

Item: 14

Policy and Resources Committee: 24 September 2019.

Evaluation of Service Health and Safety Performance.

Report by Executive Director of Corporate Services.

1. Purpose of Report

To present the Evaluation of Service Health and Safety Performance for 2018 to 2019.

2. Recommendations

The Committee is invited to note:

2.1.

The Evaluation of Service Health and Safety Performance for 2018 to 2019, attached as Appendix 1 to this report.

3. Evaluation of Service Health and Safety Performance

3.1.

In accordance with the Health and Safety Policy, an annual report, evaluating the health and safety performance of each service, should be prepared. The Evaluation of Service Health and Safety Performance report, attached as Appendix 1 to this report, has been prepared for the year ending 31 March 2019 and is based on accident reports received by the Safety and Contingencies section covering the period 1 April 2018 to 31 March 2019.

3.2.

The report is specific to work related accidents and ill health in relation to Council employees. Accidents to school pupils, service users in care establishments and members of the public in general are not included in this evaluation although all such accident reports are recorded and, when deemed necessary, investigated.

3.3.

The total number of accidents / incidents occurring during the period decreased from 82 for the previous reporting year to 72 this year.

3.4.

The total number of reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (over seven days lost time and specified injuries) was 10, which is three more than the previous year.

3.5.

There were no incidents of work-related ill health under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 recorded for the period.

3.6.

In accordance with the existing Health and Safety Policy, all accidents and work-related ill health conditions will continue to be recorded and a copy of the accident / incident report forwarded to the Council's Safety and Contingencies section.

4. Corporate Governance

This report relates to the Council complying with its duties as an employer and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

5. Financial Aspects

There are no financial implications arising directly from this report.

6. Legal Aspects

6.1.

Section 2 of the Health and Safety at Work etc Act 1974 states among other matters that it shall be the duty of every employer to prepare a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements for carrying out that policy.

6.2.

Evaluation of the Council's health and safety performance is a requirement in terms of the Council's Health and Safety Policy.

7. Contact Officers

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8. Appendix

Appendix 1: Evaluation of Service Health and Safety Performance.



Evaluation of Service Health and Safety Performance 2018 to 2019

1. Introduction

1.1. In accordance with the Orkney Islands Council's (the Council) Health and Safety Policy, an annual report, evaluating the health and safety performance of each service, should be prepared.

1.2. This report has been prepared for the year ending 31 March 2019 and is based on Council accident reports received by the Safety and Contingencies section covering the period 1 April 2018 to 31 March 2019.

1.3. The report is specific to work-related accidents and ill health in relation to Council employees. Accidents, incidents and near-misses to school pupils, service users in care establishments and members of the public in general are not included in this evaluation although any such reports are recorded and, when deemed necessary, investigated.

2. General Observations

2.1. Table 1 compares the number and types of accidents between years 2017 to 2018, and 2018 to 2019.

Table 1: Breakdown of accident and incident data.

Category.	2017 to 2018.	2018 to 2019.
Total number of accidents reported to Safety and Contingencies section.	82.	72.
RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) categories:		
Reportable diseases.	0.	0.
Specified injuries.	3.	0.
More than 7 days off work.	3.	10.
Dangerous occurrences.	0.	0.
Fatalities at work.	1.	0.
Total RIDDOR reportable.	7.	10.
Accident Incidence Rate – the Accident Incidence Rate is based on the number of RIDDOR reportable accidents per 1,000 employees.	2.81.	4.45.
Total slips / trips / falls.	24.	16.

Category.	2017 to 2018.	2018 to 2019.
Total reported incidences of violence at work.	15.	13.
Total manual handling incidents.	12.	10.
Total struck by object.	10.	19.

2.2. The total number of accidents / incidents occurring during the period decreased from 82 for the previous reporting year to 72 this year. That represents a reduction of 13% over the previous 12 month period.

2.3. Under RIDDOR, all employers are required to report certain accidents and incidents to the Health and Safety Executive (HSE). These include accidents which result in employees missing over seven days of work, fatalities and specified injuries, as well as incidents which do not lead to any injuries, but which may involve the overturning of lifting equipment etc.

