

Item: 9

Policy and Resources Committee: 22 September 2020.

Evaluation of Service Health and Safety Performance.

Report by Executive Director of Development and Infrastructure.

1. Purpose of Report

To present the Evaluation of Service Health and Safety Performance for 2019 to 2020.

2. Recommendations

The Committee is invited to scrutinise:

2.1.

The Evaluation of Service Health and Safety Performance for 2019 to 2010, attached as Appendix 1 to this report.

3. Evaluation of Service Health and Safety Performance

3.1.

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 2020 and is based on accident reports received by the Safety and Resilience Service covering the period 1 April 2019 to 31 March 2020.

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.

3.4.

The total number of accidents / incidents occurring during the period decreased from 72 for the previous reporting year to 71 this year.

3.5.

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 9, which is 1 less than the previous year.

3.6.

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

3.7.

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 Resilience service.

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 2019 to 2020

1. Introduction

1.1. In accordance with 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 2020 and is based on the Council's accident reports received by the Safety and Resilience Service covering the period 1 April 2019 to 31 March 2020.

1.3. The report is specific to work related accidents and ill health in relation to the Council's 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 below compares the number and types of accidents between 2018/19 and 2019/20. In the year 2019/20, the Council started to use the same categories of accident causes as the Health and Safety Executive (HSE). These are:

- Slip, trip or fall on same level.
- Handling, lifting or carrying.
- Struck by moving object.
- Falls from a height.
- Acts of violence.
- Contact with moving machinery.
- Strike against something fixed or stationary.
- Other kinds of accidents.

2.2. The 2018/19 accidents have not been retrospectively inserted into these new categories but where the category is directly comparable the number of accidents from the 2018/19 period has been included.

Table 1: Breakdown of accident and incident data.

Category.	2018 to 2019.	2019 to 2020.
Total accidents reported to Safety and Resilience.	72.	71.
RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) categories:		
Reportable diseases.	0.	0.
Specified injuries.	0.	2.
More than seven days off work.	10.	6 (see note below).
Note: Seven RIDDOR accidents were reported, however on investigation, it was concluded that one of those accidents did not occur as described and therefore was not work related.		
Dangerous occurrences.	0.	1.
Fatalities at work.	0.	0.
Total RIDDOR reportable.	10.	9.
Accident Incidence Rate.	4.45.	2.93.
Slip, trip or fall on same level.	16.	25.
Handling, lifting or carrying.	10.	13.
Struck by moving object.	19.	7.
Falls from a height.		0.
Acts of violence.	13.	8.
Contact with moving machinery.		1.
Strike against something fixed or stationary.		5.
Other kinds of accidents.		12.

2.3. The total number of accidents / incidents occurring during the period decreased from 72 for the previous reporting year to 71 this year. This represents a reduction of 1.4% over the previous 12-month period. Table 2 shows the number of accidents per year for the last eight years.

2.4. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all employers are required to report certain accidents and incidents to the 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.

2.5. The total number of RIDDOR reportable accidents was nine which is the same as for the previous period. Ten RIDDOR notifications were made to the HSE but on investigation of one of the accidents, it was discovered that the accident could not have happened as reported. This accident had previously been reported to HSE and following the investigation was subsequently removed from the tally. Table 3 shows the number of RIDDOR reportable accidents per year over the last eight years.

2.6. Six RIDDOR reportable accidents related to over seven-day injuries, one was due to the collapse of lifting equipment on a recycler which is classed as a dangerous occurrence and two were due to specified injuries to staff as a result of an accident (in this case it was skeletal fractures). There were no RIDDOR reportable work-related ill health incidents recorded for the period.

2.7. Since August 2019, all RIDDOR reportable accidents have been investigated by the Safety and Resilience Officer and a report produced which details causal factors and recommendations, where appropriate, for prevention of a recurrence. This report is shared with the Service and an Executive Summary is shared with the Safety Committee.

Table 2: Total number of accidents year on year.

Year.	Total number of accidents reported.
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.
2019 to 2020.	71.

Table 3: RIDDOR reportable accidents year on year.

