

CULTURE PERTH & KINROSS

Health and Safety

Report

April 2021 to March 2022

1. Introduction

This report provides a summary of all accidents, injuries and near misses and reviews patterns of occurrence that have taken place since 1 April 2021 to 31 March 2022 in Culture Perth and Kinross premises, vehicles or activities run by or involving Culture Perth and Kinross staff. The report considers the following patterns: by incident type; by injury type and by location.

Information comes from Culture Perth and Kinross incident forms which include incident investigations. Summaries of all incidents are reported internally to the Senior Management Team (monthly), the Finance and Resources Committee (quarterly) and to the Culture Perth and Kinross Board (quarterly).

2. Coronavirus (COVID-19)

Updated induction training was delivered to all staff prior to their return to work, outlining new procedures, building operations and work processes. Non-frontline staff continued to work a blended model of working at home and in-office. Communication was maintained with all staff utilising Basecamp and meetings carried out via Zoom and Microsoft Teams. Additional video conferencing equipment was purchased to facilitate blended work meetings including the Board and Subgroup committees.

Access to Health and Wellbeing support through the Wellbeing champion remained and 5 additional staff were trained as Mental Health First Aiders. Mental health first aid trains employees to spot the signs of when someone may be in mental and emotional distress and work with them to get the help they need, potentially avoiding or limiting sickness and absences in the process.

Premises Compliance

Unoccupied Building Safety assessments were carried out prior to reopening each site. All compliance checks are maintained by PKC Property Services in all CPK premises throughout lockdown, ensuring statutory inspections and examinations were, and continue to be, carried out ensuring buildings are safe to be used with CPK staff facilitating access.

Operating Plans

Operating Plans were in place with 4 key areas of focus:

- Organising the Workplace
- Cleaning and Sanitising

- Social Distancing
- Staff Induction and training

Staff working models have been reviewed as restriction have eased. Specific site controls include signage, one-way systems, hygiene stations and screen dividers for desks and working areas. One-way systems have been phased out along with a reduction in signage in line with Government guidance.

Enhanced cleaning regimes have been kept in place. Facemasks are currently still required in premises and staff are provided with relevant supplies. It is expected the requirement for facemask wearing will be removed in April 2022. Other elements, such as Test and Protect recording have been removed in March 2022 and self-isolation guidance adapted in line with Government guidance. Risk Assessments, including Systems of work have been reviewed by Law at Work, providing the necessary guidance and oversight on Health and Safety compliance Contractor Management has been reviewed with Perth and Kinross Council to ensure contractors are providing relevant risk assessments to carry out necessary compliance works.

The Organisational Risk Log was reviewed in January 2022 by the Board with the Critical Risk relating to the ongoing impact of the Coronavirus remaining in place.

3. Incidents reported since previous Board Meeting

The following incidents have been reported since the previous Board meeting. Any case of occupational exposure from COVID-19 is reportable under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) that is, as a result of a person's work. There have been **no** instances to date of Occupational exposure.

Date of Incident	Location	Description of Incident	Action/Outcome	Risk Level
05.12.21	Fergusson Gallery	<p>Fire Alarm Activation –</p> <p>Member of staff refilling a humidifier in the gallery when the fire alarm activated. The Fire Service were called.</p> <p>Fire Service carried out check of building and noted there was a smoke detector directly above humidifier. They advised that steam, vapour or dust could have risen into the detector.</p> <p>Humidifier was moved to a different part of the gallery and no further issues have occurred.</p>	<p>Smoke Alarms in Galleries are ionisation detectors and can be affected dust or vapour causing an activation. This has not happened before with humidifiers.</p> <p>All procedures and protocols were followed correctly, with Fire Service attending within 5 minutes of activation.</p> <p>Location of humidifiers across all sites has been reviewed and procedures amended to prevent reoccurrence.</p>	LOW
11.03.22	Perth Museum	<p>First Aid - A young girl (under 10) jumped into a ball pit in the Blast Off exhibition. She fell awkwardly and as a result had some swelling on the sole of her right foot.</p>	<p>Blast- Off exhibition has a soft play area in Gallery 1 specifically for under 5s only. Signage and staff supervision is in place.</p> <p>Incident was due to overenthusiastic participant</p>	MEDIUM

