

## **CORPORATE HEALTH AND SAFETY COMMITTEE**

ABERDEEN, Friday, 17 November 2017. Minute of Meeting of the CORPORATE HEALTH AND SAFETY COMMITTEE. Present:- Sid Sandison, Chairperson; and Councillor Gordon Graham , Vice Chairperson; City Council Representatives:- Councillors Copland and Yuill.

Trade Union Representatives:- Mishelle Gray (UNITE), Steve Clunes (UCATT), Kenny Luke (UNISON), Neil Watson (GMB), Carole Thorpe (EIS), David Willis (GMB) .

Officers in attendance:- Mary Agnew (Health and Safety Wellbeing Manager), Colin Leaver (Team Leader), Carol Slessor (Team Manager), Lesley Kirk (Directorate Support Manager), Martin Allan (Business Manager), Lee Morrison (Supervisor), Andrew Moat (Health and Safety Adviser), Martin Murchie (Policy, Performance and Parliamentary Liaison Manager), Bernadette Oxley (Head of Children's Social Work), Andrew Jones (Service Manager), Martyn Phillips (Health and Safety Adviser), Angela Crawford (Finance Controls Manager), Phil Astley (City Archivist) and Carol Wright (Business and Procurement Improvement Manager).

### **APOLOGIES**

1. Apologies were intimated on behalf of Morven Spalding, Euan Couperwhite, Alison Robertson, Michelle Gray, Joe Crag and Mike Middleton.

### **MINUTE OF PREVIOUS MEETING OF 25 AUGUST 2017 - FOR APPROVAL**

2. The Committee had before it the minute of its meeting of 25 August 2017.

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

to approve the minute as a correct record.

### **MATTERS ARISING**

3. In relation to article 7, Mary Agnew advised that the information explaining the difference between the terms 'thermal event' and 'fire' had been circulated and the matter was concluded.

In relation to article 9, The Business Manager advised that there was no fixed definition of 'hospitalisation' in terms of the Health and Safety Executive and that he would circulate the Council definition via email to the Committee.

In relation to article 12, in response to a question from Councillor Graham on the status of the School Estate Plan, Andrew Jones advised that it was still in draft and would be presented to the Committee once it was finalised.

**The Committee resolved:-**

to request the Business manager to circulate information pertaining to the Council definition of the term 'Hospitalisation'.

**COMMITTEE BUSINESS STATEMENT**

4. The Committee had before it the Committee Business plan as prepared by the Clerk.

**The Committee resolved:-**

- (i) to remove any items that the Committee have discharged via reports later on the agenda; and
- (ii) to otherwise note the content of the business statement.

**FLEET COMPLIANCE**

5. With reference to article 11 of the minute of its meeting of 17 August 2017, the Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which provided an update on the progress to date for monitoring performance of corporate fleet compliance.

The report advised that (1) as a result of Public Enquiries held on 19 December 2014 and 12 May 2015, the Operator's Licence has been curtailed to 111 vehicles, with 92 vehicles currently in operation; (2) a trial is currently ongoing with 10 vehicles to test a new telematics application; (3) 133 driver assessments have been carried out to date, CPC courses are up to date and Driver Assessor courses are booked for December 2017, which will enable in-house testing; (4) the Fleet Services Manager has introduced meetings with apprentices to assist them through their apprenticeship; (5) Fleet Services have a licence check system in place for vocational drivers which is kept up to date with penalty points, licence restrictions and licence revocations etc.; (6) the recent audit of Fleet Services showed much improvement and robustness on the current and new procedures that are in place.

**The report recommended:**

That the Committee:

- (i) note the actions taken and progress measures for monitoring performance of corporate Fleet Compliance and Health and Safety, put in place by Fleet Services

The Chairperson asked what was meant by the term 'Telematics App', where it appeared on page 26. Paul Reid advised that the term referred to a software application used to track and trace vehicles.

With reference to Paragraph 2 on page 4 of the report dealing with Internal Audit, Mary Agnew noted that the report stated 'actions are being implemented to address any matters arising' however there were no details of the actions. Paul Reid advised that this referred to a process of transferring and consolidating from a paper based platform to a digital platform.

