



Date Last
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06 September
2021

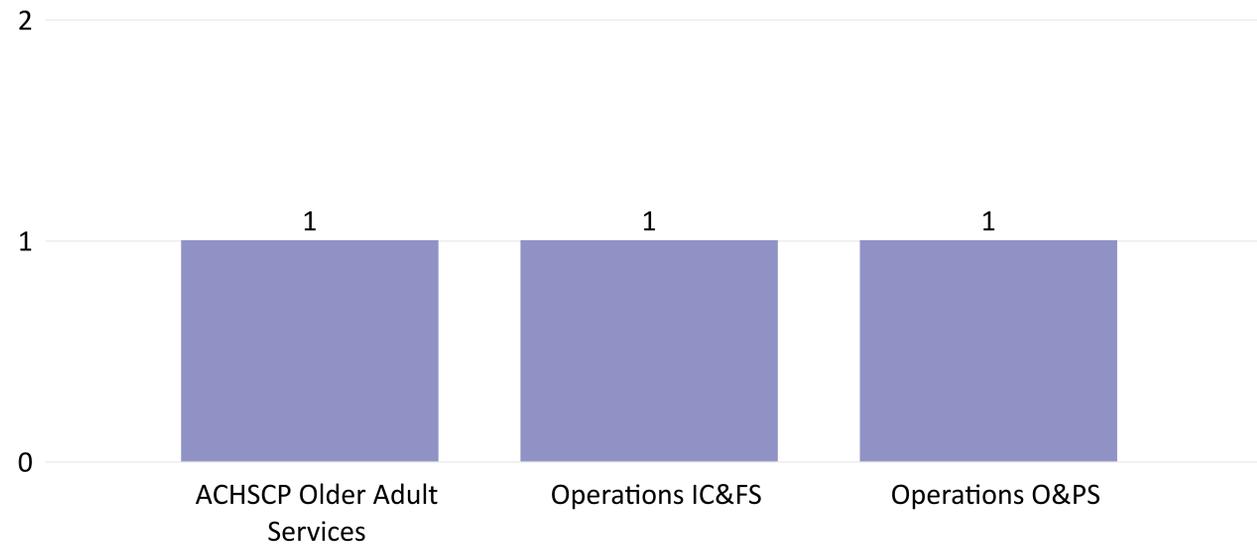
Staff Governance Health & Safety Report Quarter 1 2021/2022 (April to June 21)

Report Note: - The corresponding period used for comparison mentioned across several sections is April-June 2020.

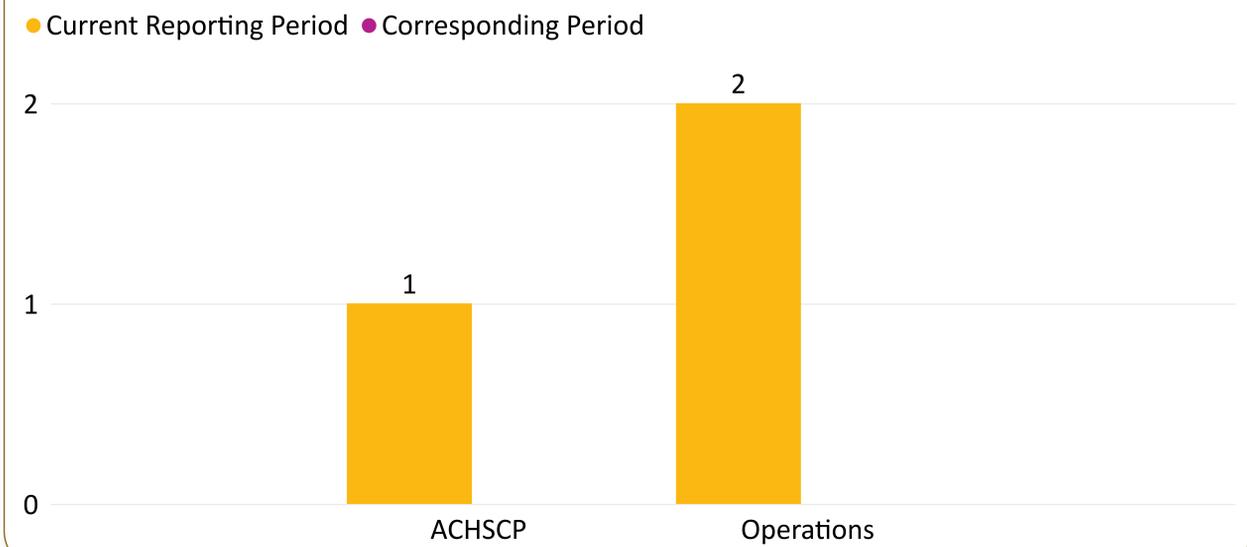
Reported H&S Incidents (Employee) Between April to June 2021

The following tables give breakdown of all employee incidents across all Functions and Clusters in Aberdeen City Council. The tables on the left initially show the number of incidents for each Cluster this reporting period with those on the right giving a comparison for each Function with the corresponding reporting period.

