

## **CORPORATE HEALTH AND SAFETY COMMITTEE**

ABERDEEN, Friday, 27 November 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, Donnelly, Finlayson and Greig.

Trade Union Representatives:- Karen Davidson (UNISON), George Ferguson (UNISON), 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), Martyn Phillips (Health and Safety Adviser), Martin Allan (Business Manager), Bruce Findlater (Admin Officer), Michael Hearn (Directorate Support Manager), Lesley Kirk (Directorate Support Manager), Kate Mackay (Business Manager), Neil Yacamini (Project Manager), Euan Couperwhite (Head of Policy, Performance and Resources), John Quinn (Head of Land and Property Assets) and Mark Reilly (Head of Public Infrastructure and Environment).

### **APOLOGIES**

1. Apologies were intimated on behalf of Gayle Gorman and Fraser Bell.

### **APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

2. The Clerk advised that in terms of the constitution the Committee were required to appoint a Chairperson from within the Trade Union members and a Vice Chairperson from within the Councillor membership. She then called for nominations to the position of Chairperson, whereupon Councillor Graham, seconded by Karen Davidson nominated Mike Middleton. There were no further nominations therefore Mike Middleton was appointed as Chairperson and took the Chair.

The Clerk then called for nominations to the position of Vice Chairperson, whereupon Councillor Donnelly seconded by Mike Middleton, nominated Councillor Graham. There were no further nominations, therefore Councillor Graham was appointed as Vice Chairperson.

### **The Committee resolved:-**

to appoint Mike Middleton as Chairperson and Councillor Graham as Vice Chairperson.

### **MINUTE OF PREVIOUS MEETING OF 28 AUGUST 2015**

3. The Committee had before it the minute of its previous meeting of 28 August 2015.

**The Committee resolved:-**

to approve the minute as a correct record.

**MATTERS ARISING**

4. With reference to article 5 of the previous meeting, the Health, Safety and Wellbeing Manager advised that the School Security improvement plan had been submitted to her and that she had provided feedback on the document.

With reference to article 10, resolution (ii), to note the request from Councillor Finlayson that the detail of the security breaches be re-issued to him.

**The Committee resolved:-**

- (i) to note that the Health, Safety and Wellbeing Manager would re-issue the security breach information to Councillor Finlayson; and
- (ii) to otherwise note the information provided.

**COMMITTEE BUSINESS STATEMENT**

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

In relation to item 1 (School Security), Councillor Cameron requested that a date be added so the Committee knew when to expect a report on this issue. The Chairperson advised that the Committee needed to see evidence that work was being done in this area as it has been an ongoing issue for a number of years. The Health, Safety and Wellbeing Manager advised that the Committee to date had received a workplan which gave dates and work to be carried out across a number of schools however an improvement plan was required to look at all aspects of school security.

In relation to item 2 (Corporate Health and Safety Report – Training from Scottish Fire and Rescue Service), the Team Leader for Health, Safety and Wellbeing advised that he had spoken with them and that they didn't provide fire safety training at their premises.

**The Committee resolved:-**

- (i) to request the Head of Policy, Performance and Resources to provide an interim report relating to the progress of School Security to the next meeting of this Committee;
- (ii) to remove items 2 (Corporate Health and Safety Report – Training from Scottish Fire and Rescue Service), 3 (Adult Health and Social Care Annual Report – Lone Working Procedures) and 4 (Corporate Fleet Management Performance and Compliance).

**SIGNIFICANT INCIDENT REPORT AT A DOMESTIC DWELLING**

6. The Committee had before it a significant incident report prepared by the Health, Safety and Wellbeing Team which provided details of an incident wherein a tenant fell into an open access hatch whilst a new gas central heating system was being installed

in the property. The report listed the causes of the accident and made various recommendations to prevent a similar incident.

**The report recommended:**

That the Service -

1. Ensure that physical barriers are available and put in place before a hatch to sub floor is opened with improved signage on doors;
2. After every incident a review of the risk assessments is required this should be carried out by a competent person with operational knowledge of gas installation work in consultation with employees;
3. Ensure that employees who complete tasks are provided with updated information, instruction and training and implement a regime of periodic refresher arrangements and that they understand this;
4. A review of onsite supervision to ensure that site visits include health and safety compliance;
5. Review of pre work process to ensure that information is passed between Services to identify additional risk presented by vulnerable tenants such as the elderly and children;
6. Review of the risk assessment training provided to staff including training on dynamic risk assessments for example the requirement is still for significant issues to be written down.

Councillors and Trade Union members asked various questions relating to the health and safety arrangements and why employees had not followed correct procedures. The Head of Land and Property Assets advised that the majority of employees had received information via toolbox talks relating to the importance of having risk assessments in place and actions to mitigate those risks and that health and safety had to be followed at all times.

