

SERVICE UPDATE

Name of Function:	Commissioning
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Title of Update:	Corporate Health & Safety Quarterly Update
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UPDATE:

Due to the cancellation of the November meeting of the Staff Governance Committee (SGC) this update has been produced to summarise statistical health and safety performance information for the three-month reporting period July-September 2020.

This update contains statistical information of the three-month reporting period 1 July to 30 September 2020 and a review of health and safety activities for the same period. The reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive (HSE). This reporting duty includes incidents which result in an employee being absent from work for 7 days or longer.

This update addresses the following matters:

1. Process for making Aberdeen City Council Covid-secure
2. All incidents involving employees and members of the public (serious and minor)
3. HSE Reportable Incidents
4. Reportable Diseases
5. Near Miss Information
6. Enforcement Interventions
7. Fire Risk Assessment
8. Health and Safety Audits
9. Compliance Monitoring
10. Health and Safety Policies and Guidance

Covid-Secure

Since the previous report to SGC, Aberdeen City Council have implemented Scottish Government Regulations requiring an employee who enters or remains within an indoor communal area in a workplace to wear a face covering. The legislation defines a communal area as being an area where persons mingle or gather, such as: passageways, stairs, lifts, staff rooms, training rooms, changing rooms, or entrances. The responsibility on wearing the face covering

is with the individual but an employer is required to explain and support the need for these face coverings. A small supply of face coverings is available for those who forget their own.

Incidents (Jul– Sep 2020)

All incident and near miss information in this update has been provided to Service Area level.

Incident information:

The following table gives a breakdown of all incidents across all Functions and Clusters in Aberdeen City Council. In this reporting period there was a total of 104 incidents reported, this shows a decrease from the 132 incidents reported in the corresponding period in 2019 and are across all areas.

Function Cluster Service	1. RIDDOR Reportable employee (including absences over 7 days)	2. Non-RIDDOR reportable employee (absences of 4 to 7 days)	3. Non-RIDDOR reportable employee (absences of 0 to 3 days)	4. RIDDOR Reportable Non-employee	5. Non-RIDDOR reportable Non-employee	Total
AHSCP	0(0)	0(0)	1(6)	0(0)	5(4)	6(10)
Older Adult Services	0(0)	0(0)	1(5)	0(0)	2(3)	3(8)
Young Adult Services	0(0)	0(0)	0(1)	0(0)	3(1)	3(2)
Commissioning	0(1)	0(0)	0(4)	0(0)	0(0)	0(5)
City Growth	0(1)	0(0)	0(4)	0(0)	0(0)	0(5)
Customer	0(1)	0(0)	4(2)	0(0)	0(1)	4(4)
Customer Experience	0(0)	0(0)	0(0)	0(0)	0(1)	0(1)
Early Intervention and Community Empowerment	0(1)	0(0)	4(2)	0(0)	0(0)	4(3)
Operations	1(5)	5(2)	63(67)	0(0)	25(39)	94(113)
Operations and Protective Services	1(5)	4(2)	11(30)	0(0)	0(3)	16(40)
<i>Operations (Building Services)</i>	0(1)	1(0)	2(7)	0(0)	0(0)	3(8)
<i>Environmental</i>	0(3)	1(1)	2(0)	0(0)	0(1)	3(5)
<i>Facilities</i>	0(1)	0(0)	3(9)	0(0)	0(0)	3(10)
<i>Fleet</i>	0(0)	0(0)	1(5)	0(0)	0(0)	1(5)
<i>Protective Services</i>	0(0)	0(0)	2(0)	0(0)	0(0)	2(0)

Early Intervention and Community Empowerment	0(1)	0(0)	0(0)	1(0)	0(0)	3(0)	0(0)	0(1)	0(1)	0(0)	0(0)	0(0)	4(3)
Commissioning	0(1)	0(0)	0(0)	0(0)	0(3)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(5)
City Growth	0(1)	0(0)	0(0)	0(0)	0(3)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(5)
Operations	18(16)	3(2)	1(2)	1(4)	6(6)	2(4)	7(13)	12(23)	0(2)	44(40)	0(0)	0(1)	94(113)
Integrated Children's and Family Services	16(7)	3(1)	0(0)	0(0)	4(4)	1(3)	3(5)	7(13)	0(0)	44(40)	0(0)	0(0)	78(73)
Operations and Protective Services	2(9)	0(1)	1(2)	1(4)	2(2)	1(1)	4(8)	5(10)	0(2)	0(0)	0(0)	0(1)	16(40)
Total Numbers	21(21)	3(2)	1(2)	2(4)	8(9)	5(4)	7(15)	13(26)	0(3)	44(45)	0(0)	0(1)	104(132)

The largest percentage of incidents reported is related to unacceptable behaviour followed by slips, trips and falls.

When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This report highlights criteria which require to be considered including root cause, actions identified and completion dates. These investigation reports are reviewed for more serious incidents, e.g. RIDDOR reportable, and where non-compliant the reporting manager is contacted to advise on the need to complete and to be offered assistance with their investigation.

HSE Reportable incidents (Jul– Sep 2020)

During this combined reporting period 1 employee was injured in an incident, which required to be reported to the Health and Safety Executive.

All RIDDOR incidents are followed up by the Corporate Health and Safety Team to get assurance that the correct causation and remedial actions been identified; also, that any remedial actions have been implemented.

Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incidence rate	Reporting period
Jul-Sep 2020	0.125	2020/21

The above figures are calculated using the formula:

$$\text{Incidence rate} = \frac{\text{RIDDOR injuries per period} \times 1000}{\text{Number of employees}}$$

The figure for the corresponding period last year (Jul-Sep 2019) was 7 RIDDOR reportable incidents.