Year.	Total number of RIDDOR accidents reported.
2012 to 2013.	3.
2013 to 2014.	9.
2014 to 2015.	5.
2015 to 2016.	5.
2016 to 2017.	6.
2017 to 2018.	7.
2018 to 2019.	10.
2019 to 2020.	9.

2.8. 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 2,264 has been used as the average total number of employees. It should be noted that this number also includes part time staff but does not include relief staff - the number is not FTE equivalent. These figures are provided by the Council's Human Resources section. Table 4 shows the AIR each year for the last eight years.

Table 4: Accident Incident Rate year on year.

Year.	Accident Incident Rate.
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.
2019 to 2020.	3.53.

2.9. The decrease in accident incident rate from 4.45 to 3.53 is due to a slight reduction in reportable accidents as well as an increase in staff from 2,245 to 2,264.

2.10. Table 5, which compares the Council's AIR to other local authorities within the North of Scotland (includes both other Island Authorities) is shown below. Please note, due to COVID-19 response, other local authorities were unable to provide their AIR figures. Therefore, for comparison purposes, we have used their figures from 2018/19.

2.11. Although the other local authorities are comparable from a geographical point of view, the internal arrangements for Health and Safety reporting and differences with Integration Joint Boards between National Health Service (NHS) and the particular local authorities means that the figures are not directly comparable.

Table 5: Accident Incident Rate Comparison.

Authority.	Accident Incident Rate.
Orkney Islands Council AIR.	2.93.
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.	2018 to 2019.	2019 to 2020.
Total.	19.	6.
Reportable.	1.	0.

3.2. Comments: Two accidents involved cleaners while three involved catering staff. The last accident involved a staff member within School Place. There were no RIDDOR reports. This is a 69% decrease in the number of accidents within the service.

Chief Executive's Service.

Category.	2018 to 2019.	2019 to 2020.
Total.	3.	0.
Reportable.	0.	0.

3.3. Comments: There were no accidents reported from the Chief Executive Service for this period.

Orkney Health and Care.

Category.	2018 to 2019.	2019 to 2020.
Total.	26.	34.
Reportable.	3.	3.

3.4. Comments: This is a 30% increase in the number of accidents reported by this Service over the previous period. Fourteen of the accidents were as a result of slips, trips or falls on the same level, six were due to acts of violence and a further six were due to accidents involving handling, lifting or carrying. Two of the RIDDOR reportable accidents were as a result of slips, slip / trip or falls on the same level and the other was due to handling, lifting or carrying.

Development and Infrastructure.

Category.	2018 to 2019.	2019 to 2020.
Total.	11.	18.
Reportable.	5.	6.

3.5. Comments: Whilst the overall number of accidents at 18 remains relatively low for an operational service of the scale and scope undertaken within the Development and Infrastructure service, the number of accidents reported increased by 63%. Six accidents involved handling, lifting or carrying (three of which were RIDDOR reportable for more than seven days off work), five involved slips, trips or falls on the same level (two of which were RIDDOR reportable). The last RIDDOR report was due to the collapse of lifting equipment

on a recycler which is classed as a Dangerous Occurrence. Part of this increase could be attributable to increased reporting as there have been efforts across the Service to encourage staff to report accidents and near miss events as part of an overall Just Culture. However, the fact that there has been an increase in recorded accidents deserves further focus and the Development and Infrastructure Senior Management team will apply a renewed focus on these matters with immediate effect.

Education, Leisure and Housing.

Category.	2018 to 2019.	2019 to 2020.
Total	13.	13.
Reportable	1.	1.

3.6. Comments: The overall number of accidents / incidents remained at the same level as the previous period. Five accidents were due to slips, trips or falls on the same level. The other accidents were spread across the seven other causal categories.

3.7. The RIDDOR reported accident relates to a staff member who tripped over children's toys and fractured their wrist.

4. Health and Safety Management System Review

4.1. In January 2020, the Council's Senior Management Team (SMT) agreed to revitalise the Council's Health and Safety Management System (HSMS) by introducing the HSE's health and safety management system 'HSG65: Managing for Health and Safety'.

4.2. The standard HSG65 requires the Council to produce a health and safety risk profile. This would be a combination of all the Service risk profiles. The Health and Safety Risk Assessment Guidance, passed by the SMT on 10 December 2019, included the requirement for all Services to centrally store their risk assessments, allowing access by all employees. This centralisation of risk assessments simplifies the process for each Service to identify and review its highest risks.

