
Health and Safety annual report 2023/2024

Sport for life

sportscotland
the national agency for sport

Executive summary

1. The purpose of the report is to provide a summary of principle activity and outcomes relating to the promotion and management of health and safety within **sportscotland** during 2023/2024.

In addition to the progress made within the reported period, the Health and Safety Committee has recommended to the Senior Management Team, a series of objectives for the 2024/25 period that seek to further enhance the level of corporate responsibility **sportscotland** attaches to its health and safety function. These objectives incorporate the findings and subsequent remedial plan from the Health and Safety Internal Audit carried out in February 2023 and December 2023.

Introduction

2. This report provides analysis of standards of health and safety management for the financial year 1st April 2023 to 31st March 2024.

This report contains health and safety data which allows a comparison over a six-year period, where information is available and further analysis is required. Where there is evidence of any notable trends, this is also reported upon.

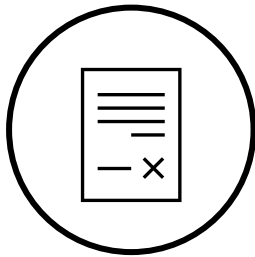
The Health and Safety at Work etc. Act 1974 provides a legislative framework to promote, stimulate and encourage excellent health and safety at work standards with delegated responsibility through the Chief Executive Officer to the Director of Operations, to implement systems that ensure **sportscotland** employees and ancillary contractors work in a safe and compliant manner to protect both themselves and other service users from significant or avoidable harm.

Scope

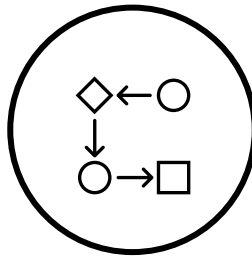
3. The scope of this report covers:
 - performance overview
 - external Health and Safety Advisory contract
 - overview on the Health and Safety Committee
 - health and safety management system
 - internal health and safety audits
 - accident, incident and near miss performance
 - absence monitoring
 - training and e-learning
 - DSE assessments
 - claims monitoring
 - priority actions for 2024/25

Performance overview

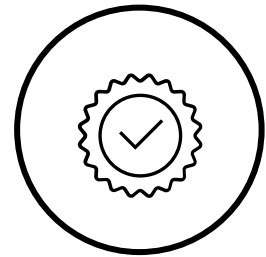
sportscotland performance during 2023/24 at a glance.



New and updated Health and Safety Advisory contract



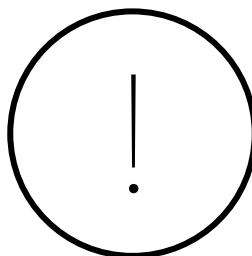
A new suite of health and safety policies and guidance documents launched



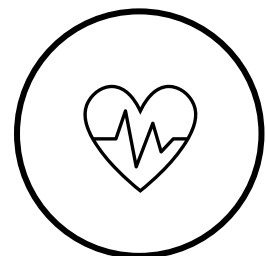
Four internal health and safety audits completed



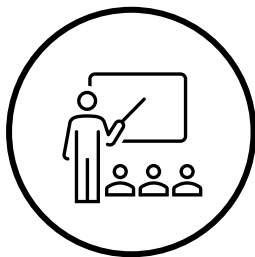
160 accidents, incidents and near misses across the organisation



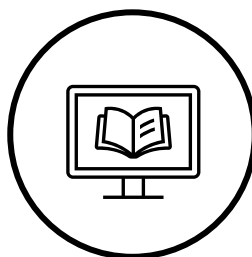
Two reported RIDDORS across the organisation



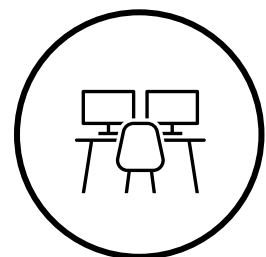
230 instances of employee absences



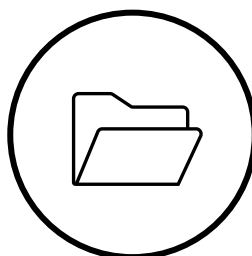
184 employees across the organisation attended external training courses



220 e-learning modules completed



73 Display Screen Equipment (DSE) assessments completed



One new claim logged against the organisation

External Health and Safety Advisory contract

- 2.1** A review of **sportscotland**'s requirements from an external health and safety advisor was undertaken by the Health and Safety Operational Group, and a number of additional service requirements were added to the contract tender, including assisting with implementing an employee training plan; assisting with implementing a planned preventative maintenance (PPM) plan for the Corporate and Regional estate; and completing an annual audit of the health and safety management system to identify gaps that may be highlighted in future audits.

In addition to this, the Group added the service requirement for employee training (in first aid, fire marshal, ladders and stepladders, and manual handling), and fire risk assessments to the contract to combine three separate health and safety contracts with one supplier in order to obtain a better service and reduce costs in the long term.

