

## **CORPORATE HEALTH AND SAFETY COMMITTEE**

ABERDEEN, Friday, 19 February 2016. Minute of Meeting of the CORPORATE HEALTH AND SAFETY COMMITTEE. Present:- Councillor Mike Middleton Chairperson; and Councillor Gordon Graham, Vice Chairperson. City Council Representatives:- Councillors Cameron, Finlayson and Greig.

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

Officers in attendance:- Mary Agnew (Health, Safety and Wellbeing Manager), Colin Leaver (Team Leader), Abigail Kelman (Health, Safety and Wellbeing Team), Martin Allan (Business Manager), Michael Hearn (Directorate Support Manager), Lesley Kirk (Directorate Support Manager), Carol Slessor (Team Manager) (as substitute for Kate Mackay), Euan Couperwhite (Head of Policy, Performance and Resources), Ciaran Monaghan (Head of Service) (Office of Chief Executive), Donald Urquhart (Head of Housing and Community Safety), Andrew Jones (Service Manager (Assets / Finance)) (Education and Children's Services), Jacqui McKenzie (Customer Service Manager) and Neil Yacimini (Project Manager).

### **APOLOGIES**

1. Apologies were intimated on behalf of Councillor Donnelly, Alison Robertson, Ewan Sutherland and Kate Mackay.

### **MINUTE OF PREVIOUS MEETING OF 27 NOVEMBER 2015**

2. The Committee had before it the minute of its meeting of 27 November 2015.

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

to approve the minute as a correct record.

### **MATTERS ARISING**

3. With reference to article 8, resolution (ii), Councillor Finlayson requested information relating to tests undertaken for mini bus drivers, wherein the Service Manager, Assets and Finance from Education and Children's Services advised that (1) all staff driving mini buses were required to get a permit via the Public Transport Unit; and (2) that he did not have details of the exact test that was undertaken to receive the permit.

With reference to article 10, Councillor Finlayson requested information relating to the roll out of de-escalation training for staff due to high level of assaults on staff, wherein

the Directorate Support Manager advised that training had been provided to staff and that actual figures would be provided at the next meeting.

With reference to article 10, the Health, Safety and Wellbeing Manager advised that the dashboard information had been removed from the Zone as it was currently being reviewed and that a link to the information would be circulated to the Committee once available.

With reference to article 11, Councillor Finlayson sought information on how actions were being progressed following Fire Risk Assessment recommendations for improvement. The Health, Safety and Wellbeing Manager advised that all fire risk assessment report should be discussed at the Service Senior Management Committee and at the Directorate Health and Safety Meeting to ensure that remedial actions were being undertaken in the premises concerned.

The Chairperson requested that all Services be reminded that someone should be in attendance at these meetings to provide responses to questions from the members.

**The Committee resolved:-**

- (i) in relation to tests for minibus drivers, to note the information provided by the Service Manager, Assets and Finance from Education and Children's Services and to request that an update be provided to the next meeting of the Committee outlining the actual test undertaken;
- (ii) in relation to de-escalation training for staff, to note the information provided and to request that a further update be provided to the next meeting of the Committee advising on the roll out of the training;
- (iii) in relation to Fire Risk Assessments, to note the information provided and to request that all Services be reminded that a member of staff or management should be in attendance at meetings to ensure questions are responded to;
- (iv) in relation to Fire Risk Assessments, to note that Directorates are required to undertake the Fire Risk Assessment actions and confirm that they are being managed by Senior Management Committees and Service Health and Safety Committees;
- (v) in relation to the Health and Safety dashboard, to note that the information for all dashboards had been removed from the zone as the content was under review and that once these were available a link to the information would be issued to the Committee; and
- (vi) to otherwise note the information provided.

**COMMITTEE BUSINESS STATEMENT**

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

**The Committee resolved:-**

to note that a report was on the agenda.

## **FLEET UPDATE**

5. With reference to article 8 of the minute of its meeting of 27 November 2015, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided an update on the progress to date on developing a suite of performance indicators to report to this Committee at each of its meetings.

The report advised that (1) the second phase of improvement across Fleet Services was continuing with the aim to address the longer term efficiency and effectiveness of the service; (2) the Team of Consultants were still in place to ensure that compliance was maintained in all areas to meet the responsibilities under the Operator's Licence; (3) three new posts were being established within Fleet Services to create a new level of management capacity and capability, those being Fleet Manager, Fleet Compliance Manager and Fleet Business Support Officer; (4) various improvements had been made to the Vehicle Workshops; and (5) Service Managers and Team Leaders from across different operational areas of the Council undertook the Certificate in Professional Competence (CPC) IN National Road Transport Operations which is a legal requirement of the operator licensing system.