4.3. Through the revitalisation of the Council's Health and Safety Management System and Health and Safety Policy, the Safety and Resilience Service is intent on reducing the number of health and safety related policies and subsuming them as guidance associated with the overarching Policy.

4.4. Implementation of the system would introduce a more formal reporting system for accident and incidents from the relevant service through the Safety and Resilience Service to the Council's Safety Committee, the SMT and finally the Policy and Resources Committee of the Council. This reporting structure would be used for accident investigation reports, non-conforming health and safety inspection reports as well as the Annual Health and Safety Report.

5. Health and Safety Management System

5.1. In accordance with the Council's Performance Management System, Services monitor their Health and Safety performance, using the last six months' accident data, taken from the previous twelve-monthly period in performance reports and in subsequent reports to service management teams and service committees.

5.2. Other measures include:

5.2.1. Corporate:

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

5.2.2. Service Wide:

- Development and Infrastructure:
 - Operational team meetings and toolbox briefs.
 - Works Representative Committee.
 - Service representative at Safety Committee and HSFF.
 - Weekly Senior Management Team meeting.
 - Quarterly Union engagement meetings, which include Health and Safety as standing item.
 - Harbour Authority holds monthly meetings at which health and safety is a standard agenda item.
 - Quality Management System and Designated Person Audits.
- Orkney Health and Care:
 - Service Manager meetings.
 - Lead Professional meetings.
 - Team meetings.
 - Staff supervision processes.
 - Service representative at Safety Committee and HSFF.
- Corporate Services:
 - Regular management meetings.
 - Executive Director chair of Safety Committee.
 - Head of IT and Facilities chair of HSFF meetings.
 - Representative at Safety Committee and HSFF.
- Education, Leisure and Housing:
 - Regular Manager, Section Head, Admin and staff meetings.
 - Education Resource Meetings.
 - Orkney Joint Negotiating Committee.
 - Leisure Management meetings.
 - Papdale Halls of Residence Management meetings.
 - Service representatives at Safety Committee and HSFF.

- Chief Executive's Service:
 - Regular management meetings.
 - Staff meetings.
 - Briefings.
 - Performance monitoring.
 - Service representatives at Safety Committee and HSFF.

5.3. The 2019/20 period saw the launch of pro-active health and safety campaigns being run across the whole Council. Two campaigns were run during 2019/20; these were Musculoskeletal Disorders and Slips, trips and falls.

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

5.5. Each campaign has a working group with representatives from different Services from within the Council.

5.6. The COVID-19 pandemic has meant that the planned campaigns for the 2020/21 period have been put on hold to allow staff to concentrate on the Council's response. Safety and Resilience staff have produced 'COVID-19 Guidance and Working Procedures for Staff', 'Homeworking Guidance for Staff', and through working with colleagues in OHAC staff have produced PPE Guidance for Care Home and Home Care Staff. All of the guidance is available on the Council website.

5.7. Throughout the pandemic response, colleagues in HR have sent staff emails with content to help tackle stress and mental health issues. Through the Care for People Group which has been set up in response to the COVID-19 pandemic, the Council was able to access information and sites used by other agencies. The Care for People Group is made up of representatives from Orkney Islands Council, NHS Orkney, Police Scotland and Third Sector agencies such as Enable, Blide Trust and VAO.

6. Legal Implications

6.1. In terms of Section 2(1) of the Health and Safety at Work etc. Act 1974 the Council has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees.

6.2. In terms of Section 2(2) of the Health and Safety at Work etc. Act 1974 the Council has a duty 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.

6.3. This evaluation of performance is a requirement of the Council's Health and Safety duties and 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. The 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 £5,100, with the cost for being off for six days or less is an estimated £110.

8. Conclusion

8.1. Although there has been a reduction in the number of accidents reportable to the HSE, the overall number of accidents has remained almost static.

8.2. It is the policy of Orkney Islands 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 Resilience service.

10. References

HSE - Costs to Britain of workplace fatalities and self-reported injuries and ill health, 2015 to 2016.