

<b>Title:</b>	<b>Health and Safety Annual Report 2018-19</b>		
<b>Author:</b>	<b>Carole Keillor – Estates, Health and Safety Manager</b> carole.keillor@careinspectorate.gov.scot		
<b>Appendices:</b>			
<b>Consultation:</b>			
<b>Resource Implications:</b>	Yes		

<b>Executive Summary:</b>	
This report reviews the organisation's health and safety performance for 2018-19 and provides comparative information previous years. The report also summarises Health and Safety plans for 2019-20.	
<b>It is recommended that the Board:</b>	
1.	Notes the health and safety performance for 2018-19.

<b>Links:</b>	Corporate Plan Outcome	3	Risk Register Number		EIA Y/N	N
<b>For Noting</b>		<b>For Discussion</b>		<b>For Assurance</b>		<b>For Decision</b> x

**If the report is marked Private/Confidential please complete section overleaf to comply with the Data Protection Act 2018 and General Data Protection Regulation 2016/679.**

<b>Reason for Confidentiality/Private Report:</b> <i>(see Reasons for Exclusion)</i>
<b>Disclosure after:</b>

<b>Reasons for Exclusion</b>	
a)	Matters relating to named care service providers or local authorities.
b)	Matters relating to named persons which were they to be discussed in public session, may give rise to a breach of the Data Protection Act 2018 or General Data Protection Regulation 2016/679.
c)	Matters relating to terms and conditions of employment; grievance; or disciplinary procedures relating to identified members of staff.
d)	Matters involving commercial confidentiality.
e)	Matters involving issues of financial sensitivity or confidentiality.
f)	Matters relating to policy or the internal business of the Care Inspectorate for discussion with the Scottish Government or other regulatory or public bodies, prior to final approval by the Board.
g)	Issues relating to potential or actual legal or statutory appeal proceedings which have not been finally determined by the courts.

## **HEALTH AND SAFETY ANNUAL REPORT 2018/19**

### **1.0 INTRODUCTION**

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 place duties on employers to ensure, so far as is reasonably practicable, the health and safety of their employees at work. This report outlines the health and safety performance of the Care Inspectorate for 2018-19.

### **2.0 ORGANISATION FOR HEALTH AND SAFETY**

The Health and Safety Committee (HaSC), chaired by the Director of Corporate and Customer Services, meets at least three times a year to review and monitor the overall strategy, policies and procedures, national accidents/incidents and any trends as well as the overall health and safety performance.

### **3.0 HEALTH AND SAFETY ACHIEVEMENTS DURING 2018-19**

#### **3.1 Policies, Procedures, Guidance and Risk Assessments**

- The Management of Road Risk Policy was approved and published, along with the RoSPA Driver's handbook.
- The checking of all staff's driving licence, car insurance and MoT information was carried out to ensure that all staff who drive for work are competent and can do so legally.
- Mental Health and Wellbeing Policy was approved and published.
- Zero Tolerance Policy was reviewed and reissued, giving more support and empowerment to staff.
- As a result of the short life working group set up to review the Lone Working Policy, a pilot scheme to ensure we fulfil our Duty of Care was developed.
- We completed the Action Plan from the 2015 Health and Safety Review.
- It was agreed that the Care Inspectorate would provide a health and safety services to the Scottish Social Services Council (SSSC) through a shared service arrangement. As a result, Lindsay Tannock, an Estates, Health and Safety Assistant was recruited and started in June 2018.
- The incident reporting forms and guidance were reviewed to allow for electronic completion of the forms, making it easier for staff to report incidents.
- New Induction Program, including health and safety and development was rolled out in conjunction with Organisational Workforce Development (OWD).
- A pilot session of the Mentally Healthy Workplace for Managers was held.

#### **3.2 MEASURING PERFORMANCE**

##### **3.2.1 Incident Reporting**

Incidents reported 2018/19



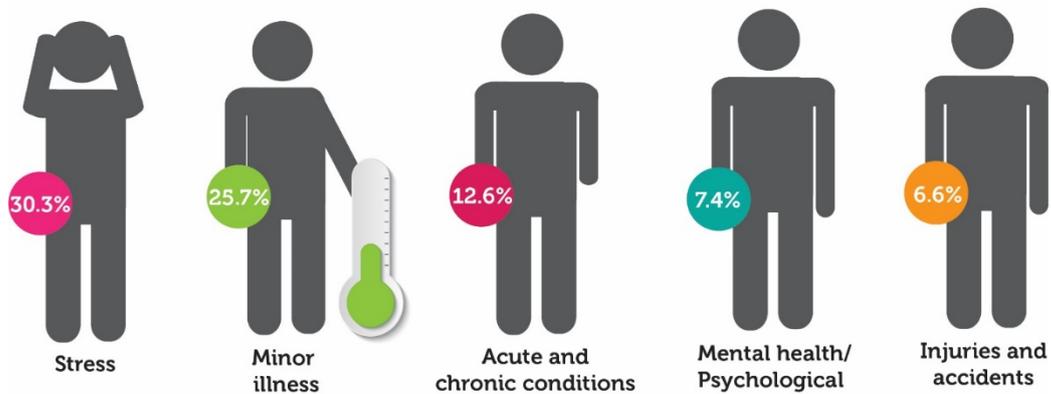
There were no RIDDOR reportable incidents in 2018-19.

