

CORPORATE HEALTH AND SAFETY COMMITTEE

ABERDEEN, Friday, 26 August 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:- Councillor Copland.

Trade Union Representatives:- Joe Craig (UNITE) (from item 5a), Mishelle Gray (UNITE), George Ferguson (UNISON), Deirdre Macdonald (UNISON) (as substitute for Alison Robertson) Paul Nesbitt (UCATT) (from item 5a), Jason Currie (SSTA) (as substitute for Sid Sandison), Carole Thorpe (EIS) and David Willis (GMB).

Officers in attendance:- Mary Agnew (Health, Safety and Wellbeing Manager), Colin Leaver (Team Leader), Andrew Moat (Health and Safety Adviser), Bruce Findlater (Admin Officer), Michael Hearn (Directorate Support Manager), Vivienne Amakiri (Health and Safety Co-ordinator), Lesley Kirk (Directorate Support Manager), Kate Mackay (Business Manager), Fraser Bell (Head of Legal and Democratic Services), Euan Couperwhite (Head of Policy, Performance and Resources), Tom Cowan (Head of Joint Operations) (Social Care and Wellbeing) (for item 4a), Jeff Capstick (HR Manager) (for item 4b), Steven Inglis (Solicitor) (for item 4b), Andrew Jones (Service Manager (Assets / Finance)) (Education, Culture and Sport), Martin Murchie (Head of Performance Management and Quality Assurance), Paul Reid (Fleet Compliance Manager), William Whyte (Fleet Services Manager) and Dave Young (Account Manager) (for item 4b).

APOLOGIES

1. Apologies were intimated on behalf of Councillors Donnelly and Finlayson; Alison Robertson, UNISON, Sid Sandison, SSTA; and Angela Scott, Richard Ellis, Pete Leonard, Ewan Sutherland and Mark Reilly.

MINUTE OF PREVIOUS MEETING OF 20 MAY 2016

2. The Committee had before it the minute of its previous meeting of 20 May 2016.

The Committee resolved:-

- (i) to amend the minute at article 3, second paragraph, last word on line two, to PCV; and
- (ii) to otherwise approve the minute as a correct record.

MATTERS ARISING

3. With reference to article 9, resolution (ii), The Health, Safety and Wellbeing Manager advised that the information requested had been provided to Councillor Finlayson.

With reference to articles 9, 10 and 11, resolutions (i) to note that the format of all three reports had been amended for this meeting.

The Committee resolved:-

to 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 remove items 1 (Improvements to School Security – Public Footpaths); 2 (Corporate Fleet Management Performance and Compliance) resolutions (iii) and (iv); and 3 (Annual Corporate Health and Safety Report (Data Sharing)).

ADULT SOCIAL CARE ANNUAL HEALTH AND SAFETY REPORT

5. The Committee had before it a report by the Chief Officer for the Health and Social Care Partnership which presented the annual health and safety report for the Adult Social Care Service for the period 1 July 2015 to 30 June 2016.

The report contained the following statistics:

- there were 32 accidents reported of which one third party accident was reportable to the enforcing authority
- the main cause of injury was physical assault which has shown an increase on previous years reporting
- employees within establishments were trained on how to deal with physical assaults (Strategies for Crisis Intervention and Prevention Training (PROACT SCIPr UK)) with regular meetings taking place at the establishment to discuss further measures to reduce the potential for physical assault from clients
- there were 67 near miss incidents reported with the highest being against violence (41)
- the scores for the individual elements of the health and safety matrix for the Service were: 100% for Workplace Inspections Returned, First Aid and Accident/Incidents; 98% for Emergency Precautions, Machinery, Plant and Equipment; 97% for Housekeeping and Cleaning, Slips, Trips and Hazards and Welfare; and 89% for Environment
- the main issues raised during workplace inspections related to inappropriate lighting in 2 Or 3 workplaces, variance in workplace temperature and replacement carpeting to reduce the potential for trip hazards
- 678 employees attended health and safety training across a variety of topics
- long term absence had a current figure of 11.5 days lost which was a reduction from the previous year (13.5)
- the number of short term absences (under 28 days) had an average figure of 57.83 which was a reduction from the previous year (60.27)
- during the winter months the figures are higher due to respiratory problems which had been identified as a trend since 2013
- the main reason for absences were respiratory (201) and gastrointestinal (121)

- the highest reason for the number of days lost due to sickness absence related to psychological (1689)

The report recommended:

that the Committee note the contents of the report.

Deirdre Macdonald sought clarification as to whether there had been any progress made with the lighting within the office at Kaim Court, wherein the Business Manager advised that the lighting standards for offices and general rooms were different and that employees had been offered desk lamps to improve visibility whilst working in the room, now used as an office.

