

Item: 18

Policy and Resources Committee: 27 November 2018.

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 2017 to 2018.

2. Recommendations

The Committee is invited to note:

2.1.

The Evaluation of Service Health and Safety Performance for 2017 to 2018, 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 2018 and is based on accident reports received by the Safety and Contingencies Service covering the period 1 April 2017 to 31 March 2018.

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 increased slightly from 79 for the previous reporting year to 82 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 seven, which is one 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 Health and Safety 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 Implications

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 of its 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 2017 to 2018

1. Introduction

1.1.

In accordance with the Council's 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 2018 and is based on OIC accident reports received by the Safety and Contingencies Service covering the period 1 April 2017 to 31 March 2018.

1.3.

The report is specific to work related accidents and ill health in relation to OIC 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. The Council understands that it is important to recognise and manage the many risks which are inherent in its activities, and in the services which it provides for the benefit of the community. The Council has therefore adopted this policy on risk management, has established the attached Risk Management Strategy and has implemented procedures in support of the policy and strategy.

2. Accidents

2.1.

A total of 82.24 days (pro-rata and not including the fatal accident) were lost to work related accidents / injuries. This is a near 10% reduction in the recorded workdays lost due to accidents from the previous year. These figures have been supplied by HR and data was recorded as "injuries / accident – work related".

Table 1: Breakdown of pro-rata days off by service for work related injuries.

Service.	Injuries / Accidents – work related.	
	2016 to 2017.	2017 to 2018.
Chief Executive's Service	0.	0.
Corporate Services.	0.54.	8.04.
Development and Infrastructure.	58.72.	44.
Education, Leisure and Housing (non-teaching).	3.45.	2.
Education, Leisure and Housing (teaching).	0.	0.
Orkney Health and Care.	28.19.	28.2.

Service.	Injuries / Accidents – work related.	
	2016 to 2017.	2017 to 2018.
Total for Orkney Islands Council	90.9.	82.24.

3. Stress

3.1.

The number of days lost to workplace stress has reduced from 768 days in 2016 to 2017 to 594.6 in 2017 to 2018. That is a reduction of roughly 23%.

Table 2: Breakdown of pro-rata days off by service as a result of work related stress.

Service.	Stress – work related (number of employees).	
	2016 to 2017.	2017 to 2018.
Chief Executive's Service	0.	0.
Corporate Services.	19.76.	43 (1).
Development and Infrastructure.	63.	67 (2).
Education, Leisure and Housing (non-teaching).	21.01.	36.45 (4).
Education, Leisure and Housing (teaching).	161.	164 (5).
Orkney Health and Care.	503.89.	284.15 (5).
Total for Orkney Islands Council	768.7.	594.6 (17).

3.2.

With the increased level of information provided by HR, it has been possible to determine the number of staff who make up the number of days lost due to workplace stress in each service. This number can be seen in brackets in the 2017 to 2018 column in Table 2 above. For example, in Corporate Services, one person was off for 43 days and in Orkney Health and Care, five people were off for a total of 284.15 days due to workplace stress.

3.3.

On the HR form used to record reasons for ill health, there are two options under stress; stress and workplace stress. There may be a degree of under-recording of workplace stress due to staff not specifically stating the cause of the stress they are dealing with.

4. General Observations

4.1.

The total number of accidents / incidents occurring during the period increased slightly from 79 for the previous reporting year to 82 this year.

4.2.

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

4.3.

There were no RIDDOR reportable work related ill health incidents recorded for the period.

Table 3: 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 2017.	82.

Table 4: 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.
2014 to 2015.	5.
2015 to 2016.	5.
2016 to 2017.	6.
2017 to 2017.	7.

Table 5: Accidents Incident rate year on year.

Year.	Accident incident rate.
2010 to 2011.	7.2.
2011 to 2012.	2.88.

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 2017.	2.81.

4.4.

The Accident Incidence Rate is based on the number of RIDDOR reportable accidents per 1,000 employees. This does not include Dangerous Occurrences. This is calculated using the figure of 2457 as average total number of employees (AIR is calculated by taking the number of reportable accidents multiplied by 1000, then dividing by the number of employees). Note that this number also includes part-time staff; the number is not full time equivalent.

4.5.

The Accident Incidence Rate figure is widely used to compare health and safety performance. A table comparing Orkney Islands Council's accident incident rate 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 for health and safety reporting and differences with Integration Joint Boards between NHS 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 haven't published their figures at the time this report was submitted.

Table 6: Accident Incident Rate Comparison.

