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**To:** Renfrewshire Integration Joint Board Audit, Risk and Scrutiny Committee

**On:** 18 March 2022

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**Report by:** Head of Health & Social Care

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**Heading:** Health & Safety Update

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**1. Purpose**

- 1.1. The purpose of this paper is provide the IJB Audit Committee with an update on our incident report position from 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021.
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**2. Recommendations**

- 2.1. It is recommended that the IJB Audit Committee:
- Note the content of this paper.
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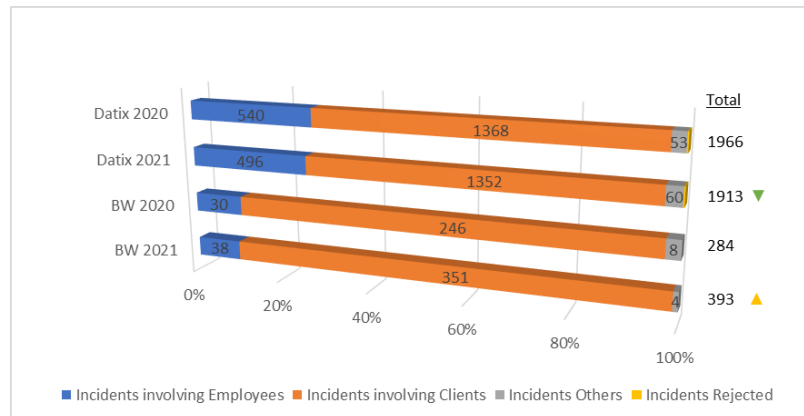
**3. Reporting Systems**

- 3.1 There are different reporting systems in place across NHS and Local Authority Services. Incident reporting within NHS is captured in DATIX and within Local Authority this is captured in Business World. Business World is currently undergoing a redesign to allow for better recording and report of safety incidents. It is anticipated that the relaunch of Business World will be April 2022.
- 3.2 The information contained within this report has been pulled from both systems as far as possible. Business World was not utilised for reporting purposes until the beginning of the fiscal year 2020/21 therefore data is only available from this period forward.
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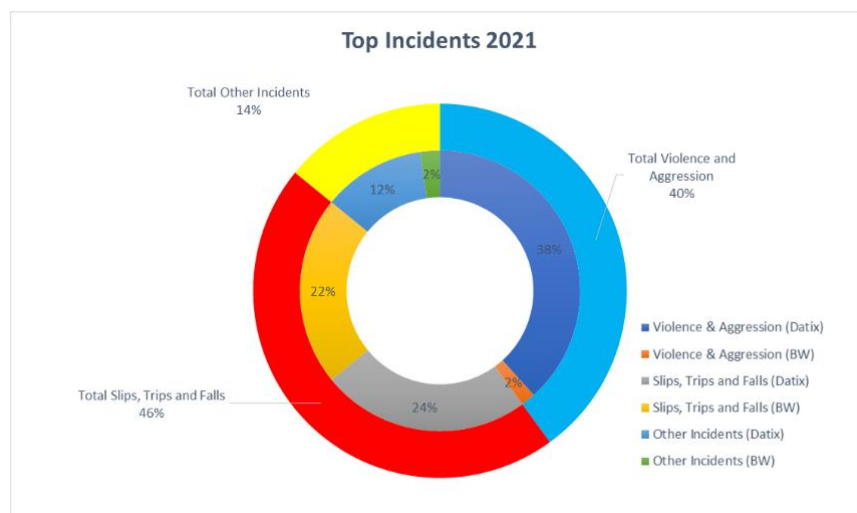
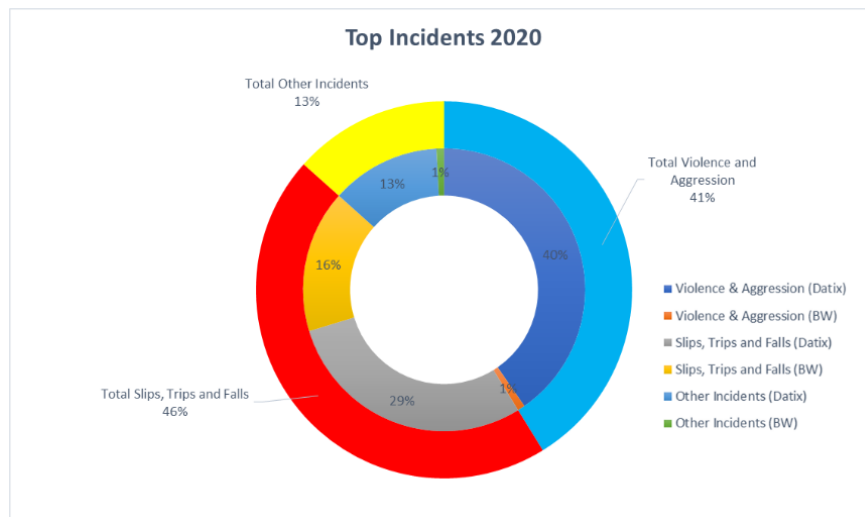
**4. Incident Reporting**

- 4.1 Figures obtained across the reporting systems indicate that there were **2306 (+56)** incidents reported in 2021 compared to **2250** in the previous year. As mentioned above there is an amount of data missing however applying a quarterly average obtained from the data available this would indicate a decrease of **22** incidents.