**The Committee resolved:-**

- (i) to note the additional information provided; and
- (ii) to endorse the recommendations for improvement.

**SIGNIFICANT INCIDENT REPORT AT A SHELTERED HOUSING COMPLEX - SOLAR PV FIRE**

7. The Committee had before it a significant incident report prepared by the Health, Safety and Wellbeing Team which presented details of an incident with a sheltered housing complex relating to a fire caused by electrical equipment associated with the solar photovoltaic (SPV) installation becoming overloaded. The report advised that the cause of the fire was due to faulty installation as an isolator had not been fitted.

The Head of Land and Property Assets provided an overview of the project and explained the current position with the contractor.

Councillors and Trade Union members asked various questions relating to the safety of all other SPV installations.

**The report recommended:**

1. SPV contractor to check the design and installation of all SPV systems in Council buildings and that assurance was to be given that appropriate

- components had been used in accordance with industry standards and to prevent incidents;
2. SPC contractor to produce individual system inspection reports with detailed findings and remedial actions; and that competent Council electricians were to accompany the SPV contractor;
  3. Inspection reports to be provided to the relevant officer within the Council responsible for the SPV contract.

**The Committee resolved:-**

- (i) to note that a meeting had been held between the Council and the SPV contractor where an agreement on the level of checks required had been reached;
- (ii) to note that an agreement was made to meet the following week after the checks had been carried out to review the results and agree an action plan, however the meeting did not happen; and
- (iii) to note that the contractor had entered administration and the Council were in discussions with another contractor to finish the identified actions.

**CORPORATE FLEET MANAGEMENT PERFORMANCE AND COMPLIANCE - UPDATE - REPORT BY THE DIRECTOR OF COMMUNITIES, HOUSING AND INFRASTRUCTURE**

8. With reference to article 8 of the minute of its meeting of 28 August 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which (1) presented the performance indicators relating to health and safety for Fleet; and (2) provided detailed responses in relation to the resolutions iv, v, vi and vii from the previous minute.

The report provided background information relating to the Traffic Commissioners Public Inquiries into the Councils Goods Vehicle Operators License.

The report contained information relating to the second phase of improvement across the Fleet Service which had the aim of addressing the longer term efficiency and effectiveness of the service. Part of the improvement plan was to ensure that the council had staff to manage the Fleet Service with three posts being advertised in December.

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

- (1) MOT % First Time Pass Rate ('O' Licence Vehicles) – year to date average 98.11%
- (2) Roadside Inspections/resulting prohibitions – year to date roadside prohibitions 7%
- (3) Value of Spare parts held as stock - £42,601
- (7) Licence Issues as % of Licence Checks – 1.36

The report provided the following information in relation to resolutions from the meeting on 28 August 2015:

**Actions following the Glasgow Incident**

- A pro-active approach has been adopted to look at options following consideration of the information currently available around the Glasgow Incident

- Once the Fatal Accident Inquiry had been completed, any recommendations would be considered and action taken where appropriate
- A number of options had been identified and there had been early discussions with staff
- A report would be presented to the Corporate Management Team detailing the options and outlining the necessary actions to implement them

### **School Minibus Use and Compliance**

- The Public Transport Team had been working with Fleet Services to review their current procedures with regards to School minibuses
- Appendix 1 to the report provided the findings of the review

### **Fleet/Vehicle Compliance Awareness**

- The staff survey was undertaken between 30 April and 5 May 2015 and 411 responses had been received
- The responses were circulated to the previous report to this Committee on 28 August 2015
- Areas where respondents had concerns have been or are planned to be discussed in planned Team Briefs and training sessions and included: Overloading – covered in Loads and loading course, medical conditions – covered in driving licence team brief, highway code – covered by a full team brief, accident reporting – covered by a full team brief and Traffic Commissioner – covered in Operator Licence awareness training
- Supervisors had been trained in daily walk round checks which would be cascaded down to all drivers
- The surveys would be issued every six months to raise awareness of Fleet Compliance and to identify areas where there is a need to focus resources to improve awareness, performance and compliance

### **Update on the Unite Case**

- The Head of Public Infrastructure and Environment and the Head of Land and Property Asset met with Joe Craig from Unite on 5 October to discuss compliance and induction processes within Building Services
- It was identified that a driving induction was in place for any employee expected to drive a Council vehicle in accordance with the Building Services Transport Procedure
- The induction process would be phased out as fleet developed their procedures and processes and that Building Services would fully comply with the policies and procedures which were being developed and implemented by Fleet Services

