



Date Last
Refreshed:

22 October 2021

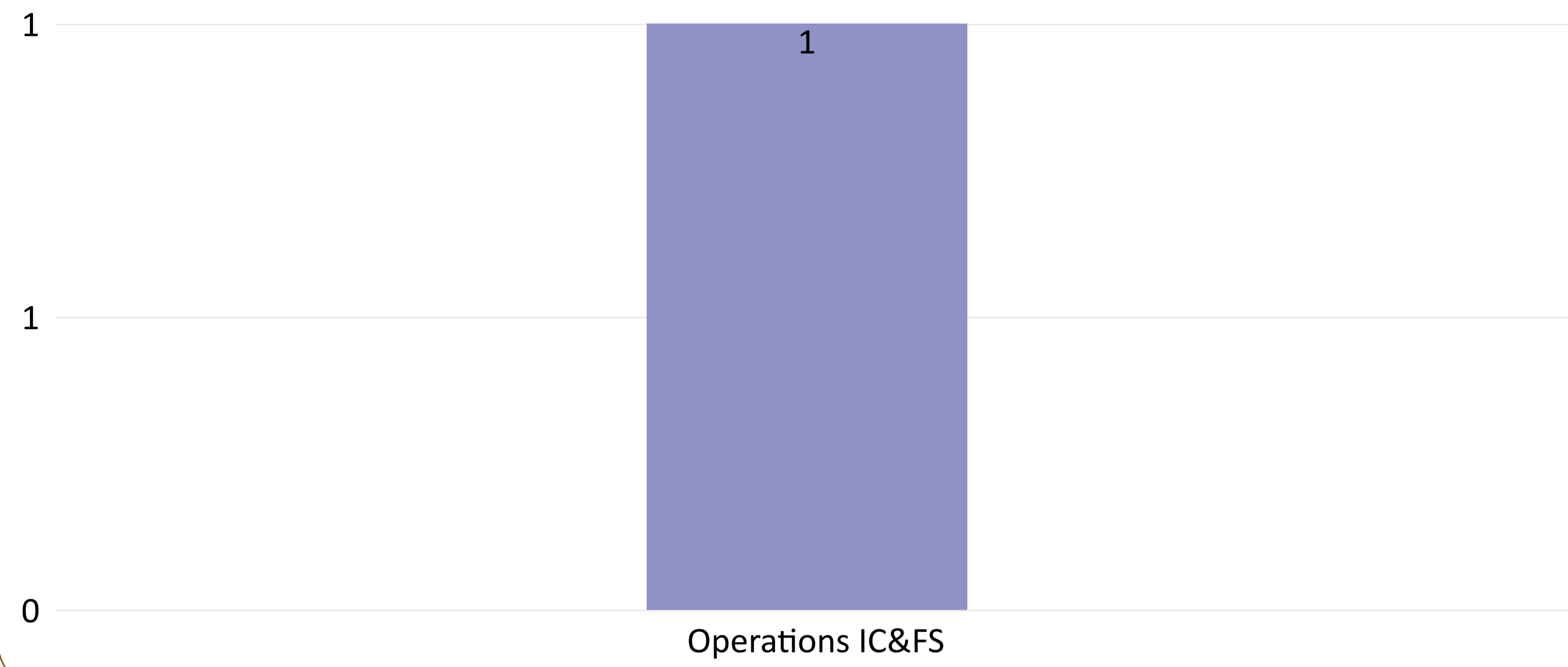
Staff Governance Health & Safety Report Quarter 2 2021/2022 (Jul 21 to Sep 21)

Report Note: - The corresponding period used for comparison mentioned across several sections is Jul 20 - Sep 20.

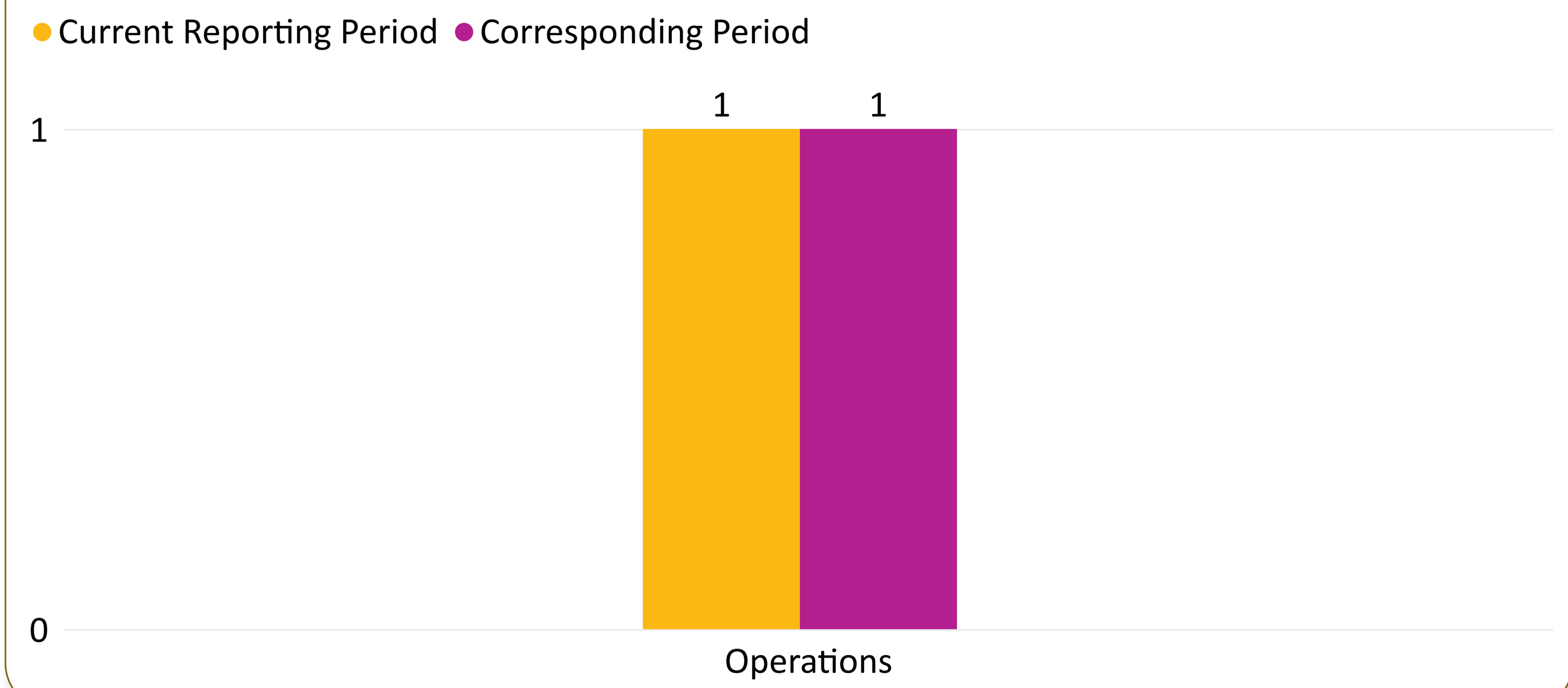
Reported H&S Incidents (Employee) Between Jul to Sep 2021

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.