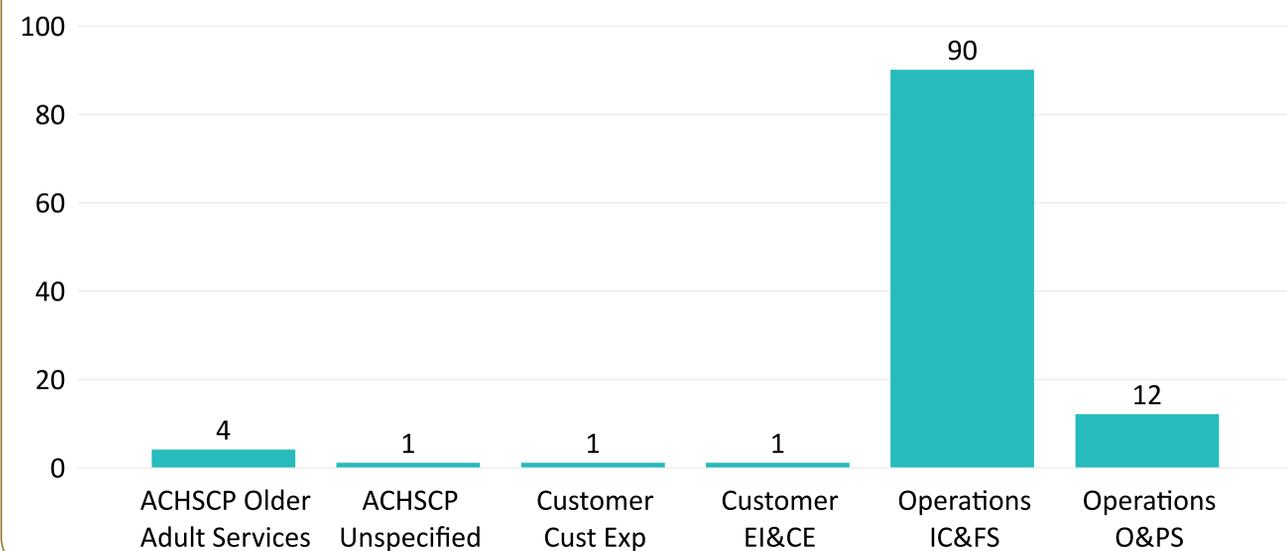
RIDDOR Reportable Employee (More than 7 Days)



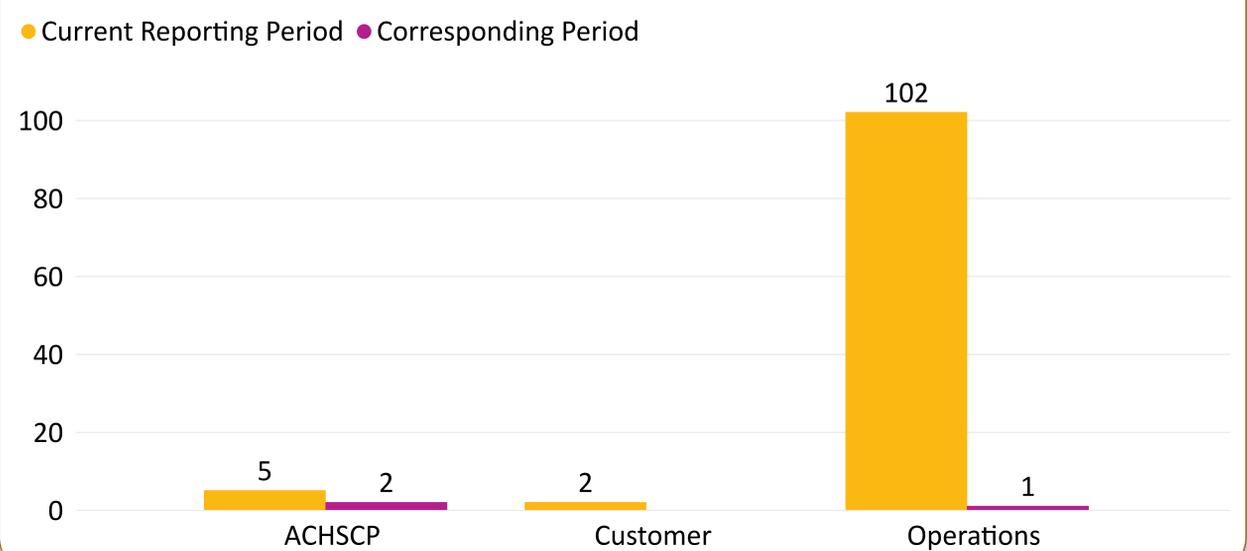
RIDDOR Reportable Employee (Comparison)



Non RIDDOR Reportable Employee (0-7 days)



Non RIDDOR Reportable Employee (Comparison)



Employee Incident Information

ACHSCP - There were 7 injuries, including 1 RIDDOR and these have been investigated by the services. The injuries were due to the complex behavioural needs of the tenants, all in supported accommodation.

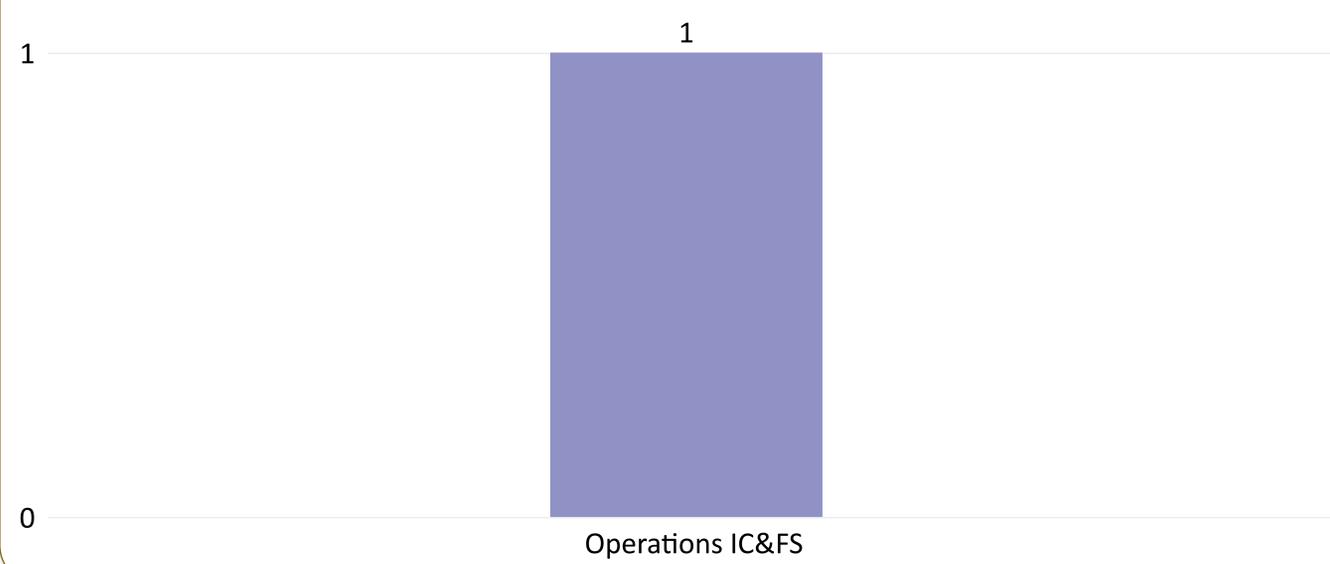
IC&FS - of 93 injuries, only 49% had written investigation reports recorded online by Line Managers. Investigation training is available and offered to Service Managers at H&S group meeting. Cluster has a process in place which requires double entry on this system as well (see incident trend analysis section)

