

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	7 June 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Corporate Health and Safety – January to March 2021
REPORT NUMBER	COM/21/135
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 3-month reporting period January-March 2021 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

2. RECOMMENDATIONS

That the Committee: -

- 2.1 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 January-March 2021 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

3.2 Covid-Secure

In this reporting period Aberdeen City, as with all of Scotland, were placed back into lockdown. The result of this is that all staff who could work from home returned to this method of work. In the same period the vaccination programme was being rolled out, which will provide an additional level of control within the process we already have developed.

Additional guidance was released for the return of schools and Education staff worked hard to implement any additional controls required to ensure that employees and pupils would continue to be safe upon their return.

3.3 Incidents (Jan-Mar 2021)

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 92 incidents reported, this shows a decrease from the 176 incidents reported in the corresponding period in 2020. The figures in brackets show the figures reported for the period January-March 2021 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
AHSCP	0(0)	0(0)	3(3)	0(0)	3(1)	6(4)
Older Adult Services	0(0)	0(0)	3(3)	0(0)	3(1)	6(4)
Young Adult Services	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Commissioning	0(0)	0(0)	0(0)	0(0)	0(1)	0(1)
City Growth	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Commercial and Procurement	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Governance	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Strategic Place Planning	0(0)	0(0)	0(0)	0(0)	0(1)	0(1)
Customer	1(0)	0(0)	1(2)	0(0)	0(0)	2(2)

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
Customer Experience	1(0)	0(0)	0(1)	0(0)	0(0)	1(1)
Early Intervention and Community Empowerment	0(0)	0(0)	1(1)	0(0)	0(0)	1(1)
Operations	5(8)	6(2)	49(94)	1(0)	23(65)	84(169)
Operations and Protective Services	5(5)	5(2)	18(10)	0(0)	1(1)	29(18)
<i>Operations (Building Services)</i>	2(1)	0(1)	4(2)	0(0)	1(1)	7(5)
<i>Environmental</i>	0(0)	1(0)	1(0)	0(0)	0(0)	2(0)
<i>Facilities</i>	0(0)	0(0)	5(2)	0(0)	0(0)	5(2)
<i>Fleet</i>	1(0)	0(0)	1(1)	0(0)	0(0)	2(1)
<i>Protective Services</i>	0(0)	0(0)	1(0)	0(0)	0(0)	1(0)
<i>Roads</i>	0(2)	1(0)	2(1)	0(0)	0(0)	3(3)
<i>Waste</i>	2(2)	3(1)	4(4)	0(0)	0(0)	9(7)
Integrated Children and Family Services	0(3)	1(0)	31(84)	1(0)	22(64)	55(151)
<i>Schools</i>	0(3)	1(0)	29(83)	1(0)	22(63)	53(149)
<i>Quality Improvement</i>	0(0)	0(0)	0(0)	0(0)	0(1)	0(1)
<i>Early Years</i>	0(0)	0(0)	2(1)	0(0)	0(0)	2(1)
<i>Children's Social Work</i>	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Total Oct-Dec	6(8)	6(1)	53(99)	1(0)	26(67)	92(176)

3.4 The figures in columns are compared to the () figures in corresponding period in 2020.

3.5 The figures have decreased across the majority of Functions in a period when critical Services have continued to work.

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

3.7 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	2(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	2(0)	0(0)	2(3)	0(0)	0(0)	6(4)
Older Adult Services	2(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	2(0)	0(0)	2(0)	0(0)	0(0)	6(0)
Young Adult Services	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(3)	0(0)	0(0)	0(4)
Commissioning	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)
City Growth	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Place	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)
Customer	2(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	2(2)
Customer Experience	1(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	1(1)
Early Intervention and Community Empowerment	1(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	1(1)
Operations	25(25)	0(1)	0(2)	6(3)	2(4)	4(5)	5(28)	10(17)	0(1)	31(83)	0(0)	1(0)	84(169)
Integrated Children's and Family Services	12(24)	0(1)	0(0)	0(0)	2(3)	1(4)	3(23)	7(14)	0(0)	30(82)	0(0)	0(0)	55(151)
Operations and Protective Services	13(1)	0(0)	0(2)	6(3)	0(1)	3(1)	2(5)	3(3)	0(1)	1(1)	0(0)	1(0)	29(18)
Total Numbers	29(28)	0(1)	0(2)	6(3)	2(4)	4(5)	5(29)	12(17)	0(1)	33(86)	0(0)	1(0)	92(176)