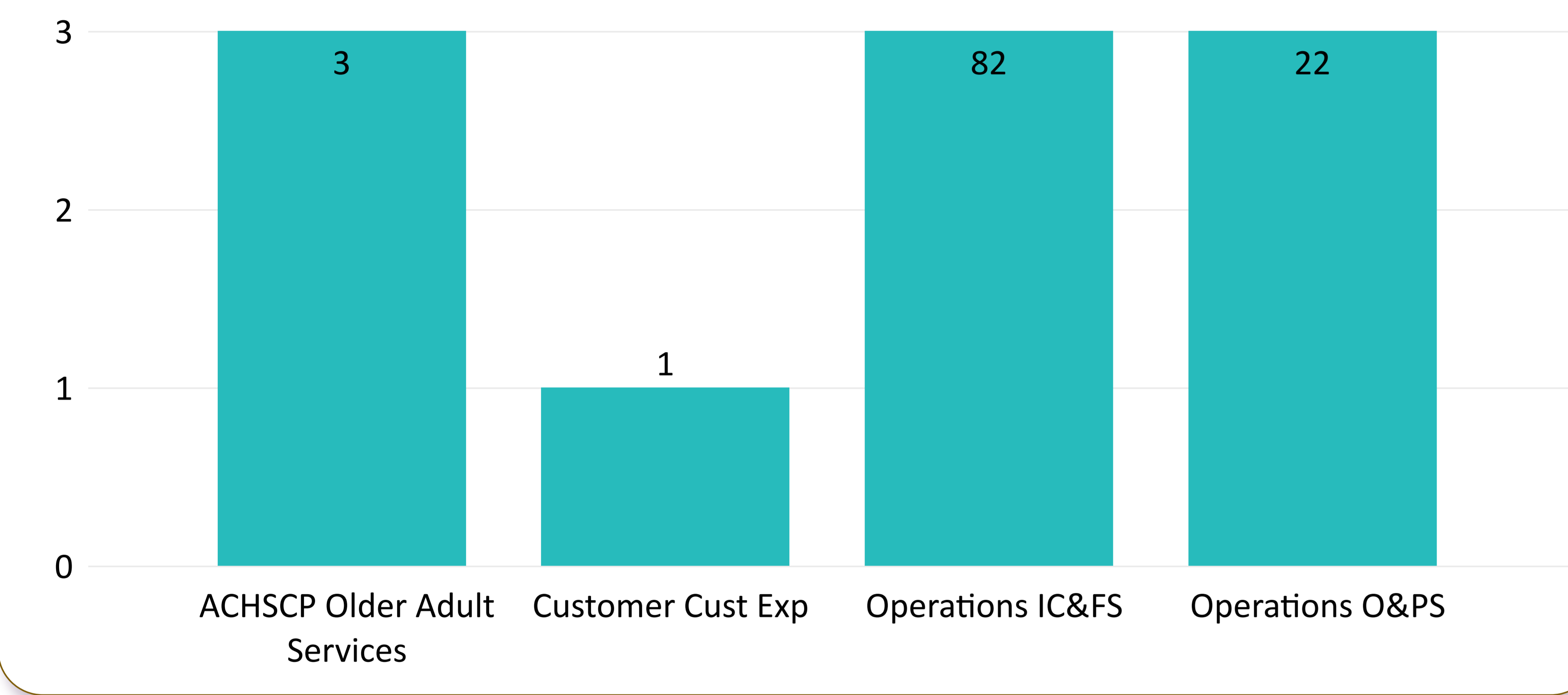
RIDDOR Reportable Employee (More than 7 Days)



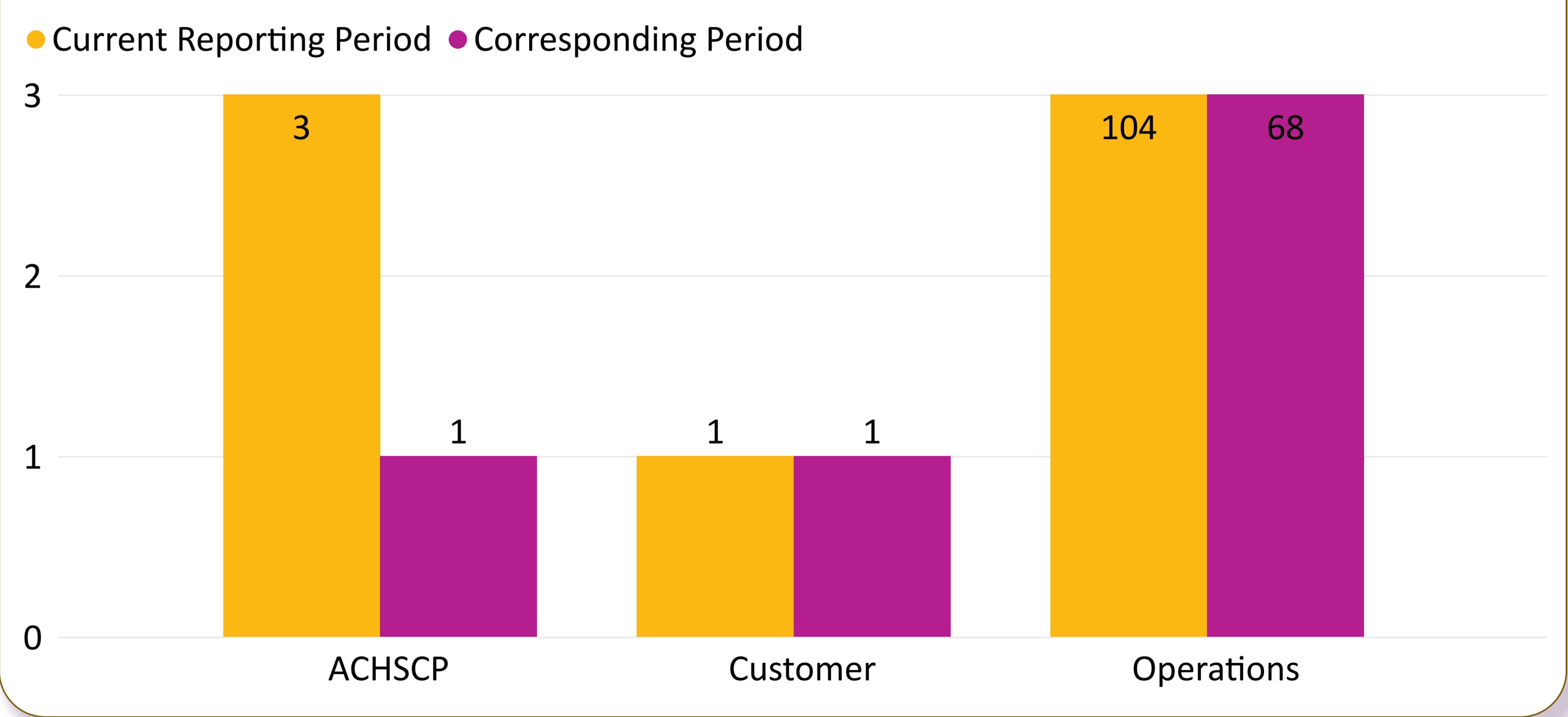
RIDDOR Reportable Employee (Comparison)



Non RIDDOR Reportable Employee (0-7 days)



Non RIDDOR Reportable Employee (Comparison)



Employee Incident Information

OPS – 23 reported incidents involving employees, there were no RIDDOR incidents. 87% (20 incidents) resulted in 0-3 days absence, all incidents were minor injuries. Of all incidents 30% were in Waste Services, followed by Environmental Services and Facilities. Team Managers are consulted, and work is progressing on addressing the issues highlighted within the trend analysis.

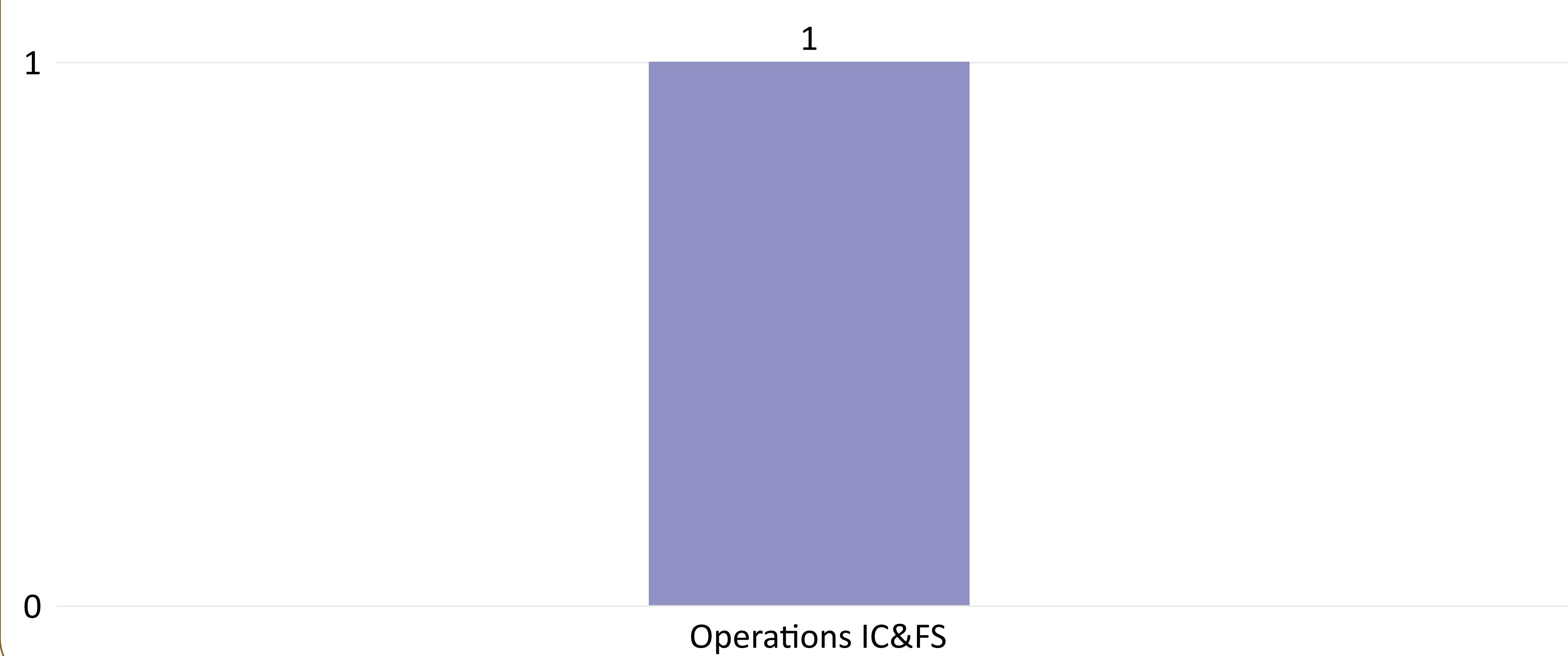
AHSCP - 3 incidents reported involving employees, all were minor injuries, which have been investigated with action take to minimise risk of recurrence.