Date of Incident	Location	Description of Incident	Action/Outcome	Risk Level
		Staff applied ice pack to reduce swelling and then bandaged foot. Father took daughter to be checked at doctors. No further issues were reported.	using ball pit designed only for young children. The risk assessment has been revised for the gallery to ensure parental supervision is required, clearer signage and staff briefing as customers enter gallery. Additional safety signage has been put in place.	
28.03.22	AK Bell Library	Fire Alarm Activation - Member of staff noticed smoke coming from the light switches behind the information desk, and that the wall was charred. There was a bit of smoke, but it had not reached the sensors yet, so staff member activated alarm. Staff evacuated the building, and liaised with the fire brigade on arrival, switching off power to that side of the building. Incident was on a Monday so closed to public. The fire brigade used thermal imaging camera to investigate further, they were then satisfied there was no further risk. Property Services arranged for electricians' to check, cause was a faulty switch, which was repaired and all switches checked for damage.	Fire procedures followed correctly by staff and incident reported to Property Service in PKC. Compliance checks on electrics carried out regularly and fixed wire testing (3-year cycle) had just been completed. Switch regularly used and component had worn out. Further information to be provided by contractors at time of writing report. Switches have been checked in other areas to ensure any other issues identified.	MEDIUM

4. Incident Summary to date for 2021/22 by Type

The chart below displays the incidents that have occurred since 1 April 2021 to 31 March 2022. There was a total of **11** incidents in this period. For comparison, during the period 1 April 2020 to 31 March 2021 there were a total of **3** incidents but there were extensive closures during lockdown periods and a limited number of sites open. During period 1 April 2019 to 31 March 2020 there were a total of **14** incidents. The incident category is taken from the incident forms. Explanations of these categories are detailed below.

