

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Staff Governance
<b>DATE</b>	18 March 2019
<b>REPORT TITLE</b>	Corporate Health and Safety October - December 2018
<b>REPORT NUMBER</b>	GOV/19/210
<b>DIRECTOR</b>	N/A
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<b>TERMS OF REFERENCE</b>	5.2; 5.3

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### 1. PURPOSE OF REPORT

- 1.1 The report summarises statistical health and safety performance information for the three-month reporting period October - December 2018 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

### 2. RECOMMENDATION

- 2.1 It is recommended that the Committee provides comments and observations on the health and safety information contained in the report.

### 3. BACKGROUND

- 3.1 This report contains statistical information on the three-month reporting period (October - December 2018) and a review of health and safety activities for the same period.

#### 3.2 Incidents (October - December 2018)

#### 3.3 Incident information:

The following table gives a breakdown of incidents across all Functions in Aberdeen City Council.

	1. RIDDOR Reportable employee (including absences over 7 days)	2. Non-RIDDOR reportable employee (absences of 4 to 7 days)	3. Non-RIDDOR reportable employee (absences of 0 to 3 days)	4. RIDDOR Reportable Non-employee	5. Non-RIDDOR reportable Non-employee
AHSCP	0	0	0	0	4
Commissioning	0	0	0	0	0
Customer	1	0	2	0	1
Governance	0	0	0	0	0
Operations	4	2	108	2	31
Place	1	0	1	0	0
Resources	0	0	0	0	0

3.4 The total of 119 incidents involving employees shows a small decrease from the total of incidents of 122 for the same reporting period in 2017.

3.5 When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This report highlights categories of criteria which require to be considered including root cause, action identified and completion dates. These investigation reports are reviewed and where non-compliant the reporting manager is contacted to advise on the need to complete and to be offered assistance with their investigation. For incidents where there is a requirement to RIDDOR report to HSE then the reporting manager is assisted in completing their investigation.

### 3.6 HSE Reportable incidents (October - December 2018)

3.7 During the reporting period 6 employees were injured in incidents, which required to be reported to HSE which were attributed to slips/trips and falls, which prevented the employee from working for 7 or more days. This is a reduction from 9 reportable incidents in the same reporting period last year.

### 3.8 Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incident rate	Reporting period
Oct - Dec 2018	0.75	2018/19

The above figures are calculated using the formula:

$$\text{Incidence rate} = \frac{\text{RIDDOR injuries per year}}{\text{Employment}} \times 1000$$

3.9 This figure has decreased from the reported figure for the corresponding period last year (Oct-Dec 2017) of 1.3 when there were 9 RIDDOR reportable incidents.

### 3.10 Reportable Diseases (October - December 2018)

There were no diseases reportable under RIDDOR; which was the case in the corresponding reporting period last year.

### 3.11 Near Miss information (October - December 2018)

3.12 Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety. "Proactive" means raising awareness of potential hazards and mitigation strategies before an injury occurs. Recognising and reporting near-miss incidents can significantly improve employee safety and enhance the safety culture.

3.13 The table below shows relevant near miss information for October - December 2018.

	Near Misses Oct -Dec 2018	Employee at risk Oct -Dec 2018
AHSCP	15	13
Commissioning	0	0
Customer	25	19
Governance	1	1
Operations	130	106
Place	1	1
Resources	0	0
<b>Total</b>	<b>172</b>	<b>140</b>

3.14 The overall number of near misses increased slightly, from 157 for the same reporting period last year.

### 3.15 Enforcement interventions (HSE / SFRS)

3.16 There are occasions where HSE and Scottish Fire and Rescue Services (SFRS) contact Aberdeen City Council to request further information or ask for action to be taken with regard to the way Aberdeen City Council undertake their legal duties.

3.17 There were no interventions in this reporting period from either enforcing authority.

### 3.18 Health and safety training

3.19 A selection of training has been delivered over this quarter through the health and safety development programme.

Course – face to face (October -December 2018)	Number of courses	Number attended
First Aid (EFAW) 1 day	12	65
First Aid (FAW) 3 day	2	9
First Aid (FAW) 2 day Requalification	2	2
Evac Chair Operator Training	3	12
Fire Extinguisher Training	4	11
Developing Personal Resilience	1	9
Personal Wellbeing	5	37

Course – eLearning (October - December 2018)	Number of completions within the period October, November, December 2018
Basic Health and Safety Awareness	39
Asbestos awareness	48
Fire safety awareness	71
Fire warden responsibilities	16
Food hygiene L2 certificate	32
Moving and Handling Module 1- object handling	6
Moving and Handling Module 2 - object handling	6
Moving and Handling Module 3 – People handling	9
Prevent	80
Stress Awareness for Managers	3
Display Screen Equipment E-Learning	35

3.20 Clusters hold their own training records; however a project has been started to collate this information in one data source to be available when the CoreHR training module development has been completed. This will allow the organisation to be fully aware of the levels of training completion and ensure further that employees are receiving the required training to allow them to undertake their tasks safely and without risk to their health.

### 3.21 Fire risk assessment

3.22 Fire risk assessments are completed on a rolling 5-year programme. A total of 25 fire risk assessments were completed during this reporting period of which 9 of were completed in Bon Accord Care premises. The overall average compliance score was 82%.

### 3.23 Health and Safety Audits

3.24 The overall average audit score for all audits completed in a reporting quarter and for this reporting period was 69%.

3.25 The average figure has remained similar to the last four reporting quarters; those being between 63% and 72%. Currently the report is shared with each auditee and identified senior managers within each cluster. However work is being undertaken with Business Intelligence through their data forum procedures to have a recording and reporting system developed, which will allow reports to be available identifying actions which have not been completed by the required compliance date. This will allow the Function Health and Safety Groups to scrutinise the reports and hold responsible officers accountable. This should result in the safety management performance improving and messages to be spread across Clusters.