IC&FS - 1 RIDDOR, employee suffered a fall, action taken to remove the need for task which caused fall.

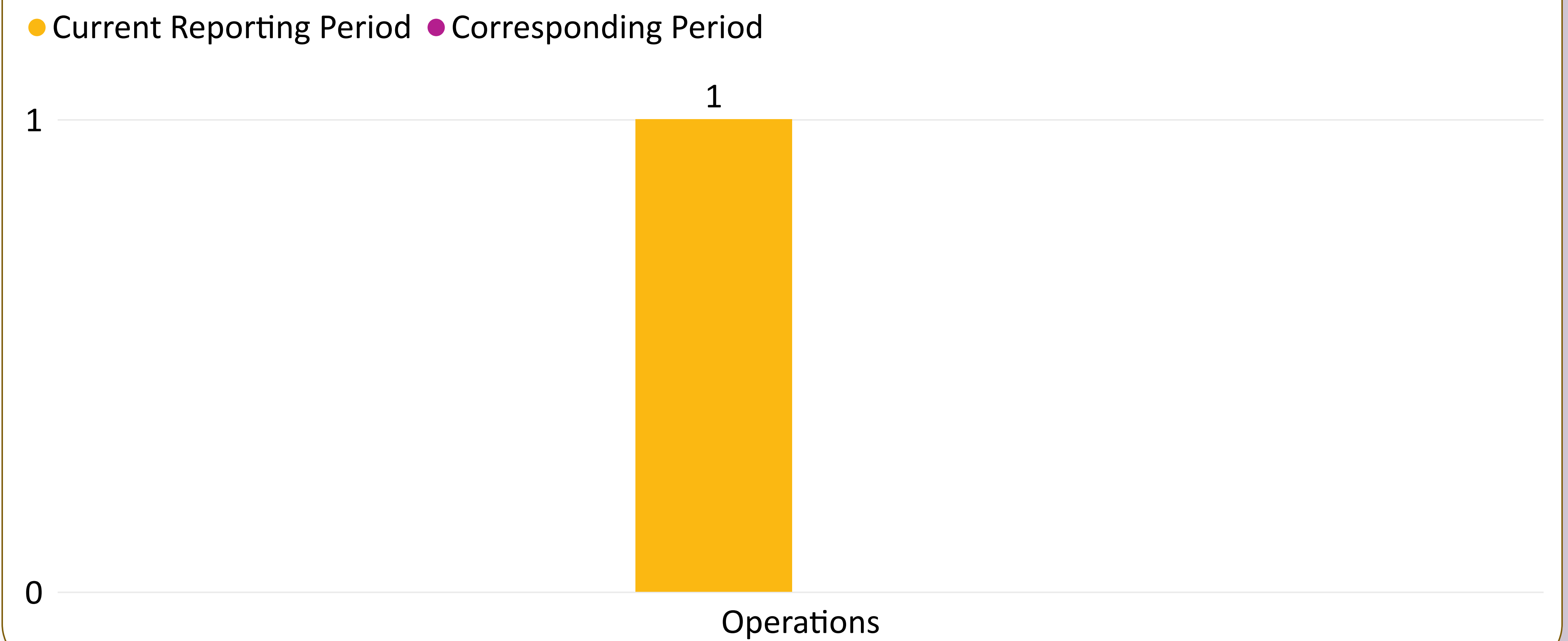
Reported H&S Incidents (Third Party) Between Jul to Sep 2021

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.

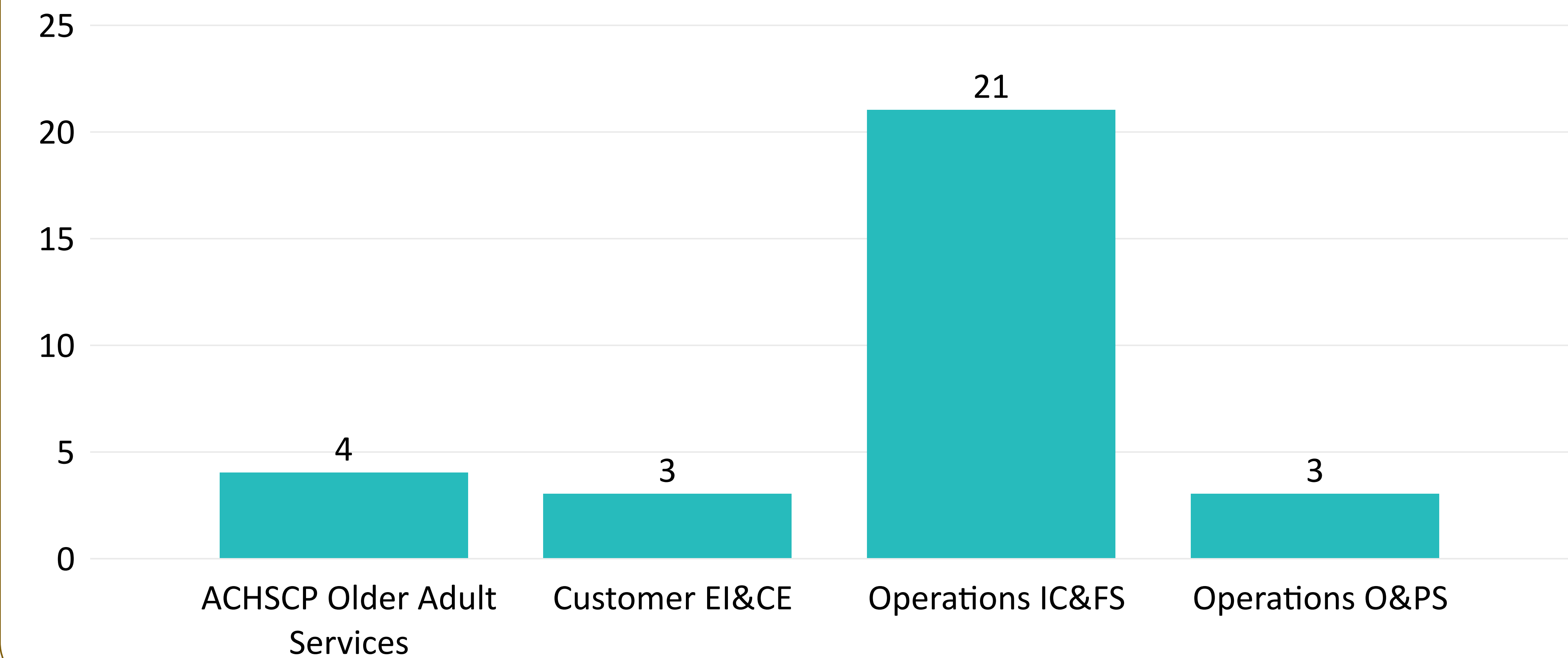
RIDDOR Reportable Non Employee (More than 7 days)