Paul Reid asked Committee to note that EU rules had recently superseded Council procedures for the treatment of tachographs.

With reference to the Unreported Accident Graph on page 5 of the report, the Chairperson sought an explanation for a spike in the graph. Paul Reid explained that the spike was due to seasonal grass cutting work and was further compounded by the fact that the reporting process had been modified, leading to increased reporting. He further advised that additional driver training was being undertaken as a result.

**The Committee resolved:-**

to note the actions taken, and the progress measures for monitoring the performance of corporate Fleet Compliance and Health and Safety, put in place by Fleet Services.

**SCHOOL SECURITY**

6. The Committee had before it a report by the Director of Education and Children's Services which provided an update on the recent work undertaken on improvements to School Security.

**The report recommended:**

that the Committee note the contents of the report.

Mary Agnew advised that she had not had an opportunity to see the report prior to the publication of the Additional Circulation.

With reference to interim security measures, Mary Agnew sought an explanation of the term 'temporary arrangements'. Andrew Jones responded saying that every school was different, but such measures should generally focus around the school entrances. Best practice was to reconfigure the entrance, if necessary, so that visitors had to report to a member of staff before being granted further access. Andrew Jones concluded by saying that a survey was being carried out of all schools

The Chairperson noted that, in addition to the Council's responsibility towards school buildings, the education employers also had a duty to ensure school security for their staff. He requested that a summary report based on the school survey be made available to the Committee.

**The Committee resolved:-**

- (i) in relation to a request from the Chairperson, to note that a summary report would be presented to the next meeting providing information based on the survey undertaken at all schools in relation to school security; and
- (i) to otherwise note the content of the report.

**VIOLENT INCIDENTS**

7. The Chairperson noted the inclusion of the Health and Safety Audit and referred to the figures which showed an increase in the number of violent incidents reported in schools and noted that a significant number of them had been reported by a relatively small number of staff members. The Chairman suggested that work should be undertaken to establish the cause of this.

Reyna Stewart acknowledged the Chairperson's comments and assured the Committee that there was nothing to suggest a general increase in violence within in schools. She

agreed with the Chairperson that a relatively small number of staff were reporting a high number of incidents compared with colleagues at the same schools.

She further advised that the same pattern had emerged across the whole of Scotland and the data also showed that incidents which might be reported in some schools had gone unreported in others. She advised that training was being undertaken with Head Teachers and staff, as it was important that appropriate guidance was given to establish what constituted a violent incident, in order to improve consistency in future reporting.

Councillor Copland asked if there was any known link between the increased figures and the Council's 'Inclusion Policy', whereby children who would previously have been educated at special schools have been entered into mainstream education. Reyna Stewart responded saying that there was no apparent link.

**The Committee resolved:-**

to note the content of the report.

**EARLY WARNING SYSTEM - VERBAL REPORT**

8. The Business Manager provided a verbal report to the Committee with information relating to progress on the creation of an Early Warning System, advising that he had spoken to colleagues in IT with regard to the very broad scope of the project. Data protection and legal issues had been identified and, taken together with the fact that the project called for all existing systems to be integrated, this meant that the process needed to be project managed, so project management resources would be identified and the relevant information reported to the Committee in due course.

**The Committee resolved:-**

to note the content of the verbal report.

**CORPORATE GOVERNANCE AND OFFICE OF CHIEF EXECUTIVE ANNUAL HEALTH AND SAFETY REPORT**

9. The Committee had before it a report by the Interim Director of Corporate Governance which presented the annual performance report in regard to health and safety activities for the Corporate Governance Directorate and the Office of the Chief Executive for the period 1 October 2016 to 30 September 2017.

