

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	12 April 2021
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Corporate Health and Safety October-December 2020
<b>REPORT NUMBER</b>	COM/21/060
<b>CHIEF OFFICER</b>	Fraser Bell
<b>REPORT AUTHOR</b>	Colin Leaver
<b>TERMS OF REFERENCE</b>	3.3

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### 1. PURPOSE OF REPORT

- 1.1 The report summarises statistical health and safety performance information for the three-month reporting period October - December 2020 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

### 2. RECOMMENDATIONS

- 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 October – 31 December 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. Update on 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

### 3.2 Covid-Secure

Aberdeen City Council has continued to review the risk assessments in place to ensure they follow the most recent guidance from the Scottish Government. The process required managers to confirm that these reviews had been completed, with staff informed of any changes and for the latest version of the assessment to be saved in the corporate folder.

### 3.3 Incidents (Oct-Dec 2020)

All incident and near miss information in this report 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 139 incidents reported, which shows a decrease of 39% from the 229 incidents reported in the corresponding period in 2019. The figures in brackets show the figures reported for the period 1 Oct–31 Dec 2019 as a comparison.

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
<b>AHSCP</b>	<b>0(0)</b>	<b>1(0)</b>	<b>2(5)</b>	<b>0(0)</b>	<b>4(1)</b>	<b>7(6)</b>
Older Adult Services	0(0)	1(0)	2(5)	0(0)	4(1)	7(6)
<b>Commissioning</b>	<b>0(0)</b>	<b>0(1)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(1)</b>
Strategic Place Planning	0(0)	0(1)	0(0)	0(0)	0(0)	0(1)
<b>Customer</b>	<b>1(0)</b>	<b>0(0)</b>	<b>1(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>2(0)</b>
Early Intervention and Community Empowerment	1(0)	0(0)	1(0)	0(0)	0(0)	2(0)
<b>Operations</b>	<b>1(8)</b>	<b>2(5)</b>	<b>74(125)</b>	<b>3(0)</b>	<b>50(84)</b>	<b>130(222)</b>
Operations and Protective Services	1(5)	0(3)	8(11)	0(0)	1(0)	10(19)
<i>Operations (Building Services)</i>	0(2)	0(0)	1(5)	0(0)	0(0)	1(7)
<i>Environmental</i>	0(1)	0(1)	2(0)	0(0)	1(0)	3(2)
<i>Facilities</i>	1(1)	0(1)	3(1)	0(0)	0(0)	4(3)
<i>Fleet</i>	0(1)	0(0)	0(0)	0(0)	0(0)	0(1)



<b>Customer</b>	<b>1(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>1(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>2(0)</b>
Early Intervention and Community Empowerment	1(0)	0(0)	0(0)	0(0)	0(0)	1(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	2(0)
<b>Operations</b>	<b>32(54)</b>	<b>2(0)</b>	<b>1(1)</b>	<b>2(6)</b>	<b>9(8)</b>	<b>3(4)</b>	<b>9(18)</b>	<b>12(27)</b>	<b>0(0)</b>	<b>58(102)</b>	<b>0(0)</b>	<b>2(2)</b>	<b>130(222)</b>
Integrated Children's and Family Services	30(48)	2(0)	0(0)	0(2)	7(7)	2(1)	9(17)	10(24)	0(0)	58(102)	0(0)	2(2)	120(203)
Operations and Protective Services	2(6)	0(0)	1(1)	2(4)	2(1)	1(3)	0(1)	2(3)	0(0)	0(0)	0(0)	0(0)	10(19)
<b>Total Numbers</b>	<b>35(56)</b>	<b>2(0)</b>	<b>1(1)</b>	<b>0(6)</b>	<b>9(8)</b>	<b>4(4)</b>	<b>9(18)</b>	<b>15(28)</b>	<b>0(0)</b>	<b>60(106)</b>	<b>0(0)</b>	<b>2(2)</b>	<b>139(229)</b>

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

3.9 When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This report highlights categories of criteria to be considered including root cause, actions identified and implemented. For incidents where there is a requirement to RIDDOR report to HSE then the reporting manager is contacted and assisted in completing their investigation. The corporate health and safety team also check that correct root cause has been identified and that the actions identified to prevent a reoccurrence are correct and implemented.

### HSE Reportable incidents (Oct-Dec 2020)

3.10 During this reporting period 2 employees were injured in incidents, which required to be reported to the Health and Safety Executive, both being slips and trips resulting in a fall which resulted in their being absent for a period of more than 7 days.

### 3.11 Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incidence rate	Reporting period
Oct-Dec 2020	0.2	2020/21

3.12 The above figures are calculated using the formula:

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

3.13 The figure for the corresponding period last year (Oct-Dec 2019) was 8 RIDDOR reportable incidents.

## Reportable Diseases

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

## Near Miss Information

3.15 Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety, identifying 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.