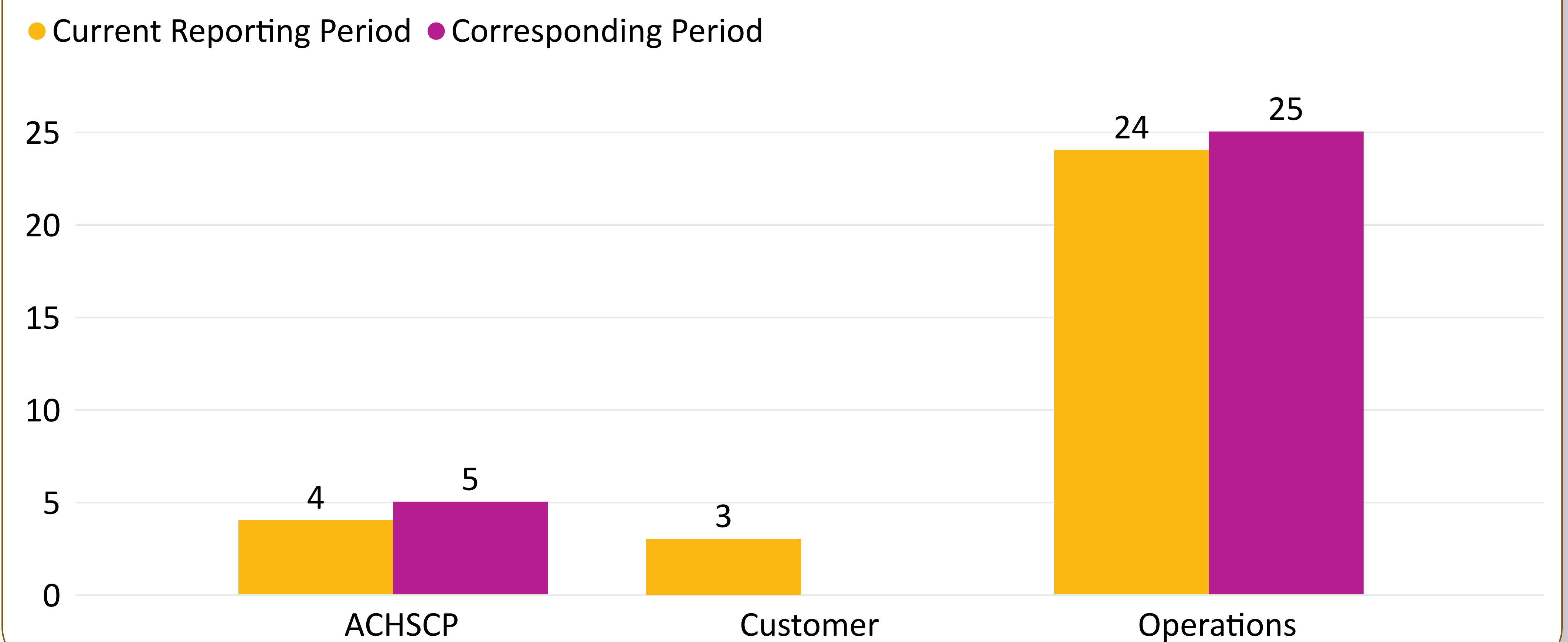
RIDDOR Reportable Non Employee (Comparison)



Non RIDDOR Reportable Non Employee (0-7 days)



Non RIDDOR Reportable Non Employee (Comparison)



Third Party Incident Information

OPS – 3 incidents reported, including 1 agency worker and 1 on work experience as part of the 'Kickstart Scheme'.

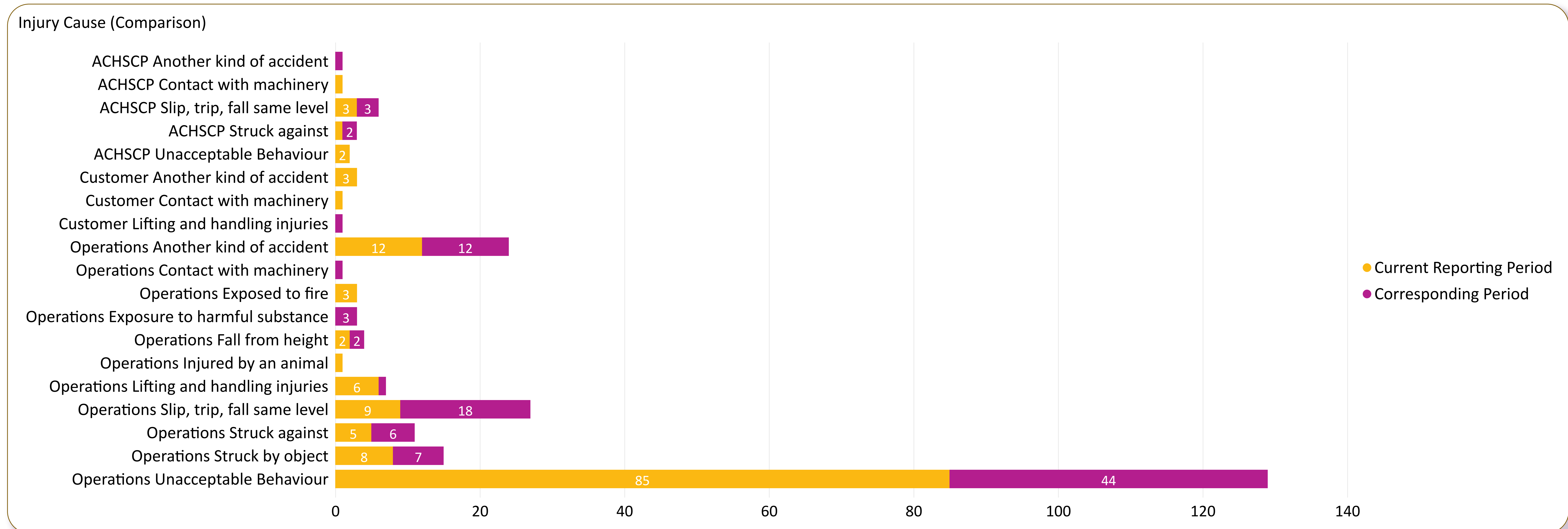
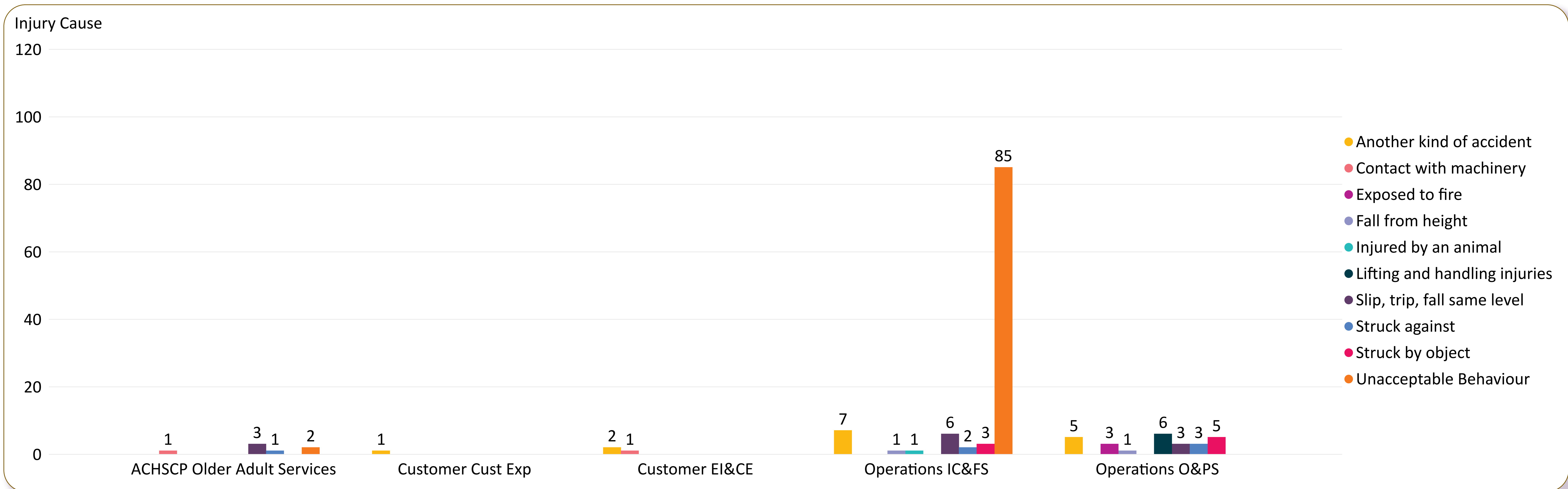
A member of the public entering a play park received a cut hand from wire deliberately wrapped around a gate, all maintenance and inspections were up to date.

AHSCP - 4 injuries to clients, all minor injuries, due to health conditions.

IC&FS - 65% of injuries resulted from playing/sports activities. The injuries from physical assaults were by pupils with Identified Learning or Social Emotional Needs.