2.4. The total number of RIDDOR reportable accidents was ten, which is three more than the previous year.

2.5. All RIDDOR reportable accidents related to over 7-day injuries rather than any other cause. There were no RIDDOR reportable work-related ill health incidents recorded for the period.

Table 2: Total number of accidents year on year.

Year.	Total number of accidents reported.
2010 to 2011.	126.
2011 to 2012.	148.
2012 to 2013.	94.
2013 to 2014.	90.
2014 to 2015.	73.
2015 to 2016.	91.
2016 to 2017.	79.
2017 to 2018.	82.
2018 to 2019.	72.

Table 3: RIDDOR reportable accidents year on year.

Year.	Total number of RIDDOR accidents reported.
2010 to 2011.	15.
2011 to 2012.	6
2012 to 2013.	3.
2013 to 2014.	9.

Year.	Total number of RIDDOR accidents reported.
2014 to 2015.	5.
2015 to 2016.	5.
2016 to 2017.	6.
2017 to 2018.	7.
2018 to 2019.	10.

2.6. The Accident Incidence Rate (AIR) figure is widely used to compare health and safety performance. The AIR is based on the number of RIDDOR reportable accidents per 1,000 employees. This does not include dangerous occurrences. The AIR is calculated using the number of reportable accidents, multiplied by 1,000 then divided by the number of employees. The figure of 2,245 has been used as the average total number of employees. It should be noted that this number also includes part time staff - the number is not FTE equivalent. These figures are provided by the Council's Human Resources section.

Table 4: Accident Incident Rate year on year.

Year.	Accident Incident Rate.
2010 to 2011.	7.2.
2011 to 2012.	2.88.
2012 to 2013.	1.44.
2013 to 2014.	3.88.
2014 to 2015.	2.38.
2015 to 2016.	2.04.
2016 to 2017.	2.44.
2017 to 2018.	2.81.
2018 to 2019.	4.45.

2.7. A table comparing the Council's AIR to other local authorities within the North of Scotland (includes both other Island Authorities) is shown below. Although the other local authorities are comparable from a geographical point of view, the internal arrangements from health and safety reporting and differences with Integration Joint Boards between the National Health Service and the particular local authorities means that the figures are not directly comparable. The Health and Safety Advisors for those authorities asked that the figures were anonymised as they have not published their figures at the time this report was prepared.

2.8. The increase in AIR from 2.81 to 4.45 is as a result of the increase in the number of RIDDOR reportable accidents from seven to ten, and at the same time a reduction in the number of staff from 2,457 in 2017 to 2018, to 2,245 in 2018 to 2019.

Table 5: Accident Incident Rate Comparison.

Authority.	Accident Incident Rate.
Orkney Islands Council.	4.45.
Local authority 1.	2.2.
Local authority 2.	1.625.
Local authority 3.	1.86.
Local authority 4.	2.9.

3. Statistical Evaluation

3.1. The service breakdown of accidents is shown below.

Corporate Services.

Category.	2017 to 2018.	2018 to 2019.
Total.	19.	19.
Reportable.	1.	1.

3.2. Seven accidents involved cleaners while ten involved catering staff. The RIDDOR report was as a result of a bad dermatological reaction to cleaning chemicals. Seven accidents involved slips / trips and falls whilst three were as a result of walking into walls or doors.

Chief Executive's Service.

Category.	2017 to 2018.	2018 to 2019.
Total.	0.	3.
Reportable.	0.	0.

3.3. There were three accidents reported by the Chief Executive's Service in the last financial year. All involved Customer Service staff who suffered minor injuries and subsequently no time off work.

Orkney Health and Care.

Category.	2017 to 2018.	2018 to 2019.
Total.	24.	26.
Reportable.	0.	3.

3.4. Ten of the accidents were as a result of workplace violence in Care home setting. The three RIDDOR reportable accidents were as a result of manual handling accidents. This increase in the number of RIDDOR reportable accidents goes part way to explain the increase in the Council's Accident Incident Rate.

Development and Infrastructure.

Category.	2017 to 2018.	2018 to 2019.
Total.	15.	11.
Reportable.	5.	5.

3.5. Although the number of accidents has dropped, by nearly a third, the number of RIDDOR reportable accidents are the same as the previous year.

Education, Leisure and Housing.