Incidents reported 2017/18

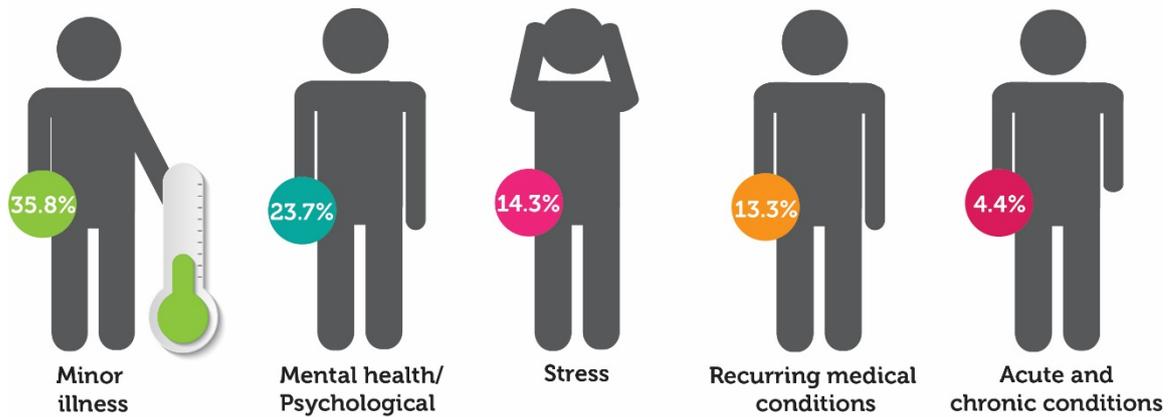


3.2.2 Sick Absence

Top five reasons for absence 2018-19



Top five reasons for absence 2017-18



Compared with 2017-18, there has been a drop in both minor illnesses, and mental health related conditions remaining almost the same at 38.1% in 2018-19.

Year	Total Short/Med term	Total Long term	Total Overall
2018-19	1.1%	2.6%	3.7%
2017-18	1.4%	3.0%	4.4%

However, as you will note from the table above, there has been a reduction in the overall total sickness absence for both Short/Medium Term and Long Term absence. In turn, this means there has been a small reduction in mental health absence.

3.2.3 Risk Assessments

Risk assessments reported 2018/19



### Risk assessments reported 2017/18



#### 3.2.4 Health and Safety Volunteers



#### 4.0 HEALTH AND SAFETY PLAN 2019-20

##### 4.1 Policies and Procedures

The following policies and procedures will be launched or reviewed in 2019-20:

- Management of Road Risk (MoRR) Policy. This was reviewed due to new guidance on the use of mobile phones while driving, even with legal handsfree devices.
- Once the results of the lone working pilot are complete, the Lone Working Policy will be revised to incorporate the agreed provision.
- Development of an Agile Working Policy in conjunction with HR, with clearly defined supports for staff.

- Replacement program for the office chairs will also be a development. The existing desk chairs are now up to 16 years old and no longer provide the support and flexibility they were designed to provide.

## **4.2 Training and Development**

### **4.2.1 Training for 2019-20**

- Continued roll out of E-Learning. Purchase of a new Agile DSE Assessment module and the rights to customise any of the current e-learning modules or develop our own.
- Mentally Healthy Workplace for Managers will be delivered to all line managers.
- Health and Safety for Line Managers for those that have been recruited or promoted into line management roles.

## **4.3 Health and Safety Strategy 2017 - 2020**

The Health & Safety Strategy is on track to be delivered by the end of March 2020. The Estates, Health and Safety Manager is developing the next three year plan for 2020 to 2023.

## **5.0 IMPLICATIONS AND/OR DIRECT BENEFITS**

### **5.1 Resources**

There will be resource implications as a result of the purchase of further e-learning modules and the replacement of the office chairs.

### **5.2 Sustainability**

There are no direct sustainability implications or benefits.

### **5.3 Policy**

There are no direct policy implications or benefits.

### **5.4 People Who Experience Care**

Strong health, safety and wellbeing support for our staff will ensure that they have the confidence and support to deliver their roles well. Our staff are our most important asset in the delivery of our strategic aims that are all ultimately intended to bring benefits to people who use care services and their carers.

**5.5 Customers (Internal and/or External)**

The recommendations support Customer Service Theme 2 – Culture. By improving our staff’s wellbeing and our organisation’s health and safety culture, we will maintain and improve our professionalism when working with customers.

**6.0 NEXT STEPS**

- 6.1** Continue to improve the health and safety performance of the organisation by developing a sound strategy for the next three years, meeting all statutory requirements.