The Committee resolved:-

- (i) in relation to a question from Deirdre Macdonald, Unison, to note the update provided in relation to the lux levels within Kaim Court in the area staff used as an office; and
- (ii) to otherwise approve the recommendation contained in the report

EARLY WARNING SYSTEM UPDATE

6. With reference to article 12, resolution (ii) of the minute of its previous meeting, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which presented an update on the progress made with the development of an Early Warning System intended to provide staff with a means of checking whether the client/customer is already known to the Council as being potentially dangerous or violent prior to any meetings with them.

The report advised that currently individual services held details of potentially violent clients or customers within their own IT systems however there was no mechanism in place to allow for that information to be shared across the organisation.

The report explained that discussions had taken place with various services with the aim to develop a system that would hold the information taking into account the provisions set out in the Data Protection Act 1998. The Council have a duty of care to all employees to ensure their health, safety and wellbeing whilst at work therefore sharing the information relating to potential risks from service users would fall under this duty, however the requirements of the Act would need to be carefully considered to ensure the Council were still compliant.

The project is currently at the stage of ensuring that the data held within the various systems is accurate before they are transferred into the new database.

The Business Manager advised that the timescales for delivering the project were a bit clearer with the validating of the information held nearing completion, with the transfer of information and then a go live date in the very near future.

The report recommended:

that the Committee note the progress in the development of such a system.

The Committee resolved:-

- (i) to note the update provided in relation to the timescales related with the project; and

- (ii) to note that an update would be provided within the business statement for the next meeting; and
- (iii) to otherwise approve the recommendation contained in the report.

CORPORATE FLEET MANAGEMENT PERFORMANCE AND COMPLIANCE - UPDATE

7. With reference to article 6 of the minute of its meeting of 20 May 2016, the Committee had before it a report by the Director of Communities, Housing and Infrastructure which provided the progress to date through a suite of performance indicators and presented information in relation to the resolutions from its previous meeting.

The report advised that (1) whilst waiting for the new vans with the onboard weigh systems, Building Services had carried out weight checks on 94 vans, with 2 of those having slight overloading issues; (2) Environmental Services currently used a loading matrix which had been shared with Building Services to enable them to carry out weight checks; (3) 75 operators had received Master Reversing training since March 2016, which would continue until all operators had received the training; (4) the Waste and Recycling Service were carrying out comprehensive route risk assessments across the city to identify hazards including reversing requirements; and (5) all new Refuse Collection Vehicles were fitted with camera's that had all round vision with the latest having received a reversing radar detection system fitted.

The report provided details on the training and development that had been undertaken; the progress made with the vehicle workshop refurbishment and the programme of fleet replacement.

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

- MOT % First Time Pass Rate (O' Licence Vehicles) – year to date average for 2016/17 was 96.43% which was above the national average (85.34%)
- Roadside Inspections/resulting prohibitions – year to date for 2016/17, one inspection and one prohibition
- Licence Issues as % of Licence Checks – 93% of LGV drivers were checked with 6% having some issues
- Vehicle Accidents and Incidents recording – for quarter one of 2016/17, 67 had been recorded

The report recommended:

That the Committee -

- (a) note the actions taken and progress measures put in place in Fleet Services for monitoring performance of corporate Fleet Compliance;
- (b) note the actions taken and measures put in place to resolve concerns on van weights as presented in section 5.2 of the report; and
- (c) note the actions taken and measures put in place to resolve concerns on vehicles reversing as presented in section 5.3 of the report.

David Willis, requested that staff be trained using the tachograph simulator not just for infringements but as routine training to ensure staff were fully familiar and compliant with tachograph requirements.

The Chairperson sought clarification in relation to cameras fitted onto vehicles, specifically replacing damaged cameras on vehicles and whether vehicles would be used whilst cameras were defective, wherein the Fleet Services Manager advised that vehicles would not be used until the cameras were in working order and that the Service did have a limited number of cameras in storage.

The Vice Chairperson sought clarification regarding risk assessments of drivers routes and whether the routes were followed, wherein the Fleet Services Manager advised that the routes were planned and followed in line with the risk assessments carried out to ensure they were as safe as possible and to reduce the reversing required whilst on the roads.

The Committee resolved:-

- (i) in relation to a question from the Chairperson regarding replacing damaged cameras on vehicles and whether vehicles would be used whilst cameras were defective, to note that vehicles would not be used until the cameras were in working order and that the Service did have a limited number of cameras in storage;
- (ii) in relation to a question from the Vice Chairperson regarding risk assessments of routes and whether the routes were followed, to note that the routes were planned and followed in line with the risk assessments carried out; and
- (iii) to otherwise approve the recommendations contained in the report.

