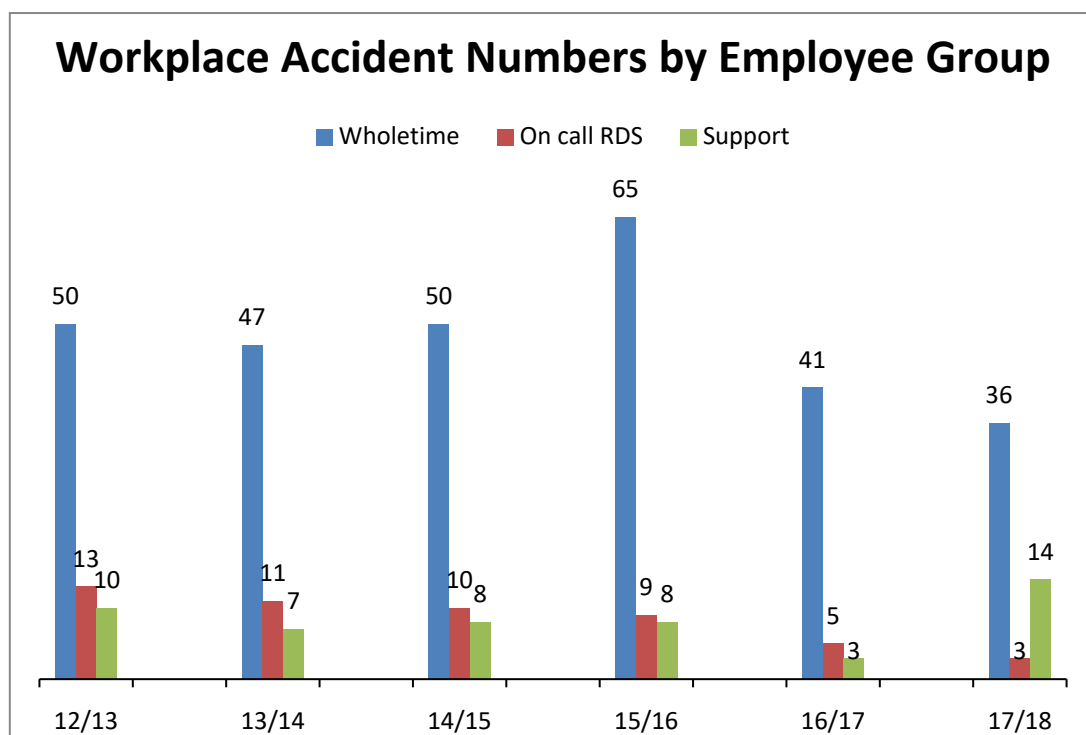


Chart 5: Workplace Accident Numbers by Employee Group

6. Workplace Accidents by Work Activity

6.1 Workplace accidents during a work activity are all, including those to non-employees, reported as Routine, Training, or Operational as shown in Chart 6. For the period of 2017/18 there were:

- 23 (39.6%) reported during routine activities;
- 15 (25.8%) during training; and,
- 20 (34.5%) during operational activities.

6.2 The time lost data resulting from workplace accidents by work activity are detailed below:

- Routine activities accounted for 71% of time lost. This has increased significantly from 1.5% in 2016/17. It should be noted that the 58 days lost injury took place during a routine activity;
- Training activities accounted for 11% of time lost, a reduction from 16% in 2016/17; and
- Accidents during operational activities accounted for 18% a reduction from 82% in 2016/17.

