

CULTURE

PERTH & KINROSS

Health and Safety Summary Report 1 April 2024 to 31 March 2025

1. Introduction

This report provides a summary of all accidents, injuries and near misses and reviews patterns of occurrence that have taken place between 1 April 2024 to 31 March 2025 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) and to the Culture Perth and Kinross Board (quarterly).

2. Incidents reported since previous Board Meeting

All incidents are reported to the Senior Management Team and a summary of incidents reported from January to end of March is below, further detail on any of these can be provided to the Committee if required.

Date of Incident	Location	Description of Incident	Action/Outcome	Risk Level
05.03.25	AK Bell Library	<p>Near Miss</p> <p>The plug on a portable fan heater overheated and started to smoke. Member of staff was on hand to switch the heater off and disconnect it. The plug and the socket are burnt. If this had not been noted quickly, a fire would have been the likely outcome.</p>	<p>There are a number of portable fan heaters – all same brand and type used in building for temporary heating. Fan heater was just over 1 year old and had been regularly checked and PATS tested.</p> <p>Faulty unit was reported to manufacturer and all other units withdrawn for checking and further testing. No units showed any sign of degradation and were PATS tested again – all passed. Response from manufacturer has been minimal, but as a precaution, Operations staff have limited setting on each to 1.5KW (they can operate up to 3KW). Senior Operations Officer has carried out thermal imaging test in addition and is satisfied that</p>	MEDIUM

Date of Incident	Location	Description of Incident	Action/Outcome	Risk Level
			no overheating on plug can occur at this setting. Use of portable heaters is limited and specific procedures followed for siting and supervision when in use.	
06.03.25	Perth Museum	First Aid / Staff Fall Front of House Member of staff had seizure at work . She was assisted by staff first aiders who ensured she was safe until seizure passed. She has a functional neurologic disorder which can cause this type of seizure but had not had an episode in a number of years. No injury was sustained as a result of the seizure. She sought further medical advice from her Doctor and is undergoing further tests.	Person is a casual member of staff who had only done a couple of shifts prior to this incident. Her medical history was fully disclosed at time of recruitment although no seizure had occurred in a number of years. She has fully recovered and although having further tests, has agreed that Front of House duties are not suitable, given the potential risks due to falling in the Museum (concrete flooring, risk to public and staff).	MEDIUM

3. Incident Summary to date for 2024/25 by Type

The chart below displays the incidents that have occurred since period 1 April 2024 to 31 March 2025. There were a total of **14** incidents in this period. The incident category is taken from the incident forms. Explanations of these categories are detailed below.

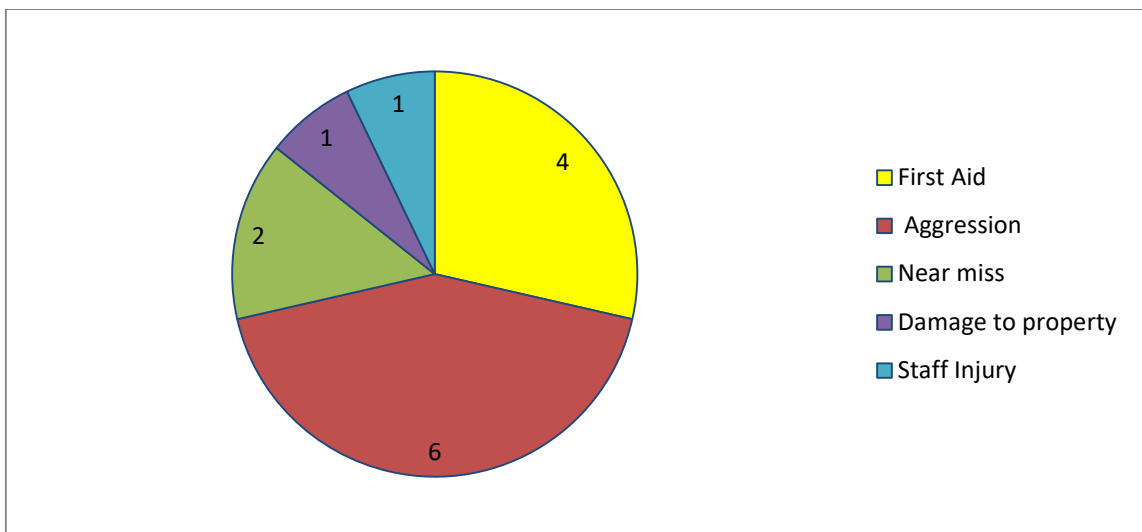


Figure 1 - April 2024 to March 2025 by type

The main occurrences by category to date are, in order of highest to lowest:

- **Verbal Aggression**

These incidents refer to any form of Aggression toward staff or customers:

- a. **Two** incidents where pupils caused disruption and verbal aggression at Loch Leven Library
- b. **Three** incidents at Perth Museum involving verbal aggression toward staff
- c. **Two** incidents at Perth Museum involving verbal aggression toward staff

- **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 where a Museum customer felt unwell after an earlier fall
- b. **One** incident at AK Bell Library where customer felt unwell after an earlier fall
- c. **One** incident at Loch Leven Library where pupil was pushed off chair and hit his head
- d. **One** incident at Perth Museum where staff member suffered a seizure

- **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. There was **one** incident at Perth Museum where an elderly visitor went missing and Police were called
- b. There was **one** incident at AK Bell Library where a portable fan heater plug overheated and started to smoke

- **Damage to equipment / Property**

These incidents refer to any damage to equipment, Property or vehicles

- a. **One** incident where Mobile Library was vandalised

4. Incident Summary by Injury/ Illness

Incidents are reviewed using:

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

There has been **one** incident where a member of staff fell and fractured her arm after falling in Loading Bay Area of AK Bell Library. Incident occurred at ground level because of a trip whilst unpacking a palette of boxes.