- 4.2 The breakdown of incidents reflects minimal variance with **74% (+2%)** of incidents raised involving clients and **23% (-2%)** involving staff, **3%** of incidents are categorised as other and a nominal amount of incidents were rejected.



- 4.3 Overall there has been no movement in the highest reported categories with the highest incidents remaining across Violence & Aggression, Slips, Trips and Falls and Other categorised incidents. Whilst this picture remains static year on year there is service variance occurring, notably across Slips, Trips & Falls with Datix recording a 5% reduction. Whilst Business World is recoding an increase in this area there is a quarter of data missing from this comparison.



4.3.1 The undernoted actions remain in place to help address the highest rates of incidents

- **Violence and Aggression:** Training and refresher training are in place for staff and an e-learning module is available. The Violence Reduction service is also available for staff to provide advice and support around violence reduction and de-escalation strategies.  
Following a recent incident, enquiries are being made to the possibility of all staff receiving an element of violence & aggression training in relation to break away techniques.
- **Slips, Trips and Falls:** All accidents/incidents are investigated locally. Follow up actions are identified, risk assessments are reviewed and care plans updated.
- **Other incidents:** Work continues with Service Managers to ensure that appropriate categories are used for incidents and in order to avoid using the “other” category if appropriate. This will enable better analysis and action planning of known incidents.

#### **Additional Measures**

- **Violence and Aggression:** Following a recent incident enquiries are being made to the possibility of all staff receiving an element of violence & aggression training in relation to break away techniques.
- An Operational Support Officer has been brought in to help support this work and will develop a monthly reporting system to provide to Senior Managers with a breakdown relevant to their service.

### **5. Serious Adverse Events (SAEs)**

5.1 Systems are in place across both Health & Social Care to record Significant Adverse Events with a Briefing Note completed in all cases. All incidents reported are investigated to reduce the risk of recurrence with learning shared.

5.2 Over the course of 2021 there were **7** SAEs commissioned within Datix this is a **50% decrease** from 2020 where 14 were commissioned. All SAEs commissioned during 2021 were in relation to suicide or suspected suicide. All 7 SAEs remain active at the present date.

5.3 Comparative data from Business World is not available at this time.

### **6. RIDDOR**

6.1 Over the course of 2021 there were 22 RIDDORs recorded a decrease of around 50% from 2020 where 43 were recorded - the majority of these were covid transmissions.

Breakdown:

Area	Categories	Number of incidents investigated as RIDDOR
Mental Health Inpatient Services	Moving & Handling	1
	Contact with an object	1
	Violence & Aggression	2
Podiatry	Needlestick/Sharps	1
District Nursing	Slips, Trips & Falls	1
Covid Assessment Centre	Moving & Handling	1
Care at Home	Slips, Trips & Falls	3
	Workplace Covid Transmission	3
	Other kind of Accident	1
Care Homes	Workplace Covid Transmission	7
Physical Disability Day Service	Wilful Fire Raising	1

## 7. Fire Safety

7.1 Following a recent Fire Safety Audit of NHS occupied premises a 39% compliance rate was returned. This audit does not take account of premises currently closed due to the ongoing pandemic. Early investigation has highlighted an issue where there is a joint responsibility between Health & GP Practices within shared premises.

### Actions

- The existing Fire Safety Audit Standard Operating Procedure will be amended to ensure HSCP Health & Safety Management are sited on monthly returns
- Fire Safety compliance will be raised at the next GP Forum and followed up with GP Practices direct.
- Regular communication will be maintained between Community Operational Support and GP Practices.

7.2 There is an ongoing test of change taking place across Local Authority residential premises where a new updated Fire Risk Assessment is being completed and actioned. The review is scheduled to take place mid May 2022 with a view to this new Risk Assessment being embedded into current practice.

## 8. Health & Safety Compliance

Following the appointment of the new Operational Support Officer to support Health & Safety work streams there is ongoing work to pull together a Health & Safety Improvement Plan across the HSCP to support overall compliance.

## 9. Mandatory Health & Safety Training

Statutory and mandatory training with NHS is recorded via LearnPro and report via Workforce Storyboard. Overall compliance for mandatory training within NHS is currently 86%. With regards to comments above 4.3.1 our performance across these areas are noted below;

Topic	% Compliance as at 12.1.2022
Sharps (eLearning)	76%
Falls (eLearning)	91%
Moving & Handling (Assessments)	81%

There is currently a Short Life Working Group tasked with establishing a baseline for essential training across Local Authority services within the HSCP and a schedule of refresher training. Consideration will also be given to a system for recording statutory and mandatory training compliance.

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### Implications of the Report

1. **Financial** – No direct implications from this report
2. **HR & Organisational Development** – No direct implications from this report
3. **Community Planning** – No direct implications from this report
4. **Legal** – No direct implications from this report
5. **Property/Assets** – No direct implications from this report
6. **Information Technology** – Managing information and making information available may require ICT input.
7. **Equality & Human Rights** – No direct implications from this report
8. **Health & Safety** – No direct implications from this report
9. **Procurement** – No direct implications from this report
10. **Risk** – No direct implications from this report
11. **Privacy Impact** – None.

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### List of Background Papers

**Author:** Karen Mitchell, Operational Support Officer

Any enquiries regarding this paper should be directed to Jackie Dougall, Head of Health & Social Care ( <a href="mailto:jackie.dougall@ggc.scot.nhs.uk">jackie.dougall@ggc.scot.nhs.uk</a> /Tel: 0141 618 7898)
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