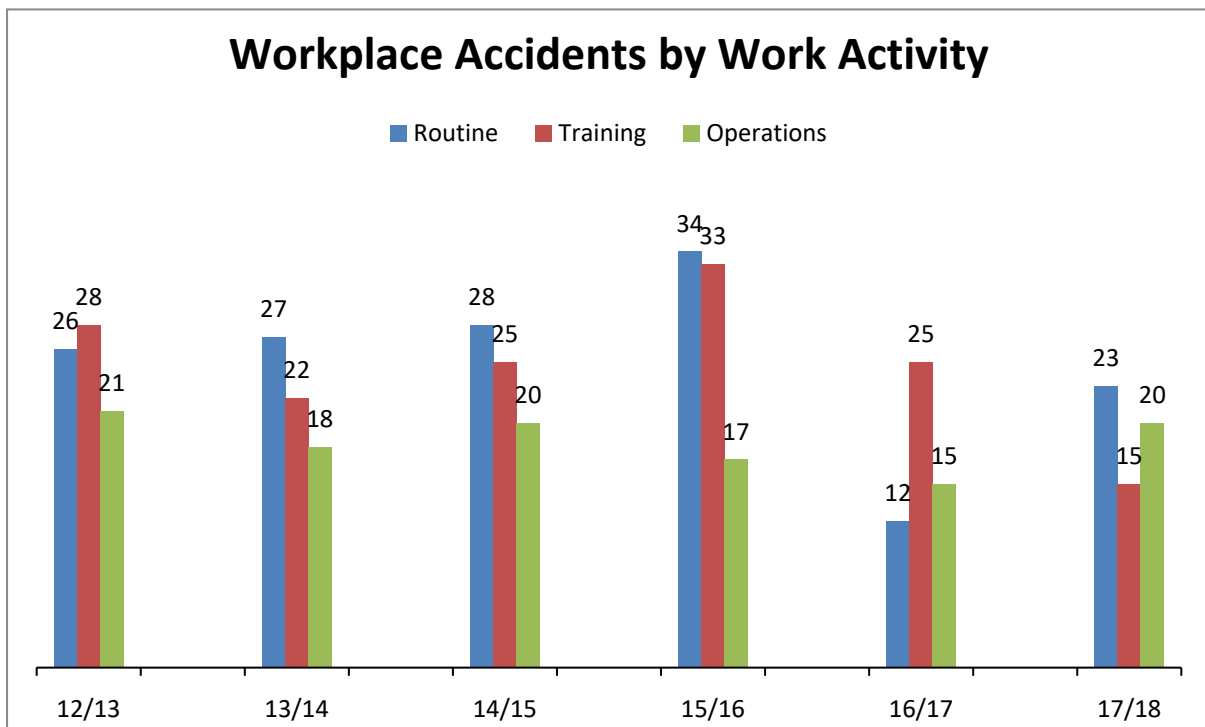


Chart 6: Workplace Accident Numbers by Work Activity

## 7. Conclusions

- 7.1 For 2017/18 the number of recorded workplace accidents has slightly increased. In summary, the total of 58 workplace accidents recorded in 2017/18 is 13.4% lower than the five year average for 2013 – 2018 which is 67.
- 7.2 It is very pleasing to note that the amount of days lost following injury has reduced significantly when compared to the previous reporting periods. The data shows that a significant proportion of the days lost to Service workplace accidents were attributable to one event. This was a slip/trip/fall injury that resulted in 58 days lost and accounted for 56% of total days lost in the reporting period.
- 7.3 Compared to previous reporting periods there has been a large increase in the number of workplace accidents involving support staff. All 14 events occurred in the routine environment and all were minor in nature. There was various causation factors involved with no obvious trends. Judging from the accident numbers for support staff in previous years, which produce a five year average of 7.2, this is seen as a spike and does not indicate an upward trend.
- 7.4 The number of workplace accidents caused by slips/trips/falls increased, this was also the cause of the only over 28 day injury for 2017/18 and as previously stated accounted for 56% of days lost. Of the 10 slip/trip/fall injuries recorded 6 were in a routine environment and 4 were during operational activities.
- 7.5 The number of injuries caused by manual handling operations has seen a slight reduction. Manual handling operations continue to be formally monitored as part of the active monitoring programme. The Service Fitness Advisor has also recently delivered the manual handling 3 yearly refresher course across the Service.
- 7.6 The number of workplace accidents classified as musculoskeletal increased slightly but only accounted for 21% of the days lost. This is a reduction down from 83% in 2016/17.
- 7.7 The numbers of workplace accidents occurring in a controlled training environment has seen a downward trend in the last three years. Unusually, for the first time, the number of accidents in the operational environment numbered more than those in training and was slightly lower than those classified as routine.
- 7.8 The Health and Safety Support Team continue to closely scrutinise completed safety event investigations and any resulting recommendations/follow up actions. These actions are tracked to completion through the Health and Safety Steering Committee. The recent introduction of quarterly Accident Investigation Team (AIT) meetings provides feedback and learning outcomes from the investigation process.



8. Implications

8.1 Corporate Risk – Known.

8.2 The occupational accidents year-end report provides the Service with an overview of past performance for the preceding year and for previous reporting periods. This data enables the Service to identify trends in workplace accidents to identify further workplace precautions in order to prevent or reduce the likelihood and potential of reoccurrence.

