

General
Medical
Council

Executive Board meeting - 29 October 2018

MEETING
29 October 2018 10:30

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Agenda item:	7
Report title:	Annual health and safety report
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Action:	To note

Executive summary

We continually review our Health and Safety (H&S) processes, to ensure we align to the British Standard OHSAS 18001.

This paper provides the annual H&S update.

Recommendation

The Executive Board is asked to note the annual health & safety update

Consultation with employees

- 1 In order to fully comply with the Health and Safety (Consultation with Employees) Regulations 1996, we formally discuss H&S at the staff forum on a quarterly basis.
- 2 The following agenda was introduced at the Staff Forum on the 2nd May 2017:
 - a Accident/incidents and investigations
 - b Inspections of the workplace
 - c Risk assessments
 - d Health and safety training
 - e Emergency procedures
 - f Changes in the workplace affecting employees
 - g Health and safety communication
- 3 The minutes from the Staff Forum meetings can be found on the intranet.

Monitoring Investigations

- 4 To ensure that we monitor all accident/incident investigations, the Facilities team work towards completing all accident and incident investigations as soon as possible. This process is managed by the Compliance Officer.
- 5 All accidents and incidents are reported on the OSHENS health & safety management system. Any accident or incident is reported to the Head of Facilities, his direct reports and the Compliance Officer on the day it occurs.

Workplace Inspections

- 6 The Facilities team continue to run a programme of biannual workplace inspections at each site, to enhance the existing checks already in place. The aim of workplace health and safety inspections is to prevent work related accidents and ill health by identifying and controlling hazards. This proactive process ensures that preventative and protective control measures are working.

Risk Assessments

- 7 In order to manage health and safety across the organisation, we must control the risks in our workplace. To do this we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm. We are required by law to carry out such risk assessments and record the findings.

- 8** We use an online management system called OSHENS to manage our risk assessments. All assessments are reviewed annually (or sooner if they become invalid for any reason).
- 9** In total there are currently 43 active risk assessments on OSHENS covering general topics as well as specific work groups:
- Fire
 - General office activities
 - First Aid Provision
 - Legionella
 - Visitors to GMC Offices
 - Clinical Assessment Centre (CAC)
 - Legal Support Team
 - Document Services
 - Document Control & Scanning
 - Performance Assessment Officers.
 - Health Examiners & Supervisors
 - Employee Liaison Advisers
 - Patient Liaison Officers
 - Regional Liaison Advisers
- 10** In order to achieve assessments that are effective, Managers and staff are consulted closely in the assessment process where appropriate.

Accidents and Incidents

- 11** During 2017 there were 30 incidents reported in total. This is a fall of 21% from the 2016 figure of 38 incidents reported.
- 12** All accidents reported during 2017 were of a minor nature. Four were a result of contact with hot water when using the boiling water taps in the office kitchens (no similar accidents involving the use of the taps have been reported since November 2017).

13 It is pleasing to report that during 2017 there were no serious accidents that required reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR*). This is an improvement from 2016 where we had one accident that fell into this category.

Injury Incidence Rate 2017

14 The injury incidence rate gives the number of people sustaining a RIDDOR reportable injury over a year in a group of 100,000 employees. This can be useful for measuring performance year on year, and for measuring performance against statistics for comparable sectors.

15 The 2016 incidence rate figure of 81.97 compared favourably against our industry sector figure of 205.21 (Public administration and defence; compulsory social security). The industry sectors are classified by the Office of National Statistics.

16 As there were no RIDDOR reportable accidents during 2017 our current incident rate figure is zero.

17 For a more detailed breakdown of accidents/incidents in 2017 and 2018 please refer to Annex A.

Training

18 Since December 2016, work has been completed to identify the various H&S training requirements, across the organisation which has been collated on the new H&S training matrix.

19 From July 2017 to date the following training has been delivered:

- a** Evacuation Chair training has been provided to 44 members of staff. The Evacuation Chair allows wheel chair users or less able bodied people to be evacuated quickly and safely, down stairs in the event of an emergency.
- b** Manual handling awareness training was delivered to 14 members of staff from Legal Support, Facilities and the CAC.
- c** Facilities staff have received in-house training in how to deal with suspicious packages received in the post.
- d** Colleagues at the Belfast, Cardiff and Edinburgh offices have now received training in the use of the fully automated defibrillators. Training has already been provided for 121 staff at the 3 Hardman Street, 350 Euston Road and St James's Building offices.

Suppliers and Contractors

- 20** External contractors continue to be managed on a day to day basis by the Facilities Team.
- 21** The Facilities team request risk assessments and method statements, from contractors before any major work is carried out. Documentation covering risk analysis, method statements and insurance cover is submitted to the landlords building management team for approval, before any work commences.
- 22** Contractors are expected to record and investigate their own accidents, incidents or near misses that may occur. However they are asked to inform the Facilities team, so that the information can be recorded on our internal OSHENS system for statistical purposes.

*** RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

RIDDOR is the law that requires employers to report and keep records of work-related accidents which cause certain serious injuries (reportable injuries); diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm). A report must be made to the enforcing authorities (HSE or local authorities)

A report must also be made if an employee is away from work or unable to perform their normal work duties for more than seven consecutive days due to a work related injury (not counting the day of the accident).

7 – Annual Health and Safety Report

7 – Annex A

Accident/Incident Breakdown

2017 (30 incidents reported)

Accidents/incidents		Comments
*RIDDOR reportable	0	
Other accidents	10	4 involved minor scalds from boiling water taps in staff kitchens
Near miss	2	
Threatening/aggressive behaviour (face to face, through correspondence or by phone)	5	
Illness/medical condition	7	
Road traffic accident	0	
Visitors	1	Accident - slip in Landlord's reception (SJB)
Other	5	Faulty UPS at Euston Road triggered the fire alarm
		Car caused damage to car park shutter
		Single person protest at building reception (Hardman street)
		Agitated visitor at London ground floor reception
Employee trapped in MPTS lift for a short time		
Contractor accidents/incidents		
*RIDDOR reportable	0	
Other accidents	0	
Contractor near miss	0	
Other	0	

2018 (to date)

Accidents/incidents		Comments
*RIDDOR reportable	0	
Other accidents	10	6 of these involved slips/trips caused by various factors
Near miss	3	
Threatening/aggressive behaviour (face to face, through correspondence or by phone)	2	
Illness/medical condition	10	This figure includes employees and visitors to site
Road traffic accident	0	
Visitors	0	
Other	5	Doctor attended 350ER to discuss payment of ARF. No aggressive/threatening behaviour but was known to the GMC
		Phone call received at 350ER reception from Doctor who mentioned taking his own life
		Employee trapped in lift for a short period of time (MPTS)
		Vulnerable Doctor who attended 350ER expressed suicidal feelings
		Unidentified man asked to speak to GMC employee at 350ER – possibly known to the GMC and banned from the building
Contractor accidents/incidents		
*RIDDOR reportable	0	
Other accidents	4	
Contractor near miss	1	Data cabling work – short circuit caused on distribution board
Other	0	

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