OPS - 13 reported incidents involving employees, including 1 RIDDOR. 10 of the incidents resulted in 0-3 days absence in all incidents injuries were minor. Of all incidents, 60% were in Facilities Management, the Team Managers have been consulted and work is progressing on addressing the issues highlighted in the trend analysis.

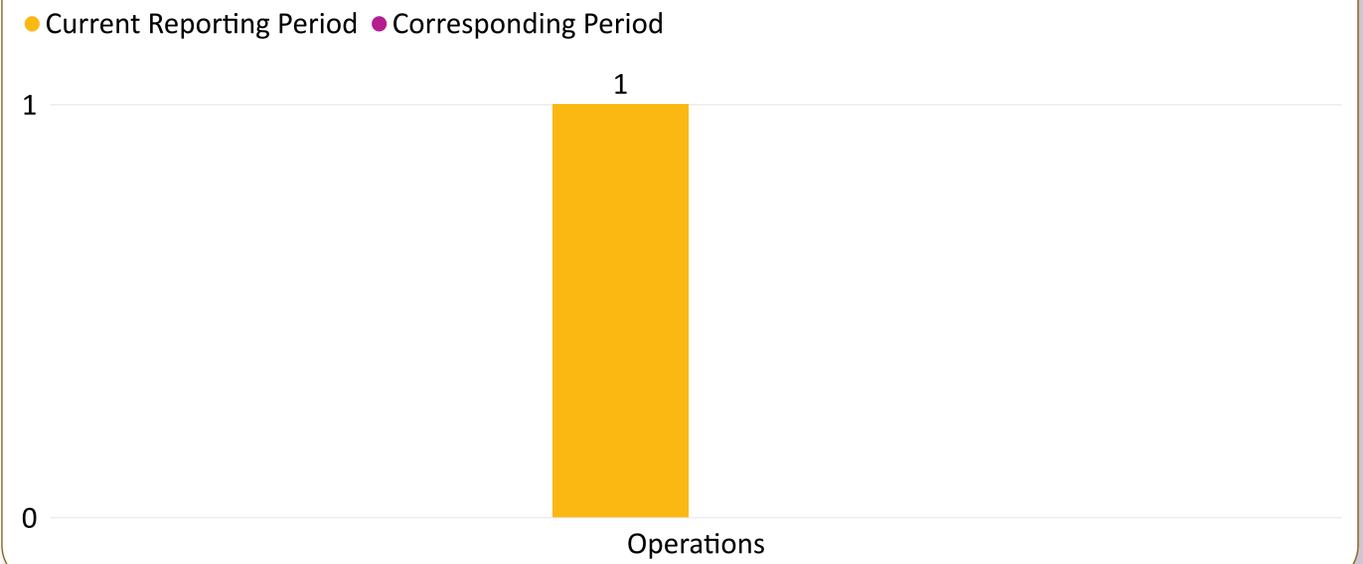
Reported H&S Incidents (Third Party) Between April to June 2021

The tables below give information on those non-employee incidents which happened across all Functions and Clusters. Again the tables on the left show the current period for each Cluster with a Function comparison with corresponding reporting period on the right.

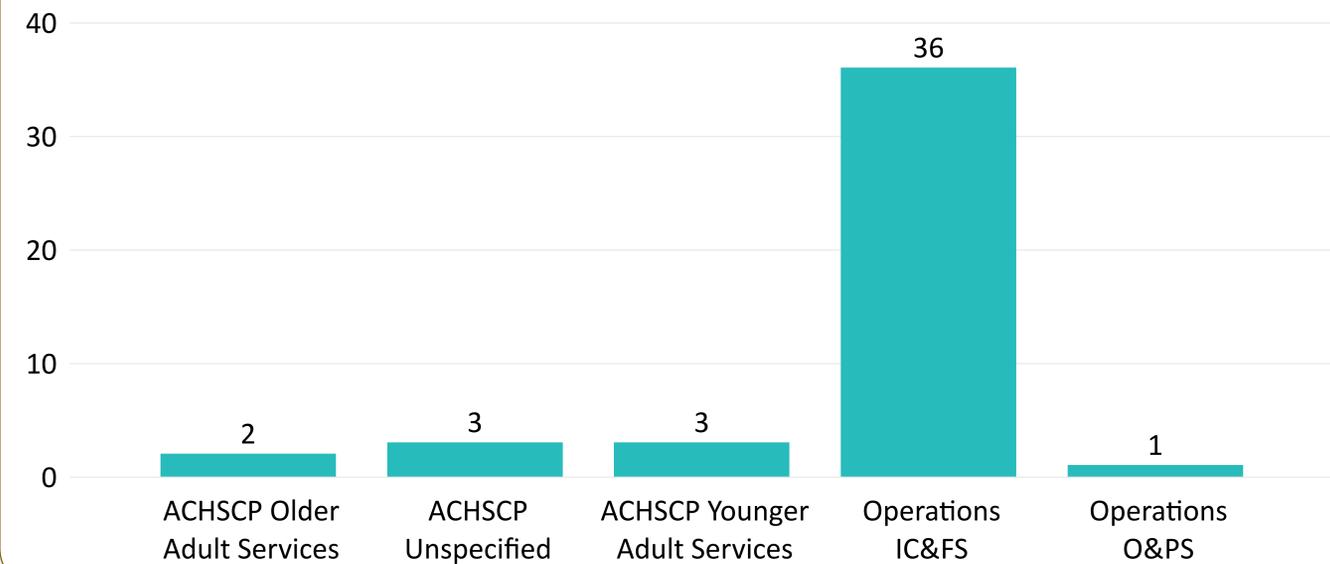
RIDDOR Reportable Non Employee (More than 7 days)