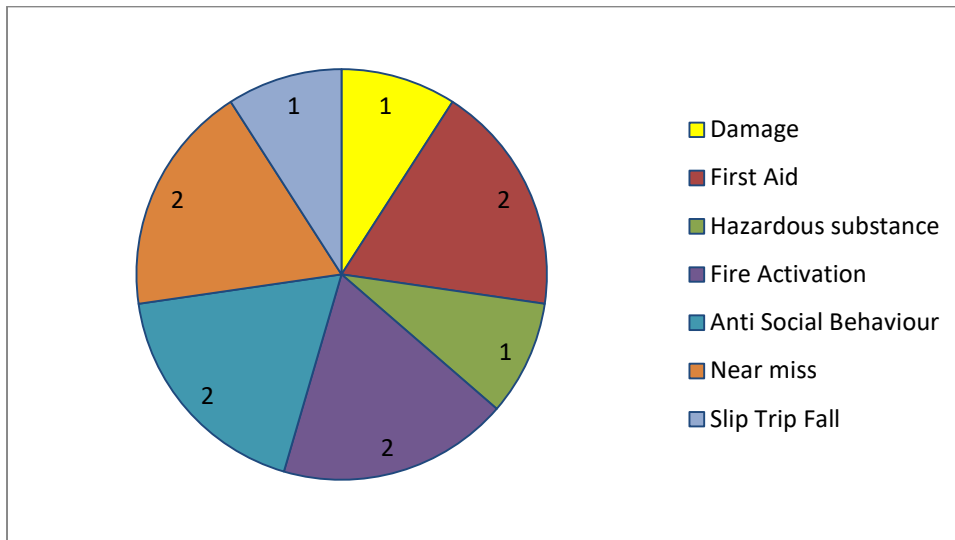


Figure 1 - April 2021 to March 2022 by type

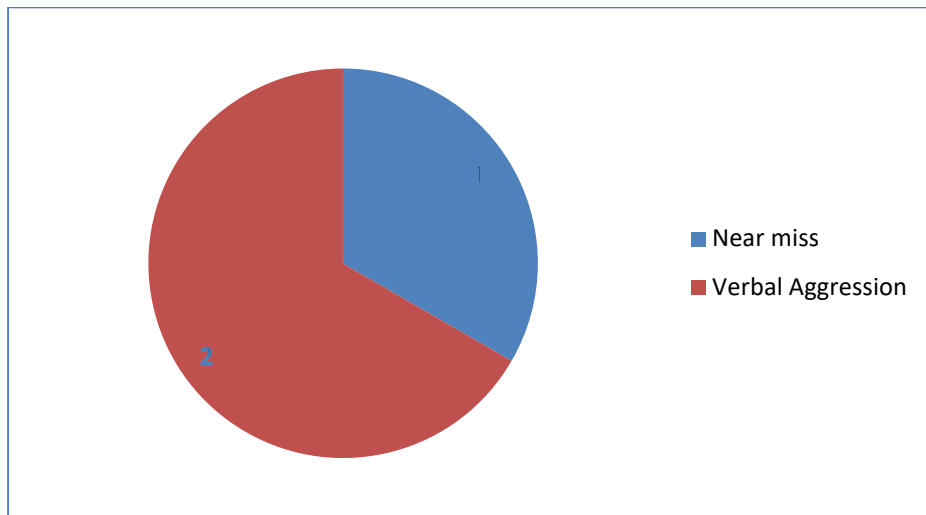


Figure 2 -- April 2020 to March 2021 by type

More relevant comparators are to 2019/20 when services were fully open. In comparison to 2019/20 there were:

- 2 First aid incidents compared to 6 in 2019/20
- 2 Verbal Aggression / Anti-Social Behaviour incidents compared to 4 in 2019/20
- 2 Near miss incidents compared to 1 in 2019/20
- 1 Slip/ trip/ Fall compared to 1 in 2019/20
- 2 Fire Alarm activations compared to 0 in 2019/20
- 1 Substances Hazardous to Health compared to 0 in 2019/20

There have been 11 incidents from 1 April 2021 to 31 March 2022. By category these are:

- **Anti-Social Behaviour**

These incidents refer to any form of Aggression/ Anti-Social Behaviour toward staff or customers:

- a. **Two** incidents occurred. **One** in AK Bell Library (with a referral to Police due to suspected drug use/ distribution) and **one** in Auchterarder Library which is an ongoing issue with children climbing onto roof – this has been referred to the Police, School and local Community Wardens.

- **Near miss**

These incidents relate to incidents under the following definition. A “near miss”, “near hit”, “close call”, or “nearly a collision” is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.

- a. **One** incident at Breadalbane Library, where ingestion of a poisonous mushroom in garden could have occurred if child was unattended.
- b. **One** incident at AK Bell Library where loose panel in public toilet fell near customer.

- **Damage**

These incidents refer to when equipment, collections or facilities are damaged:

- a. **One** incident at Fergusson Gallery where frames were damaged as a result of flooding – Humidifier leaked water in storeroom at Fergusson Gallery

- **Slips and trips**

Slips, trips and falls are defined as falling on the same level due to these situations:

Slip - stepping on a slippery surface or an object and losing balance.

Trip - foot striking against an object and losing balance; and

Fall - stepping on an uneven surface and losing balance

- a. There was **one** incident in AK Bell library, where member of staff slipped when putting temporary plastic protection sheeting out on Local Studies Collection Store floor and sustained some bruising to foot and ankle.

- **First Aid**

These incidents relate to any incident that requires any form of first aid or medical attention to either staff or customers

- a. **One** incident in Perth Museum involving a child (under 10) jumping into ball pit in soft play area, bruising foot. Ball pit activities for under 5s only. Supervision procedures and signage have been revised.
- b. **One** incident in Strathearn Community Library, where member of public from local Care home was attending an exhibition launch, when he became unwell and passed out, requiring medical assistance. Care Home staff and onsite First Aider assisted. Ambulance was called and attended, taking patient to hospital

- **Substances hazardous to Health**

These incidents refer to when a hazardous substance is present in facilities or collections material. A hazardous substance is any substance that has one or more inherent hazardous property. This includes flammability, explosiveness, toxicity, and the ability to oxidise.

- b. **One** incident at Perth Museum, where a small number of items in the Museum’s collections have been identified as containing, or potentially containing asbestos as part of the Collections Review. a specialist Asbestos contractor, Kadec has carried out a full assessment of the collections deemed to contain asbestos and ensured they pose no harm

in current condition. This incident was not notifiable under the Control of Substances Hazardous to Health (COSHH), but COSHH procedures have been followed to assess the items.

Please note: Vehicle incident reporting previously included minor damage or bumps which did not have any specific Health & Safety issues. These types of incidents will be reported under Property Updates to the Board. Any vehicle incident with a specific Health & Safety aspect will still be including within this report.