8.3 Whilst the data presented within this report is reactive in nature and represents a year end summary, all workplace accidents are investigated at the time and influence prevention action immediately, where required, to raise awareness and reduce the likelihood for reoccurrence.

**STRATEGIC OPERATIONAL COMMANDER GARY JEFFERY  
HEAD OF RESPONSE**

APPENDIX 1

OCCUPATIONAL ACCIDENT DATA SHEET

MENU	Accident Summary			2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
				13-14			14-15			15-16			16-17			17-18		
				Number Accidents	Sick Days	Duty Days	Number Accidents	Sick Days	Duty Days	Number Accidents	Sick Days	Duty Days	Number Accidents	Sick Days	Duty Days	Number Accidents	Sick Days	Duty Days
Number of Accidents				67			73			84			52			58		
Calendar days lost sick				296			152			501			388			104		
Duty days lost sick				76			79			391			354			55		
No time lost Accidents				46	n/a	n/a	59	n/a	n/a	56	n/a	n/a	41	n/a	n/a	50	n/a	n/a
28 days or more Accidents				2	103		2	62	31	2	675	313			316	1	58	30
Under 28 day Accidents				19	193	76	12	90	48	26	142	78	11	99	38	7	49	26
RIDDOR reportable				8	171	37	4	104	49	8	453	365	4	370	344	3	90	48
Investigations completed in the period of which were within 60 days				60 45 (75%)			81 38 (47%)			97 35 (36%)			60 11 (18%)			71 40 (56%)		
1-3 (Line Manager)				54	101	13	54	35	16	55	361	335	37	322	318	48	31	16
4-7 (Station Manager)				11	174	63	18	117	63	28	139	55	14	66	36	8	15	10
8-12 (Accident Investigator)				2	21		1			1	1	1	1			2	58	30
Breathing apparatus set malfunction or wearer distress				1			2											
Contact with electricity or an electrical discharge													1					
Contact with moving machinery													1	4	2			
Cut on / by sharp object				7	11	2	6	21	5	1			4			3		
Drowned or asphyxiated																		
Exposed to an explosion																		
Exposed to fire or heat				3			4	3	1	4			1			2		
Exposed to, or in contact with, a harmful substance							8	2	1	8	6	2	1	1	1	3	3	2
Fell from a height				2	23		1			2	1	1	2	17	17	2		
Hit by a moving vehicle																		
Hit by a moving, flying or falling object				6	13	3	4	17	17	8	17	5	8	8	4	4	2	1
Hit something fixed or stationary				7			4			4	3	3	2			7		
Injured by an animal				1			1			4	1	1						
Injured while handling, lifting or carrying				7	29	7	8	6	6	10	14	5	16	22	8	11	19	10
Musculoskeletal				21	155	32	18	69	41	17	341	326	8	321	318	10	22	14
Other kind of accident				2	53	30	2			6	4	2	5			5		
Physically assaulted by a person							1											
RTC - Cycle																		
RTC - motorcycle																		
RTC - vehicle							2			5	7	7				1		
Slipped, tripped or fell on the same level				9	12	2	12	34	8	15	107	39	3	15	4	10	58	30
Trapped by something collapsing				1														
Violent behaviour																		
Wholetime Uniformed				47	236	76	50	96	27	65	185	75	41	49	17	36	90	46
Retained Uniformed				11	60		10	56	52	9	313	313	5	333	333	3		
Support Staff				7			8			8	3	3	3	6	4	14	14	10
Non employees				2			5			2			3			5		
Wholetime Operational				14	101	26	18	58	15	13	18	6	14	3	3	19	19	10
Wholetime Routine				16	30	7	13	5	2	25	88	39	7			8	60	30
Wholetime Training				17	105	43	19	33	10	27	79	30	20	46	14	9	11	6
Retained Operational				4	23		2	31	31	3	313	313	1	316	316	1		
Retained Routine				2	12		2	15	15				1					
Retained Training				5	25		6	10	6	6			3	17	17	2		
Support Staff Routine				7			8			8	3	3	3	6	4	14	14	10
Support Staff Training																		
Non employees Routine				2			5			2			1			1		
Non employees Training													2			4		
Operational (sum of)				18	124	26	20	89	46	16	331	319	15	319	319	20	19	10
Routine (sum of)				27	42	7	28	20	17	35	91	42	12	6	4	23	74	40
Training (sum of)				22	130	43	25	43	16	33	79	30	25	63	31	15	11	6