Reportable Diseases

There were no reportable diseases reported under RIDDOR; which was also the case in the corresponding reporting period last year.

Near Miss Information

Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety, thereby raising awareness of potential hazards and mitigation strategies before an injury occurs. Recognising and reporting near-miss incidents can significantly improve employee safety and enhance the safety culture.

The table below shows relevant near miss information for Jul-Sep 2020.

Function	Cluster	Service Area	Near Misses Jul - Sep 2020	Near Misses Jul - Sep 2019
AHSCP			5	6
	Older Adult Services		5	6
		Horizons	1	0
		Senior Management Learning Disabilities	4	6
Commissioning			1	3
	City Growth		1	2
	Strategic Place Planning		0	1
Customer			11	12
	Customer Experience		6	5
		Customer Delivery	1	0
		Customer Services Operations	4	5
		Revenues & Benefits	0	0
		Transformation & Business Support	1	0
	Early Intervention and		5	7

	Community Empowerment			
		Community Safety and ASBIT	2	2
		Housing Access and Support	2	1
		Housing Management	1	1
		Libraries	0	3
Operations			56	93
	Integrated Children's and Family Services		52	81
		CSW- Residential	0	1
		Education-Schools	51	80
		Education-Quality Improvement	1	0
	Operations and Protective Services		4	12
		Building Services	0	6
		Environmental Services	2	1
		Facilities Management	1	2
		Protective Services	1	2
		R & I – Road Operations	0	1
Resources			0	1
		Corporate Landlord	0	1
Total			73	115

The table below shows the causation for the numbers of near misses in the table. The figures in brackets are for the corresponding period in 2019.

Function/Cluster/service area	Unacceptable behaviour	Other	Security	Vandalism	Total
AHSCP	2(3)	2(3)	0(0)	1(0)	5(6)
Older Adult Services	2(3)	2(3)	0(0)	1(0)	5(6)
Senior Manager Learning Disabilities	2(3)	2(3)	0(0)	0(0)	4(6)
Horizons	0(0)	0(0)	0(0)	1(0)	1(0)
Commissioning	0(2)	0(1)	1(0)	0(0)	1(3)
City Growth	0(1)	0(1)	1(0)	0(0)	1(2)
Strategic Place Planning	0(1)	0(0)	0(0)	0(0)	0(1)
Customer	8(10)	2(2)	1(0)	0(0)	11(12)
Customer Experience	4(5)	1(0)	1(0)	0(0)	6(5)
Customer Services	3(5)	0(0)	1(0)	0(0)	4(5)
Customer Development	1(0)	0(0)	0(0)	0(0)	1(0)
Transformation and Business Support	0(0)	1(0)	0(0)	0(0)	1(0)
Early Intervention and Community Empowerment	4(5)	1(2)	0(0)	0(0)	5(7)
Community Safety and ASBIT	2(2)	0(0)	0(0)	0(0)	2(2)
Housing Access and Support	1(1)	1(0)	0(0)	0(0)	2(1)
Housing Management	1(1)	0(0)	0(0)	0(0)	1(1)
Libraries	0(1)	0(2)	0(0)	0(0)	0(3)

Operations	44(61)	5(21)	7(10)	0(1)	56(93)
Integrated Children's and Family Services	41(59)	4(11)	7(10)	0(1)	52(81)
Education-Schools	40(59)	4(10)	7(10)	0(1)	51(80)
Children's Social Work-Residential and Youth	0(0)	0(1)	0(0)	0(0)	0(1)
Education-Quality Improvement	1(0)	0(0)	0(0)	0(0)	1(0)
Operations and Protective Services	3(2)	1(10)	0(0)	0(0)	4(12)
Building Services	0(0)	0(6)	0(0)	0(0)	0(6)
Environmental Services	1(0)	1(1)	0(0)	0(0)	2(1)
Facilities Management	1(1)	0(1)	0(0)	0(0)	1(2)
Protective Services	1(1)	0(1)	0(0)	0(0)	1(2)
R & I Roads Operations	0(0)	0(1)	0(0)	0(0)	0(1)
Resources	0(0)	0(1)	0(0)	0(0)	0(1)
Corporate Landlord	0(0)	0(1)	0(0)	0(0)	0(1)
Total Numbers	54(76)	9(28)	9(10)	1(1)	73(115)

The overall number of near misses has decreased from 115 during the corresponding reporting period in 2019/20, to 73. This is a reduction of 36%. The highest number of incidents were recorded in the Unacceptable Behaviour category.

Regulator interventions (HSE / SFRS)

There were no interventions with HSE or SFRS in this reporting period.

Fire risk assessments

Fire risk assessments are completed on a rolling 5-year programme. The fire risk assessment is currently suspended due to the restrictions imposed by Covid-19. The existing fire risk assessments which are in place for each building are still valid and ensures that Aberdeen City Council are compliant.

Health and Safety Audits

There were no audits within the programme completed this quarter. The priority was to continue with assisting and advising Services on the completion of risk assessments and reinstatements in response to COVID19.

However, during this reporting period a process has been developed to carry out a series of Covid 19 Compliance visits at those Aberdeen City premises

which are open and operational. The purpose is to check that the buildings and occupants have the correct safety procedures in place and that they are being followed. In this period 8 properties were visited with an overall compliance score of 88%. During these 8 visits the issues identified were mainly around the provision of sufficient signage at identified points. The actions identified are recorded on a master action list which is monitored to close out at the Workforce Planning and Protection Group.

Health and safety policies and guidance

No policies or procedures were reviewed during this quarter.