5. Incident Summary by Injury/ Illness

Incidents were reviewed using:

- Incident Reports / Investigations
- Sickness Absence Reports
- Staff Consultative Committee and Health & Safety Committee recommendations

Incidents involving staff, customers or public are as recorded under the First Aid incidents.
There are two incidents recorded as First Aid incidents

6. Incident Summary by Premises

The chart below displays the incidents that have occurred since 1 April 2021 to 31 March 2022 by location. There was a total of **11** incidents in this period.

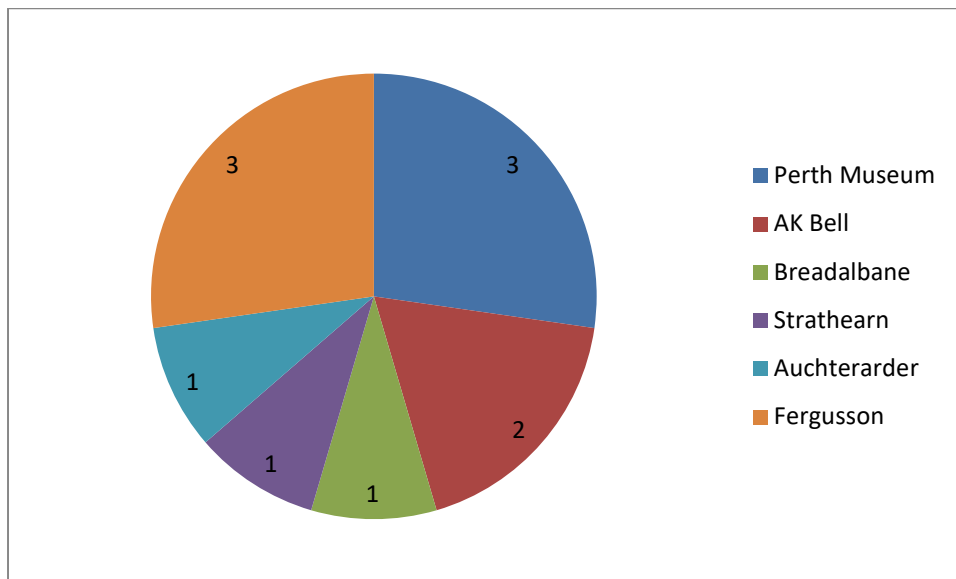


Figure 3 April 2020 to March 2021- Incident by location

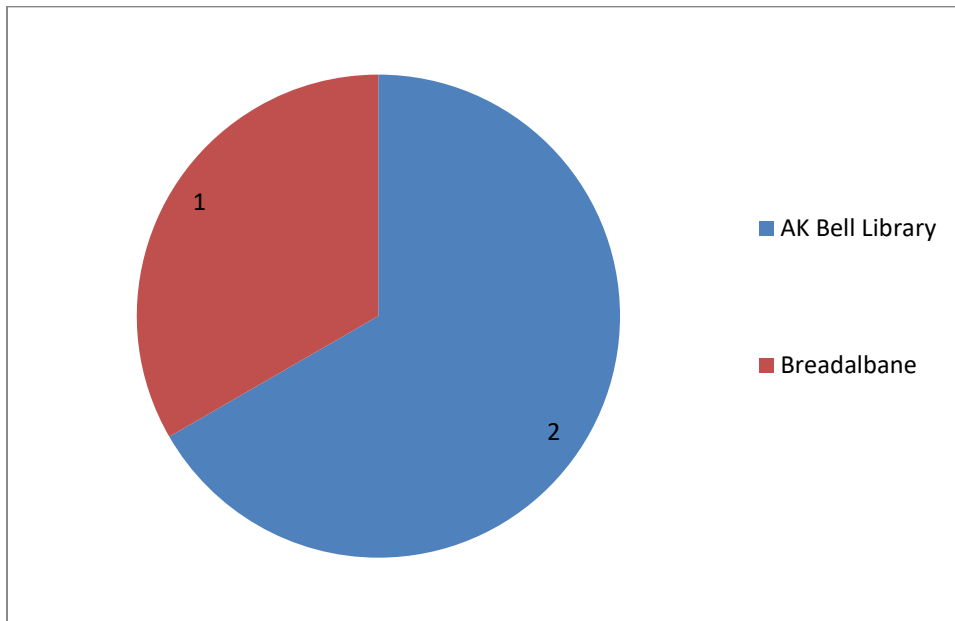


Figure 4 April 2020 to March 2021- Incident by location

More relevant comparators are to 2019/20 when services were fully open. In comparison to 2019/20 there are:

- 3 Perth Museum incidents compared to 3 in 2019/20
- 2 AK Bell incidents compared to 6 in 2019/20
- 1 Breadalbane incident compared to 1 in 2019/20
- 0 Alyth Library incidents compared to 1 in 2019/20
- 0 Loch Leven incidents compared to 1 in 2019/20
- 3 Fergusson Gallery incidents compared to 0 in 2019/20
- 1 Auchterarder incident compared to 0 in 2019/20
- 1 Strathearn incident compared to 0 in 2019/20

To date, Perth Museum and Fergusson Gallery have had the greatest number of incidents, three. Ten premises have had no incidents in this 12-month period (Alyth Museum, Alyth Library, Birnam Library, Blairgowrie Library, Comrie Library, Coupar Angus Library, Pitlochry Library, Scone Library, Loch Leven and North Inch Community Campus Libraries). It should be noted that some premises have only recently reopened or operating on reduced operating hours and comparisons should be viewed in this context.

7. Trend Analysis by Quarter

Previous reports show a comparison to the same period in previous years. Closure periods over the last 2 years affected the number of sites open and the operating hours, so any comparisons should be made in this context.

The number of incidents for Q4 (January to March) for the last 3 years are shown below for comparison:

Q4 2019/20	Q4 2020/21	Q4 2021/22	Total (Q1 to Q4) 2019/20	Total (Q1 to Q4) 2020/21	Total (Q1 to Q4) 2021/22
1	0	3	14	3	11

8. Review and Development

Trend Analysis of the Incident Types since **1 April 2016** shows small clusters of incidents relating to equipment failure, incidents that require enacting of incident plans, minor vehicle damage, verbal aggression to staff and First Aid. Although there are no specific areas for concern and no major incidents, the following areas for review and development identified are:

Item	Action	Agent	Date Initiated	Due
Physical Safety Assessments for all premises	Each premises to be assessed for Physical Safety utilising Law at Work Assessments	KMcW	November 2019	All premises to have assessment by end December 2020 - this has been delayed by Coronavirus shut down and completed December 2021
Revised Health and Safety Document Management System	New CPK Health and Safety Documents including topic specific guidance for staff	KMcW	July 2021	Completed September 2021 – documents to be reviewed by Law at Work 2022
Manual Handling Assessment process review for Collections move	Manual Handling assessments for relocation of items to City Hall. Unusual and large loads to be assessed prior to moves.	KMcW	February 2022	October 2022

10. Staff Training

The Health and Safety at Work etc. Act (HSWA) 1974 (Section 2) requires every employer “to provide information, instruction, training and supervision is necessary to ensure, "so far as is reasonably practicable", the health and safety at work of their employees and others affected by their activities.

Culture Perth and Kinross access formal training through Perth and Kinross Council’s (PKC) Health, Safety and Wellbeing Team and Law at Work; identify training needs through regular monitoring of job profiles, risk assessments. In addition, online Health and Safety training has been procured from iHASCO who provide Institution of Occupational Safety and Health (IOSH) approved training. Health & Safety matters are also covered through induction training, Delayed Office Opening Sessions, job specific and statutory training, periodic toolbox talks and briefings. Training needs analysis are carried out to identify gaps and to arrange further training where required.

The following table summarises training carried out since 1 April 2020 and refers to the training courses attended and those to still attend (other staff will have carried out this training prior to this timeframe). Numbers will fluctuate as post holders move in and out of jobs and there have been new appointments since the last report. Outstanding courses are programmed into CPK’s 2022 Training Schedule.

CPK has developed a range of courses to deliver in house but will also access courses from PKC and Law at Work and other suppliers for specific certification, for example First aid and IOSH training.

As of 31 March 2021, there were 108 Permanent & Fixed term contract staff. Some of these staff have more than one post, so training numbers will reflect active staff posts.

Health & Safety Awareness is part of the mandatory induction for all staff and volunteers. This is currently being revised and updated; ensuring specific work location is included along with general Health and Safety training.

