Health & Safety
Annual Report 2017
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Introduction


The recommendations made in the 2016 Health and Safety Annual Report were endorsed by LG at its meeting in October and an implementation plan was produced, the status of which is as follows.

Of the eighteen recommendations, twelve have been completed or require ongoing attention while the remaining six have been subject to delay due to other priorities. In the case of the delayed recommendations, none gives rise to an immediate risk.

The annual report has been produced with reference to OHSAS 18001:2007 and BS OHSAS 18002:2008 which are, respectively, a recognised standard for occupational health and safety management systems, and guidelines for their implementation.

The following sections set out the key aspects for review with recommendations for remedial action and improvement.
Section 1. H&S Policy

1.1 The core document of the HSMS is the general statement of health and safety policy.

1.2 A minor adjustment to one commitment was made last year to reflect the role of the Strategic Resources Board.

1.3 In general, the policy commitments remain appropriate to the needs of the organisation.

1.4 Recommendations: None

Section 2. Hazard Identification, Risk Assessment and Control

2.1 Our process for identifying hazards, assessing risks and implementing control measures consists of a risk register, a risk assessment procedure and written management responsibilities for implementing risk control measures.

2.2 The risk register lists the significant hazards relevant to our work, and takes account of internal and external information including inspection reports, accident reports, legal requirements and technical references. Hazards are given a priority rating which determines audit frequency. The rating given can either be low, medium or high based on the severity of potential harm and likelihood of occurrence.

2.3 The risk assessment procedure sets out the process for completing risk assessments for work activities and recording the significant findings, control measures and risk control action plan. The responsibility for applying the risk assessment process and implementing control measures, etc. lies with Office Heads and line managers across the organisation.

2.4 In March 2017, the staff health, safety and wellbeing reference guide was launched, which provides staff with a single source of reference for H&S information. Included are all the safe working practices derived from risk assessments, as recommended in the 2015 review of health and safety management arrangements.

2.5 In addition to the general requirement to assess risk under the Management of Health and Safety at Work Regulations 1999, there are Regulations requiring specific risk assessments for manual handling operations, hazardous substances, use of display screen equipment (DSE), electromagnetic fields etc. DSE is particularly significant for the Scottish Parliament, due to the number of staff involved and the potential for impact on health and wellbeing.

2.6 The 2016 H&S annual report recommended researching the different types of integrated DSE risk management systems available and providing recommendations on suitability of systems to the H&S Board as appropriate. While some initial research has been completed it has not been possible to advance the research to a point where a clear recommendation can be made.
2.7 In 2015 and 2016, the results of DSE assessment and DSE training were reviewed. Specifically, records were checked to measure the usage of the DSE procedure, the uptake of DSE training and to monitor the percentage of DSE self-assessment forms where the user reported pain or discomfort. The figures are summarised as follows:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of DSE users (est.)</td>
<td>473</td>
<td>450</td>
</tr>
<tr>
<td>% DSE users who submitted a self-assessment form</td>
<td>81.2%</td>
<td>65.1%</td>
</tr>
<tr>
<td>% of DSE users submitting a self-assessment form who reported pain or discomfort they thought was caused or made worse by DSE use.</td>
<td>30.47%</td>
<td>31.74%</td>
</tr>
<tr>
<td>% DSE users who completed online training</td>
<td>61.1%</td>
<td>No training released in 2016.</td>
</tr>
</tbody>
</table>

2.8 Comparison of the figures for 2015 and 2016 shows a clear drop in the number of forms submitted but no significant change in the percentage of form submitters who reported pain or discomfort. No DSE training was released in 2016 due to delays in the development and hosting of that year’s training activity, which was subsequently released in July this year.

2.9 The results suggest our priorities should continue to be the promotion of the DSE procedure, promotion of DSE information/training and the provision of prompt and focused attention when pain and discomfort are reported by DSE users. Investment of time and resources to address these priorities will support legal compliance and reduce the likelihood of musculoskeletal disorders (MSDs) occurring and their impact when they do occur. Successful interventions in these areas can support increased productivity, reduced absence, and staff members feeling valued in their roles.