The report contained the following statistics:

- there were no accidents reported to the enforcing authority
- there were no 3<sup>rd</sup> party non-reportable incidents
- there were 20 near misses reported
- 25 employees had been identified as requiring the flu vaccine
- the scores for the individual elements of the health and safety matrix for the Services were: 100% for Accidents and Incidents Reporting; 99% for Risk Assessments; 95% for Workplace Inspections; 93% for Evac Chair Operators; 90% for Fire Wardens; 85% for First Aid and 75% for DSE Assessors
- the overall score for compliance across the Services was 91% which was an increase from the previous year (90%)
- 559 employees attended health and safety training across a variety of topics

- for Corporate Governance the number of days lost per employee due to sickness was 5.8 days, a decrease from the previous year (6.4)
- for the Office of the Chief Executive the number of days lost per employee due to sickness was 5.6 days, a decrease from the previous year (6.3)

**The report recommended:**

that the Committee note the content of the report.

The Chairperson noted the low attendance levels in relation to stress awareness training for managers and sought an explanation.

Mary Agnew advised that a large amount of information was available on the Zone and that some services were conducting workshops and delivering training to line managers. She added that 'Time for Talking' wallet cards containing relevant information were also in the process of being issued. Managers were taught to try and intervene as early as possible if someone was showing signs of stress.

Councillor Copland expressed concern that such intervention by a manager might be perceived by the staff member as bullying. He stressed the need for an independent option, whereby staff seeking help with a stress related or psychological matter could bypass their manager altogether. Mary Agnew responded saying that options already existed for people to approach Trade Union reps, HR Business Team partners and to use the 'Time for Talking' facility. Councillor Copland suggested that these options should be advertised more.

Steven Clunes noted the low number of people receiving the flu vaccine and questioned whether the right people were being targeted. Mary Agnew advised that, having been identified, it was cheaper for people to attend their local pharmacy and pay over the counter for the flu vaccine than it was to have the vaccine administered to them via the Council's Occupational Health Provider. The figures in the report only accounted for vaccines administered via the Provider, so the true figure was likely to be higher.

**The Committee resolved:-**

- (i) to note that information relating to Managing the Change Process would be circulated to the Committee; and
- (ii) to otherwise approve the recommendations contained in the report.

**EDUCATION AND CHILDREN'S SERVICES ANNUAL HEALTH AND SAFETY REPORT**

**10.** The Committee had before it a report by the Director of Education and Children's Services which presented the annual performance report in regard to health and safety monitoring, performance and training activities for the Education and Children's Services Directorate for the period 1 October 2016 to 30 September 2017.

The report contained the following statistics:

- 660 injuries were recorded of which 1 was reportable to the enforcing authority
- 4 reportable accidents were for employees and 5 were for 3<sup>rd</sup> party (all school pupils)

- the most common type of injury category reported was physical assault (414) which was an increase from last year (222), with 399 of them occurring in Education Services
- 236 of the physical assault incidents took place in one primary school
- 440 near miss incidents were reported which was an increase from the previous year (261)
- 363 of the near miss incidents related to violence against a member of staff with 36.5% of those attributed to 5 pupils
- the number of working days lost due to absence over the period was 30482
- the highest reasons for absence were psychological, musculoskeletal and gastrointestinal
- the average number of days lost per employee was 8.6
- in November 2016, over 600 staff were recommended to receive a flu vaccination
- 1299 employees attended health and safety training
- Fire risk assessments were carried out by the Health, Safety and Wellbeing Team at 42 establishments
- The scores for the individual elements of the health and safety matrix for the Service were:

	Education Services	Inclusion	Children's Services	Policy, Performance & Resources
Category	Score	Score	Score	Score
Emergency Precautions	97%	100%	96%	
Housekeeping & Cleaning	99%	100%	95%	
Environment	99%	100%	96%	
First Aid	100%	100%	92%	
Slip & Trip Hazards	98%	92%	98%	
Machinery, Plant & Equipment	100%	100%	98%	
Welfare	99%	100%	98%	
Accidents & Incidents Reporting	100%	100%	100%	
Risk Assessment	84%	100%	83%	
<b>Overall compliance average</b>	<b>97.33%</b>	<b>99%</b>	<b>95.11%</b>	n/a

**The report recommended:**  
that the Committee note the content of the report.

The Vice-Chairperson sought an explanation for the apparent increase in physical assaults on education employees by pupils. Lesley Kirk advised that although incidents involving injury had gone up, near misses had gone down, so the overall figure was actually very similar.