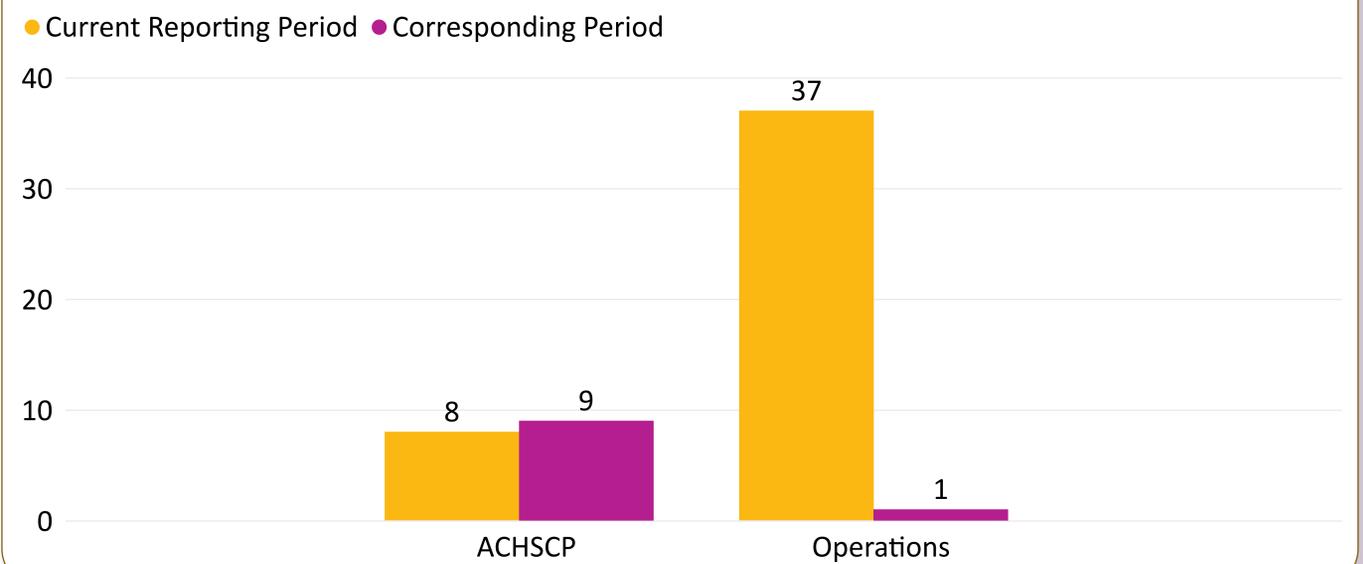
RIDDOR Reportable Non Employee (Comparison)



Non RIDDOR Reportable Non Employee (0-7 days)



Non RIDDOR Reportable Non Employee (Comparison)

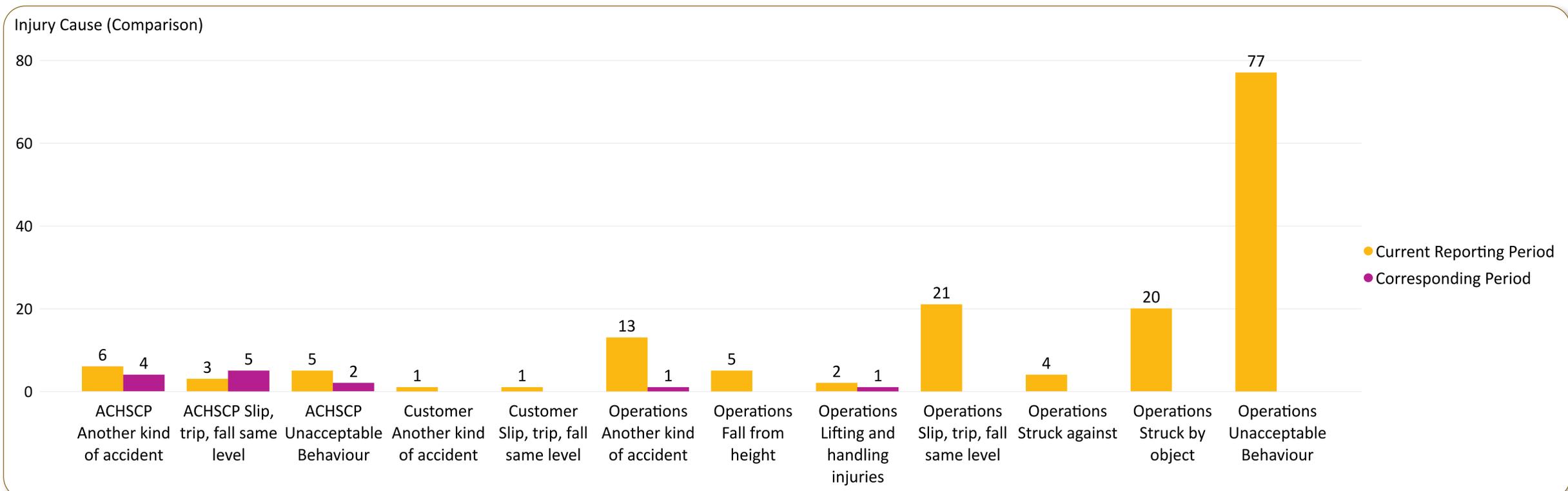
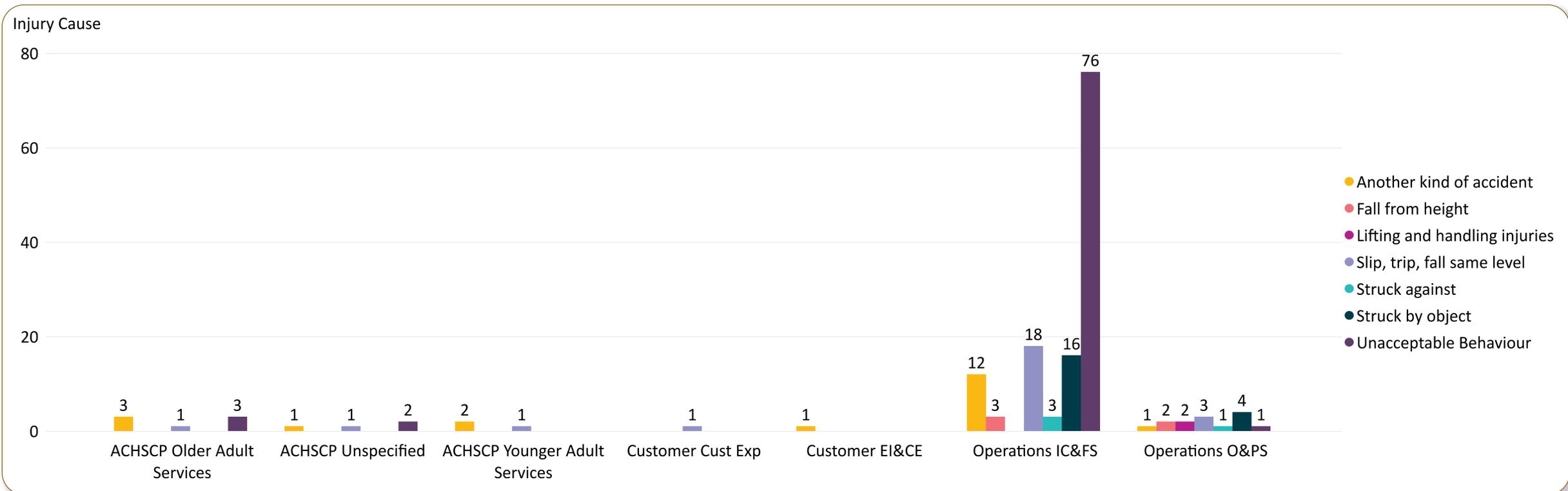