SAFETY OF DRIVERS

8. With reference to article 6, resolution (iv) of the minute of their meeting of 20 May 2016, the Committee had before it a joint report by the Interim Director of Corporate Governance and the Director of Communities, Housing and Infrastructure which provided an update with actions taken and proposals regarding the safety of drivers following the publication of the Glasgow Bin Lorry Fatal Inquiry report published in December 2015.

The report advised that the following recommendations from the Fatal Accident Inquiry Report and from a letter to the Chief Executive from the Director of Serious Casework from the Crown Office were of relevance to Aberdeen City Council:

- **Recommendation 5.2** When a doctor is advising an organisation employing a driver as to that driver's fitness to drive following a medical incident whilst driving, that organisation should provide all available information about the incident to the doctor and the doctor should insist on having it prior to giving advice to the organisation and the driver.
- **Recommendation 5.3** Glasgow City Council, when employing a driver, should not allow employment to commence before references sought have been received.
- **Recommendation 5.4** Glasgow City Council should carry out an internal review of its employment processes with a view to ascertaining potential areas for improvement in relation to checking medical and sickness absence information provided by applicants, for example by having focussed health questions within reference requests for drivers and obtaining medical reports in relation to health related driving issues from applicants' GPs.

- **Recommendation 5.5** Glasgow City Council should provide its refuse collection operators with some basic training to familiarise them with the steering and braking mechanisms of the vehicles in which they work.
- **Recommendation 5.6** Local Authorities and any other organisations which collect refuse, when sourcing and purchasing refuse collection vehicles which are large goods vehicles, should seek to have AEBS fitted to those vehicles wherever it is reasonably practicable to do so.
- **Recommendation 5.7** Local Authorities and any other organisations which collect refuse, and which currently have large goods vehicles without AEBS but to which AEBS could be retrofitted, should explore the possibility of retrofitting with the respective manufacturer.
- **Recommendation 5.8** Glasgow City Council should seek to identify routes between refuse collection points which, so far as is reasonably practicable, minimise the number of people who would be at risk should control be lost of a refuse collection lorry.
- **Recommendation 5.9** The potential for the presence of exceptional numbers of pedestrians at particular times should be taken account of as part of route risk assessment in refuse collection.
- **Matter for Consideration 6.1** Occupational health doctors performing D4 examinations and providing advice to employers on applicant drivers, and employers of drivers who facilitate their staff applying for renewal of group 2 licences without the involvement of GPs, should consider whether to require the applicant to sign a consent form permitting release by any GP of relevant medical records to the occupational health doctor.

The report stated that the Council had proposed actions to mitigate the risks of such an accident happening in Aberdeen and that those actions went beyond the recommendations of the Fatal Accident Inquiry. The report contained details of the proposed actions in the form of an action plan.

The report recommended:

that the Committee note and endorse the actions taken to date which were detailed in the report in respect of the recommendations of the Glasgow Fatal Accident Inquiry.

Mr Capstick advised that in relation to recommendation 5.4, that the change to driver's employment contracts would be delayed.

The Committee resolved:-

- to note the update provided in relation to the timescales for notifying employees of the additional contractual clause relating to driving as part of their duties; and
- to otherwise approve the recommendation contained in the report.

ACCESS TO SCHOOL GROUNDS

9. With reference to article 3 of their minute of its meeting of 20 May 2016, the Committee had before it a report by the Director of Education and Children's Services which provided an update on the planned work to be undertaken to address security concerns regarding access to footpaths through school grounds.

The report advised that in relation to accessing school grounds outwith school hours that (1) the Council adopted an Open Grounds Policy in 1992 which allows members of the public to use school grounds including sports pitches, playgrounds and play

equipment outwith school hours; (2) during June 2016, 31 incidents of vandalism or graffiti were reported having occurred in external areas of school grounds with 17 schools being affected and likely to have taken place outwith school hours; and (3) other concerns such as broken glass being left on school grounds have also been reported.

The report advised that in relation to accessing school grounds during school hours that (1) the Open Grounds Policy did not prevent a school from restricting public access to its grounds during the school day, where schools would lock gates during the day and re-open them in the evenings and over the weekends; (2) some of the schools within the Councils estate currently did not have fences or gates which could be used to prevent members of the public accessing school grounds; (3) it is often perceived by members of the public that a path leading through school grounds is a public footpath and that they have a right to use it; and (4) officers have discussed this with the Environmental Policy Team who have provided advice on how to tackle the footpath situation.

The report explained that an action plan had been implemented to address the issues relating to accessing school grounds and that a variety of options had been identified based on the information gathered from the schools.

The report recommended:

that the Committee note the content of the report.