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 which require to be considered including root cause, actions identified and completion dates. These investigation reports are reviewed and where non-compliant the reporting manager is contacted to advise on the need to complete and to be offered assistance with their investigation. For incidents where there is a requirement to RIDDOR report to HSE then the reporting manager is assisted in completing their investigation.

HSE Reportable incidents (Jan-Mar 2021)

3.10 During this reporting period 6 employee were injured in incidents, which required to be reported to the Health and Safety Executive, all incidents occurred between Jan-Mar 2021.

3.11 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
Jan-Mar 2021	0.75	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 (Jan-Mar 2020) 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, 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.

3.16 The table below shows relevant near miss information for Jan-Mar 2021. Due to continued development of Power BI we are able to provide more detailed information within this report.

Function	Cluster	Service Area	Near Misses Jan-Mar 2021	Near Misses Jan-Mar 2020
AHSCP			7	20
	Adult Services		7	20
		Care Management	0	0
		Learning Disabilities	7	18
		Criminal Justice	0	2

Commissioning			0	2
	City Growth		0	2
		Galleries & Museums	0	2
	Governance		0	0
	Strategic Place Planning		0	0
Customer			10	15
	Customer Experience		4	4
		Customer Delivery	3	0
		Customer Services Operations	1	4
		Revenues & Benefits	0	0
		Transformation & Business Support	0	0
	Early Intervention and Community Empowerment		6	11
		Community Safety and ASBIT	2	4
		Housing Access and Support	0	1
		Housing Management	2	3
		Libraries	2	1
		Local Plan	0	2
Operations			51	121
	Integrated Children's and Family Services		41	108
		ASN- Target Provision	0	0
		Education-Schools	39	106
		Education-Quality Improvement	2	2
	Operations and Protective Services		10	13
		Building Services	4	6
		Environmental Services	3	1
		Facilities Management	3	2
		Protective Services	0	0
		R & I – Road Operations	0	3
		Waste	0	1
Resources			1	2
		Capital	1	1
		Corporate Landlord	0	0

		People & Organisation	0	0
Total			69	160

3.17 The table below shows the causation for the numbers of near misses in the table. The figures in brackets (where recorded) are for the corresponding period in 2020.

Function/Cluster/service area	Unacceptable behaviour	Other	Security	Vandalism	Total
AHSCP	0(3)	7(16)	0(1)	0(0)	7(20)
Care Management	0(0)	0(0)	(0)	0(0)	0(0)
Criminal Justice	0(1)	0(0)	0(1)	0(0)	0(2)
Learning Disabilities	0(2)	7(16)	0(0)	0(0)	7(18)
Mental Health	0(0)	0(0)	0(0)	0(0)	0(0)
Commissioning	0(0)	0(2)	0(0)	0(0)	0(2)
City Growth	0(0)	0(2)	0(0)	0(0)	0(2)
Governance	0(0)	0(0)	0(0)	0(0)	0(0)
Strategic Place Planning	0(0)	0(0)	0(0)	0(0)	0(0)
Customer	7(9)	1(2)	0(1)	2(3)	10(15)
Customer Experience	3(3)	0(0)	0(1)	1(0)	4(4)
Customer Development	3(0)	0(0)	0(0)	0(0)	3(0)
Customer Services Operations	0(3)	0(0)	0(1)	1(0)	1(4)
Revenue and Benefits	0(0)	0(0)	0(0)	0(0)	0(0)
Transformation and Business Support	0(0)	0(0)	0(0)	0(0)	0(0)
Early Intervention and Community Empowerment	4(6)	1(1)	0(0)	1(2)	6(11)
Community Safety and ASBIT	1(4)	1(0)	0(0)	0(0)	2(4)
Housing Access and Support	0(0)	0(1)	0(0)	0(0)	0(1)
Housing Management	2(2)	0(0)	0(0)	0(1)	2(3)
Libraries	1(0)	0(0)	0(0)	1(1)	2(1)
Local Plan	0(0)	0(2)	0(0)	0(0)	0(2)
Data and Technology	0(0)	0(0)	0(0)	0(0)	0(0)
Core Data Network	0(0)	0(0)	0(0)	0(0)	0(0)