2.10 The following measures to address DSE risks are currently in place:

- Reminders are issued to DSE assessors and Office Heads prior to the annual DSE self-assessment returns to encourage use of the procedure;
- A range of information and training activities are provided, for example the short ‘knowledge check’ e-learning course released this year which focuses on key messages and directs staff to information resources on the intranet;
- DSE assessors have been progressively upskilled, and now receive a 1 day course accredited by a relevant professional body, plus a periodic refresher and update course;
- Occupational health interventions are focused on the needs of users and recommendations are followed through to completion as quickly as possible and monitored through the H&S dashboard;
A range of furniture and equipment has been agreed with the occupational health provider to minimise delays in selection and ordering.

2.11 Recommendations:
- Set a target of 100% for uptake of DSE training and use of the DSE procedure.
- Continue the promotion of the DSE assessment process and DSE training opportunities.
- Continue to monitor and respond to DSE performance information.
- Review and evaluate commercially available systems for managing DSE risk for suitability and make recommendations to LG as appropriate.

Section 3. Resources

3.1 In line with our H&S Policy, significant staff, management and financial resources have been made available for the development, maintenance and implementation of the HSMS, for example:

- Funding is available for equipment, furniture, training, specialist consultancy and occupational health support;
- An Assistant Chief Executive is appointed to take the lead on H&S management;
- The H&S Board meets twice yearly to maintain strategic oversight of the HSMS;
- A large number of staff have volunteered or been nominated to support the implementation of the HSMS, through the roles of nominated person, DSE assessor, first aider and H&S committee representative.

3.2 Recommendations: none.

Section 4. The H&S Inspection Process

4.1 SPCB operates two separate programmes of inspections to monitor safety standards in its buildings:

- 6 monthly office inspections, which are carried out by office based nominated persons.
- Annual common area inspections, carried out by the H&S Adviser.

4.2 Most office and common area inspections are completed to schedule, with any late reports submitted soon after the due date. Action points noted in the reports are generally minor and are dealt with either within the office or as reactive jobs by FM service contracts.

4.3 In January 2016, a new section was added to the office inspection report pro forma to allow Nominated Persons to escalate recurring matters or issues which require immediate attention. Relatively few items have been escalated during the last two rounds of inspections.
4.4 Common area inspections are completed using an online form, which generates a percentage score for each inspection. The action points raised during the reporting year were minor in nature and inspection percentage scores were high. One trend relating to lighting failures in stairs and traffic routes emerged late in 2016 and was dealt with by the on-site maintenance contractor.

4.5 Recommendations: none.

Section 5. The Accident, Near Miss and Hazard Reporting Procedure

5.1 Accidents, near misses and hazards are defined as follows:

- Accident: an unplanned event resulting in injury or property damage
- Near miss: an unplanned event which had the potential to cause injury or property damage, though none was caused
- Hazard: any undesired circumstance which could cause injury or property damage.

5.2 Investigation of accidents, near misses and hazards provides important information which can be used to improve safety standards and manage risk. Studies show that while near misses happen more frequently than injury accidents, the causes and near misses are often similar. It is therefore sensible to encourage the reporting of near misses as they provide many additional opportunities to avoid future loss, damage and injury.

5.3 Accident and incident data can provide useful information about an organisation’s safety culture generally and may additionally help to reveal specific problem areas and priorities for improvement.

5.4 An electronic accident, near miss and hazard reporting procedure was introduced in February 2015 to simplify incident reporting, improve data security and provide new ways to access data and identify trends. Improvements have been made to the procedure since its introduction, most recently through the addition of an investigation form, a first aid reporting form and a facility for attaching files.

5.5 The usage figures for the reporting procedure show a high level of reports involving Parliament staff; however the number of reported incidents involving MSPs, MSP staff and on-site contract staff remains lower than would be expected, considering the sizes of these groups, and, in the case of contractors, the risk profile of their work. Different approaches have been used to encourage these groups to use the procedure, for example induction training of MSP staff and a contract management approach in the case of on-site contractors. Current efforts focus on encouraging incident reporting by contractors, through a joint approach involving client and contractor.