Third Party Incident Information

IC&FS - 37 Injuries to pupils. Top 3 causes are slips/trips in the playground/sports (16); struck by object (7) due to sports/playing/loose parts play; and another kind of accident (6) caused by pupil behaviour, playing/loose parts play, and glass in school grounds.

H&S Incident Causation Reported between April to June 2021

The top table below shows incident causation for each Cluster colour-coded against the key for this reporting period with a comparison of the types of incidents with the corresponding reporting period in the table below.



Incident Causation

IC&FS - Unacceptable behaviour accounts for 71/93 (76%) of injuries. Pupils with Social/Emotional or Learning Needs (ASN) account for 62/71 (87%) injuries. Person Centred Risk Assessments (PCRA's) are completed for pupils following incidents and are reviewed after each incident; PCRA's identify the triggers and mitigations in place to support pupils and minimise risk to staff. There are a number of other initiatives being pursued to reduce the risks to staff such as provision of training in ASN is currently being planned for delivery to new staff in August. There is a new post 'Headteacher - ASN & Outreach' starting in August and ASN training provision for current PSA/teachers will be reviewed.

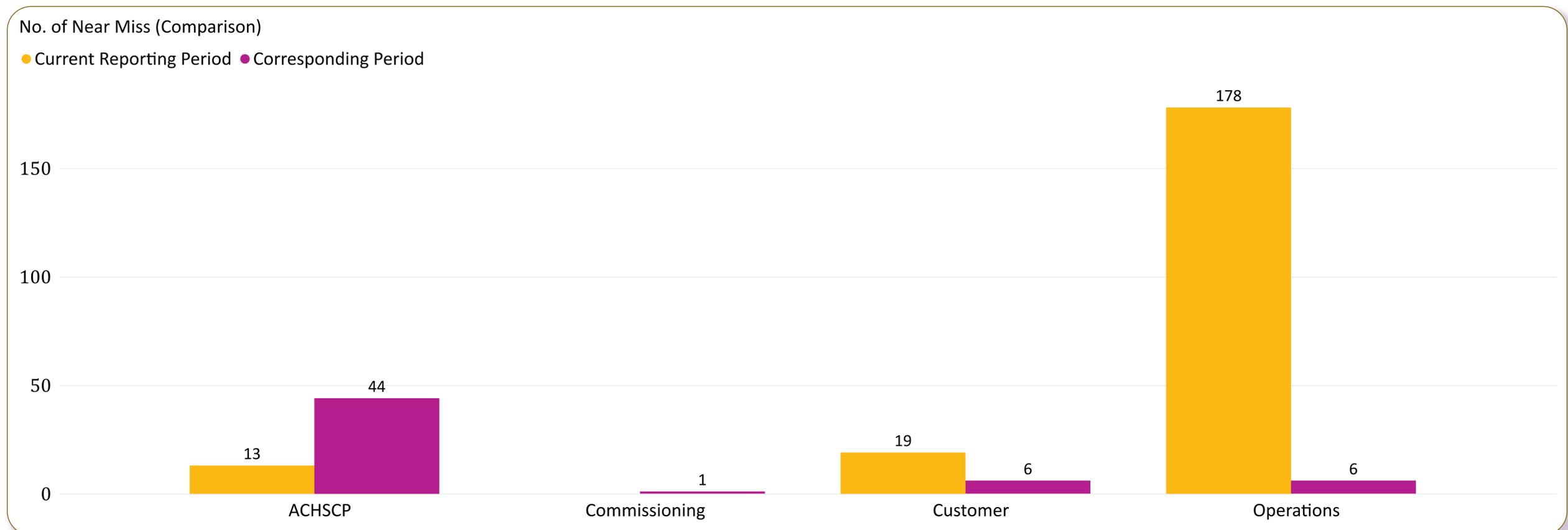
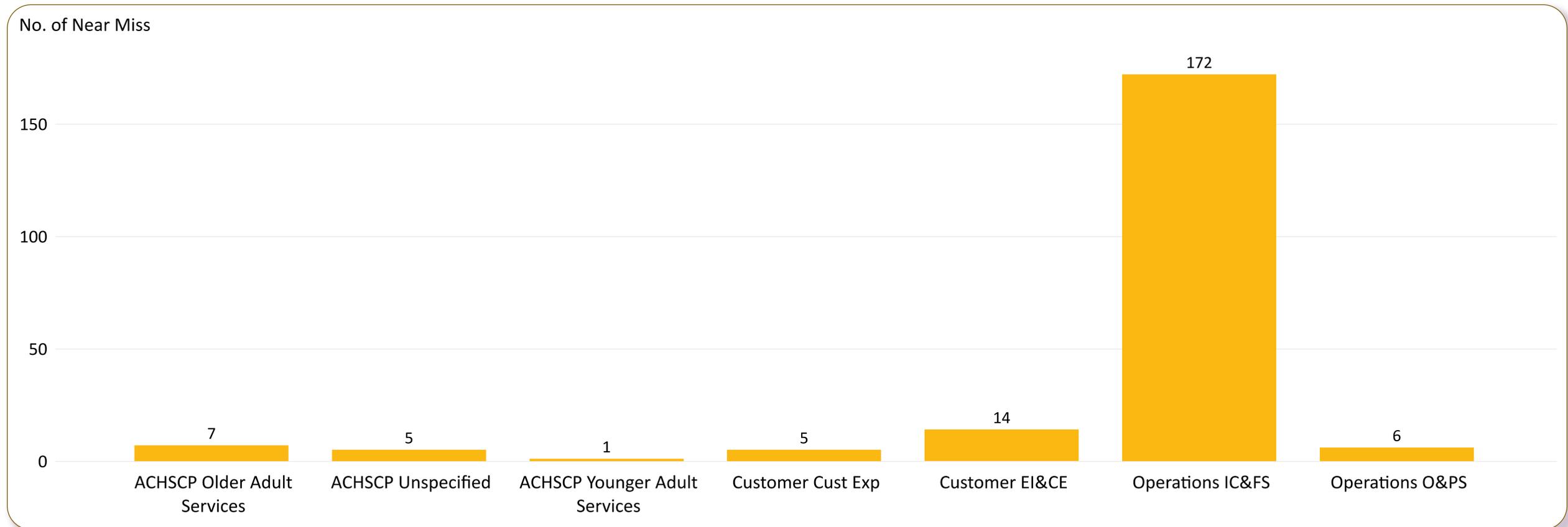
OPS - OPS - Figures indicate that 'struck by object' accounts incorrectly for a third of the reported incidents, however further analysis indicates that 'manual handling tasks' was the root cause in 5 of the incidents. A programme of refresher training is planned for these teams. Discussions are being held with Service and Team Managers for incident reporting refresher training to be delivered.

AH&SCP - Physical assaults accounted for 5 of the 7 injuries (71%) caused by 2 service users with complex and challenging behaviours who live in secure supported accommodation. Steps are being reviewed to provide appropriate remedial actions to prevent a reoccurrence.

Reported H&S Near Miss Between April to June 2021

The tables below show information to a Function and Cluster level for employee and non-employee near misses.

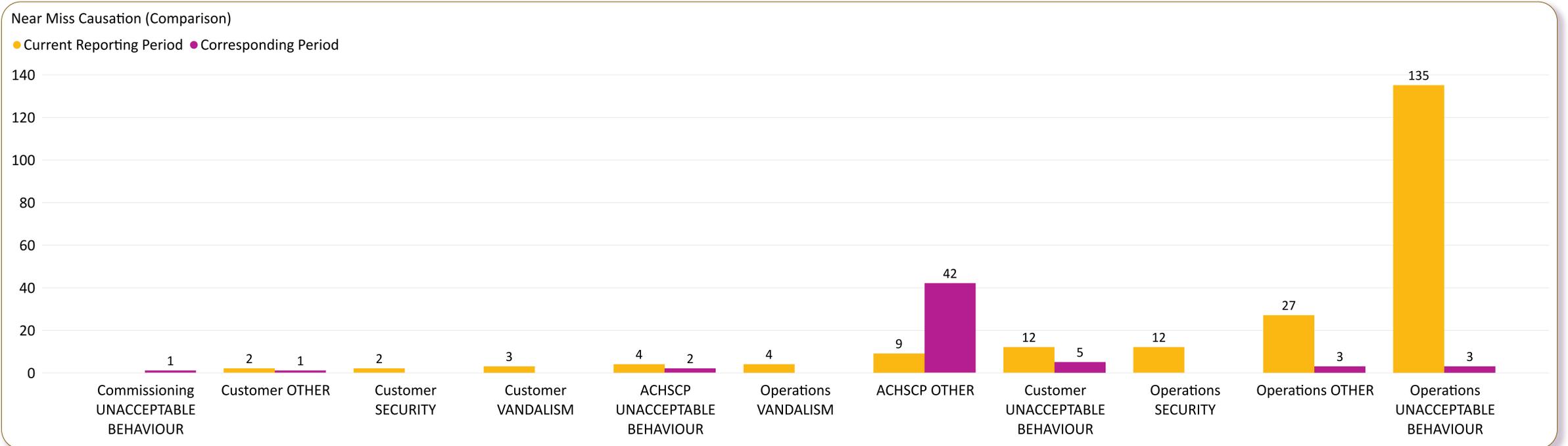
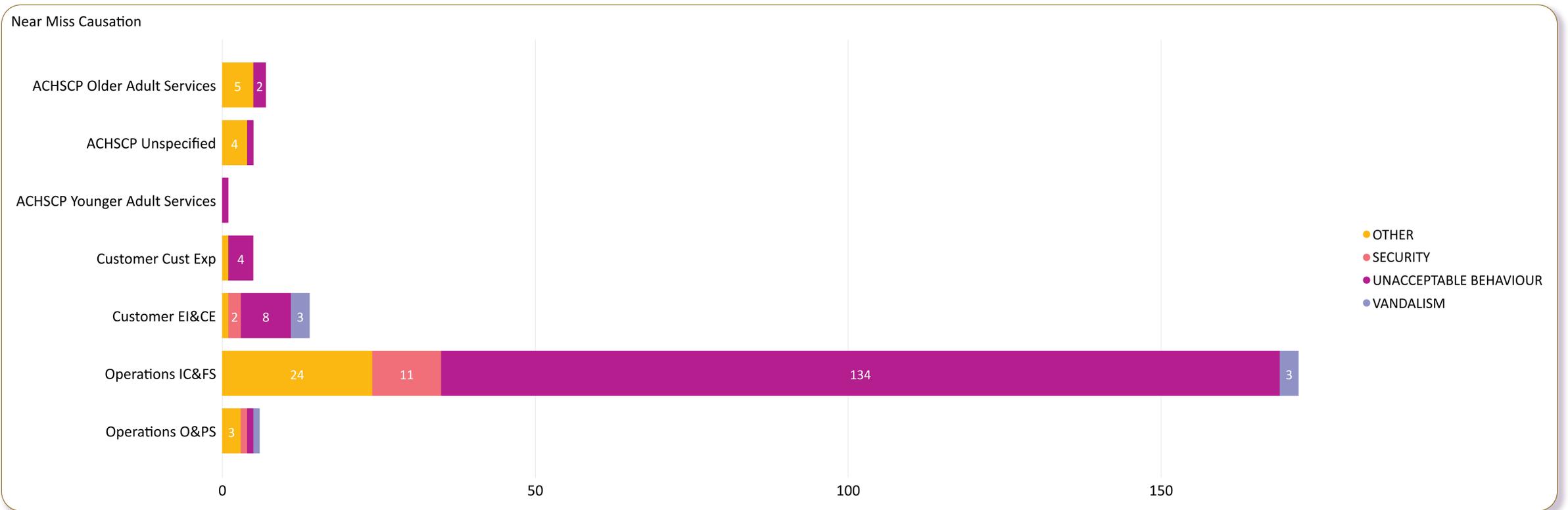
Top table: Total near misses for this reporting period for each Cluster. Bottom table: comparison of near misses with corresponding reporting period for each Function.



