

CORPORATE HEALTH AND SAFETY COMMITTEE

ABERDEEN, Friday, 28 August 2015. Minute of Meeting of the CORPORATE HEALTH AND SAFETY COMMITTEE. Present:- Councillor Graham Chairperson; and Mike Middleton, Vice Chairperson. City Council Representatives:- Councillors Cameron, Finlayson and Greig.

Trade Union Representatives:- Joe Craig (UNITE), Karen Davidson (UNISON), George Ferguson (UNISON), Paul Nesbitt (UCATT), Steve Robb (UNITE), Sid Sandison (SSTA), Carole Thorpe (EIS) and David Willis (GMB).

Officers in attendance:- Angela Scott (Chief Executive), Ewan Sutherland (Director of Corporate Governance), Mary Agnew (Health, Safety and Wellbeing Manager), Colin Leaver (Team Leader), Andrew Moat (Health and Safety Adviser), Neil Yacamini (Project Manager), Martin Allan (Business Manager), Bruce Findlater (Admin Officer), Michael Hearn (Directorate Support Manager), Lesley Kirk (Directorate Support Manager), Kate Mackay (Business Manager), Euan Couperwhite (Head of Policy, Performance and Resources) and Mark Reilly (Head of Public Infrastructure and Environment).

AGENDA ORDER

1. The Chairperson sought agreement to amend the order of the agenda so that item 4a (Corporate Health and Safety Report) (article 6 of this minute refers) was taken prior to item 3a (Adult Health and Social Care Annual Health and Safety Report) (article 7 of this minute refers).

The Committee resolved:-

to approve the change to the agenda order.

APOLOGIES

2. Apologies for absence were intimated on behalf of Councillor Donnelly.

MINUTE OF PREVIOUS MEETING OF 22 MAY 2015

3. The Committee had before it the minute of its previous meeting of 22 May 2015.

The Committee resolved:-

to approve the minute subject to the amendment of a typographical error on page 1, article 3.

MATTERS ARISING

4. With reference to articles 3 (resolution ii) and 4 resolution (ii), to note that the school security improvement plan was being developed and would be issued to the Health, Safety and Wellbeing Manager prior to it being issued to the Committee.

The Health, Safety and Wellbeing Manager enquired as to whether the Corporate Health and Safety Report (article 9) should be discussed at the Directorate Health and Safety Committee as well as the Service Health and Safety Committee.

The Committee resolved:-

to note that the Health and Safety report should be discussed at both the Service Health and Safety Committee and the Directorate Health and Safety Committee.

COMMITTEE BUSINESS STATEMENT

5. The Committee had before it a statement of outstanding business as prepared by the Clerk.

The Committee resolved:-

to note that the school security improvement plan would be circulated to the Health, Safety and Wellbeing Manager prior to it being issued to the Committee.

CORPORATE HEALTH AND SAFETY REPORT - APRIL TO JUNE

6. With reference to article 9 of the minute of its previous meeting of 22 May 2015, the Committee had before it a report by the Interim Director of Corporate Governance which presented details of the number and types of accidents, incidents and occurrence during the period April to June 2015.

The report provided statistical information broken down into the following categories:

Accidents, Incidents, Accidents Rates and Incidents

- 105 accidents to employees were reported of which 7 were reportable to the enforcing authority
- 94 accidents to third parties were recorded of which 2 were reportable to the enforcing authority
- the accident (reportable) rate for the period was 0.88
- 110 incidents were reported during the period with the highest attributed to verbal abuse (49) and threatening or menacing behaviour (43)

Occupational Health and Wellbeing Events

- the contract for occupational health provision was awarded to OH Assist and commenced on 3 August
- a calendar of events and campaigns aimed to support employees and their families to make positive lifestyle choices was appended to the report
- the Council had retained the RoSPA Gold Medal Award in 2014/15 in recognition of the Council's efforts, achievements and commitment to raising the standards of health and safety management throughout the organisation

Enforcement Interventions – Health and Safety Executive (HSE)

- HSE contacted the health, safety and wellbeing team relating to a concern raised by an employee that their injury had not been reported to the HSE, on which the information provided stated that the employee had been off for 5 days, returned to work and was then off for a further period of time with the injury being different to that initially reported. The HSE accepted the explanation and no further action was required.
- HSE myth buster line contacted the health, safety and wellbeing team relating to information provided by residents that the Evening Express had reported a story that contained comments from Council employees regarding unsafe play equipment in a park. Residents had bought the equipment and installed it in an area however it was not of the correct standard for public access and would not be maintained by the Council. The HSE accepted and confirmed the information and provided the residents with the information, therefore no further action was required.
- On 28 June 2012, a pupil from an Aberdeen Primary School attended Stonehaven Open Air Pool and during the visit became submerged under water and was recovered unconscious. On 12 August, the Council appeared at Aberdeen Sheriff Court and pled guilty to breaching Section 3(1) of the Health and Safety at Work Act 1974 and they received a fine.
- An incident happened to an elderly tenant in his property on 5 August and full information will be reported at the next committee meeting.