The Chairperson asked whether the increase in apparent severity could be attributed to the closure of off-site provision and the resulting transfer of pupils from special schools

to mainstream establishments. Lesley Kirk advised that data pertaining to that particular issue did not form part of the matrix and was therefore unavailable.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**HEALTH AND SAFETY ASSURANCE REPORT**

11. The Committee has before it a report from the Head of Corporate Governance/Office of the Chief Executive entitled Health and Safety Assurance Audit Report and dated 28 September 2017.

The report contained no recommendations.

Colin Leaver apologised to the Committee that the report appeared a little unusual and did not conform to the normal report template. He explained that it was a new style report which was created in response to a request from the Corporate Management Team to look at the Safety Assurance Management System across all directorates.

Councillor Graham asked, for the purposes of future reporting, if it would be possible to include a section in the report listing actions taken so that Committee can monitor progress. It was agreed that Officers would meet separately with the Vice-Chairperson to discuss what was required.

Lesley Kirk acknowledged that the report contained several very useful elements and advised that these would be incorporated into future reports from Education and Children's Services.

**The Committee resolved:-**

- (i) to instruct that those responsible for the health and safety improvement plans should look at all of the recommendations in this report and identify which improvement actions matched up and include them in the improvement plans;
- (ii) to note that some of the actions would be included in the Children's Services Improvement Plan; and
- (iii) to otherwise note the content of the report.

**CORPORATE HEALTH AND SAFETY REPORT - JULY TO SEPTEMBER 2017**

12. With reference to article 14 of the minute of its meeting of 25 August 2017, the Committee had before it a report by the Interim Head of Human Resources which presented details of the number and types of incidents, near misses and occurrences from 1 July to 30 September 2017.

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

**Incidents, Near Misses and Accident Rates**

- 71 employee incidents were reported of which 4 were reportable to the enforcing authority
- 30 third party non-reportable incidents were recorded of which 1 was reportable to the enforcing authority

- 6 of the third party incidents related to school pupils taking part in sporting activities
- 26 assaults on staff were reported with 20 occurring within primary educational establishments. Of the 59, 10 involved ASN pupils, with 55% involving 2 pupils
- the reportable employee incident rate for the period was 0.50 which was a decrease from the same quarter in 2016 (0.87)
- there was 1 dangerous occurrence within the reporting period relating to a craft worker who drilled into a wall and exposed asbestos
- 108 near misses were reported with the highest attributed to 'other' (26)

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

- As part of the transformation process, quotes are currently being sourced for Health and Safety Training via the Public Contracts Scotland Portal. In the meantime limited training has been delivered via the Health and Safety Development Programme.
- 28 employees attended health and safety training
- 182 e-learning health and safety courses had been completed
- Percentage data is not available during the transformation process.

### **Fire Risk Assessment**

- 26 fire risk assessments had been carried out of which 14 were for premises managed by Bon Accord Care therefore the findings for those were not included in the report

### **Health and Safety Audits**

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

### **Compliance Monitoring**

- there had been 26 compliance visits carried out of which 6 were at premises operated by Bon Accord Care

### **The report recommended:-**

That the Committee consider the contents of the report.

Colin Leaver advised that, although the figures appeared to show an improvement over the last reporting period there was a seasonal element to consider, with the schools having been on holiday during a large part of this reporting period.

With reference to page 3 of the report, the Chairperson asked if the Pupil Centres Risk Assessment process (PCRA) was still at the pilot stage. Colin Leaver advised that it had been rolled out, but was subject to ongoing improvement.

With reference to page 10 of the report, the Chairperson sought additional information to explain what happens after a fire audit takes place. Colin Leaver advised that a report was generated with a list of recommendations and an action plan. The report was then discussed between the appropriate person at the site (e.g. Head Teacher if it's a school) and the relevant Directorate Support Team.

