

# **Annual Health and Safety Report 2022 – 2023**

## **August 2023**



## 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. In June 2021, the Health, Safety and Wellbeing Committees of the SSSC and the Care Inspectorate (CI) were merged into a Joint Health, Safety and Wellbeing Committee. We reviewed the effectiveness of the joint group in 2022/2023. Both the SSSC and CI concluded that the joint group did not work as effectively as expected due to the operational differences in the organisation, including working arrangements, building use and geographical locations of properties in use.
3. The group agreed to revert to separate groups from 2023/2024 and the last meeting of the Joint Health, Safety and Wellbeing Committee was held in December 2022.

## PERFORMANCE INFORMATION

### Measuring Performance

4. The Health and Safety Performance figures are reported quarterly to the Health, Safety and Wellbeing Committee. They are summarised below.
5. **Incident reporting**

<b>Incident Category</b>	<b>Total in 2022/23</b>
Verbal Aggression	
Machinery / Equipment	
Trap/Crush	
Burns/Scalds	
Vehicles/Cars/Road/Traffic	
Moving / Falling Object	
Slips, Trips and Falls	1
Cuts	
Other	
Near Misses	
<b>Total</b>	<b>1</b>

6. 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.

## 7. Risk Assessments

<b>Risk Assessment Category</b>	<b>2022/23</b>
Office	1
Fire Safety	1
Young Persons	2
Specific	7
Stress / Mental Health	0
New or Expectant Mothers	5
DSE (1-2-1)	20
Posturite Referrals	1
<b>Total</b>	<b>37</b>

8. The completion rate of relevant risk assessments remained high, indicating a good health and safety culture within the SSSC.
9. We formally introduced the Agile Working policy to SSSC in 2022. We continue to offer virtual or in person (in the persons home) DSE assessment and this approach works well for staff and the H&S team.
10. We are aware that stress/mental health discussions did take place last year, however we cannot mandate that staff complete a formal risk assessment template and those who did have these discussions chose not to do so. We are implementing a different approach to help managers undertake discussions and record details of support for staff with mental health and stress without the need for a risk assessment.

### **First Aid Provision**

11. 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.
12. 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.
13. 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**

14. 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.

15. 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**

16. We require new managers to attend bespoke training on Managing Health and Safety. We run this training on a quarterly basis where numbers allow.
17. The Health and Safety team reviewed mandatory training needs in consultation with the Organisational Development (OD) team.
18. 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 E-learning platform and modules changed in 2022-23 so the course titles have changed. We are working with OD colleagues to ensure we increase completion rates. Where we don't have 100% completion this is due to timings of course completion throughout the year and general sickness absence.

<b>SSSC</b>	<b>Current % of workforce completed (337)</b>
Staying Safe with DSE	87%
Managing Safely – Health and Safety for Managers	72%
Health and Safety Induction	85%
An introduction to managing health and safety	84%
Driver safety awareness	80%
Fire safety and evacuation	79%
Handling workplace stress	92%

### **Health and Safety Plans**

19. The new SSSC Health, Safety and Wellbeing Committee will develop an action plan for 2023 and beyond.
20. The work of the Committee compliments the work going on to deliver the SSSC People Strategy. We will support the implementation of key activity across the People Strategy like trauma informed practice.



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