### **3.26 Compliance Monitoring**

3.27 A process of compliance visits has been carried out over the period looking at risk topics such as premises security, personal protective equipment, driver checks, provision and use of work equipment, manual handling operations, etc. The average score for all compliance visits completed was 69%. Again, the lessons need to be implemented and shared to ensure that employees and members of the public's safety is not being endangered. The average score for the same period last year was 74%; this score was for different topics so it is difficult to reach an exact comparison.

### **3.28 Health and safety policies and guidance**

3.29 There were no policies or procedures reviewed this reporting quarter. There is a draft document management programme being developed to ensure that all policies and procedures are reviewed at the required frequencies.

## **4. FINANCIAL IMPLICATIONS**

4.1 There are no direct Financial implications arising from the recommendations of this report. Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce the financial exposure to the Council.

4.2 An effective health and safety management system in which risks are identified and either eliminated or reduced will result in a reduction of costs to the organisation.

4.3 If the Enforcing Authorities take a case to court against Aberdeen City Council for breaches of legislation then it could leave the Council liable to pay any fine or damages imposed and also for the costs of any subsequent civil claim, which follows where an individual has suffered personal injury.

## **5. LEGAL IMPLICATIONS**

5.1 Health and safety legislation requires that an organisation has a suitably robust safety management system to ensure the health safety and welfare of their employees. Where any incident is of sufficient seriousness there is the potential that the Enforcing Authorities will become involved and carry out their own

investigation into the circumstances of the incident. Any investigation could result in prosecution of the organisation and in some cases prosecution of managers and/or employees.

## 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.	M	All tasks are risk assessed and the controls implemented and supervised by line managers. All employees are trained to a level where they are competent to carry out the work
Legal	There is the risk that any injury or serious health and safety incident could result in focus from the Health and Safety Executive which could result in enforcement action in the form of notices or prosecution.	M	As above.
Employee	The risk is that any health and safety incident can lead to an injury to an employee which could have the potential to temporarily or permanently affect either or both their employment or their life.	M	As above. If the task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.
Customer	The risk to our citizens is that we are unable to provide the same level of service delivery due to staff absences from illness and injury sustained during their work. Also there is the possibility of a reduced budget due to the associated financial costs.	M	Reducing the number of incidents will reduce the number of absences and the subsequent costs to the Council.
Reputational	Local and National press coverage of any incident can present reputational	M	Should be provided by each Function having a robust safety management system

	damage to the organisation.	in place. There are many facets to this which are important starting from ensuring employees are trained and competent, every hazard is risk assessed and up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.
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## 7. OUTCOMES

<b>Local Outcome Improvement Plan Themes</b>	
	<b>Impact of Report</b>
<b>Prosperous Economy</b>	Local Authorities play a key role in local economic growth, e.g. investment in local infrastructure. Any detriment to this investment would have a detrimental effect on this investment. Therefore any financial burden placed on the organisation in the form of legal costs and punishment; staff absence which affects service provision can lead to a lesser level of funding for investment. The aim should be to be an organisation who considers the health and safety of its workforce to be paramount and a key element in service delivery. This focus is one key in having an engaged workforce and all the additional benefits associated with this; it will also reduce the likelihood of legal challenges and their associated costs.
<b>Prosperous People</b>	The workplace is an environment in which most adults spend a substantial fraction of their time. It has the potential to have both positive and negative influences on their health and well-being. Where there are continuing trends of incidents there is the risk that employees become disengaged with the organisation as they feel that there is no concern for their safety. There are many additional strands from disengaged employees: poor customer service, increased absence rates and reduced productivity.
<b>Prosperous Place</b>	An engaged workforce is best-placed to provide good service delivery to the residents of the City. Any financial penalties imposed by poor health and safety practices impacts on the provision of public services, especially in an environment of reducing budgets. The provision of good service to the residents would result in good public opinion, which would benefit the City, which

	can extend outwardly to visitors and businesses seeking to inwardly invest.
<b>Enabling Technology</b>	Each Function conducting an exercise where they conduct a skills and training analysis of their workforce with the results populating a skills and training matrix would benefit the organisation and give assurance that they have a workforce who have the competence levels to continue to provide Services in a safe manner. The current electronic reporting system can be utilised to assess where trends are apparent, and resource placed there to improve safety management systems.

### Design Principles of Target Operating Model

	<b>Impact</b>
<b>Governance</b>	This report gives the committee the opportunity to gain assurance that the Functions are managing health and safety effectively. This can be done by scrutinising the level of incidents as a trend and being allowed the opportunity to question relevant managers. Figures on audits, compliance monitoring and training which will allow the committee to gauge the effectiveness and suitability of the safety management system.
<b>Workforce</b>	The report gives the committee the opportunity to improve the health and safety management system, which would in turn reduce the risks to employees of being involved in an incident.
<b>Process Design</b>	This can allow the committee to identify where processes are failing to address safety risks.
<b>Partnerships and Alliances</b>	The report to committee allows Trade Unions, elected members and officers to collaborate on potential improvements to the Council's health and safety arrangements.

## 8. IMPACT ASSESSMENTS

<b>Assessment</b>	<b>Outcome</b>
<b>Equality &amp; Human Rights Impact Assessment</b>	EHRIA not required
<b>Data Protection Impact Assessment</b>	Not required
<b>Duty of Due Regard / Fairer Scotland Duty</b>	Not applicable



**9. BACKGROUND PAPERS**

N/A

**10. APPENDICES**

N/A

**11. REPORT AUTHOR CONTACT DETAILS**

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