

Agenda item:	7
Report title:	Annual health and safety report 2018
Report by:	Warren Dale , Health, Safety & Compliance Manager, Resources Directorate, warren.dale@gmc-uk.org , 0161 240 8338
Action:	To consider

Executive summary

We continually review our health and safety processes, to ensure we align to the British Standard OHSAS 18001.

This paper gives an overview of health and safety activities and accident/incident data for 2018.

Recommendations

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 is used:
 - 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.

Incident Investigation

- 4 All accidents and incidents are recorded on our OSHENS health & safety management system. Details of any incident is reported to the Head of Facilities, his direct reports and the Compliance Team on the day it is reported.
- 5 All incidents are investigated as soon as possible. An investigation will involve an analysis of all the information available, physical (the scene of the incident), verbal (the accounts of witnesses) and written (risk assessments, procedures, instructions, job guides etc), to identify what went wrong and determine what steps must be taken to prevent the adverse event from happening again. This process is managed by the Compliance Team.

Workplace Inspections

- 6 The Facilities team continue to run a programme of 6 monthly 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 write and 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
 - Electrical safety
 - General office activities
 - First Aid Provision
 - Legionella
 - Lone working
 - Work related stress
 - 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 2018 there were 13 accidents reported in total on the online H&S management system. This is a slight rise from the 2017 figure of 11 accidents reported.
- 12** All accidents reported during 2018 were of a minor nature. Of the 13 reported 5 were as a result of slips/trips with varying causes.
- 13** It is pleasing to report that this is the second year running where there were no accidents/incidents of a more serious nature that required reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). For a more detailed explanation of RIDDOR please see Annex A.

Injury Incidence Rate 2018

- 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** As there were no RIDDOR reportable incidents during 2018 our current incident rate figure is zero.
- 16** For a more detailed breakdown of accidents/incidents in 2018 and 2019 please refer to Annex A.

Training

- 17** During 2018 the following training was delivered:
- a** Evacuation Chair training was provided to 27 members of staff at 3HS, 350ER and Cardiff. The Evacuation Chair allows wheel chair users or people with mobility issues 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, CAC and Document Services.
 - c** Facilities staff received in-house training in how to deal with suspicious packages received in the post.
 - d** 22 colleagues from Legal, Document Services and MPTS Ops Team completed toolbox talks in the use of stepladders.

- e 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 3HS, 350ER and SJB.

Suppliers and Contractors

- 18** External contractors continue to be managed on a day to day basis by the Facilities team.
- 19** 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.
- 20** Contractors are expected to record and investigate their own accidents, incidents or near misses that may occur. They are also asked to inform the Facilities team, so that the information can be recorded on our internal OSHENS system for statistical purposes.

7 – Health and Safety Report

7 – Annex A

Accident/Incident Breakdown

2018

Accidents/incidents		Comments
*RIDDOR reportable	0	
Accidents	13	5 involved slips/trips with varying causes
Near miss	2	
Threatening/aggressive behaviour (face to face, through correspondence or by phone)	4	Includes attempted theft of video equipment in public domain
Illness/medical condition	10	This includes employees and visitors to site
Road traffic accident (work related)	0	
Other	3	Lift breakdown
		Call received in Contact centre – potential bomb threat against non-GMC premises
		Call received from individual with potential suicidal thoughts
Contractor accidents/incidents		
Accidents	4	
Near miss	1	
Medical incident/illness	3	
Other	1	

2019 (to date)

Accidents/incidents		Comments
*RIDDOR reportable	0	
Accidents	11	Includes 3 in kitchens (2 minor scalds, 1 cut hand with knife) and 2 minor scalds with hot drinks within the office
Near miss	0	
Threatening/aggressive behaviour (face to face, through correspondence or by phone)	9	
Illness/medical condition	4	This includes employees and visitors to site
Road traffic accident (work related)	1	Minor whiplash injury – no collision
Fire alarm incidents	5	False/accidental fire alarm activations – no fire
Other	13	Includes a number of peaceful protests and complaints in person at GMC offices. Includes repeat visits from same individual.
Contractor accidents/incidents		
Accidents	1	
Near miss	1	
Medical incidents	0	

*** 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).