Authority.	Accident incident rate.
Orkney Islands Council.	2.81.
Local authority 1.	0.88.
Local authority 2.	1.45.
Local authority 3.	1.86.
Local authority 4.	3.04.
Local authority 5.	3.15.

5. Fatal Accident

5.1.

On 28 June 2017, an employee was fatally injured whilst carrying out surface dressing operations on the A967 Twatt to Stromness Road.

5.2.

Police Scotland and Health & Safety Executive investigations are still ongoing and an internal Council investigation into the accident was carried out by the Safety and Contingencies Team.

6. Statistical Evaluation

6.1.

There were ten incidents that involved being struck by an object and nine burn injuries.

Table 7: Breakdown of accident and incident data

Category.	2016 to 2017.	2017 to 2018.
Total number of accidents reported to Safety and Contingencies.	79.	82.
RIDDOR categories:		
Reportable diseases.	0.	0.
Specified injuries.	0.	3.
More than 7 days off work.	6.	3.
Dangerous occurrences.	2.	0.
Fatalities at work.	0.	1.
Accident Incidence Rate.	2.44.	2.81.
Total slips / trips / falls.	24.	24.
Total reported incidence of violence at work.	19.	15.
Total manual handling incidents.	8.	12.

6.2.

In accordance with the Council's Performance Management System, services monitor their health and safety performance using accident data on a six-monthly basis for the previous twelve-monthly period in performance reports and in subsequent reports to service management teams and service committees.

6.3.

The service breakdown of accidents is shown below.

6.3.1. Corporate Services

Category.	2016 to 2017.	2017 to 2018.
Total	14.	19.
Reportable	1.	1.

6.3.2.

All accidents relate to catering and cleaning staff from within IT and Facilities. All accidents reported were either slips / trips, cuts, burns or bumping into objects, or incidents with cleaning chemicals. The RIDDOR report was as a result of a trip over cleaning equipment which resulted in an injury and more than 7 days off work.

6.3.3. Chief Executive's Service

Category.	2016 to 2017.	2017 to 2018.
Total	0.	0.
Reportable	0.	0.

6.3.4.

There were no accidents reported by the Chief Executive's Service.

6.3.5. Orkney Health and Care

Category.	2016 to 2017.	2017 to 2018.
Total	22.	24.
Reportable	1.	0.

6.3.6.

Two-thirds of the accidents reported were as a result of slips, trips and falls (9) and manual handling (7). There were no RIDDOR accidents reported by Orkney Health and Care this year.

6.3.7. Development and Infrastructure

Category.	2016 to 2017.	2017 to 2018.
Total	16.	15.
Reportable	3.	5.

6.3.8.

The increase in RIDDOR reportable accidents from 3 to 5 resulted in the highest accident incident rate in the last 5 years.

6.3.9.

The five RIDDOR reportable accidents were as a result of two more than 7 days off work injuries (one extreme reaction to exposure to giant hogweed, one manual handling accident) and two specified injuries (one slip on ice leading to a dislocated shoulder and one fall from height leading to broken ribs), and the workplace fatality.

6.3.10. Education, Leisure and Housing

Category.	2016 to 2017.	2017 to 2018.
Total	27.	24.
Reportable	1.	1.

6.3.11.

The number of reports of assaults towards teachers and support for learning assistants has remained quite high with 16 reported in 2016 to 2017 and 14 in 2017 to 2018.

6.3.12.

The RIDDOR reported accident was as a result of a staff member who slipped on a wet floor and broke their wrist.

7. Health and Safety Management

7.1.

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.

7.2.

Other measures include:

Corporate

- Health and 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.

7.3.

The 2018 to 2019 period will see the launch of pro-active health and safety campaigns being run across the whole Council. The campaigns will run for 3 months each. The topics of the 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. The four campaigns that will run in 2018 to 2019 are:

- Workplace Stress.
- Conflict and violence in the workplace.
- Musculoskeletal disorders and manual handling issues.
- Slips, trips and falls.

7.4.

Each campaign will have a working group with representatives from different services within the Council.

8. Policy Aspects

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. Further policies are being reviewed during the financial year 2018 to 2019.

9. Legal Implications

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.

10. Financial Implications

10.1.

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.

10.2.

The Health and Safety Executive, 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.

10.3.

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. They have estimated that the cost to the employer of a fatal accident is £101,500.

11. Conclusion

11.1.

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.

11.2.

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

12. Recommendations

12.1.

All accidents 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.

12.2.

Where possible, accident and incident data should be reported by service.

13. References

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

14. Contact Officers

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