3.16 The table below shows relevant near miss information for October - December 2020.

Function	Cluster	Service Area	Near Misses Oct-Dec 2020	Near Misses Oct-Dec 2019
<b>AHSCP</b>			<b>6</b>	<b>11</b>
	<b>Adult Services</b>		<b>6</b>	<b>11</b>
		Senior Management Learning Disabilities	6	10
		Criminal Justice	0	1
<b>Commissioning</b>			<b>0</b>	<b>1</b>
	<b>City Growth</b>		<b>0</b>	<b>1</b>
		Galleries & Museums	0	1
<b>Customer</b>			<b>15</b>	<b>20</b>
	<b>Customer Experience</b>		<b>8</b>	<b>0</b>
		Customer Delivery	5	0
		Customer Services Operations	3	0
	<b>Early Intervention and Community Empowerment</b>		<b>7</b>	<b>20</b>
		Community Safety and ASBIT	1	6
		Housing Access and Support	1	7
		Housing Management	3	1
		Libraries	2	6
<b>Operations</b>			<b>137</b>	<b>211</b>
	<b>Integrated Children's and</b>		<b>133</b>	<b>184</b>

	<b>Family Services</b>			
		ASN- Target Provision	0	2
		Education-Schools	133	180
		Education-Quality Improvement	0	2
	<b>Operations and Protective Services</b>		<b>4</b>	<b>27</b>
		Building Services	1	3
		Environmental Services	1	4
		Facilities Management	1	18
		R & I – Road Operations	1	2
<b>Resources</b>			<b>1</b>	<b>0</b>
		Corporate Landlord	1	0
<b>Total</b>			<b>159</b>	<b>243</b>

3.17 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
<b>AHSCP</b>	<b>1(1)</b>	<b>4(9)</b>	<b>1(0)</b>	<b>0(0)</b>	<b>6(11)</b>
Senior Manager Learning Disabilities	1(1)	4(9)	1(0)	0(0)	6(10)
Senior Manager Criminal Justice	0(1)	0(0)	0(0)	0(0)	0(1)
<b>Commissioning</b>	<b>0(0)</b>	<b>0(1)</b>	<b>0(0)</b>	<b>0</b>	<b>0(1)</b>
City Growth	0(0)	0(1)	0(0)	0(0)	0(1)
<b>Customer</b>	<b>12(12)</b>	<b>1(6)</b>	<b>1(0)</b>	<b>1(2)</b>	<b>15(20)</b>
<b>Customer Experience</b>	<b>6(0)</b>	<b>1(0)</b>	<b>1(0)</b>	<b>0(0)</b>	<b>8(0)</b>
Customer Development	5(0)	0(0)	0(0)	0(0)	5(0)
Customer Services	1(0)	1(0)	1(0)	0(0)	3(0)
<b>Early Intervention and Community Empowerment</b>	<b>6(12)</b>	<b>0(6)</b>	<b>0(0)</b>	<b>1(2)</b>	<b>7(20)</b>
Community Safety and ASBIT	1(5)	0(1)	0(0)	0(0)	1(6)
Housing Access and Support	0(0)	0(0)	0(0)	1(0)	1(0)
Housing Management	2(1)	0(1)	0(0)	0(0)	2(1)
Libraries	1(3)	0(1)	0(0)	1(2)	2(6)
Local Plan	0(3)	0(4)	0(0)	0(0)	0(7)

<b>Operations</b>	<b>100(156)</b>	<b>21(30)</b>	<b>6(17)</b>	<b>10(8)</b>	<b>137(211)</b>
<i>Integrated Children's and Family Services</i>	<b>100(146)</b>	<b>17(19)</b>	<b>6(15)</b>	<b>10(4)</b>	<b>133(184)</b>
Education-Schools	100(143)	17(19)	6(15)	10(3)	133(180)
Children's Social Work-Residential and Youth	0(1)	0(0)	0(0)	0(1)	0(2)
Education-Quality Improvement	0(2)	0(0)	0(0)	0(0)	0(2)
<i>Operations and Protective Services</i>	<b>0(10)</b>	<b>4(1)</b>	<b>0(2)</b>	<b>0(4)</b>	<b>4(27)</b>
Building Services	0(0)	1(3)	0(0)	0(0)	1(3)
Environmental Services	0(1)	1(3)	0(0)	0(0)	2(4)
Facilities Management	0(8)	1(4)	0(2)	0(4)	1(18)
R & I Roads Operations	0(1)	1(1)	0(0)	0(0)	1(2)
<b>Resources</b>	<b>0(0)</b>	<b>1(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>1(0)</b>
Corporate Landlord	<b>0(0)</b>	<b>1(0)</b>	<b>0(0)</b>	<b>0(0)</b>	<b>1(0)</b>
<b>Total Numbers</b>	<b>106(147)</b>	<b>27(46)</b>	<b>8(17)</b>	<b>18(10)</b>	<b>159(243)</b>