The Head of Policy, Performance and Resources advised that the Open Grounds Policy was being looked at as part of the School Estates Review.

The Committee resolved:-

to approve the recommendation contained in the report.

CORPORATE HEALTH AND SAFETY REPORT - APRIL TO JUNE 2016

10. With reference to article 9 of the minute of its previous meeting of 20 May 2016, 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 April to June 2016.

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

Incidents, Near Misses and Accident Rates

- 106 employee incidents were reported of which 3 were reportable to the enforcing authority
- 65 third party incidents were reported of which 2 were reportable to the enforcing authority
- 19 of the 63 non reportable third party incidents related to school pupils taking part in sporting activities
- the reportable employee incident rate was 0.35 which was a decrease from the same quarter in 2015 (0.88)
- 191 near misses were reported with the highest attributed to violence against school staff (41) (a near miss is an unplanned event that did not cause injury, illness or damage but had the potential to do so)

Health and Safety Training and Cancellations

- 372 employees attained health and safety training
- 354 e-learning health and safety course had been completed
- there were 52 late cancellations or no shows which resulted in £3068.00 being back charged to services for externally provided courses
- there had been 127 feedback responses received (55%)

Fire Risk Assessment

- 33 fire risk assessments had been carried out within the Education and Children's Services (18) and Communities, Housing and Infrastructure (4) directorates
- 11 of those were for premises managed by Bon Accord Care therefore the findings for those are not included in this report

Health and Safety Audits

- there had been 11 compliance visits carried out on a variety of topics

Compliance Monitoring

- there had been 6 compliance monitoring visits carried out within the Communities, Housing and Infrastructure directorate
- the compliance checks were in place to look at the higher risk activities within the Council and also any higher profile incident could inform the areas which would require a compliance visit

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.

The Committee resolved:-

- (i) to note that the Clerk would issue the Employee Good Health Group information that had been missed off of the agenda in error; and
- (ii) to otherwise approve the recommendations contained in the report.

OCCUPATIONAL HEALTH REPORT - APRIL TO JUNE 2016

11. With reference to article 10 of the minute of its meeting of 20 May 2016, the Committee had before it a report by the Interim Director of Corporate Governance which presented the utilisation statistics for the period 1 April to 30 June 2016.

The report provided the following statistics:

- 575 referrals had been received
- 41 referrals were received from the Education and Children's Services Directorate and 55 from the Communities, Housing and Infrastructure Directorate
- 30% of the referrals related to Mental Health and Behavioural Disorders

- There were 111 short notice cancellations with the majority of those related to health surveillance being from the Communities, Housing and Infrastructure Directorate due to poor communication between management and employees in terms of bulk health surveillance bookings
- 41 physiotherapy assessments had been carried out

The report recommended:

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

- (a) to discuss and encourage review of utilisation statistics by Heads of Service with Service specific detail to be discussed at Service Management Team meetings;
- (b) to advertise and support the use of the service; and
- (c) to disseminate and take action on the information contained in the report.

Trade Union members raised concerns relating to the lack of face to face appointments, in particular to ill health retirement and also where the provider were not seeking information from the employees GP or other medical consultant. The Health, Safety and Wellbeing Manager advised that there was a process in place for the provider to seek information from GP's and other medical consultants to enable a detailed report and conclusion to be formed. She further advised that face to face appointments were still being held where necessary. She requested that specific details be provided to her outwith the meeting so that she could discuss these with the provider.

The Committee resolved:-

to approve the recommendation contained in the report.

EMPLOYEE ASSISTANCE PROGRAMME REPORT - APRIL TO JUNE

12. With reference to article 11 of the minute of its previous meeting of 20 May 2016, the Committee had before it a report by the Interim Director of Corporate Governance which presented the utilisation statistics of the Employee Assistance Programme for the period 1 April to 30 June 2016.

The report provided the following statistics:

- 41 referrals had been received, of which 40 related to employees and 1 to a family member
- The highest number of referrals came from the Education and Children's Services Directorate (25)
- 30 referrals related to personal issues with two thirds of those relating to personal stress/depression/anxiety/anger
- There were 27 face to face consultations and 4 telephone consultations

The report recommended:

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

- (a) to discuss and encourage review of utilisation statistics by Heads of Service with Service specific detail to be discussed at Service Management Team meetings;
- (b) to advertise and support the use of the service to employee's. their immediate family (those over the age of 16 and living at the same address), foster parents and elected members; and
- (c) to disseminate and take action on the information contained in the report.

The Committee resolved:-

to approve the recommendation contained in the report.

DATE OF NEXT MEETING - 18 NOVEMBER 2016

13. The Committee noted that the next meeting was scheduled for Friday 18 November at 10am.

- **MIKE MIDDLETON, Chairperson**