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

- MOT % First Time Pass Rate ('O' License Vehicles) – year to date average 97.01% compared to the National Average of 84.70%
- Roadside Inspections/resulting prohibitions – year to date – 16 roadside inspections with 2 prohibitions
- Vehicle Accidents/incidents recording updated – year to date – 228
- Vehicle Accidents – Motor Claims Experience – year to date 136 claims with the majority of accidents involving reversing into an object, vehicle or property.

### **The report recommended:**

That the Committee note the actions taken and measures put in place in Fleet Services for monitoring performance of corporate Fleet Compliance;

Councillor Finlayson requested information on what actions were being taken to address accidents involving reversing vehicles, wherein the Directorate Support Manager advised that banksman were being looked at. The Health, Safety and Wellbeing Manager advised that other measures were being looked at including, alarms and cameras and that all of the options should be looked at and not in isolation.

Councillor Cameron sought clarification as to whether the Service were seeking accreditation for ISO 9001, wherein the Directorate Support Manager advised that he would liaise with the Head of Public Infrastructure and Environment and advise the Committee.

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

- (i) to congratulate the team for the significant progress made to date;
- (ii) in relation to accreditation for compliance with ISO 9001, to request the Directorate Support Manager to liaise with the Head of Public Infrastructure and Environment to determine if accreditation was what was aimed for and to provide a response to the Committee; and
- (iii) to otherwise approve the recommendation contained in the report.

## **CORPORATE HEALTH AND SAFETY REPORT - OCTOBER TO DECEMBER 2015**

6. With reference to article 11 of the minute of its previous meeting of 27 November 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 October to December 2015.

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

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

- 75 accidents to employees were reported of which 10 were reportable to the enforcing authority
- 93 accidents to third parties were reported, none of which were reportable to the enforcing authority
- 38 of the third party accidents were attributed to sports injuries
- the reportable accident rate was 1.20 per 1000 employees which was an increase from the previous quarter (0.98)
- 153 incidents to employees were reported with violence to school staff being the highest case with 56 reported

### **Health and Safety Training and Cancellations**

- 292 employees attended health and safety training
- there were 56 late cancellations or no shows which resulted in £3519.00 being back charged to Services for externally provided courses
- there had been 74 feedback responses received

### **Fire Risk Assessment**

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

### **Health and Safety Audits**

- the first 16 audit visits concentrated on stress management and management of contractors with the results being reviewed and issued to Services.

### **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 Team meetings;
- (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 contained in the report.

Councillor Finlayson sought clarification relating to the term 'other kind of accident' wherein the Team Leader advised that the categories reflected the wording in the incident reporting forms so anything that doesn't fit into those categories were allocated as other kind of accident.

Councillor Finlayson sought clarification relating to the sporting accidents to third parties, wherein the Team Leader advised the majority of those accidents related to school pupils.

Councillor Graham sought clarification relating to Health and Safety Audits and whether the Committee would receive information on these and any actions for improvement, wherein the Health, Safety and Wellbeing Manager advised that once the data had been reviewed and presented to the Directorates that the information would be summarised and presented to the Committee in line with the reporting arrangements for Fire Risk Assessments.

Councillor Finlayson sought clarification relating to violent incidents to staff and whether a trend had been identified and remedial action put in place, wherein the Service Manager, Assets and Finance for Education and Children's Services advised that he would provide an update to Councillor Finlayson. The Chairperson advised that in relation to violent incidents to staff that the Health, Safety and Wellbeing team were involved with a project looking at the current process for reporting violent incidents and ensuring that the zero tolerance policy was applied and that once a process had been finalised and agreed that information would be submitted to this Committee.

Councillor Cameron stated that 56 late cancellations or no shows were not acceptable and that Services should be ensuring that staff was attending the appropriate health and safety training.

The Chairperson advised that during the Performance, Review and Development (P,R & D) process that managers and employees may discuss training requirements and what was expected for the role and suggested that Job Profiles would require to be amended to reflect any change to training requirements for the post.