Reported H&S Near Miss (Causation) Between April to June 2021

The tables below show information to a Function and Cluster level for employee and non-employee near misses.

Top table: Near miss causation for reporting period for each Cluster. Bottom table: Near miss causation comparison with corresponding reporting period for each Cluster.



Near Miss

Customer - The majority of the near misses (63%) were inappropriate communications (verbal abuse and threatening behaviour) towards employees. These incidents took place at various locations involving different service users and employees. Procedures were followed by employees when dealing with the service users. Services have taken remedial actions including action in relation to the individual service users, and have where required involved the support of Police Scotland.

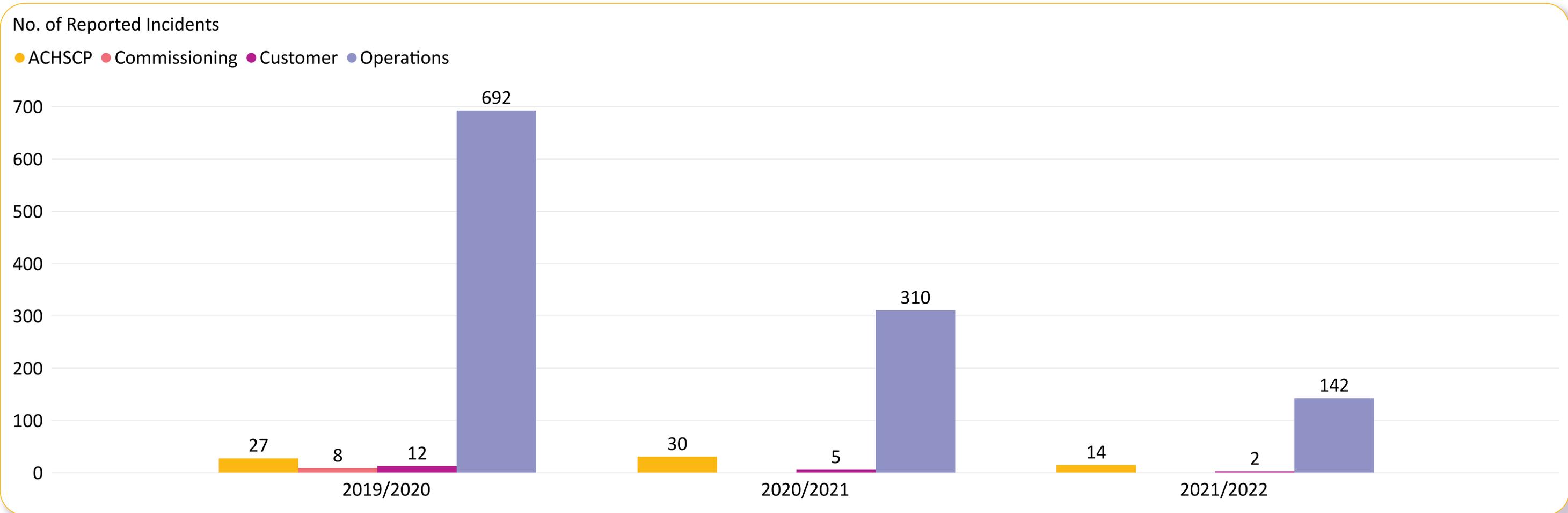
AH&SCP - There were 13 near misses reported. 3 related to staff due to client behaviour. Of the 10 reports from clients, 4 were due to medication issues (staff have undertaken refresher training and there are increased management checks now in place) and 6 due to 1 client in supported accommodation where a referral has been made to Occupational Therapy.

