

Council Meeting 14 May 2014

Update on Health & Safety at the Health and Care Professions Council

Executive summary and recommendations

**Introduction**

In the last Council meeting the issue of Health and Safety incidents and accidents was discussed and greater clarity was requested on the nature of these incidents.

The attached paper provides a summary of health and safety matters across the organisation and greater details of the incidents that have occurred since 2008.

**Decision**

The Council/Committee is requested to note the document. No decision is required.

**Background information**

Please see paper.

**Resource implications**

There are no resource implications as a result of this paper.

**Financial implications**

There are no resource implications as a result of this paper.

**Appendices**

Nil

**Date of paper**

10 April 2014

## **Annual report on Health & Fire Safety within HCPC**

The management of Health & Safety for the Health and Care Professions Council's employees and visitors is delegated to the Facilities Manager. The Facilities Manager holds a certificate in Managing Safely from the Institute of Occupational Safety and Health which is appropriate for an office environment as this is considered to be a low risk site.

All permanent employees and those engaged on a fixed term contract are given a full Health & Safety induction within 1 week of commencing employment and this is recorded. A Display Screen Equipment (DSE) risk assessment is also carried out at this time by a member of the Facilities Department and any actions required are followed up and recorded. Temporary employees are provided with all relevant Health & Safety information and where to access further details if required.

The Facilities Manager also leads on Fire Safety within HCPC and trains any new combined Fire and Safety Wardens in evacuation procedures and how to safely use fire extinguishers. He also liaises with an employee and their line manager who require the development of a Personal Emergency Evacuation Plan (PEEP).

The provision and training of First Aiders also falls within the remit of the Facilities Manager and a risk assessment has been carried out to identify the level of risk for the premises owned or used by HCPC employees and visitors. The required number of First Aiders is then identified using guidelines from the Health & Safety Executive (HSE). The current compliment indicates that 3 persons trained in First Aid at Work are required. At present, HCPC have 7 employees trained to the required standard. Training is provided by St. John Ambulance and the First Aid at Work certificate issued is valid for 3 calendar years. At this time, requalification is then required. HCPC have also provided a defibrillator and training in its use has been provided. It is hoped to provide refresher training in the next 12 months.

A Fire Risk Assessment for HCPC's premises is in place and reviewed annually. This identifies the mitigations in place to reduce the risk of fire within HCPC's property and demised areas. There are also Fire Alarms and Fire Extinguishers which are maintained to the required standards. Fire Alarm call points are tested weekly, on a rotating basis and all results are logged. A full Fire Evacuation is due and this will be carried out within the next 2 months.

From 2008 to 2012 inclusive 17 incidents have been recorded in the Accident Book, details of which are as follows;

- Burn to hand when handling Hot Water flask
- Broken wrist sustained at football match representing HCPC – Reported under RIDDOR Regulations
- Fell down unlit stairs at a hotel when offsite conducting a visit
- Slipped down stairs from Mezzanine when running

- Slipped on stairs in 20 Stannary Street whilst running
- Banged head on shelf
- Knocked down in the street by cyclist
- Fainted
- Fell when standing on a chair - Reported under RIDDOR Regulations
- Burn to hand when using Hot Water boiler
- Hit head on drawer after bending down to access cupboard in kitchen area
- Muscle strain following manual handling
- Fainted
- Trip resulting in injured hand
- Bruising to arm caused by lift door
- Bruising to knee caused by striking desk when getting up

Of these incidents, 2 were reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries and Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995. These regulations have now been superseded by the Reporting of Injuries and Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013. There would not appear to be any trends relating to these incidents.

Since 2013, a further 5 incidents have been recorded, details of which are shown below. None of these were reportable under the RIDDOR Regulations;

- Contractor visited A&E department of local hospital with an object in the eye which occurred after taking down a ceiling tile
- Injury to HCPC employee sustained when not following Manual Handling procedure. Employee had been trained in correct lifting procedure
- Injury to visitor to HCPC premises following a fall on the public highway
- HCPC employee sent to A&E department of local hospital with glass in foot, the injury having been sustained at home
- HCPC employee sent to A&E department of local hospital having fainted. Employee returned to work the next day

As an aid to the induction process, the Facilities Department, in conjunction with the Communications Department have developed an interactive map of HCPC premises to show locations of Fire Exits, First Aid boxes, and First Aiders. Users can click on the map to show photographs of Assembly Points, names and contact details of First Aiders, locations of First Aid boxes and request First Aid boxes be re-stocked. This has been very well received throughout the organisation and external Health & Safety consultants have expressed interest in this innovation.