Health and Safety Training and Cancellations

- 445 employees attended health and safety training
- there were 41 late cancellations and no shows which resulted in a total of £ 2,415 being back charged to Services with £97 of that total being charged to external Services
- there had been 141 feedback responses received out of the 277 issued.

Fire Risk Assessment

- 45 fire risk assessments were carried out
- A range of both positive and negative findings were reported to the premises responsible person and related directorate so that remedial action could be progressed and monitored via Service Management Committees

The report recommended:

That the Committee refer the report to the Corporate Management Team -

- (a) to discuss and encourage review of statistics by Heads of Service with Service level specifics detail to be discussed at Service Management Teams;
- (b) to support actions to reduce accidents and work related ill health in line with health and safety targets; and
- (c) to disseminate and take action on the health and safety information in the report.

The Health, Safety and Wellbeing Manager provided the Committee with information relating to three incidents, two of which were still being investigated. The third one related to an incident at Stonehaven Swimming Pool (as referred to on page 63).

Sid Sandison referred to Fire Safety Training which all school staff had been advised about on return to school and enquired as to what was available. The Health, Safety and Wellbeing Manager advised that there were various courses available online as

well as evac chair training and fire extinguisher training and that following recent fire risk assessments, it had been identified that there was a need for staff to be trained.

George Ferguson advised that in a previous job, he attended full day fire awareness training at the local fire station as well as on-site training which he found to be very useful and enquired as to whether this type of training had been considered. The Health, Safety and Wellbeing Manager advised that she would see this this type of training was offered by the Fire and Rescue Service in Aberdeen.

The Committee resolved:-

- (i) in relation to information provided from George Ferguson (Unison) relating to a fire awareness course he attended in a previous role, to request the Health, Safety and Wellbeing Manager to determine whether a fire safety course could be provided by the local Fire and Rescue Service;
- (ii) in relation to article 4 of this minute to note that the report should be discussed at both the Directorate and Service level health and safety committees; and
- (iii) to otherwise approve the recommendations contained in the report.

ADULT HEALTH AND SOCIAL CARE ANNUAL HEALTH AND SAFETY REPORT

7. The Committee had before it a report by the Chief Office for Adult Social Care which presented the annual health and safety report for the period 1 July 2014 to 30 June 2015.

Four Directorate health and safety meetings took place attended by management, union representatives and senior officers and there were no HSE interventions during the period.

For the Older Adults Service

- 39 accidents were reported by employees compared to 25 in 2013/14
- 51 incidents were reported compared to 49 in 2013/14
- The majority of accidents and incidents had been recorded for Balnagask Court
- the scores for the individual elements of the health and safety matrix were: 100% for Housekeeping and Cleaning, First Aid, Slips Trip and Hazards, Machinery, Plant and Equipment, Welfare and Accidents/Incidents; and 93% for Emergency Precautions and Environment
- 432 employees attended health and safety training

For the Younger Adults and Criminal Justice Service

- 3 accidents were reported by employees compared to 2 in 2013/14
- 8 incidents were reported compared to 2 in 2013/14
- the scores for the individual elements of the health and safety matrix were: 100% for Emergency Precautions, Housekeeping and Cleaning, First Aid, Welfare and Accidents/Incidents; 97% for Slip, Trip and Hazards and Machinery, Plant and Equipment; and 87% for Environment
- 62 employees attended health and safety training

Sickness Absence for the Service

- the number of episodes of absence in excess of 28 days had fluctuated during the period with a low of 10 in August 2014 and a peak of 17 in May 2015

- the number of episodes of absence under 28 days had fluctuated during the period with a low of 47 in December 2014 and a peak of 77 in January 2015
- the main reasons for absence were respiratory difficulties at 277 compared to 188 in the previous period and gastrointestinal problems at 170 compared to 153 in the previous period
- the number of days lost was 1,678 which had decreased from 2,179 in the previous period

The report recommended:

that the Committee note the content of the report.

Karen Davidson sought clarification as to whether the Children's Services health and safety report in November would cover the period from June 2014, wherein the Business Manager advised that it would.

Councillor Cameron sought clarification relating to staff safety in particular whilst lone working and whether the new systems in place were adequate and being monitored, wherein the Business Manager advised she would request that the Lead Service Manager provide a response directly to Councillor Cameron.