IC&FS - 142 near misses reported by staff, 121/142 (85%) were inappropriate communication/violence against school staff. 75% of these are from pupils with Social/Emotional/Additional Learning Needs, and are being dealt as detailed above (ASN training etc). Of those with no ASN identified, 14 occurred at one Primary School (majority involve referral to Social Work or the Educational Psychologist) and 15 at one Academy (where there is a mixture of restorative/relationship work or referrals to Social Work/Multi-agency meetings).

OPS had 6 near misses reported in 4 different reporting categories. Managers reviewed the risk assessment and provided additional training and support for staff in the form of toolbox talks and additional supervision. Additional training has been offered to Line managers to improve reporting and investigations.

Reported Incidents From 2019/20 to 2021/22 Q1

The table provides information on the total number of incidents for the last three reporting years to Function level.



Incident Trend Analysis

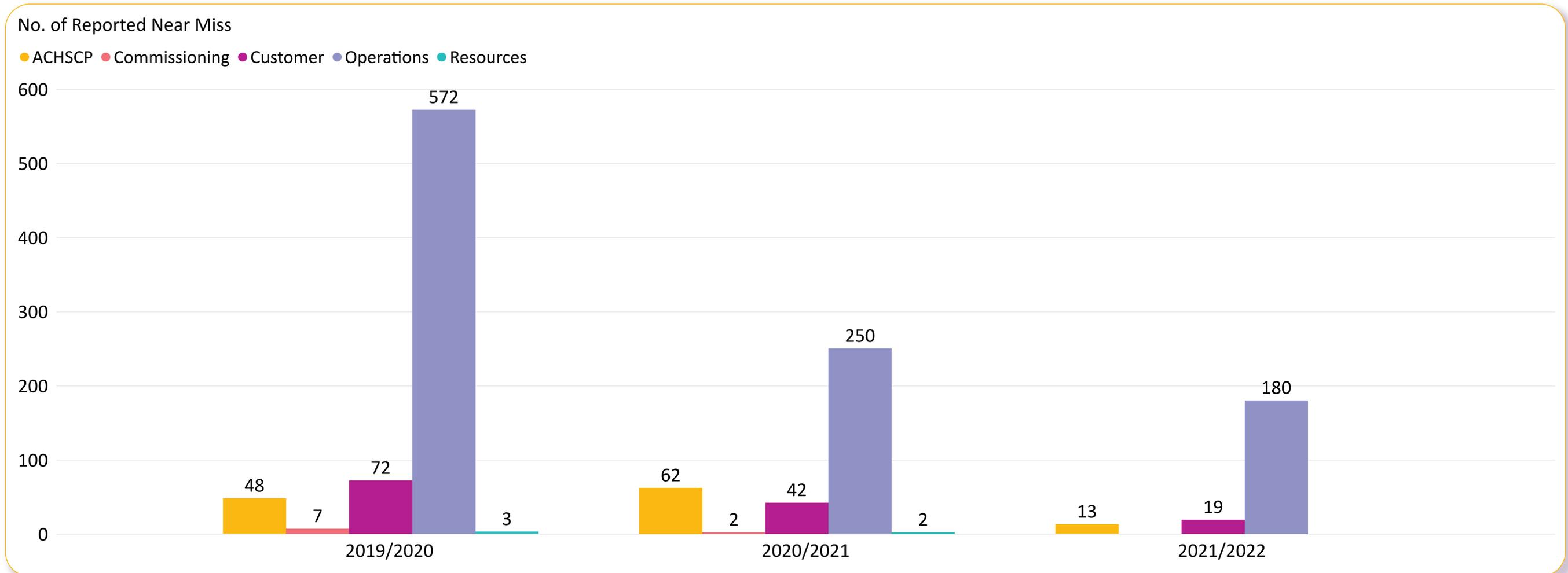
IC&FS - Investigations are not being recorded for the majority (51%) of injury reports through the YourHR reporting system, however incidents and near misses are reviewed and documented via Person Centred Risk Assessments and Child's Plans; this information is not documented on the corporate system as it duplicates work already done and could breach data protection/children's privacy. To ensure that investigations are being carried out and mitigations are taken to reduce the risk, Quality Improvement managers (QIM's) will be provided with incident data on a quarterly basis for them to conduct their own reviews to ensure the investigation process is being followed.

AH&SCP - Service has implemented revised procedures and guidelines for staff in relation to working with and supporting the service users involved.

Within OPS, 5 of the 0-3 day incidents involved staff from Facilities Management. Further analysis highlighted that manual handling tasks were a factor. Analysis also indicated that the root cause was not indicated on the report, for example Moving and Handling Manual task was incorrectly reported as 'Struck by object'.

Reported Near Miss From 2019/20 to 2021/22 Q1

The table provides information on the total number of near misses for the last three reporting years to Function level.



Near Miss Trend Analysis

Customer - Inappropriate communication (verbal abuse & threatening behaviours) towards staff accounted for 63% (12) of the near misses. They all involved different service users and employees, and took place at various locations. procedures were followed to redcue the possibility of these service users communicating similarly in future.

AH&SCP - Increased client behaviour issues due to resident who requires increased level of care, which has been identified and action taken to . Any need for provision of medication is a rare occurrence, however staff training and increased management oversight in place.

IC&FS - Of 100 near misses due to violence against school staff, 75 were caused by pupils with Social/Emotional/Identified Learning Needs: 4/5 (80%) Nursery, 45/63 (71%) Primary; and 26/32 (81%) Secondary.

OPS, of the 6 near miss report, 2 indicated unsafe methods of work, one indicates lack of appropriate supervision, the other incident involved an employee who was unaware of his positioning in relation to a moving vehicle. All near miss were investigated, risk assessment reviewed and appropriate remedial action considered and implemented including the issues being raised at Team meetings along with additional tool box talks on situational awareness.

The number of Near Misses reported by OPS over the last 3 years during Q1 has been declining, at the present time the number of reported is approximately 50% lower than reported in 2018/19. Services are continually reminded of the significance of reporting 'Near Misses' and the link between Incidents.