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

to approve the recommendation contained in the report.

## **OCCUPATIONAL HEALTH REPORT - JULY TO SEPTEMBER 2017**

**13.** With reference to article 17 of the minute of its meeting of 25 August 2017, the Committee had before it a report by the Interim Head of Human Resources which presented the utilisation statistics for the period July to September 2017.

The report provided the following statistics:

- 238 referrals were received including OH Referrals, Pre-employment screening, ill health retirement and health surveillance
- 99 OH Referrals were received which included 30 from the Education and Children's Services directorate and 49 from the Communities, Housing and Infrastructure directorate
- 35 Pre-employment referrals were received
- No ill health retirement referrals were received
- 101 Health Surveillance referrals were received
- 8 physiotherapy assessments had been carried out

**The report recommended:**

that the Committee consider the contents of the report.

Mary Agnew pointed out that Occupational Health was upgrading to a new IT platform which had proved to be very problematic and had caused significant disruption to service delivery and to their administrative processes in terms of recording and monitoring their KPI's. In the meantime, robust management was being conducted via weekly meetings.

**The Committee resolved:-**

to approve the recommendation contained in the report.

## **EMPLOYEE ASSISTANCE PROGRAMME REPORT - JULY TO SEPTEMBER 2017**

**14.** With reference to article 19 of the minute of its meeting of 25 August 2017, the Committee had before it a report by the Interim Head of Human Resources which presented the utilisation statistics of the Employee Assistance Programme for the period July to September 2017.

The report provided the following statistics:

- 29 referrals had been received which is very similar to the previous reporting period (30)
- 26 referred to personal issues of which 18 related to personal stress/depression/anxiety/anger which accounted for 69% of the those referrals
- of the 3 work related issues, 1 related to the demands of the role
- the Service has introduced a self-reporting questionnaire designed to be administered before and after therapy.

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

## **CORPORATE**

**15.** With reference to article 23 of the minute of its meeting of 25 August 2017, the Committee had before it a quarterly update on the Corporate Health and Safety Improvement Plan 2017/2018.

The Vice-Chairperson asked if there was a comprehensive asbestos register. Colin Leaver advised that there were separate asbestos registers for domestic and non-domestic properties, however it was not possible for them to be completely exhaustive.

**The Committee resolved:-**

to note the content of the Health and Safety Improvement plan.

## **DIRECTORATE**

**16.** With reference to article 24 of the minute of its meeting of 25 August 2017, the Committee had before it a quarterly updates on the Directorate Health and Safety Improvement Plans for Corporate Governance/Office of the Chief Executive; Education and Children's Services; Aberdeen City Health and Social Care Partnership; and Communities, Housing and Infrastructure.

**The Committee resolved:-**

to note the content of the Health and Safety Improvement plans.

## **SIGNIFICANT INCIDENT**

**17.** The Committee had before it a report from the Interim Director of Communities, Housing and Infrastructure with information pertaining to three recent incidents which occurred within Building Services relating to asbestos management.

The Head of Land and Property Services provided additional information to the Committee and advised that, due to the ongoing nature of the various investigations, the reports were still restricted. However he undertook to provide a detailed report to the Committee in February 2018, advising that, where disciplinary actions were still ongoing, a verbal report would be submitted on the identified actions and remedial action taken to date, to provide assurance that matters were being addressed and that preventative measures were being implemented to prevent reoccurrence.

**The Committee resolved:-**

- (i) to note the position with regard to the confidential nature of the three incidents which are currently under investigation;
- (ii) to request the Head of Land and Property Assets to provide a detailed report to its meeting in February 2018; and
- (iii) to otherwise note the content of the report.

## **AOCB**

**18.** The Chairperson called upon the Committee to acknowledge the pressure created for Officers by the Council's ongoing transformation process and offered to write to the Chief Executive requesting that time be set aside for Officers to enable them to prepare reports for Committee. The Committee agreed.

**The Committee resolved:-**

to contact the Chief Executive requesting that, during the period of transformation, Officers were given sufficient time to prepare reports for Committee meetings.