### **The report recommended:**

That the Committee –

- (a) notes actions taken and measures put in place in Fleet Services, for monitoring performance of corporate Fleet Compliance;
- (b) request that for future reports only indicators 1, 2 and 7 and not indicator 3, are reported on giving assurance on compliance;
- (c) request that the Head of Human Resources and Customer Services brings a report to a future meeting of this Committee detailing the actions to be taken by this Council in light of the incident in Glasgow;
- (d) to note the review and findings of the Public Transport Team and Fleet Services, in relation to concerns raised over minibuses raised by this Committee; and to

note the actions and measures put in place within the service for monitoring performance of safe minibus use and compliance;

- (e) to note the actions being taken to address staff issues raised in the recent staff survey on Fleet compliance; and
- (f) to note the report of the discussion between Unite, the Head of Land and Property Assets and the Head of Public Infrastructure and Environment with regard to the Fleet compliance and induction processes in Building Maintenance.

Councillors and Trade Union colleagues asked various questions in relation to the report and specifically in relation to the process for minibus drivers within schools.

**The Committee resolved:-**

- (i) to thank the Head of Public Infrastructure and Environment for the robust report;
- (ii) in relation to a question from Councillor Finlayson regarding tests for minibus drivers, to request the Service Manager, Assets and Finance from Education and Children's Services to provide a response advising on the type of test undertaken by drivers;
- (iii) to otherwise approve the recommendations contained in the report.

**CORPORATE GOVERNANCE ANNUAL REPORT - OCTOBER 2014 TO SEPTEMBER 2015**

9. The Committee had before it a report by the Interim Director for Corporate Governance which presented the annual Health and Safety performance report for the Corporate Governance Directorate for the period 1 October 2014 to 30 September 2015.

The report contained the following statistics for the Directorate:

- 4 incidents were reported none of which were reportable to the enforcing authority
- 13 near misses were reported
- the scores for the individual elements of the health and safety matrix were: 99% for Risk Assessment and Accidents and Incidents Reporting; and 96% for First Aid and Workplace Inspections
- 119 employees attended health and safety training
- the absence management figure was 7.2 days lost per employee, which although below the Council wide target of less than 10 days has increased from 5.9 as recorded for October 2014

The report appended the Corporate Governance Directorate Health, Safety and Wellbeing Improvement Plan.

**The report recommended:**

that the Committee note the content of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

## **EDUCATION AND CHILDREN'S SERVICES ANNUAL REPORT - OCTOBER 14 TO SEPTEMBER 15**

**10.** The Committee had before it a report by the Director of Education and Children's Services which presented (1) the annual Health and Safety performance report for the period 1 October 2014 to 30 September 2015; and (2) additional information relating to the Children's Services and Business Management sections of the former Social Care and Wellbeing Directorate for the period 1 July to 30 September 2014.

The report provided the following statistical information:

### **Education, Culture and Sport (Oct 14 – March 15)**

- 241 accidents were reported of which 3 were reportable to the enforcing authority
- 71 incidents/near misses were reported
- The number of days lost due to absence per employee is between 7 and 8 days
- 2 Directorate health and safety meetings were held

### **Social Care and Wellbeing – Children's Services and Business Management (Oct 14 – March 15)**

- 6 accidents were reported of which 1 was reportable to the enforcing authority
- 16 incidents/near misses were reported  
The number of days lost due to absence per employee was between 6 and 12
- 3 Directorate health and safety committees were held

### **Education and Children's Services (April to September 15)**

- 320 accidents were reported of which 9 were reportable to the enforcing authority
- 174 incidents/near misses were reported
- The number of days lost due to absence per employee was between 7 and 12
- 2 Directorate health and safety committees were held

### **Overall**

- Physical assault accounted for 25% of all accidents
- 95% of these occurred in schools as a result of agitated behaviour by pupils against staff
- The employee accident rate was 1.2% per 1000 employees
- Over 500 employees received the flu vaccinations in November 2014
- 1267 employees attended health and safety training
- The average (across the three business areas) scores for the individual elements of the health and safety matrix were: 100% for First Aid; 99% for Machinery, Plant and Equipment; 98% for Welfare and Housekeeping and Cleaning; 96% for Emergency Precautions and Environment; 87% for Risk Assessment and 86% for Slip and Trip Hazards

### **Children's Services and Business Management (July to September 2014)**

- 5 accidents were reported (Children's Services), none of which were reportable to the enforcing authority
- 1 accident to third parties was reported
- 4 incidents were reported
- The number of days lost due to absence per employee was between 6 (Business Management) and 15 (Children's Services)

**The report recommended:**

that the Committee note the content of the report.