5.6 Recommendations: see section 7.
Section 6. Accident, Near Miss and Hazard data

6.1 Basic accident, near miss and hazard data is recorded and displayed on a dashboard, (see appendix 1) which shows the category of person involved, description, location and whether the incident involved a reportable injury.

6.2 Key Information:

<table>
<thead>
<tr>
<th>Year</th>
<th>Accident Reports</th>
<th>Near Miss Reports</th>
<th>Hazard reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/17</td>
<td>35</td>
<td>33</td>
<td>24</td>
</tr>
<tr>
<td>2015/16</td>
<td>32</td>
<td>26</td>
<td>38</td>
</tr>
<tr>
<td>2014/15</td>
<td>52</td>
<td>23</td>
<td>/</td>
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<td>2013/14</td>
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<td>2011/12</td>
<td>73</td>
<td>9</td>
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<tr>
<td>2010/11</td>
<td>73</td>
<td>10</td>
<td>/</td>
</tr>
</tbody>
</table>

Analysis of recent accident, near miss and hazard data shows:

- The number of near miss reports has been steadily increasing, and the number reported in 2016/17 was higher than in any year since 2010/11. Based on what is understood from the studies referred to in paragraph 5.2 this would appear to be a positive trend.
- The number of accidents reported in 2016/17 (35) was slightly higher than the previous year (32), although there appears to be a reducing trend in the long term.
- Hazard reports, which have only been recorded for the last two years were down significantly in 2016/17.

6.3 Currently, we do not measure the severity rate of accidents; however the number of reportable injuries provides a simple measurement of accident severity:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Reportable Injuries</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/18</td>
<td>3(at the time of writing)</td>
</tr>
<tr>
<td>2016/17</td>
<td>3</td>
</tr>
<tr>
<td>2015/16</td>
<td>2</td>
</tr>
<tr>
<td>2014/15</td>
<td>0</td>
</tr>
<tr>
<td>2013/14</td>
<td>0</td>
</tr>
</tbody>
</table>
The details of the reportable injuries are as follows:

- **19/9/17**: a staff member *tripped* when stepping out of the kiosk in the service yard, suffering multiple injuries, (over 7 day injury)
- **19/8/17**: an *on-site contractor* working in a construction site injured his hand when setting up access equipment, (over 7 day injury)
- **12/4/17**: a staff member aggravated an existing back injury after *tripping* on a defective floor socket box, (over 7 day injury)
- **3/4/17**: a staff member suffered an ankle injury after *stumbling* when coming down a flight of stairs, (over 7 day injury)
- **2/7/16**: an *agency staff member* fell from a height, suffering a shoulder injury which required surgery *(specified injury)*
- **26/4/16**: a *visiting contractor* injured his finger when repairing a handrail, requiring surgery *(‘over 7 day injury’)*;
- **8/4/16**: a *visiting contractor slipped* in a construction site established within the service yard, suffering a soft tissue leg injury, *(‘over 7 day injury’)*;
- **29/11/15**: a staff member *slipped* in the service yard, suffering a soft tissue leg injury, *(‘over 7 day injury’)*;
- **14/6/15**: a staff member was struck by a service yard gate, suffering a soft tissue ankle injury, *(‘over 7 day injury’)*.

6.4 The annual reportable injury target agreed by LG last year is zero; therefore it is disappointing that reportable injuries have increased in recent years. While there is no single factor linking all these accidents, the involvement of contractor work and slipping / tripping are factors in six of the accidents and therefore should be priorities for attention.

6.5 The numbers and percentage of different types of incident are displayed on the dashboard (see appendix 1). Displaying accidents by type is a straightforward way of identifying priorities for action. Over the years the dashboard has been in use, the following accident types have remained of interest:

- **Slips, trips and falls** *(often the largest single reported type of incident – very important to monitor)*
- **Injured when lifting and carrying** *(have always made up a small proportion of reported incidents, but are still important to monitor)*
- **Workplace transport (work involving vehicles in the workplace)** *(this type has only been specifically measured over the last 2 years. It represents a small proportion of incidents, but one which it is important to monitor)*

A review of accidents and near misses occurring in the last two years by type has revealed no trends or common factors requiring additional attention. However, the
continuing prevalence of slip/trip accidents is of concern and will require ongoing attention.