Category.	2017 to 2018.	2018 to 2019.
Total	24.	13.
Reportable	1.	1.

3.6. The overall number of accidents/incidents has dropped by nearly 50%. The number of reports of assaults towards teachers and support for learning assistants explains that as it has dropped from 14 in 2017 to 2018 to 3 in 2018 to 2019. The RIDDOR reported accident was in relation to a staff member who tripped whilst carrying an object and broke their thumb.

4. Health and Safety Management

4.1. The Council has a robust Health and Safety Policy and Health and Safety Management System. Health and Safety is a standard agenda item at all meetings of the Senior Management Team and Corporate Management Team.

4.2. Other measures include:

Corporate:

- Safety Committee.
- Health, Safety and Facilities Forum (HSFF).
- Inspections of Council premises and services carried out by the Safety and Contingencies Officer.

Service-wide:

- Development and Infrastructure – Works Representative Committee, Health and Safety Management meetings, and service representative at Safety Committee and HSFF. Harbour Authority holds monthly meetings at which health and safety is a standard agenda item.
- Orkney Health and Care – Service Manager meetings, Lead Professional meetings, team meetings, staff supervision processes and service representative at Safety Committee and HSFF.
- Corporate Services – regular management meetings, Executive Director chairs the Safety Committee, Head of IT and Facilities chairs the HSFF meetings and representative at Safety Committee and HSFF.

- Education, Leisure and Housing – regular manager, section head, admin and staff meetings, Educational Resource meetings, Orkney Joint Negotiating Committee, Leisure Management meetings, Papdale Halls of Residence Management meetings, and service representatives at Safety Committee and HSFF.
- Chief Executive's Service – regular management meetings, staff meetings / briefings, performance monitoring and service representatives at Safety Committee and HSFF.

4.3. The 2018 to 2019 period saw the launch of pro-active health and safety campaigns being run across the whole Council. Two campaigns were run during 2018 to 2019; Workplace Stress, and Conflict and Violence in the Workplace. The latter campaign included the launch and introduction of a new system whereby services share information with each other on service users who pose a risk to staff.

4.4. The topics of future campaigns will be based on areas with high accident numbers or those highlighted by the Council's Safety Committee as a topic they wish to see covered.

4.5. Each campaign has a working group with representatives from different services within the Council.

5. Policy Aspects

5.1. There are no significant policy aspects as a direct result of the recommendations of this report. The Council's Health and Safety Policy was reviewed and updated in April 2018 to reflect the duties and responsibilities of officers within the Council structure. The process to further review and update the Health and Safety Policy will commence towards the end of 2019.

6. Legal Implications

6.1. The Council has a statutory duty to comply with all relevant health and safety legislation. Section 2 of the Health and Safety at Work etc. Act 1974 requires that an employer must prepare a Health and Safety Policy. This evaluation of performance is a requirement of the Council's Health and Safety Policy.

7. Financial Implications

7.1. The costs associated with workplace accidents result from a variety of sources and not all are covered by employer's liability insurance. Such costs include:

- Work delays.
- Overtime pay.
- Sick pay.
- Fines.
- HSE fees for intervention.
- Legal costs.
- Extra wages.
- Accident investigation.
- Excess on insurance.
- Staff injury / ill health.
- Damage to equipment.

7.2. HSE, in their report “Costs to Britain of workplace fatalities and self-reported injuries and ill health, 2015 to 2016” have produced cost estimates of injuries and ill health.

7.3. The estimated cost to the employer for an injury at work which results in the employee being off for seven or more days is £5,000.

8. Conclusion

8.1. Although the total number of accidents has decreased by 13%, there has been an increase in the number of accidents leading to employees having to take over 7 days off work.

8.2. It is the policy of the Council to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees.

8.3. This statistical evaluation implements one of the requirements of the Council’s Health and Safety Policy, and highlights areas which may require further investigation or management investigation, with the aim of reducing the numbers of accidents and incidents.

9. Recommendations

9.1. All accidents, near misses and work-related ill health conditions should continue to be recorded and a copy of the accident / incident report should be forwarded to the Council’s Safety and Contingencies section.

10. References

Health and Safety Executive: Costs to Britain of workplace fatalities and self-reported injuries and ill health, 2015 to 2016.