Councillor Finlayson stated that the number of assaults on staff was worrying and sought assurance that action was being taken, whereupon the Directorate Support Manager advised that every incident was investigated and that the Quality Improvement Officers were involved to ensure that Risk Assessments for children that required them were in place with an action plan completed for each child. She further advised that de-escalation training was in place across all schools.

The Chairperson requested that staff were encouraged to report all incidents and that support was in place to assist them to deal with issues and incidents.

**The Committee resolved:-**

To approve the recommendation as contained in the report.

## **CORPORATE HEALTH AND SAFETY REPORT - JULY TO SEPTEMBER 2015 - REPORT BY THE INTERIM DIRECTOR OF CORPORATE GOVERNANCE**

**11.** Prior to consideration of the report, the Health, Safety and Wellbeing Manager provided an overview of the Health and Safety Dashboard which was available for anyone to access on the zone. She navigated through the different areas to show the Committee where to find the information.

With reference to article 6 of the minute of its previous meeting of 28 August 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 occurrences during July to September 2015.

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

**Accidents, Incidents, Accident Rates and Incidents**

- 100 accidents to employees were reported of which 6 were reportable to the enforcing authority
- 109 accidents to third parties were reported of which 2 were reportable to the enforcing authority
- The reportable accident rate was 0.98 per 1000 employees which was a reduction from the previous year (1.13)
- 169 incidents to employees were reported with threatening and menacing behaviour being the highest cause with 70 reported

**Enforcement Interventions – Health and Safety Executive (HSE)**

- Work was being undertaken in an elderly tenants home to replace the central heating system and the tenant fell through an open hatch as no barriers were in place (article 6 pf this minute provides more detail)

**Health and Safety Training and Cancellations**

- 216 employees attended health and safety training
- there were 35 late cancellations and no shows which resulted in £1672.00 being back charged to Services
- there had been 28 feedback responses received out of the 50 issued



### **Fire Risk Assessments**

- 31 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 specific 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 Committee resolved:-**

to approve the recommendations contained in the report.

## **OCCUPATIONAL HEALTH REPORT - AUGUST TO SEPTEMBER 2015 - OH ASSIST**

12. The Committee had before it a report by OH Assist, the Council's Occupational Health provider, which presented the utilisation statistics for the period 3 August to 30 September 2015.

The report provided the following statistics:

- 143 referrals had been received
- the highest number of referrals came from the Communities, Housing and Infrastructure Directorate (41)
- 37 % of referrals related to Mental Health and Behavioural Disorders
- 13% of referrals related to Low Back Pain
- 9% of referrals related to Nervous System – Other
- 19 physiotherapy assessments had taken place
- there were 4 short notice cancellations
- training for Head Teachers had taken place to support vista referrals
- case conferencing had been introduced to review the top absence cases
- online guidance for managers that been produced
- OH Assist were working with the Council to development a strategic plan to support the top 3 Health and Wellbeing objectives

Sid Sandison requested that the statistics for Mental Health referrals be split to show work related and non-work related, whereupon the Health, Safety and Wellbeing Manager advised that she has requested this information and that the format for the report may change.

### **The Committee resolved:-**

to note the content of the report.

## **EMPLOYEE ASSISTANCE PROGRAMME REPORT - JULY TO SEPTEMBER 2015**

**13.** With reference to article 11 of the minute of its previous meeting of 28 August 2015, the Committee had before it a report prepared by Time for Talking which presented the utilisation of the Employee Assistance Programme for the period 1 July to 30 September 2015.

The report provided the following statistics:

- 26 referrals had been received
- 21 referrals were related to personal issues
- 5 referrals were related to work issues
- there were 21 face to face referrals
- there were 3 telephone referrals
- 1 feedback form had been received

**The Committee resolved:-**

to note the content of the report

## **HEALTH AND SAFETY IMPROVEMENT PLAN - VERBAL UPDATE FROM THE HEATH, SAFETY AND WELLBEING MANAGER**

**14.** The Health, Safety and Wellbeing Manager advised that colleagues across the Directorates had requested that they produce a health and safety workplan and that these would formulate the Corporate Health and Safety Action Plan.

**The Committee resolved:-**

to note the information.

## **FUTURE MEETING DATES**

**15.** The Committee had before it a schedule of meetings for 2016.

The Clerk advised that the date in November may require to be changed due to the parent Committee, Audit, Risk and Scrutiny meeting the day before and that notification would be issued in due course.

**The Committee resolved:-**

- (i) to note that the date in November may change and that notification would be circulated to the Committee; and
- (ii) to agree the dates for 2016, those being:
  - Friday 19 February
  - Friday 20 May
  - Friday 26 August

- **MIKE MIDDLETON, Chairperson**