H&S Incident Causation Reported between Jul to Sep 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

OPS - Figures indicate that 11 incidents involved manual handling tasks, either lifting or pushing pulling objects.

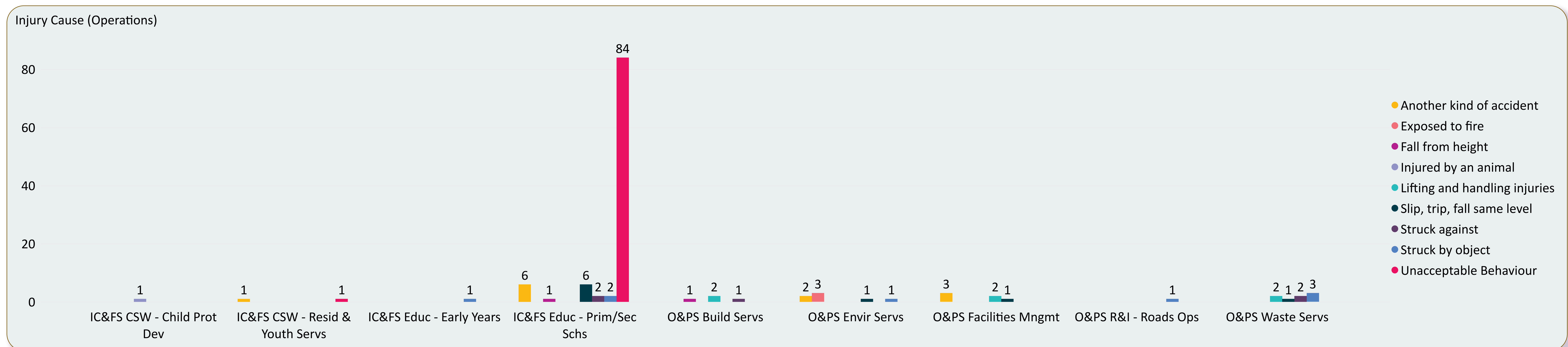
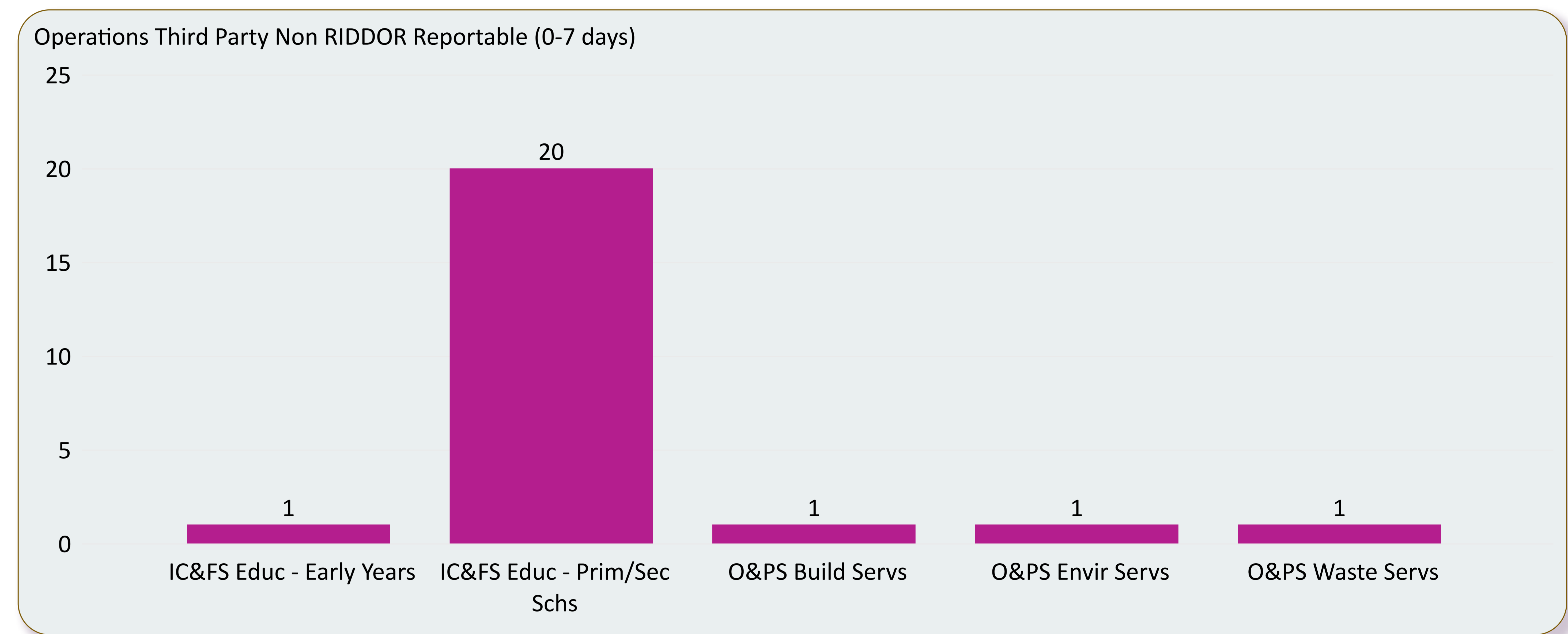