3.18 The overall number of near misses has decreased from 243 during the corresponding reporting period in 2019/20, to 159; a reduction of 35%. The highest number of incidents were recorded in the Unacceptable Behaviour category within the ICFS Function. Work continues to be carried out to reduce these numbers and a working group involving input from Education staff, the corporate health and safety team and trade unions is in place to identify any areas requiring action.

### **Regulator interventions (HSE / SFRS)**

3.19 There are occasions where HSE and Scottish Fire and Rescue Services (SFRS) contact Aberdeen City Council to request further information or ask for action to be taken with regard to the way Aberdeen City Council undertake their legal duties.

3.20 The HSE carried out inspection visits to 2 secondary and 3 primary schools in the city during the reporting period. The visits included an overview of the HSE's role and a briefing from the Head Teacher. The inspector looked at the following during the inspection visits:

- the school's risk assessment.
- the controls implemented and their effectiveness.
- how consultation with staff on the risk assessment was disseminated.
- how social distancing was maintained.
- The implementation of cleaning regimes.
- Effectiveness of handwashing controls.
- A review of hygiene procedures.
- Controls to improve ventilation across the school.

During each inspection meetings were held with staff and Trade Unions followed by an escorted tour of each school to view the control measures and their adequacy. To conclude the inspection, a debrief was held with the Head Teacher. There were no major issues identified in these visits but further advice

was given around the areas of increased ventilation in classrooms and dining areas, enhanced cleaning of frequently touched surfaces in less used areas, the provision of Covid 19 'crash boxes' (contains a supply of all necessary equipment required in classroom, e.g. masks, hand disinfectant etc) in classrooms and the demarcation areas for class/year bubbles in playgrounds.

### **Fire risk assessments**

- 3.21 Fire risk assessments are completed on a rolling 5-year programme. Due to Covid-19 the fire risk assessment programme had been postponed but during this period a process was trialled where the amount of face to face time during each assessment was vastly reduced. This trial involved 4 fire risk assessments being undertaken during which the findings were that premises were still mainly compliant with an average compliance score of 92%.
- 3.22 Officers for each property sector within Corporate Landlord are identified and are responsible for monitoring progress of action and report compliance issues. The Corporate Health and Safety Team also audit this process to ensure actions are closed out in future in time.

### **Health and Safety Audits**

- 3.23 There were no audits within the programme completed this quarter due to ongoing restrictions caused by the pandemic. The priority was assisting and advising Services on the review and updating of risk assessments as guidance was updated.
- 3.24 Covid 19 Compliance visits have been undertaken at various premises within the ACC estate, 35 sites were visited with an overall compliance score of 93%. Any identified actions are recorded in a database which the identified officer requires to update when completed by a specified compliance date. Any actions not complied with within the agreed timeframe are reported to the weekly Workforce Protection and Planning Group and the relevant Chief Officer. The visit programme includes repeat visits to each site to physically verify actions have been completed and to allow ongoing checks that any updated guidance has been implemented.

### **Health and safety policies and guidance**

- 3.25 The corporate health and safety policy was 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
<b>Strategic Risk</b>	<b>N/A</b>		<b>N/A</b>
<b>Compliance</b>	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 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>

<b>Operational</b>	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.	M	If the task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.
	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.	M	Reducing the number of incidents will reduce the number of absences and the subsequent costs to the Council.
<b>Financial</b>	The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.	M	As per Compliance above
<b>Reputational</b>	Local and National press coverage of any incident can present reputational damage to the organisation.	M	Should be provided by each Function having a robust safety management system in place. There are many facets to this which are important starting from risk assessing every hazard and ensuring employees are trained and competent and up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.
<b>Environmental / Climate</b>	N/A		N/A

## 7. OUTCOMES

<b><u>COUNCIL DELIVERY PLAN</u></b>	
<b>Impact of Report</b>	
<b>Aberdeen City Local Outcome Improvement Plan</b>	
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.
<b>UK and Scottish Legislative and Policy Programmes</b>	The Health and Safety at Work etc Act 1974

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Impact Assessment</b>	Full impact assessment not required
<b>Data Protection Impact Assessment</b>	Not required

## 9. BACKGROUND PAPERS

N/A

## 10. APPENDICES

N/A

## 11. REPORT AUTHOR CONTACT DETAILS

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