6.6 Recommendations: see section 7.

Section 7. Incident investigations and corrective actions

7.1 Our procedures allow for different levels of incident investigation depending on potential severity and likelihood of recurrence. An initial investigation is carried out by line management and in some cases this is followed by a further investigation by the H&S adviser. A more in-depth analysis of the circumstances may additionally be carried out. In all cases, corrective actions and recommended completion dates are recorded on an electronic investigation form and responsible persons are notified accordingly.

7.2 A review of accident, near miss and hazard investigations for 2016/17 indicates that in the majority of cases, the appropriate level of investigation was carried out and remedial actions were followed up to a conclusion. However, in seven cases, the incident did not receive the correct level of investigation, in five cases the record of investigation was not completed and a total of six recommendations were found not to have been followed through to completion. Where possible, these issues will be dealt with retrospectively and administrative procedures around incidents and investigations will be reviewed to minimise the chance of recurrence.

7.3 Recommendations:

- On an ongoing basis, remind all stakeholders to report accidents, near misses and hazards.
- Target messages about incident reporting to Members and their staff in consultation with FM customer relationship management.
- Continue to use the contractor performance management approach to improve rates of incident reporting by on site contractors.
- Check the competence of contractor and sub-contract staff, standards of risk assessments / method statements and adherence to agreed work methods.
- Record absences resulting from accidents at work, and in future report the accident severity rate and accident incidence rate.
- Redesign the incident reporting forms to make the reporter’s category (MSP, SPS staff, contractor etc.) clearer.
- Continue to prioritise the reduction of slip and trip accidents through information, training, risk assessment, maintenance and cleaning.
- Review administrative procedures around incident investigation.

Section 8. Participation and consultation:

8.1 The Fire, Health and Safety Committee is the focal point for consultation on H&S matters. All committee meetings went ahead as planned during the reporting period and there were no significant changes to the committee structure or business during the
reporting year. There is full representation from all staff Groups and on-site contractors on the committee, however some alternate committee members have not been appointed and MSP and MSP staff representation is currently minimal.

8.2 During the reporting year there were examples of worker participation, including staff coming forward with suggestions for safety improvements, and using the accident, near miss and hazard reporting system. This type of participation can be reinforced by responding positively to individuals who take the time to make suggestions and report incidents, hazards etc.

8.3 There are rewards in place to recognise contribution and encourage participation, i.e. the special bonus scheme to reward first aiders, and a prize for winning a quiz in the nominated person refresher training. Rewards and incentives will continue to focus on rewarding positive behaviour and contributions.

8.4 More generally, engagement of staff members is supported by the SPCB’s commitment to fairness and respect and the attention paid to wellbeing and improving the quality of working life.

8.5 Recommendations:

- Appoint H&S committee alternates.
- Encourage MSP and MSP staff representation.
- Review the administrative processes which support feedback and response to accident, near miss and hazard reports.
- Include a suggestion box for H&S improvements within the H&S reporting system which incorporates a review and feedback process.

Section 9. Communication from Interested Parties

9.1 The majority of requests for H&S assistance come through the FM Helpdesk. A total of 28 calls were logged to the H&S queue during the reporting year, which continues a downward trend in call numbers over the previous three years. The calls received were predominantly requests for workstation equipment or first aid supplies. Complaints were minimal and requests for information generally come through direct contact by email or phone.

9.2 Most office temperature, humidity and air quality calls are routed directly to the Parliament’s on-site maintenance contractor. A review of the details of these calls together with the current process for maintaining thermal comfort suggests that although there are a small number of offices with recurring hot and cold complaints, there are appropriate methods in place to manage thermal comfort proactively and deal with complaints as they arise.

9.3 Recommendations: none.

Section 10. Legal and Enforcement Action
10.1 No enforcement action occurred during the reporting year.