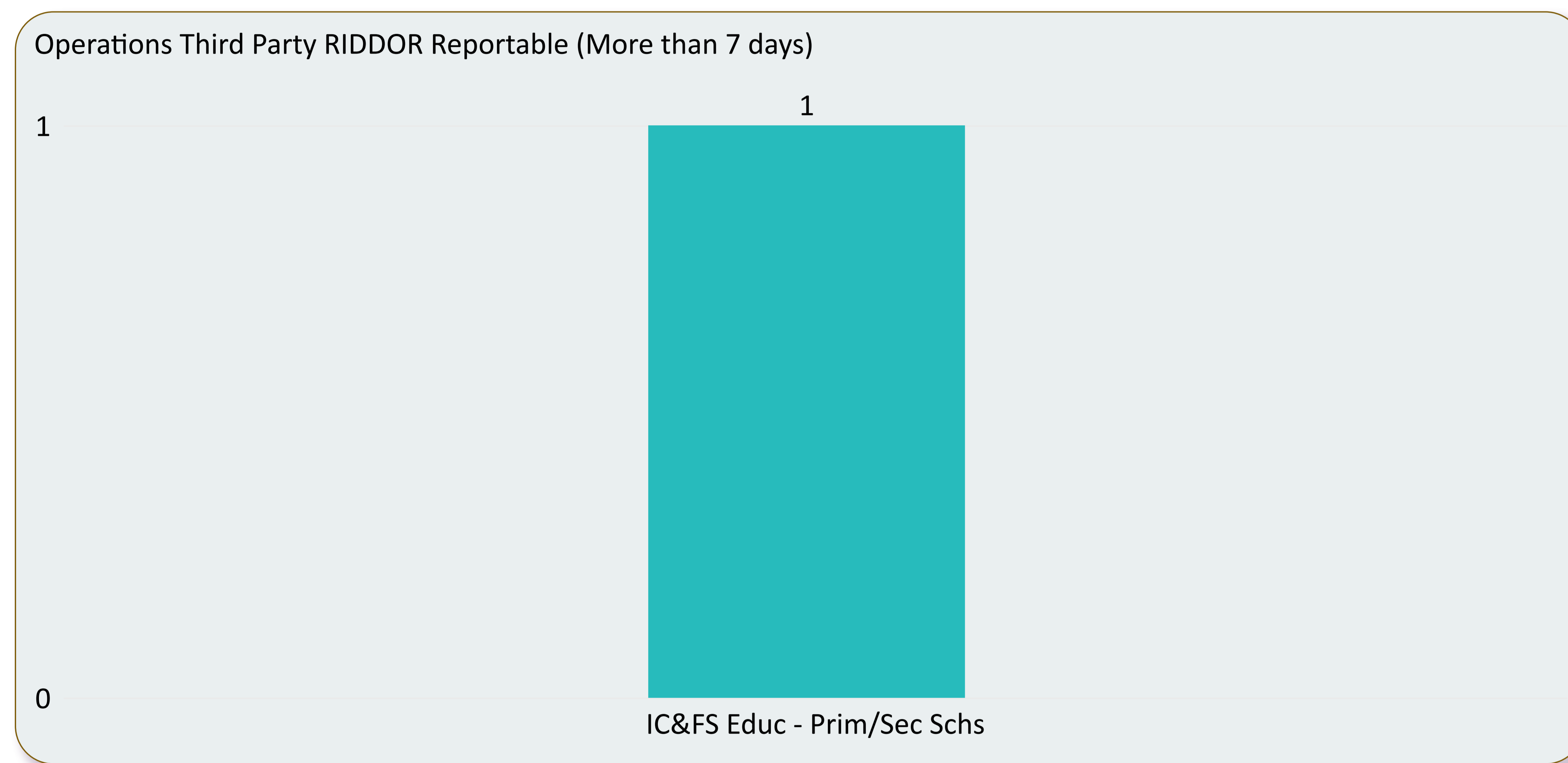
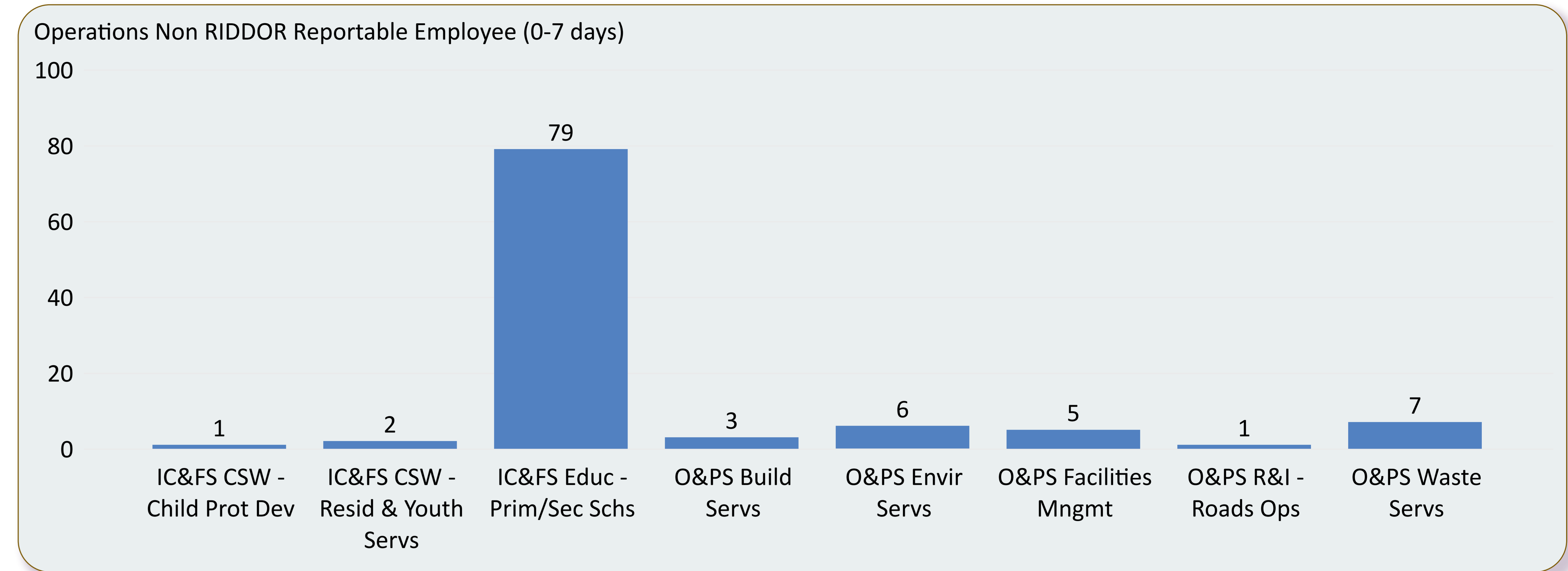
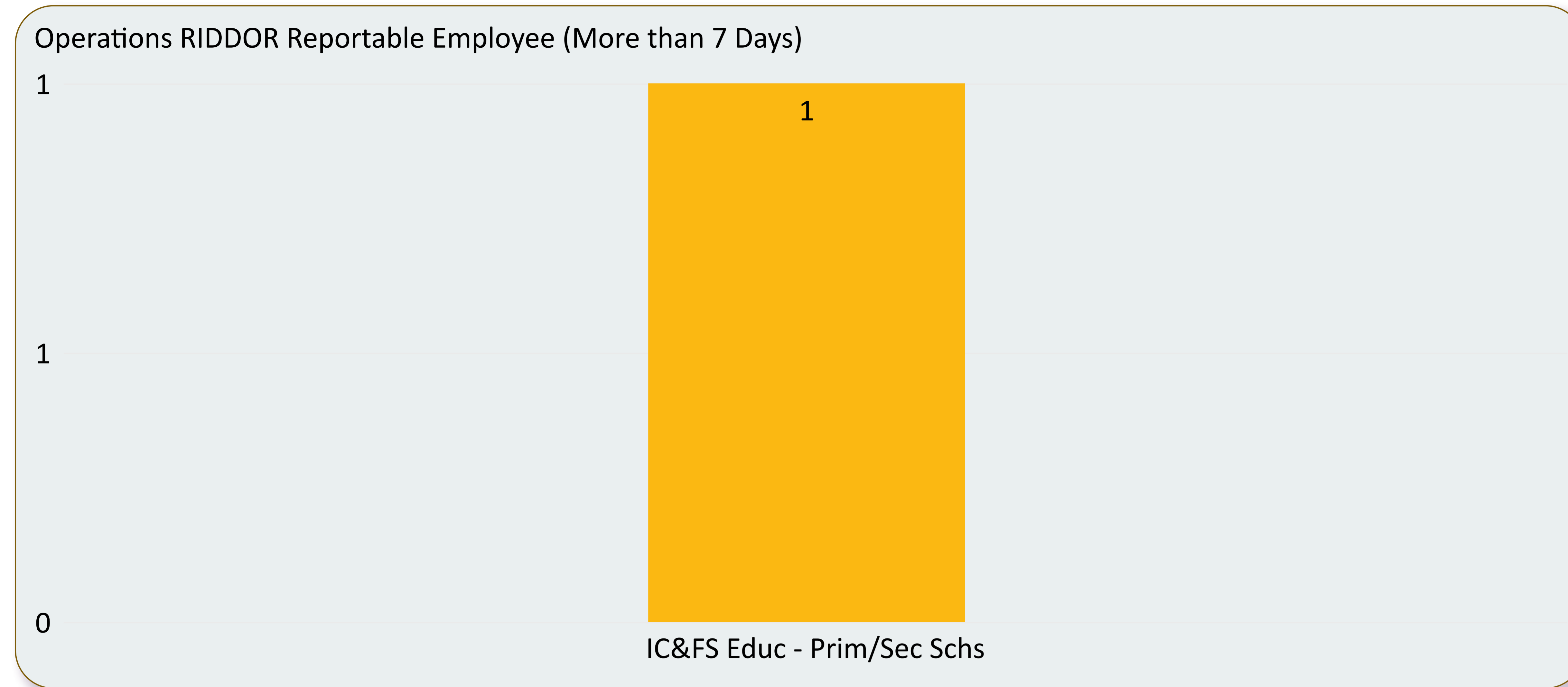
Services have been contacted, employees have attended annual refresher training on manual handling, and incidents are also highlighted through 'tool box talks' and Team meetings.

