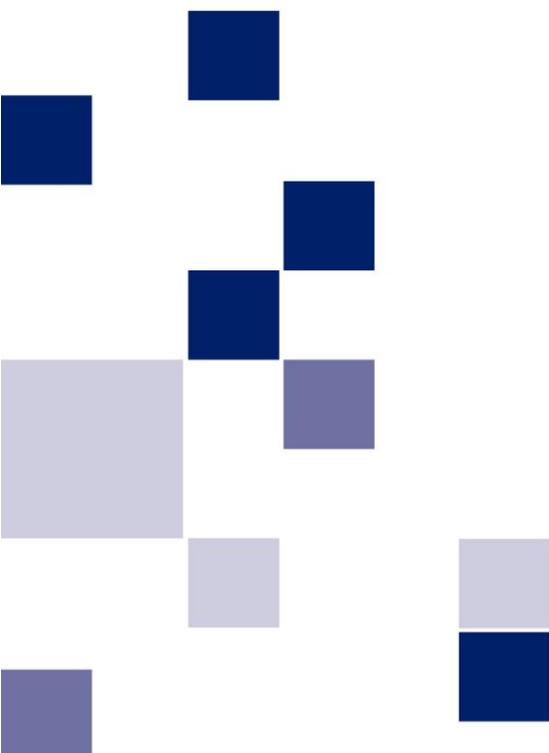


# **Annual Health and Safety Report 2021 – 2022**

## **August 2022**



## **BACKGROUND**

1. In 2017, the organisation commissioned a review of our health and safety arrangements. The SSSC entered a shared service arrangement with the Care Inspectorate, providing the Estates, Health and Safety Manager as the Competent Person required under the Health and Safety at Work Act 1974.
2. This review resulted in a 28-point action plan which we completed in 2020.
3. In June 2021, the Health, Safety and Wellbeing Committees of the SSSC and the Care Inspectorate were merged into a Joint Health, Safety and Wellbeing Committee, which meets quarterly with the responsible director for each organisation taking turns to chair the meeting.
4. We approved and reviewed the annual action plan for 2021/22 through the Joint Health, Safety and Wellbeing Committee.
5. The Joint Committee approved and reviewed an action plan for 2021/22 and monitored the health, safety and wellbeing performance of both organisations on a quarterly basis.

## **PERFORMANCE INFORMATION**

### **Health and Safety Achievements**

6. COVID restrictions were eased/removed during this year providing an opportunity for staff to have greater access to our office but working practices have and are changing with many staff continuing to work mainly at home. Health, safety and wellbeing activity and practice is having to adapt to this change in the working environment.
7. A summary of the 2021/22 health and safety achievements are as follows.
  - Formation of a Joint Health, Safety and Wellbeing Committee.
  - Development of an Agile Working risk assessment tool.
  - Agreement of the approval process for health and safety policies.
  - Development of a policy review schedule.
  - Effectively managing access to offices.
  - Provision of a framework to enable staff to work safely from home.

### **Measuring Performance**

8. The Health and Safety Performance figures are reported quarterly to the Health, Safety and Wellbeing Committee. They are summarised below.

## Incident reporting

9.

<b>Incident Category</b>	<b>Total in 2021/22</b>
Verbal Aggression	0
Machinery / Equipment	0
Trap/Crush	0
Burns/Scalds	0
Vehicles/Cars/Road/Traffic	0
Moving / Falling Object	0
Slips, Trips and Falls	0
Cuts	0
Other	1
Near Misses	0
<b>Total</b>	<b>1</b>

10. The organisation has a very low risk profile and good health and safety provisions are in place. This is reflected in the low number of incidents, none of which were RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations) reportable.

## Risk Assessments

11.

<b>Risk Assessment Category</b>	<b>2021/22</b>
Office	1
Fire Safety	0
Team	0
Specific	11
Stress / Mental Health	0
New or Expectant Mothers	4
DSE (e-learning and 1-2-1)	246
OH Referrals	4
<b>Total</b>	<b>266</b>

12. Throughout COVID, the completion rate of relevant risk assessments remained high, indicating a good health and safety culture within the SSSC.

## First Aid Provision

13. Prior to COVID, SSSC had six dedicated first aiders but combined with the Care Inspectorate and OSCR who also occupy Compass and Quadrant Houses, there were 13 fully trained first aiders and two reserve volunteers.
14. The security officers in Compass and Quadrant Houses are all fully trained first aiders, providing cover for the reduced staff presence for the last two years and they will continue to do so.

15. We completed a First Aid Needs Assessment. The outcome was that there is no requirement for any additional office based, fully trained first aid at work staff. However, as this is a shared building with other Scottish Government bodies, we will continue to refresh the training of and actively recruit more volunteers to allow for a pool of first aiders across the buildings.

### **Fire Safety**

16. Fire and evacuation provision pre-COVID was good, with nine trained fire wardens and three on the reserve list. All fire wardens' training expired during the last two years. Currently office attendance remains low and there is no set pattern of daily attendance. In these circumstances the security officers are our Evacuation Controllers who are suitably trained to perform this role. We will review the need for trained fire wardens as office attendance patterns change.
17. We reviewed the evacuation procedures because of COVID and the new agile working arrangements. All staff completed a basic fire safety e-learning module and need to sign in and out of the building. The Evacuation Controllers (Security) use this register to make sure all staff and contractors have left the building.

### **Health and Safety Training**

18. We require new managers to attend bespoke training on Managing Health and Safety. We run this training on a quarterly basis where numbers allow.
19. The Health and Safety team reviewed mandatory training needs in consultation with the Organisational Development team.
20. E-Learning is the primary delivery method for initial health and safety essentials, including Basic Occupational Health and Safety, Basic Fire Safety, Display Screen Equipment (DSE) training, Manual Handling and Stress Awareness. The completion percentage of these courses is shown in the table below.

<b>SSSC</b>	<b>Number of staff completed</b>	<b>Current % of workforce completed (337)</b>	<b>% Change since April 2021</b>
DSE (Agile Working)	311	<b>92%</b>	+ 15%
Occupational Safety and Health Awareness (262 staff)	245	<b>94%</b>	+ 1%
Occupational Safety and Health Awareness (Line Manager) (74 LMs)	65	<b>88%</b>	+ 49%
Fire awareness (FireRite)	319	<b>95%</b>	+ 10%
Stress awareness (FeelRite)	305	<b>91%</b>	+ 72%
Equality and Diversity	317	<b>94%</b>	+ 18%

## **Health and Safety Plans**

21. Plans for 2022/23 include:

- review of the Corporate Health and Safety policy
- internal audit of health and safety
- continued provision of desks, chairs and other supports to enable staff to work safely at home
- development of a new Fire Safety policy
- review of the Health and Safety Risk Assessment policy
- development of a Zero Tolerance policy
- development of a Management of Road Risk policy
- review and replace the Laptop Guidance with Safe Use of Mobile Devices guidance
- review of Manual Handling guidance
- development of Severe Weather guidance
- develop Flu Vaccination guidance
- develop a Health and Safety Risk Assessment training course for managers
- replacement of the e-learning modules by content on the new Learning Management System (LMS) platform.
- delivery of a session to Council Members to support their understanding of their responsibilities in relation to health and safety and review any further training needs.



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