Training Summary – 1 April 2021 to 31 March 2022

Training Topic	Staff Groups	Type of Training	Target no of staff	Completed	Awaiting Date	Comments
COVID Return to Workplace induction	All	In person & online presentation	108	108	-	<i>Formal return to work presentation prior to staff returning to work</i>
Food Safety & Hygiene Training Level 1	Museum Front of House/ AK Bell Lending and Comrie Library staff	Online IOSH accredited training	36	36	-	<i>Food Hygiene training for staff operating Coffee machines in AK Bell , Perth Museum and Comrie Library</i>
Infection, Prevention and Control	All	Online training	108	108	-	<i>Infection control module for COVID Hygiene arrangements</i>
Returning to Work (During / After Covid 19)	All	Online Training	108	108	-	<i>COVID 19 module</i>
DSE Risk Assessment	Operations Team/ Library Supervisor/ Digital Services	Online training course	4	1	1	<i>4 DSE Assessors identified for CPK (not to be confused with number of DSE risk assessments). Online module identified for completion as original course postponed. Does not impact on</i>

Training Topic	Staff Groups	Type of Training	Target no of staff	Completed	Awaiting Date	Comments
						<i>ability to carry out relevant assessments</i>
Emergency First Aid at Work – 1 day	Museum Visitor Services staff / Library staff at AK Bell	½ day online course	10	3	7	<i>Delayed Office Opening Session e learning module</i>
First Aid at Work – 3 Day	Museum Visitor Services staff / Library staff at AK Bell	1 day training course	Rolling program to update existing first aiders	-	-2	Mandatory Refresher training. All first aiders have up to date training.
Working Safely	Line Managers / Supervisors / Frontline staff	½ day online course	Rolling program to update trained staff	2	5	<i>Health & Safety update training, Safety in workplace updates</i>
Working at Height	Operations team/ exhibition staff	½ day online course	Rolling program to update trained staff	3	3	
Fire Marshal & Warden	Line Managers / Supervisors / Frontline staff	Online training	26	6	n/a	<i>Refresher training for current fire wardens.</i>

Training Topic	Staff Groups	Type of Training	Target no of staff	Completed	Awaiting Date	Comments
COSHH Risk Assessment	Operations Team/ Collections Conservations Team/ Visitor Services supervisor/ Café Supervisor	1 day training course	6	6	0	<i>Increasing range of COSHH trained assessors. Does not impact on ability to carry out relevant assessments</i>
General Risk Assessment	Line Managers & Supervisory Staff	1 day training course	Rolling program to update trained staff	2	2	Staffing changes mean some trained staff have left the organisation.

Training Topic	Staff Groups	Type of Training	Target no of staff	Completed	Awaiting Date	Comments
General Risk Assessment Refresher	Line Managers	½ day training course	Rolling program to update trained staff	5	2	<i>For staff trained in Risk Assessments but not used training for long period – in house delivery</i>
Health & Safety Awareness	All staff	As part of mandatory induction process	-	10	-	<i>This training is under review. It is part of the mandatory induction process and is being reviewed to ensure consistency across all workplaces.</i>
IOSH Managing Safely	All members of EMT	3-day training course and exam/certificated course	6	0	5	<i>All EMT/ SMT staff require this training. New staff joined organisation and COVID have restricted available dates Refresher training for All IOSH trained staff to take place in 2022</i>
Lifting & Handling	Support Services/Drivers/ Visitor Services/ Operations Team/ Library Staff / Collections Team/ Commercial Team		12	4	-	<i>Library and Museum operational staff undertake this training.</i>
Manual Handling Risk Assessment	Line Managers and Supervisors in Support Services/ Visitor		10	8	2	<i>10 staff posts require specific Manual Handling Risk Assessment - Review of Collections Moves to</i>

Training Topic	Staff Groups	Type of Training	Target no of staff	Completed	Awaiting Date	Comments
	Services/ Operations Team/ Library Staff / Collections Team/ Commercial Team					<i>deliver refresher training. Training. New tools and training to be delivered to Line managers in conjunction with Law at Work</i>
Working at Height	Exhibitions Team/ Operations Team/ Visitor Services Team/ Collections Team	In house training session – ½ day	18	14	4	<i>Now available as online training course</i>
Electrical Safety	Exhibitions Team/ Operations Team		8	5	3	<i>Now available as online training course.</i>