AHSCP - Employee injuries 2 out of the 3 were from physical assault, due to clients behaviour, in supported secure accommodation.

IC&FS - 93% injuries caused by physical assault: 77% of those were by pupils with identified learning or Social Emotional Need, 83% by primary pupils. Of physical assault with no Identified Learning or Social Emotional Need, 88% were caused by primary pupils. A risk assessment/ASN training course for PSA's working with pupils with support needs is being developed jointly by H&S and ASN support for delivery to primary schools. 64% of injury reports were not investigated compared to 49% in Q1. QIM's being provided with statistics for them to follow up with the relevant schools.

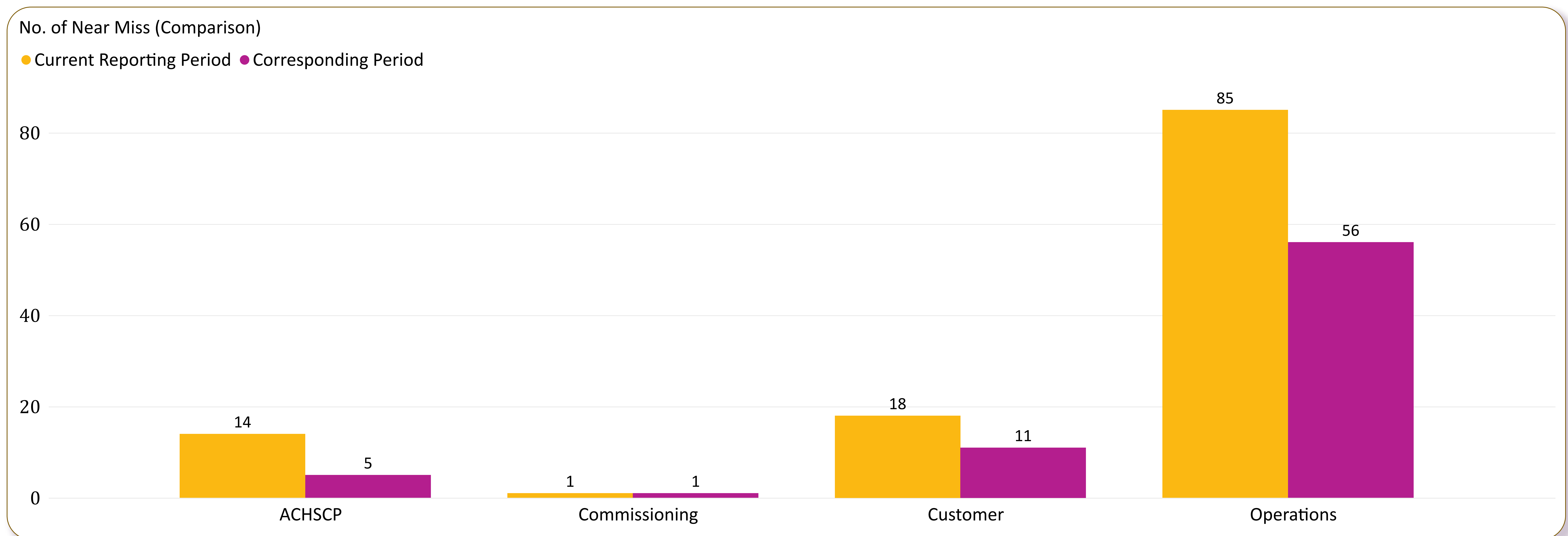
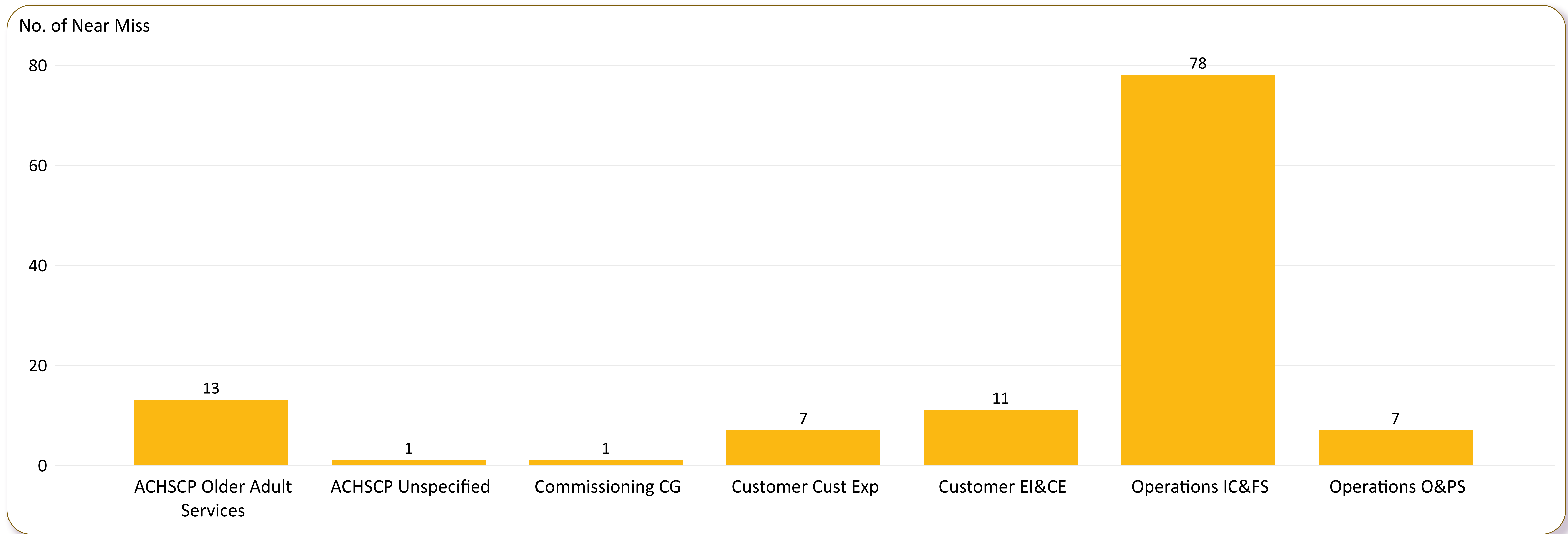
Operations Reported H&S Incidents Between Jul to Sep 2021

The following tables give a breakdown of **Operations** incidents (Employee and Third Party) down to service level.



Reported H&S Near Miss Between Jul to Sep 2021

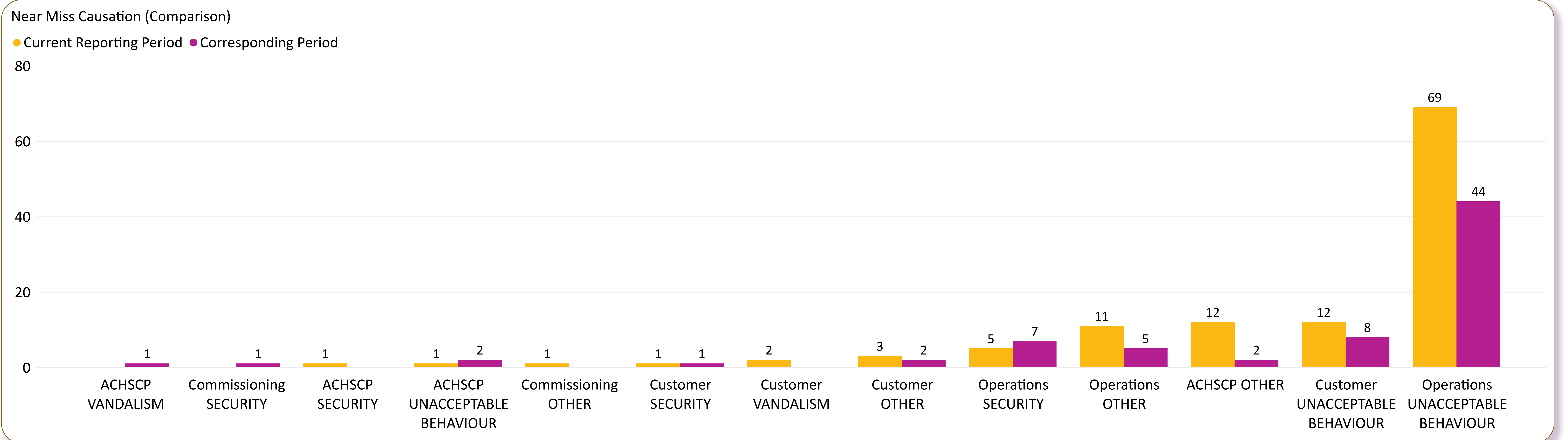
The tables below show information to a Function and Cluster level for employee and non-employee near misses.
 Top table: Total near misses for this reporting period for each Cluster. Bottom table: comparison of near misses with corresponding reporting period for each Function.



Reported H&S Near Miss (Causation) Between Jul to Sep 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

OPS had 7 near misses reported in 3 different categories. No reports indicated the risk assessments had been reviewed. Further analysis indicated this was not the case as line managers had checked them during the investigation. Team Leaders/Supervisors have been informed of recent upgrades to the YourHR system and offered refresher training on reporting if required.