Operations	39(88)	11(18)	1(10)	0(5)	51(121)
<i>Integrated Children's and Family Services</i>	37(84)	3(9)	1(0)	0(5)	41(108)
Education-Schools	36(83)	2(8)	1(0)	0(5)	39(96)
ASN Target Provision	0(0)	0(0)	0(0)	0(0)	0(0)
Children's Social Work- Residential and Youth	0(0)	0(0)	0(0)	0(0)	0(0)
Education-Quality Improvement	1(1)	1(1)	0(0)	0(0)	2(2)
<i>Operations and Protective Services</i>	2(4)	8(9)	0(0)	0(0)	10(13)
Building Services	0(1)	4(5)	0(0)	0(0)	4(6)
Environmental Services	1(0)	2(1)	0(0)	0(0)	3(1)
Facilities Management	1(2)	2(0)	0(0)	0(0)	3(2)
Fleet Services	0(0)	0(0)	0(0)	0(0)	0(0)
Protective Services	0(0)	0(0)	0(0)	0(0)	0(0)
R & I Roads Operations	0(0)	0(3)	0(0)	0(0)	0(3)
Waste Services	0(1)	0(0)	0(0)	0(0)	0(1)
Resources	1(0)	0(2)	0(0)	0(0)	1(2)
Corporate Landlord	0(0)	0(0)	0(0)	0(0)	0(0)
Capital	1(0)	0(1)	0(0)	0(0)	1(1)
People Development	0(0)	0(1)	0(0)	0(0)	0(1)
Total Numbers	47(100)	19(40)	1(12)	2(8)	69(160)

3.18 The overall number of near misses has decreased from 160 during the corresponding reporting period in 2019/20, to 69. This is a reduction of 57%. The highest number of incidents were recorded in the Unacceptable Behaviour category within the Integrated Children's and Family Services Function.

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 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. Fire risk assessment visits are currently restricted due to the restrictions imposed by Covid-19, however 2 fire risk assessments were carried out with an average compliance score of 92%.

3.22 An identified Officer within Corporate Landlord manages a database of required actions. It is their role to monitor 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 Covid 19 Compliance visits have been undertaken at various premises within the ACC estate, 15 sites were visited with an overall compliance score of 93%. All action points raised are included in an action log, which is reviewed weekly and reported to both relevant Chief Officers and the Workforce Planning and Protection Group where actions go beyond the agreed compliance date. Managers are given access to the action log to record the action taken by them and the date completed. Follow up visits are also carried out to ensure actions have been completed and the controls continue to be suitable and sufficient and are being followed.

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
Strategic Risk	N/A	N/A	N/A
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	All tasks are risk assessed and the controls implemented and supervised by line managers. All employees are trained to a level where they are competent to carry out the work. Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to

			<p>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>
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	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
Reputational	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 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.
Environment / Climate	N/A	N/A	N/A

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
Impact of Report	
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.

UK and Scottish Legislative and Policy Programmes	The Health and Safety at Work etc Act 1974
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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

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