



Agency Board Meeting 29 July 2014

Board Report Number: SEPA 27/14

Health and Safety Quarterly Report

Summary:	This report is designed to provide the Agency Board with assurance on the management of health and safety within SEPA. The report outlines high level statistics in relation to incidents, training and key initiatives.
Risks:	Whilst there will always be inherent risks, the report outlines the risk based approach to managing health and safety undertaken by SEPA.
Financial Implications:	There are no direct financial implications associated with this report.
Staffing Implications:	There are no direct staffing implications associated with this report.
Environmental and Carbon Impact:	There are no direct environmental or carbon impact implications.
Purpose of the report:	For discussion
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Appendices:	None

Health and Safety Quarterly Report

1. Summary

- 1.1 This quarterly report for Q1, 2014/15 provides an update of health and safety management issues relevant to SEPA and has been developed to provide the Agency Board with current information on SEPA's continuing health and safety performance. There are no major incidents or RIDDOR reportable incidents to report for quarter 1.

2. Health and Safety Inspections/Site Visits**2.1 Angus Smith Building (ASB) Office Environmental Issues**

Discussions are ongoing between Facilities Management (FM) and the building contractors regarding the office environmental issues such as light levels and temperature control within the building. With regard to thermal comfort within the Reception Area, a rear porch has been installed and the situation will be monitored. In addition, a mechanical engineering consultant was brought in for advice and to provide recommendations on improvements.

2.2 ASB Low Humidity Issues

A number of complaints have been received from scientific staff regarding low humidity. The Health and Safety Unit (HSU) arranged for a specialist contractor to visit the laboratories to provide advice and recommendations on improvements. Further detailed specialist monitoring is required and is being progressed in the Angus Smith Building laboratories and will also be undertaken in our Dingwall office.

2.3 Stirling Office Migration

The decant of Erskine Court to Bremner House and Strathallan House have been successfully completed. In addition, the HSU had organised 2 Relocation Clinics by Posturite Ltd to support staff in setting up their workstations relocating to a new office. The feedback received has been positive.

2.4 Health and Safety Site Visits/Inspection Programme

A programme for 2014-15 has been developed based upon the risk level of the office and Portfolio requirements and is underway as planned. There have been no significant health and safety issues in relation to visits undertaken.

3. On the Job Assessments**3.1 Fish Farming**

The HSU accompanied an EPO while visiting a Fish Farm in the Western Isles on 29/05/2014 part of the on the job assessment programme. A report has been provided to the line manager and management team.

This was a useful assessment of a high risk area/activity and highlighted an area for action to improve refresher training for Power Boat Training level 2; VHF marine radio and Life jacket inspection/familiarisation. The HSU will approach the training providers for advice on the frequency of this refresher training.

4. National Health and Safety Committee

- 4.1 The NHSC meeting was held on 3rd June and was chaired by James Curran, CEO.

The main topics for discussion were the Agency and Portfolio Annual (2013-14) Health and Safety Performance Reports including progress towards the Agency and Portfolio Health and Safety Plans for 2013/14 and the 2014/15 Plans.

The next NHSC meeting will be held on Tuesday 2nd September 2014 in Angus Smith Building which will be chaired by James Curran, CEO.

5. Health and Wellbeing / Healthy Working Lives (HWL)

- 5.1 Activities which will contribute to the achievement of the HWL Silver level award are progressing. In early June it was confirmed that SEPA was the first organisation to achieve the Cycle Scotland multi site employer award (<http://www.sepaview.com/2014/06/cycle-friendly-employer-award/>) and this was formally presented on 23rd June, with the story carried in SEPAView and a press release going out on 26 June.
- 5.2 It is likely that the assessments for the HWL Silver Award will be completed in October. The offices being assessed are Dingwall, Perth, Stirling, Edinburgh and the ASB.
- 5.3 Following results from the People Survey, the Health and Wellbeing Group have been working on a range of information and support for staff in raising awareness and addressing bullying and harassment issues. This includes:
- The development of a leaflet on bullying and harassment;
 - Three e-learning modules to raise awareness and understanding (Challenging Behaviour, Respect and Effective Intervention);
 - Pilot courses on Personal Resilience training for staff

It is intended that there will be a future Staff Survey to provide additional information on the experiences and perceptions of staff regarding bullying and harassment and the effectiveness of approaches to addressing these issues.

6. Incident Statistics Update – General

Table 1: Incident Statistics (Quarter1, 2014/15)

Portfolio	OPS	S&S	GOV	FIN	RES	Non-SEPA	Total	Q1, 2013/14 figure for comparison
Number of Incidents	12	26	0	0	0	1	39	51

There have been no major incidents in this period.

7. Conclusions

- 7.1 The report highlights areas of work undertaken during Quarter 1, 2014/15 to assist Portfolios within SEPA to improve their health and safety performance.

8. Recommendations

The Board is asked to **note** the contents of this report and provide any feedback.

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 15 July 2014