**The Committee resolved:-**

- (i) in relation to a question from Councillor Finlayson relating to the term 'another kind of accident' to note that this is used for all accidents that did not fit with the categories presented and set by the enforcing authority;
- (ii) in relation to a question from Councillor Finlayson relating to the number of 3<sup>rd</sup> party sporting incidents and what they referred to, to note that these were attributed to school pupils;
- (iii) in relation to a question from Councillor Graham relating to Health and Safety Audits and whether the Committee would receive information on these and any actions for improvement, to note that once the data had been reviewed and presented to the Directorates that the information would be summarised and presented to the Committee in line with the reporting arrangements for Fire Risk Assessments;
- (iv) in relation to a question from Councillor Finlayson relating to violent incidents to staff and whether a trend had been identified and remedial action put in place, to note that the Service Manager, Assets and Finance for Education and Children's Services would provide an update to Councillor Finlayson;
- (v) in relation to violent incidents to staff to note that the Health, Safety and Wellbeing team were involved with a project looking at the current process for reporting violent incidents and ensuring the zero tolerance policy was applied and that once a process had been finalised and agreed that information would be submitted to this Committee;

- (vi) in relation to a comment from Councillor Cameron relating to the number of cancellations or no shows for health and safety training, to request Services to ensure that employees were attending the training and to note the information provided by the Health, Safety and Wellbeing Manager regarding the change to how health and safety training would be delivered;
- (vii) to note that Services are required to ensure Job Profiles were updated to reflect that any health and safety training required for the job was included; and
- (viii) to otherwise approve the recommendations contained in the report.

## **OCCUPATIONAL HEALTH REPORT - OCTOBER TO DECEMBER**

7. With reference to article 12 of the minute of its previous meeting of 27 November 2015, the Committee had before it a report by OH Assist, the Council's Occupational Health provider, which presented the utilisation statistics for the period 1 October to 31 December 2015.

### **The report provided the following statistics:**

- 299 referrals had been received
- The highest number of referrals came from the Communities, Housing and Infrastructure Directorate (134)
- 37% of referrals related to Mental Health and Behavioural Disorders
- 13% of referrals related to Lower Back Pain
- 9% of referrals related to Nervous System-Other
- 48 physiotherapy assessments had taken place
- There were 26 short notice cancellations

Councillor Finlayson sought clarification relating to Managers cancelling face to face appointments, wherein the Team Leader advised that as the Manager requests the appointment it may be that they have to cancel the appointment and that for future reports this would be clarified.

The Business Support Team Manager within Education and Children's Services sought clarification relating to pre-employment referrals and what this meant as she was not aware that her Service had requested these, wherein the Health, Safety and Wellbeing Manager advised that she would seek clarification from the Occupational Health Provider and provide a response to the Team Manager.

The Health, Safety and Wellbeing Manager advised that from 1 April 2016, Services would be back-charged for non-attendance or late cancellations at Occupational Health appointments where there was not a genuine reason.

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

- (i) in relation to a question from Councillor Finlayson relating to the number of face to face appointments cancelled by the Manager, to note that it may be recorded that way as the manager has to cancel the appointment on behalf of the employee and that clarification would be sought for future reports;
- (ii) in relation to a question from the Business Support Team Manager within Education and Children's Services relating to pre-employment referrals and what this meant, to note that the Health, Safety and Wellbeing Manager would seek clarification and provide a response to the Team Manager;

- (iii) to note that from 1 April, Services would be back charged for late cancellations or no shows if there was not a genuine reason as per the previous agreement; and
- (iv) to otherwise note the content of the report.

## **EMPLOYEE ASSISTANCE PROGRAMME REPORT - OCTOBER TO DECEMBER 2015 - REPORT BY TIME FOR TALKING**

8. With reference to article 13 of the minute of its previous meeting of 27 November 2015, the Committee had before it a report prepared by Time for Talking which presented the utilisation statistics of the Employee Assistance Programme for the period 1 October to 31 December 2015.

The report provided the following statistics:

- 32 referrals had been received
- The highest number of referrals came from the Education and Children's Services Directorate
- 26 referrals were related to personal issues
- 6 referrals related to work issues
- There were 22 face to face referrals
- There were 4 telephone referrals

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

to note the content of the report.

### **Exempt Information**

**The Chairperson intimated in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public from the meeting for articles 9 and 10 so as to avoid disclosure of exempt information of the class described in paragraph 14 (article 9) and paragraphs 3 and 14 (article 10) to the Act.**

## **IMPROVEMENTS TO SCHOOL SECURITY**

9. With reference to article 5 of the minute of its previous meeting of 27 November 2015, the Committee had before it a report by the Director of Education and Children's Services which provided an overview of the approaches taken by the Directorate to maintain and improve security across Aberdeen City Council schools.