10.2 **Recommendations: none.**

**Section 11. Contractors**

11.1 Contractor access and safety is managed using the electronic security access and works approval system. Under the procedure, contractor sponsors submit a security access / works approval form in advance of any planned work. Contractors must provide a suitable and sufficient risk assessment and method statement for certain categories of work, plus other documents as required.

11.2 On site contractors took over the role of managing site inductions for contract staff in 2015, and their performance continues to be monitored by the FM contractor coordinator. Additionally, the FM contractor coordinator carries out audits to verify that contractors are working in accordance with agreed methods, and leaving work areas clean, tidy and in good condition.

11.3 It is proposed to carry out more in-depth audits of contractor access permits, with an increased emphasis on contractor staff training records, as well as risk assessments, method statements and work practices. A further enhancement proposed to the contractor access system is to replace the paper based signing in system with an electronic permit list and signing in system.

11.4 **Recommendations: none**

**Section 12. Audit**

12.1 Four audits were carried out by the H&S adviser under the audit plan. The findings are summarized as follows:

- Hazardous Substances: two significant findings and two minor findings were noted, all of which have been addressed.
- Maintenance of hard landscaping, ponds, gates and other infrastructure: one minor finding was noted, which has been addressed.
- X-Ray baggage screening: three minor findings were noted, two of which have been addressed. The remaining item is currently being addressed by the Security Office.
- Events and exhibitions: two minor findings were noted, which are currently being addressed by the Events and Exhibitions Team and FM.

12.2 The frequency of audits is determined by the risk rating of the corresponding item in the risk register. Currently the process does not take account of available resources. During the reporting year it was necessary to postpone two audits and cancel another due to competing priorities:
• Manual Handling Operations: postponed to quarter 4 (2017-18) to free up resources for other priorities.
• Construction, Design and Management: cancelled as a separate FM project addressed the audit subject.
• Lone work: postponed past the current range of the audit plan to free up resources for other priorities.

12.3 Recommendations: The H&S Board should review the current audit procedure with a view to matching audit commitments with available resources.

Section 13. Training

13.1 A comprehensive programme of H&S training was delivered during 2016-17, which included the following courses:

• First aid at work, emergency first aid, defibrillator / CPR and requalification training
• DSE assessor training accredited by the Chartered Institute of Ergonomics and Human Factors
• Online DSE user training
• Manual Handling training
• Nominated Person (risk assessment and H&S inspection) training

13.2 Additionally:
• An induction and refresher H&S awareness course was added to SPlearning
• A comprehensive Staff H&S reference guide was published
• E-learning courses covering ladder safety and manual handling were identified for inclusion within SPlearning
• The format of Nominated Person training and refresher training was reviewed with a view to maximising attendance. It was decided to retain the existing format of the initial training course, but replace the taught refresher course with a more flexible e-learning course.
• A draft H&S competency matrix was produced after consultation with L&D Colleagues

13.3 Recommendations:
• All new starts should complete the H&S Awareness course within 3 weeks of commencing employment
• All existing staff members should complete the H&S Awareness course within 6 months
• The draft H&S competency matrix should be incorporated into existing processes for competency assessment in consultation with HR.
Section 14. H&S Performance

14.1 A key performance indicator (KPI) dashboard is maintained on the computer aided facilities management (CAFM) system.

14.2 The current list of KPIs is as follows:
- KPI1: The percentage of new starts who complete the online health and safety induction course within 3 weeks of their start date.
- KPI2: The percentage of safety post holders in place and fully trained.
- KPI3: The percentage of contractor inductions completed, (now monitored by the FM Contractor Co-ordinator).
- KPI4: Reported accidents, near misses and hazards.
- KPI5: The number of overdue office inspections, common area inspections and audits.
- KPI6: The number of open and overdue significant H&S actions arising from inspections and audits.
- KPI7: The number of open and overdue occupational health referrals for Musculoskeletal Disorders.
- KPI8: Statistical information from DSE self –assessments.