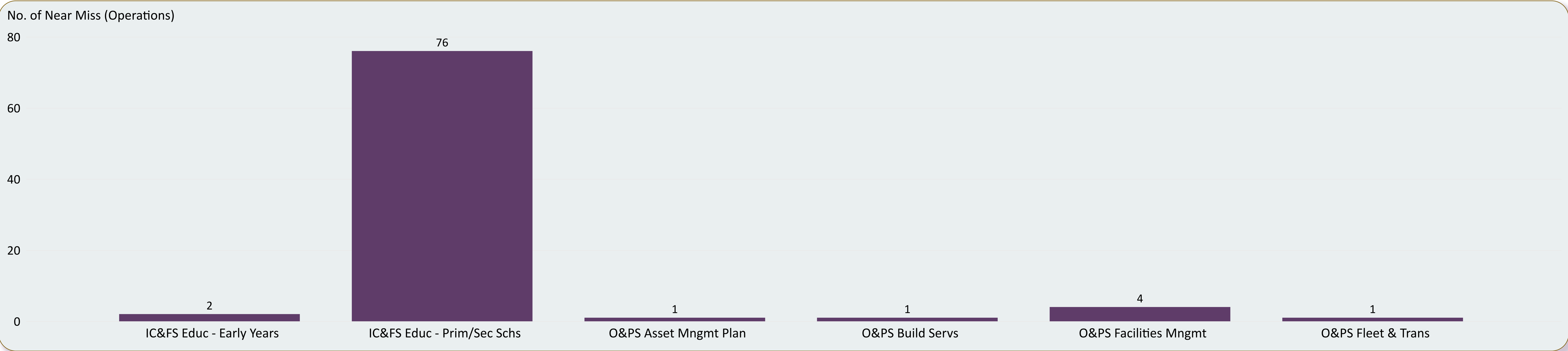
ACHSCP - 11/14 near misses relate to client support; training identified and provided which has addressed the issue. There are protocols in place for the errors, which were followed by the service.

IC&FS - 89% of Near Misses affected staff and 11% affected pupils. Half of pupils near misses due to security (pupils leaving school grounds), and half due to violence.

Customer - Inappropriate communication (verbal abuse) towards staff accounted for 56% (10) of the near misses. They all involved different service users and employees, and took place at various locations. procedures were followed to reduce the possibility of these service users communicating similarly in future.

Operations Reported H&S Near Miss Between Jul to Sep 2021

The following tables give a breakdown of **Operations** Near Miss down to service level.

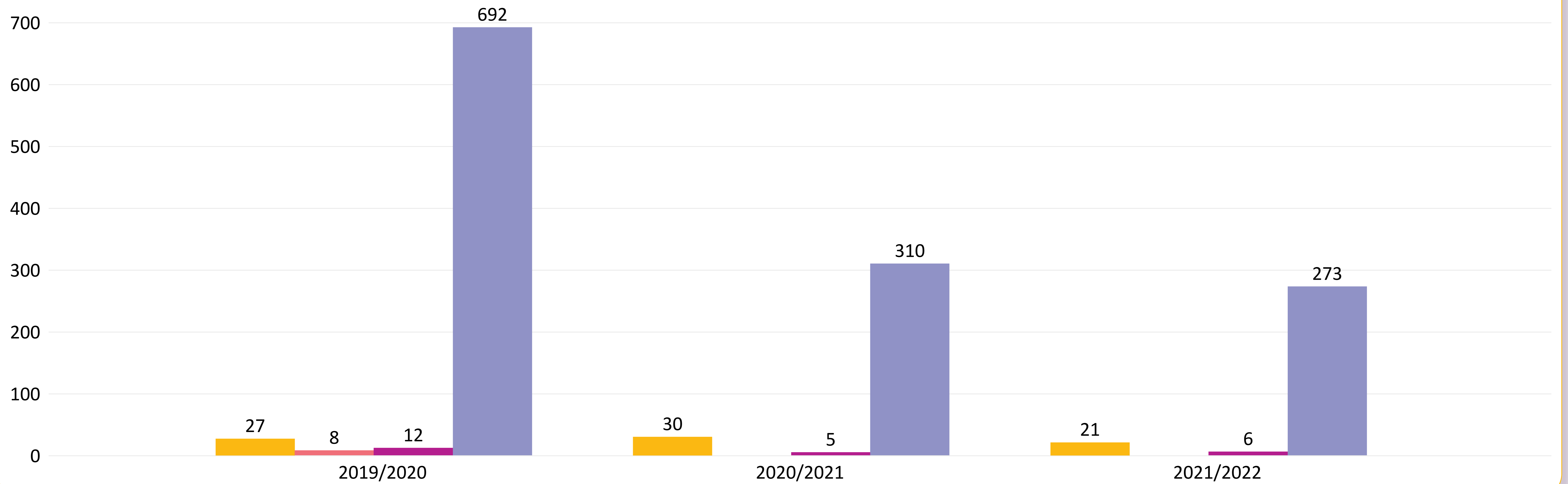


Reported Incidents From 2019/20 to 2021/22 Q2

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

No. of Reported Incidents

● ACHSCP ● Commissioning ● Customer ● Operations



Incident Trend Analysis

OPS - 2 incidents incurred between 4-7 days absence, neither was a major injury.

20 of the reported incidents resulted in 0-3-day absence.

5 of the 0-3 day incidents from Waste Services involved the manoeuvring of bulk bins onto vehicle lifting mechanisms or on uneven surfaces or pavements.

The most common injuries are lacerations and open wounds with the hands and fingers injured most frequently.

Across the Cluster the number of reported incidents per:

Waste Services 8

Environmental Services 7

Facilities Management 6

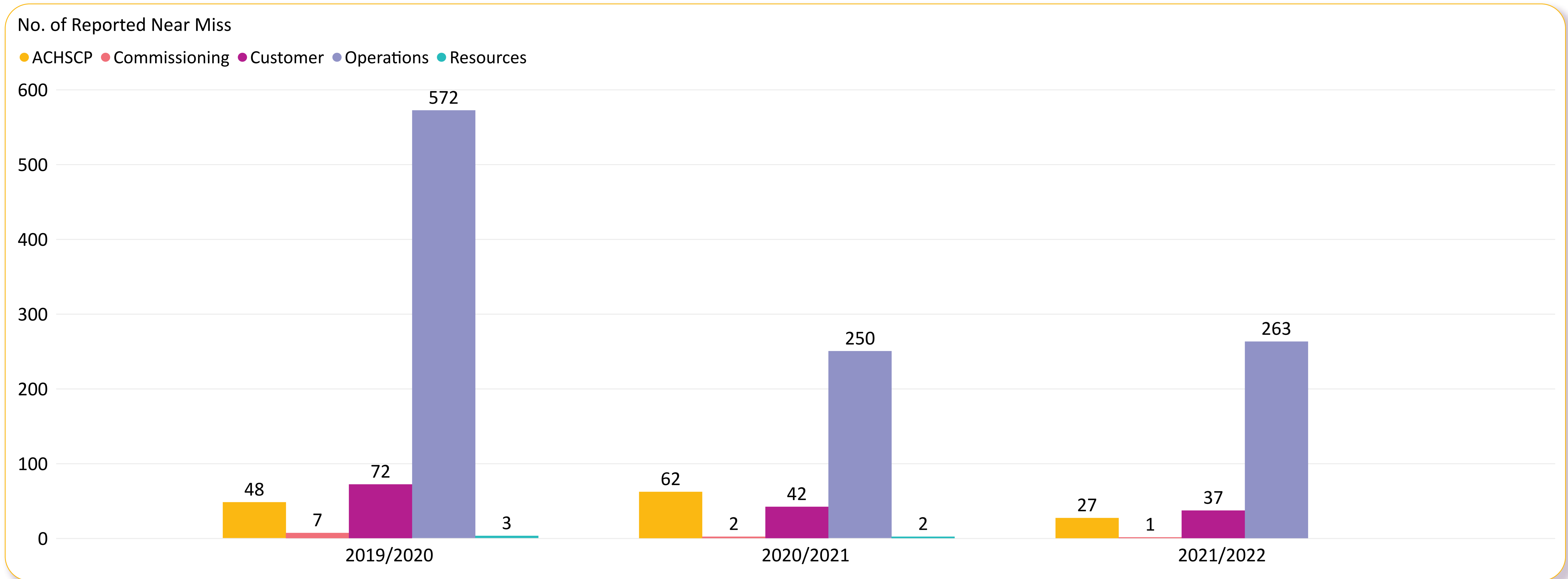
Building Services 4

Roads and Infrastructure 1

IC&FS - Majority of injuries arising from physical assault. As detailed above, the risk/ASN training being developed for delivery to PSA's in primary schools should help address this area.

Reported Near Miss From 2019/20 to 2021/22 Q2

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



Near Miss Trend Analysis

OPS - 7 near miss report, 2 indicated a breach of security in a school premises. Both were investigated by line management and all staff have been reminded of the security arrangements when working out of hours in schools.

IC&FS - All near misses reported by staff are related to pupil behaviour: inappropriate communication or violence, only 26% attributed to pupils with Additional Support Needs. Schools addressing issues via disciplinary/school relationship policies.

Customer - The majority of the near misses (56%) were inappropriate communications (verbal abuse) 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 in some instances involved the support of Police Scotland.