George Ferguson asked if Airwatch, the system on phones that track GPS signals for lone working could be used, wherein the Business Manager advised that an update would be provided to the next Committee on the lone working procedures in place.

The Committee resolved:-

- (i) to note that the Children's Services statistics from June 2014 would be reported to this Committee in November;
- (ii) in response to questions relating to staff safety in relation to the implementation of the new lone working procedures, the Business Manager advised that she would request the Lead Service Manager to provide a response directly to Councillor Cameron;
- (iii) in response to a question from George Ferguson (Unison) relating to the use of Airwatch, the system on phones that track GPS signals for lone working, to note that an update would be provided to the next Committee on the lone working procedures in place;
- (iv) to otherwise approve the recommendation contained in the report.

CORPORATE FLEET MANAGEMENT PERFORMANCE AND COMPLIANCE

8. With reference to article 18 of the Audit, Risk and Scrutiny Committee of 25 June 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which (1) advised that the above mentioned Committee recommended that health and safety aspects relating to Fleet Governance would be reported to the Corporate Health and Safety Committee; (2) explained that the service were developing a robust performance framework for the monitoring, analysis and reporting of improvements for fleet compliance; and (3) provided information on the progress made to date on developing a suite of performance indicators.

The report provided background information relating to the Traffic Commissioners Public Inquiries into the Council's Goods Vehicle Operator's Licence and also stated that a full review into the service was undertaken with measures put in place to improve service compliance, delivery and performance.

The report contained information relating to the progress made to date in relation to the improvement action plan including developing a new operating structure for Fleet Services, improvements to vehicle workshops, comprehensive training for mechanics, drivers and supervisors, fleet compliance, improvements to health and safety, improved IT Systems, stock control and vehicle procurement. Information relating to Vehicle Accidents and Incidents since February 2015 was also reported.

The report presented the KPI's for Fleet which included:

- (1) MOT % First Time Pass Rate ('O' Licence Vehicles)
- (2) Roadside Inspections/resulting prohibitions.
- (3) Value of Spare Parts Held as Stock
- (4) Outstanding 'O' Licence MOT's/Inspections
- (5) Vehicles Over 5 Years Old
- (6) Number of Vehicles per Service
- (7) Licence Issues as % of License Checks

Appended to the report were the results of a recent survey of employees' awareness of Vehicle Compliance.

The report recommended:

that the Committee notes the actions taken and measures put in place in Fleet Services for monitoring performance of corporate Fleet Compliance.

In response to a question from Sid Sandison relating to the school mini buses and whether these were all recorded under the Fleet Service, the Head of Public Infrastructure and Environment advised that he was working with colleagues in Education to gather information on their requirements for any vehicles that they owned and that all vehicles should be managed in-house and those driving the vehicles should undertake the same checks as drivers of other Fleet vehicles and that there were some old arrangements still in place for external organisations which was currently being looked at.

To note that in light of the incident in Glasgow relating to the Bin Lorry, a report would be presented to this Committee to outline what processes and procedures were being implemented to prevent a similar issue occurring in Aberdeen.

To note the information provided by Joe Craig relating to a recent incident within Building Services and to request that a report be submitted to this Committee presenting the findings of the follow up meeting and checks.

The Chairperson requested that for future reports the details within the action plan be included to provide assurance to the Committee that issues were being addressed.

The Committee resolved:-

- (i) to concur with the remarks from the Chief Executive, congratulating the team for the work done to date and for the comprehensive report;
- (ii) to request that the results from the staff survey and all future staff surveys are provided to this Committee;
- (iii) to request that for future reports only indicators 1, 2 and 7 are reported on to give assurance on compliance;
- (iv) to request that information be included in the next report relating to the actions the Council were taking in light of the incident in Glasgow, to ensure drivers were safe to drive vehicles;

- (v) in relation to concerns raised over mini buses used by schools and whether they were all monitored in line with those in Fleet Services, including the drivers, to request that the current process be reviewed and that a report on the findings be presented to this Committee;
- (vi) in relation to the results of the recent staff survey and the action plan implemented to address the issues, to request the Head of Public Infrastructure and Environment to include the actions in the next report to this Committee to provide assurance to this Committee and to staff that the issues were being addressed;
- (vii) in relation to a recent case, as highlighted by Unite, to request the Head of Public Infrastructure and Environment to meet with Joe Craig and the Head of Building Services to discuss the compliance and processes induction and to request that a report be provided to this Committee providing an update; and
- (viii) to otherwise approve the recommendation contained in the report.

DIRECTORATE HEALTH AND SAFETY IMPROVEMENT PLANS

9. The Health, Safety and Wellbeing Manager advised that templates had been issued to all Directorates and once those were complete and submitted, the information would be used to create the Corporate Improvement Plan. These would be reported to the Corporate Management Team and then to this Committee in due course.