5. Incident Summary by Premises

The chart below displays the incidents that have occurred during 1 April 2024 to 31 March 2025 by location. There has been a total of 14 incidents that have occurred in this period.

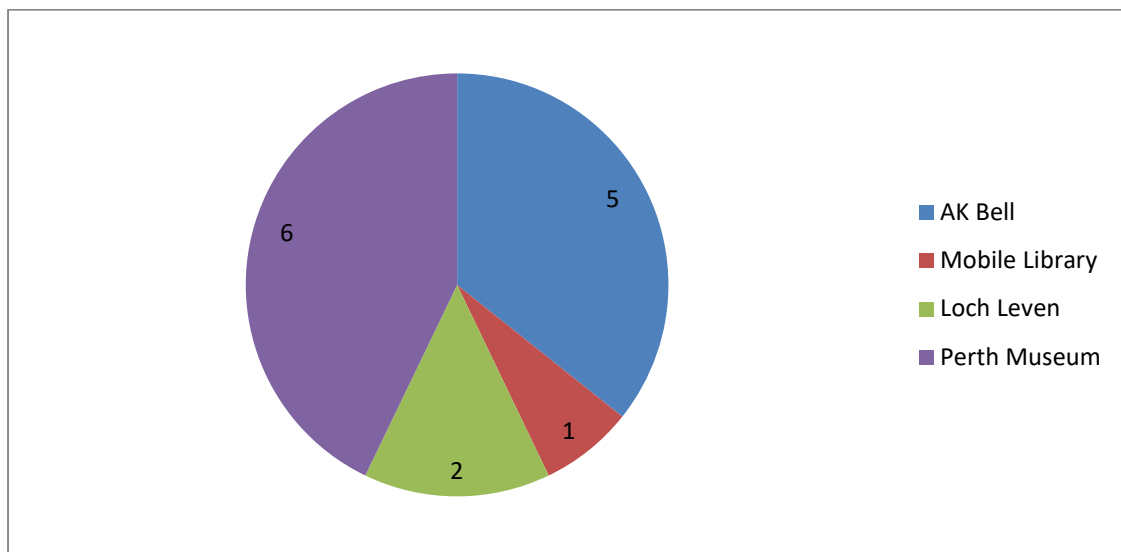


Figure 2 April 2024 to March 2025- Incident by location

To date, Perth Museum has the most number of incidents, a total of six. Nine premises have had no incidents in this 8-month period (Alyth Museum, Alyth Library, Auchterarder Library, Birnam Library, Blairgowrie Library, Breadalbane Library, Comrie Library, Coupar Angus Library and Strathearn Community Campus Library).

6. Trend Analysis by quarter

The number of incidents for Q4 (January to March) for the last 4 years are shown below for comparison along with the full year totals:

Q4 2021/22	Q4 2022/23	Q4 2023/24	Q4 2024/25	Total (Q1 to Q4) 2021/22	Total (Q1 to Q4) 2022/23	Total (Q1 to Q4) 2023/24	Total (Q1 to Q4) 2024/25
3	1	1	2	11	12	11	11

Incidents in this period relate to First Aid and Verbal Aggression as noted above. Procedures and risk assessments are revised after each incident which includes staff feedback to ensure any concerns are raised and appropriate control measures are in place.

7. 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.

Training Summary – April to March 2025

Training Topic	Completed	Still to complete	Comments
Fire Warden Training	21	6 monthly refresher training advised for Fire Wardens. Ongoing programme of training	Delayed Office Opening on 25 September and January closure included revised Fire procedures and evacuation training for all Front of House, Kitchen and Café staff at Perth Museum
Evac Chair Training	28	0	Evac Chair training required for AK Bell, Perth Museum and Perth Art Gallery staff
PAT Tester training	4	0	Operations Team have carried out Portable Appliance Tester training (PAT) to carry out in house testing
IOSH Managing Safely		4	All Supervisors and Managers required to carry out IOSH Managing Safely qualification. Training for new staff to be carried out with new H&S Supplier AAB
IOSH Managing Safely Refresher		10	All Supervisors and Managers required to carry out refresher IOSH Managing Safely Training for new staff to be carried out with new H&S Supplier AAB

8. . Health & Safety Committee

The last H&S Committee was held on 12 September. Topics for discussion included review of Lone Working Procedure, Draft Health & Safety Policy and Suzi Lamplugh Trust training for Personal Safety

9. Site Inspections

Fire Risk Assessment and Physical Safety Inspections were carried out in January 2025 (week of 13 January) at AK Bell Library, Perth Museum and Perth Art Gallery with our competent advisors AAB

People. Reports have been completed and included in the Papers for the Committee. A high level of compliance was recorded across each site. The main action points to be addressed are:

Perth Art Gallery

Fire stopping issues in a number of areas in the basement. This is already part of PKC's planned maintenance schedules and a 5 week programme of works will take place during the summer

AK Bell Library

Fire door issues due to lack of suitable intumescent seals and in some cases gaps under doors to fire safety zones. These findings have been reported to PKC's Compliance Team for Remedial action.

The full Fire Safety Reports can be provided to the Committee if required.

Fire Safety Visits

The Fire Brigade will visit Perth Art Gallery to undertake an Operational Intelligence visit with CPK staff to examine the Collection storage areas at the end of April. This assists the Fire Brigade should they be called out to attend any emergencies at the building and is the same as previous visits to Perth Museum.