The Service Manager, Assets and Finance from Education and Children's Services advised that the initial report submitted to this Committee focused on the physical improvements to Schools to make them more secure and that this report looked at other security measures across schools.

The Chairperson advised that he had attended a course recently – Project Griffin which was provided by Police Scotland's Counter-Terrorism Unit and as part of that course they mentioned a method called Run, Hide and Tell which he was not aware had been

presented to schools. This element was to enable children to report if strangers were on site with schools. The Service Manager, Assets and Finance from Education and Children's Services advised that he was meeting with Police Scotland to discuss security within schools and the improvements that could be implemented across all schools.

Sid Sandison requested that all Head Teachers were provided with guidance in relation to business continuity plans, wherein, the Service Manager, Assets and Finance from Education and Children's Services advised that this was already done and that all establishments had to carry out a review on an annual basis.

Councillor Finlayson requested information relating to public footpaths that ran through some school estates, and whether any further consideration had been given to address the issue, wherein the Service Manager Assets and Finance from Education and Children's Services advised that an update on this issue would be provided to the next meeting of the Committee.

In response to various questions relating to the emergency bag within each school to note that these were updated on a regular basis which included the charging of the mobile phones and that a second bag was available at a different location for the majority of schools.

In response to a statement made by David Willis (GMB) relating to doors being left open at schools for deliveries, the Service Manager, Assets and Finance for Education and Children's Services advised that he would discuss this with all schools and provide an update to the next meeting of this Committee.

**The Committee resolved:-**

- (i) in relation to a question from the Chairperson relating to procedures in place for incidents within schools, to note that the Service Manager, Assets and Finance from Education and Children's Services had scheduled a meeting with Police Scotland to gain advice on the type of things that needed to be added into the school business continuity plans specifically around security and how these should be implemented and to discuss counter terrorism initiatives;
- (ii) in relation to a question from Sid Sandison relating to the business continuity plans and the need to ensure Head Teachers were provided with the necessary guidance to complete them and review them, to note that guidance was provided and each school were required to review these on an annual basis which were then scrutinised within the Service and with the Emergency Planning Manager to ensure that they were robust;
- (iii) in relation to a question from Councillor Finlayson relating to public footpaths that ran through some school estates, and whether any further consideration had been given to address the issue, to request the Service to provide and update on this to the next meeting of the Committee;
- (iv) in relation to the emergency bag within each school to note that these were updated on a regular basis which included the charging of the mobile phones and that a second bag was available at a different location for the majority of schools;
- (v) in relation to a statement made by David Willis (GMB) relating to doors being left open at schools for deliveries, to note that the Service Manager, Assets and Finance for Education and Children's Services would discuss this with all schools and provide an update to the next meeting of this Committee; and



- (vi) to otherwise note the content of the report.

### **INVESTIGATION INTO NEAR MISS 1303**

**10.** The Committee had before it a report by the Interim Director of Corporate Governance which presented the findings of the investigation into the Near Miss incident that occurred in the Customer Service Centre.

The report provided detailed information relating to the incident, the approach to the investigation, the preventative measures in place at the time of the incident and lessons learnt following the incident.

The report contained a list of recommended actions for officers to complete in order to learn from the incident and to prevent further similar incidents in the future.

**The report recommended:**

That the Committee -

- (a) note the contents of the report in relation to Near Miss 1303 and existing pre-incident controls in place; and
- (b) note the actions in the report to be carried out by officers in order for lessons to be learnt.

**The Committee resolved:-**

to approve the recommendations contained in the report.

### **AOCB**

**11.** At this point in the proceedings, the Chairperson opened the meeting for any other competent business whereupon, Councillor Finlayson sought clarification as to whether (1) a previously suggested initiative for Driver Awards across the workforce would be implemented; and (2) there was a specific category for Health and Safety under the Star Awards.

**The Committee resolved:-**

- (i) in response to a question from Councillor Finlayson relating to a previously suggested initiative for Driver Awards across the workforce, to note that the Directorate Support Manager would liaise with the Head of Public Infrastructure and Environment Request and provide a response to Councillor Finlayson; and
- (ii) in relation to a question from Councillor Finlayson relating to the Star Awards and whether there was a specific category for Health and Safety, to note that health and safety was covered under one of the categories and that the Health, Safety and Wellbeing Manager would confirm with colleagues and provide a response to Councillor Finlayson.

### **DATE OF NEXT MEETING - 20 MAY 2016**

**12.** The Committee noted that the next meeting was scheduled for Friday 20 May 2016 at 10am.

- **MIKE MIDDLETON, Chairperson.**