

Action	To note
Purpose	This paper provides an overview of health and safety activities and accident/incident information for 2019.
Decision trail	N/A
Recommendation(s)	The Executive Board is asked to: <ul style="list-style-type: none"> a Note the annual health & safety update
Annexes	Annex A: Incident breakdown 2019-20
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Background

- 1** We continually review our H&S 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 2019.

Consultation with employees

- 2** In order to comply with the Health and Safety (Consultation with Employees) Regulations 1996, we formally discuss H&S at the staff forum on a quarterly basis.
- 3** 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.
- 4** The minutes from the Staff Forum meetings are available on the intranet.

Incident Investigation

- 5** All accidents and incidents are recorded on the online health & safety management system (OSHENS). Details of any incident are communicated to the Head of Facilities, his direct reports and the Compliance Team on the day of occurrence.
- 6** 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 those involved) and written (risk assessments, procedures, instructions, job guides etc), to identify what went wrong and identify if measures are needed to help prevent a similar event. This process is managed by the Compliance Team.

Workplace Inspections

- 7** 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 effective.

Risk Assessments

- 8** 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 and decide whether we are taking reasonable steps to prevent that harm. We are required by law to carry out risk assessments, record the findings and communicate the results.
- 9** All assessments are reviewed annually (or sooner if they become invalid for any reason).
- 10** We use OSHENS to record and manage our risk assessments. The assessments cover general topics such as:
 - Fire
 - Electrical safety
 - General office activities
 - First Aid Provision
 - Legionella
 - Lone working
 - Work related stress
 - Visitors to GMC Offices

As well as specific work groups or activities:

- Clinical Assessment Centre (CAC)
- Transportation of video equipment

- Legal Support Team
- Document Services
- Document Control & Scanning
- Performance Assessment Officers
- Health Examiners & Supervisors
- Employee Liaison Advisers
- Patient Liaison Officers
- Regional Liaison Advisers

11 In order to achieve assessments that are effective Managers and staff are consulted closely in the assessment process where appropriate.

Accidents and Incidents

12 During 2019 there were 12 accidents recorded in total on OSHENS. This is a slight decrease from the 2018 figure of 13 accidents reported.

13 All accidents reported during 2019 were of a minor nature. Of the 13 reported 3 were as a result of slips/trips/falls and 3 involved minor scalds from hot food/drinks.

14 It is pleasing to note that this is the third consecutive year where there were no accidents/incidents of a serious nature that required reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). For an explanation of RIDDOR see Annex A.

Injury Incidence Rate 2019

15 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.

16 As there were no RIDDOR reportable incidents during 2019 our current incident rate figure is zero.

- 17** A more detailed breakdown of accidents/incidents in 2019 (and 2020 to date) can be found in Annex A.

Training

- 18** During 2019 the following training was delivered:
- a** Evacuation Chair training was provided to 12 members of staff at 3HS, SJB and Belfast. The Evacuation Chair allows those with mobility issues to be evacuated quickly and safely, downstairs in the event of an emergency.
 - b** Manual handling awareness training was delivered to 23 colleagues from Facilities, CAC, RLS, Document Services and Legal.
 - c** Facilities staff received in-house training in how to deal with suspicious packages received in the post.
 - d** 23 colleagues from Scanning, Facilities and Legal completed toolbox talks in the use of stepladders.

Suppliers and Contractors

- 19** External contractors continue to be managed on a day to day basis by the Facilities team.
- 20** 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.
- 21** 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.

COVID-19 Response (2020)

- 22** Since March 2020 the Compliance Team have developed a range of COVID themed risk assessments to enable us to maintain a presence in a number of our offices and to restart priority services. We have engaged with external consultants Glen Abbot to quality assure these assessments.

- 23** We have provided guidance to colleagues in our working arrangements during the pandemic information, on the importance of continuing to report accidents and instances of threatening behaviour when working from home.

- 24** Following the announcement of lockdown in March, we have sent out some 1400 home DSE risk assessments for all staff who were not previously home based, and subsequently provided furniture and IS equipment to ensure colleagues have a compliant and comfortable home working environment.

Accident/Incident Breakdown

2019

Accidents/incidents		Comments
*RIDDOR reportable	0	
Accidents	12	Includes 3 minor scalds after contact with hot food/drinks and 3 Slips/trips/falls.
Near miss	2	
Threatening/aggressive behaviour (face to face, through correspondence or by phone)	10	
Illness/medical condition	7	Includes employees and visitors to site
Road traffic accident (work related)	0	
Other	20	Accidental activation of fire alarms x 6 (5@350ER, 1@SJB)
		Unsuitable hotels changed during overseas visits x 2
		Visitors to site with no appointment to complain x 5
		Peaceful protests at 350ER x 6 (3 visits by the same person related to climate change)
		RLA contacted by a former registrant who expressed suicidal thoughts
Contractors		
Accidents	3	
Near miss	0	
Medical incident/illness	0	
Other	0	

2020 (to date)

Accidents/incidents		Comments
*RIDDOR reportable	0	
Accidents	5	Includes: fall when travelling between sites, collision with chair, trapped finger in toilet door, minor scald when making a hot drink. 1 accident at home (fall as a result of a broken chair)
Near miss	0	
Threatening/aggressive behaviour (face to face, through correspondence or by phone)	2	2 abusive phone calls
Illness/medical condition	0	
Other	2	Minor injuries caused by a fall walking to work
		Suspect package received at 350ER, dealt with by the police
Contractors		
Accidents	1	Minor cut caused when moving a copier
Near miss	0	
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).