

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	1 February 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Corporate Health and Safety July-September 2020
REPORT NUMBER	COM/20/197
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Colin Leaver
TERMS OF REFERENCE	3.3

1. PURPOSE OF REPORT

- 1.1 The report summarises statistical health and safety performance information for the three-month reporting period July-September 2020 to provide the Committee with the opportunity to monitor compliance with health and safety legislation. This report was previously circulated to Members and Trade Union Advisers as a service update following cancellation of the November 2020 Committee, but is presented to enable comments and questions on the content.

2. RECOMMENDATION

- 2.1 That the Committee note the report and provide comment on the health, safety and wellbeing policy, performance, trends and improvements.

3. BACKGROUND

- 3.1 This report 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 report 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

- 3.2 Since the previous report 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)

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

3.4 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)

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
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)
<i>Roads</i>	1(0)	2(1)	1(4)	0(0)	0(0)	4(5)
<i>Waste</i>	0(0)	0(0)	0(5)	0(0)	0(2)	0(7)
Integrated Children and Family Services	0(0)	1(0)	52(37)	0(0)	25(36)	78(73)
<i>Schools</i>	0(0)	1(0)	51(36)	0(0)	24(36)	76(72)
<i>Quality Improvement</i>	0(0)	0(0)	1(1)	0(0)	1(0)	2(1)
<i>Early Years</i>	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Total Jul-Sep	1(7)	5(2)	68(79)	0(0)	30(44)	104(132)

3.5 The figures in columns are compared to the () figures in corresponding period in 2019.

3.6 The figures have decreased across all Functions during this period.

3.7 Since the corresponding period last year there was a restructure where Governance, City Growth and Strategic Place Planning move to the Commissioning Function.

3.8 Incident causation is detailed in the table below.

Function/Cluster	Slip, trip, fall	Exposure to substances	Contact with Machinery	Manual handling	Struck against	Falls from Height	Struck by Object	Another type of accident	Injured by Animal	Unacceptable behaviour	Contact with Electricity	Struck by Moving Vehicle	Total
AHSCP	3(3)	0(0)	0(0)	0(0)	2(0)	0(0)	0(1)	1(1)	0(0)	0(5)	0(0)	0(0)	6(10)
Older People Services	2(3)	0(0)	0(0)	0(0)	1(0)	0(0)	0(1)	0(1)	0(0)	0(3)	0(0)	0(0)	3(8)
Adult Services	1(0)	0(0)	0(0)	0(0)	1(0)	0(0)	0(0)	1(0)	0(0)	0(2)	0(0)	0(0)	3(2)
Customer	0(1)	0(0)	0(0)	1(0)	0(0)	3(0)	0(1)	0(1)	0(1)	0(0)	0(0)	0(0)	4(4)
Customer Experience	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)
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)

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

3.10 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)

- 3.11 During this combined reporting period 1 employee was injured in an incident, which required to be reported to the Health and Safety Executive.
- 3.12 All RIDDOR incidents are followed up by the Corporate Health and Safety Team to get assurance that the correct causation and remedial actions have 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

- 3.13 The above figures are calculated using the formula:

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

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

Reportable Diseases

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

Near Miss Information

- 3.16 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.

- 3.17 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 Community Empowerment		5	7
		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

3.18 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)

3.19 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)

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

Fire risk assessments

3.21 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

3.22 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.

3.23 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

3.24 No policies or procedures were reviewed during this quarter.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 Health and safety legislation requires that an organisation has a suitably robust safety management system to ensure the health safety and welfare of their employees. Where any incident is of sufficient seriousness there is the potential that the Enforcing Authorities will become involved and carry out their own investigation into the circumstances of the incident. Any investigation could result in prosecution of the organisation and in some cases prosecution of managers and/or employees.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Compliance	There is the risk that any injury or serious health and safety incident could result in focus from the Health and Safety Executive which could result in enforcement action in the form of notices or prosecution.	M	<p>All tasks are risk assessed and the controls implemented and supervised by line managers.</p> <p>All employees are trained to a level where they are competent to carry out the work.</p> <p>Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce the financial exposure to the Council.</p> <p>An effective health and safety management system in which risks are identified</p>

			<p>and either eliminated or reduced will result in a reduction of costs to the organisation.</p> <p>If the Enforcing Authorities take a case to court against Aberdeen City Council for breaches of legislation then it could leave the Council liable to pay any fine or damages imposed and also for the expenses of any subsequent civil claim, which follows where an individual has suffered personal injury.</p>
Operational	<p>The risk is that any health and safety incident can lead to an injury to an employee which could have the potential to temporarily or permanently affect either or both their employment or their life.</p> <p>The risk to our citizens is that we are unable to provide the same level of service delivery due to staff absences from illness and injury sustained during their work. Also, there is the possibility of a reduced budget due to the associated financial costs.</p>	<p>M</p> <p>M</p>	<p>If the task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.</p> <p>Reducing the number of incidents will reduce the number of absences and the subsequent costs to the Council.</p>
Financial	<p>The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.</p>	M	As per Compliance above

Reputational	Local and National press coverage of any incident can present reputational damage to the organisation.	M	Should be prevented by each Function having a robust safety management system in place. There are many facets to this which are important starting from ensuring employees are trained and competent, every hazard is risk assessed and up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.
---------------------	--	---	--

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	N/A
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	A healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP by ensuring that resource is directed at the services required by the city. Removing the level of lost resource to the financial penalties incurred through the Civil and Law Courts and from the Regulators will allow the available resource to be best used to ensure funding of the growth sectors of the local economy.
Prosperous People Stretch Outcomes	The areas reported on within this report allow Clusters a further opportunity to recognise areas which when acted upon can assist with engagement of staff and service users to support the meaningful educational progress of children and young people.
Prosperous Place Stretch Outcomes	N/A
Regional and City Strategies	N/A

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

N/A

10. APPENDICES

N/A

11. REPORT AUTHOR CONTACT DETAILS

Colin Leaver
Corporate Health and Safety Lead
Email: Cleaver@aberdeencity.gov.uk
Tel: 01224 523092