The Committee resolved:-

to note the verbal update provided.

CORPORATE HEALTH AND SAFETY ANNUAL REPORT - APRIL 2014 TO MARCH 2015

10. The Committee had before it a report by the Interim Director of Corporate Governance which summarised the health and safety activities for the period 1 April 2014 to 31 March 2015.

The report provided the following statistical information for the period in question:

Accidents, Incidents and Training

- 178 accidents to employees were reported of which 23 were reportable to the enforcing authority
- 376 accidents to third parties were reported of which 10 were reportable to the enforcing authority
- the reportable accident rate was 2.70 per 1000 employees which was a reduction from the previous year (3.41)
- accident rate benchmark figures had been provided for 6 local authorities (anonymised)
- 468 incidents to employees were reported with threatening and menacing behaviour being the highest cause with 146 reported
- 1810 employees attended health and safety training

Health and Safety Targets

- target 1 (20% reduction in the incidence rate of all reportable employee accidents) – reportable accident rate per 1000 employees >3days was 0.18 (2009/10 was 7.26) so a reduction from 2009/10

- target 1 (20% reduction in the incidence rate of all reportable employee accidents) – reportable accident rate per 1000 employees >7days was 3.76 (2013/14 was 3.06) so an increase from 2013/14 (when the 7 day figures started to be recorded)
- target 2 (20% reduction of days lost from work related injury and ill health) – 1837 days (2009/10 was 2682 days) so a 32% decrease from 2009/10
- target 2 (stress related absence) 11002 days (2009/10 was 10175 days) so a 8% increase from 2009/10
- target 3 (20% reduction of the reported cases of work related ill health) no new cases were reported

The report recommended:

That the Committee –

- approve the report;
- approve the publication of a summarised version of this report on the Council website;
- support the actions to reduce accidents and work related ill health in line with health and safety targets; and
- disseminate and take action on the health and safety information in the report.

The Chief Executive sought clarification as to which local authority marked as A-F in the report was the most comparable to Aberdeen, wherein the Health, Safety and Wellbeing Manager advised that she would provide the details of those local authorities to the Chief Executive and advise which one was most comparable.

Councillor Finlayson sought clarification over the number of security breaches and whether there was a trend. The Health, Safety and Wellbeing Manager advised that she would provide details of the security breaches to Councillor Finalyson.

The Committee resolved:-

- in response to a question from the Chief Executive relating to which authority from A-F would be the most comparable to Aberdeen, to note that the Health, Safety and Wellbeing Manager would provide the details of the authorities A-F to the Chief Executive and advise which one was the most pertinent for comparison;
- in response to a question from Councillor Finlayson relating to the number of security breaches and whether there was a trend, to note that the Health, Safety and Wellbeing Manager would provide details of the breaches to Councillor Finlayson; and
- to otherwise approve the recommendations contained in the report.

EMPLOYEE ASSISTANCE PROGRAMME REPORT - APRIL TO JUNE 2015

11. With reference to article 11 of the minute of its previous meeting of 22 May 2015, the Committee had before it a report prepared by Time for Talking which presented (1) the utilisation of the Employee Assistance Programme for the period 1 April to 30 June 2015; (2) feedback received from users of the Service; and (3) a breakdown of the reason for referral per directorate.

The report advised that there had been 20 referrals during the period. There had been 12 face to face counselling sessions and 5 telephone counselling sessions.

The Health, Safety and Wellbeing Manager advised that the report style provided was not suitable and that she would discuss the content at her meeting with Time for Talking.

The Committee resolved:-

- (i) to note that the Health, Safety and Wellbeing Manager would request Time for Talking to amend the report style for the next reporting period; and
- (ii) to otherwise note the content of the report.

OH ASSIST

12. The Health, Safety and Wellbeing Manager advised that the contract for the occupational health provision was awarded to OH Assist on 3 August and that the feedback so far was positive both from management and employees. She further advised that the service would move to a telephone conference based system after the first three months, however if it is determined that a face to face appointment is more appropriate this will be arranged.

The Committee were also informed that various briefings from OH Assist had taken place at different locations throughout the organisation and that information about the new provider and how to access the service was available on the zone.

The Chief Executive asked whether Trade Union members would like the opportunity to meet with the new provider, wherein those in attendance unanimously welcomed the opportunity.

The Committee resolved:-

- (i) to request that the new Occupational Health Provider, OH Assist, meet with Trade Union Colleagues; and
- (ii) to otherwise note the information provided.

DATE OF NEXT MEETING - 27 NOVEMBER 2015

13. The Committee noted that the next meeting was scheduled for Friday 27 November 2015.

- COUNCILLOR GORDON GRAHAM, Chairperson.