14.3 The KPI dashboard provides a convenient indication of H&S performance through a selection of leading and lagging performance indicators, allowing action to be taken to address failures. The original purpose of KPIs was to drive performance improvement through a process of management review and corrective action. Since the H&S KPIs are no longer reviewed by senior management, the range of KPIs could be reduced to those providing a useful indicator for operational H&S management.

14.4 Recommendations:
- Suspend KPI 2 which is not currently adding value.

Section 15. Changes in Legislation and the Regulatory Environment

15.1 There have been no significant changes in H&S legislation during the reporting year relevant to SPCB’s undertaking.

15.2 HSE has renewed its focus on health at work, through the national strategy: ‘Helping Great Britain Work Well’. Two of the strategy’s key priorities are relevant to SPCB: stress and mental health and musculo-skeletal disorders (MSDs).

15.3 HSE continues to apply a fee for intervention (FFI) of £129 / hour for inspections and investigations where a material breach of legislation is identified. During 2016-17 the HSE carried out 19,842 workplace inspections, of which 46% resulted in an invoice. The most recent development with regard to FFI is in relation to the disputes process, which has been recently been made independent of HSE following a judicial review.
15.4 During the last 5 years, there has been a steady increase in prosecutions by HSE and the Crown Office Procurator Fiscal Service for H&S Offences. The total value of fines has increased markedly during this time, as a result of new sentencing guidelines introduced in England and Wales, which are likely to have an equivalent effect on sentencing in H&S cases tried in Scotland.

15.5 In the last 2 years the number of prosecutions of individual directors and managers in terms of s.37 of the Health and Safety at Work etc. Act 1974 has increased.

15.6 Both FFI and prosecution trends highlight the need for employers to consider the impact of HSE inspections and prosecutions when deciding on their approach towards managing risk. Particular attention should be paid to the management of risks involving serious injury or death, where breaches are likely to have the highest impact.

15.7 Recommendations:

- The H&S Board should carry out a review of the risk register in order to identify priorities for action.
- In view of the increased regulatory focus on health issues at work, the H&S Board should review the approach towards managing stress / mental health and MSDs.
- The rates of sickness absence arising from MSDs and stress / mental health should continue to be monitored and reviewed by the H&S Board annually.

Jake Fenton
H&S Adviser
Appendix 1: Accident and Near Miss Data

### Annual Summary

<table>
<thead>
<tr>
<th></th>
<th>Apr</th>
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<td>3</td>
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<td>Near Misses</td>
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<th>Parliamentary Staff</th>
<th>MSPs &amp; Staff</th>
<th>Contractors</th>
<th>Visitors</th>
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<td>Accidents</td>
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<td>5</td>
<td>4</td>
<td>11</td>
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<td>Near Misses</td>
<td>18</td>
<td>2</td>
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### 2016/17

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<th>May</th>
<th>Jun</th>
<th>Jul</th>
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<th>Sep</th>
<th>Oct</th>
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<th>Year</th>
</tr>
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<tbody>
<tr>
<td>Slip, trip or fall</td>
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<td>0</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>2</td>
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<td>0</td>
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<td>3</td>
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<td>24</td>
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<td>Injured while lifting or carrying</td>
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<td>0</td>
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<td>0</td>
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<td>Hit something fixed or stationary</td>
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</tr>
<tr>
<td>Burn</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Road or other traffic incident</td>
<td>3</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Workplace transport incident</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Exposure to substance or agent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hit by a moving or falling object</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td>Other</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
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<table>
<thead>
<tr>
<th></th>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidents</td>
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<td>0</td>
</tr>
<tr>
<td>Near Misses</td>
<td>4</td>
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</table>

### Accidents by Type (Year to Date)

- Slip, trip or fall: 24%
- Injured while lifting or carrying: 3%
- Hit something fixed or stationary: 0%
- Burn: 1%
- Road or other traffic incident: 5%
- Workplace transport incident: 0%
- Exposure to substance or agent: 0%
- Hit by a moving or falling object: 0%
- Other: 13%

### Accident Location (Internal / External)

- Internal: 94%
- External: 6%
Appendix 2: Annual Fire Safety Report 2016/17

Annual Fire Safety Report 2016/17

1. Regulatory Dashboard

i.) Fire Alarm activations - During the year there were thirteen fire alarm activations, resulting in seven ‘unwanted calls’ to the Scottish Fire and Rescue Service (SFRS). None of these were actual fire incidents and only four incidents (31%) were related to contractor activities. There were three day-time and four night-time evacuations totalling 70 minutes disruption but none affecting Parliamentary business. The system activations were caused as follows:

- 4x Defective smoke detector heads;
- 3x Dust;
- 2x Excessive use of aerosol sprays;
- 1x Fumes from an insect electrocutor;
- 1x Fumes from a cleaning machine;
- 1x Defective heat detector head;
- 1x Overcooked toast.

No. of Fire Incidents 2016/17

Incidents by Type 2016/17
ii.) Fire Safety Performance – Throughout the year, all Fire Safety Risk Assessments, audits and surveys were completed without any major concerns.

2. Health & Safety Steering Group - Fire KPIs

**KPIFire1** – Number of primary fires over year.

**KPIFire2** – Number of ‘Unwanted’ calls to the Scottish Fire and Rescue Service (SFRS).

**KPIFire3** - Parliamentary Business Disruption caused by false alarm activations (in minutes).

**KPIFire4** - Fire Safety Performance:
  i) Number of Fire Safety Risk Assessments / Surveys completed over the year.
  ii) Number of occupants receiving additional specific fire safety training (i.e. over and above Induction and annual refresher training).
  iii) Number of SFRS Liaison Visits to The Scottish Parliament.

The table below shows recent activity in these areas.

<table>
<thead>
<tr>
<th>KPI</th>
<th>Description</th>
<th>Current Year (@ 19/09)</th>
<th>2016/17</th>
<th>2015/16</th>
</tr>
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<tbody>
<tr>
<td>KPIFire1</td>
<td>Primary fires</td>
<td>1</td>
<td>0</td>
<td>2</td>
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<tr>
<td>KPIFire2</td>
<td>Unwanted calls to SFRS</td>
<td>1</td>
<td>7</td>
<td>2</td>
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<tr>
<td>KPIFire3</td>
<td>Parliamentary Business Disruption</td>
<td>0mins</td>
<td>0mins</td>
<td>0mins</td>
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<tr>
<td>KPIFire4</td>
<td>Fire Safety Performance:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Risk Assessment / Survey</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>ii) Specific Training</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) SFRS Liaison Visits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Incidents</td>
<td>5</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Total Calls</td>
<td>Fire Incidents</td>
<td>3</td>
<td>13</td>
<td>10</td>
</tr>
</tbody>
</table>
3. Training

Due to amendments to our Inergen gas fire suppression system control panels during this year there were requests for additional specific fire safety training and as a result 42 Security staff members received training.

4. Fire Evacuation Exercise Programme

The first of our twice-yearly Fire Evacuation Exercises took place on Thursday 28th April requiring the evacuation of all occupants from Zone 6 (Upper Basement level). The total zone occupancy at this time was about 60+ persons made up mainly of SPS staff; contract and sub-contract staff and all occupants evacuated swiftly to the designated internal assembly area.

The second exercise took place on 12th October when a Security Lockdown of the Upper Basement Car Park (Zone 8) took place simultaneously as a fire alarm activation, in order to test the compatibility of these systems. Valuable feedback was provided by observers and other occupiers which has since guided further improvement of our fire safety management system.

5. Fire and Rescue Service Liaison

Due to additional demands on their time there was only one liaison visit made by the Scottish Fire and Rescue Service (SFRS) over the year. SFRS computer aided design (CAD) technicians have now provided us with improved 3D plans from their Operational Intelligence Plan for our premises as part of their overall commitment towards the Scottish Government’s Critical National Infrastructure (CNI) strategy. Facilities Management now require 3D modelling software in order to enhance our own building model for use at the Scottish Parliament. www.firescotland.gov.uk

6. Fire Safety Information

Further information relating to fire safety at the Scottish Parliament is available at: http://www.scottish.parliament.uk/intranet/15041.aspx

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Fire Safety Advisor
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