After an extensive evaluation of tender submissions by a number of organisations, the contract was awarded to Amalgamate Safety Risk Management, commencing in April 2024, with a service level agreement in place to allow **sportscotland** to hold Amalgamate responsible for meeting the requirements within the tender and elevate **sportscotland**'s commitment to health and safety.

2.2 Contract cost savings

The below figures indicate the potential cost savings that will be made over the term of the new advisory contract across the organisation, however the cost savings may increase depending on staff training requirements under the new health and safety management system.

Contract requirement	4-year cost under previous three contracts	4-year cost under new contract
Annual advisory retention fee	£51,840.00	£100,800.00
Fire risk assessments	£28,000.00	Included in cost
Emergency First Aid at Work training	£40,800.00	Included in cost
Fire Marshal training	£34,800.00	Included in cost
Manual Handling training	£16,416.00	Included in cost
	£171,856.00	£100,800.00

Health and Safety Committee

- 3.** **sportscotland** has a cross-organisational Health and Safety Committee inclusive of a representative from Amalgamate Safety Risk Management. The Committee promotes co-operation between management and employees in the development and implementation of measures to ensure the health and safety at work of employees and others, including service users who may be affected by **sportscotland**'s operations.

The Committee reports to the Strategic Management Team and to the Audit and Risk Committee on its activities and the progress made in mitigating any risks. The agenda and papers for all meetings are available to employees through the SharePoint intranet.

The Health and Safety Committee recommenced in July 2023, with a review of its members, an updated term of reference, meeting agenda and remit. The Committee continued to meet throughout the year to sign off the new health and safety

management system, and will continue to meet in 2024/25 – meeting frequencies are dependent on requirements/assistance from The Health and Safety Operational Group and business requirements.

The Health and Safety Operational Group have met on a frequent basis (more than quarterly) to assist with the sign off of the new health and safety management system and review the requirements to implement the system across the estate. Quarterly meetings and in-person workshops have been pre-arranged for 2024/25 to continue with the policy implementation.

Health and safety management system

4. With the assistance of Amalgamate Safety Risk Management, **sportscotland** reviewed and launched a new suite of health and safety policies and guidance documents across the organisation which set out the goals and objectives for health and safety, clearly setting out how health and safety will be managed, clearly identifying duties and responsibilities, and setting the expected standards not only from employees, but also from visitors and external contractors whilst they are on **sportscotland** premises.

The new health and safety management system will direct the objectives in 2024/25 whilst the Health and Safety Operational Group implement the management system within their working areas, which will include training needs, completion of risk assessments, documenting safe systems of work, consultation requirements and internal audit requirements.

Internal health and safety audits

5. During the year, **sportscotland** was subject to four internal audits which were completed by the organisation's auditor, Azets. These audits were completed in April 2023 and December 2023 within the Corporate and Regional estate, and in December 2023 within the National Centres (one audit per Centre).

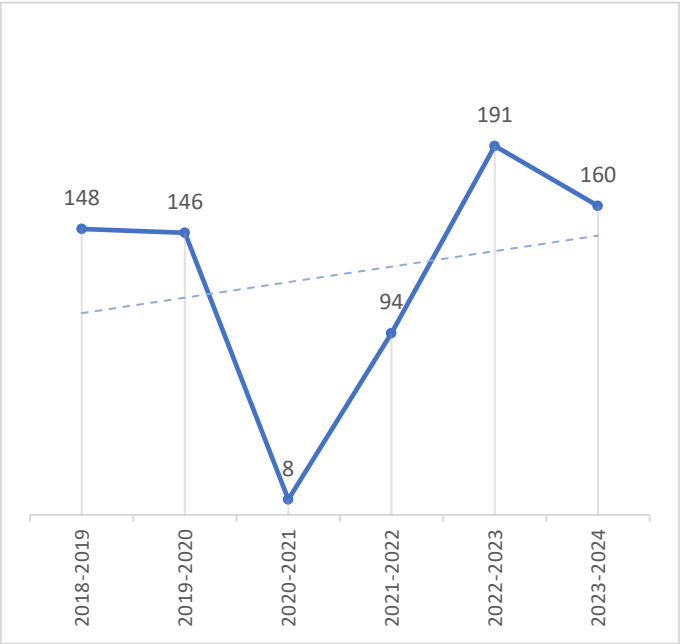
Although the organisation has shown a commitment to health and safety with several comprehensive arrangements in place, recommendations were provided to both the Corporate and Regional estate and National Centres to improve this further. The outcomes of these audits have been reviewed between the Health and Safety Operational Group, the Health and Safety Committee, and the Audit and Risk Committee to ensure transparency and accountability regarding the recommendations/further work required.

Members of the Health and Safety Operational Group and members of the Health and Safety Committee have responsibility to ensure the recommendations from the audits are completed within the timeframe provided by Azets.

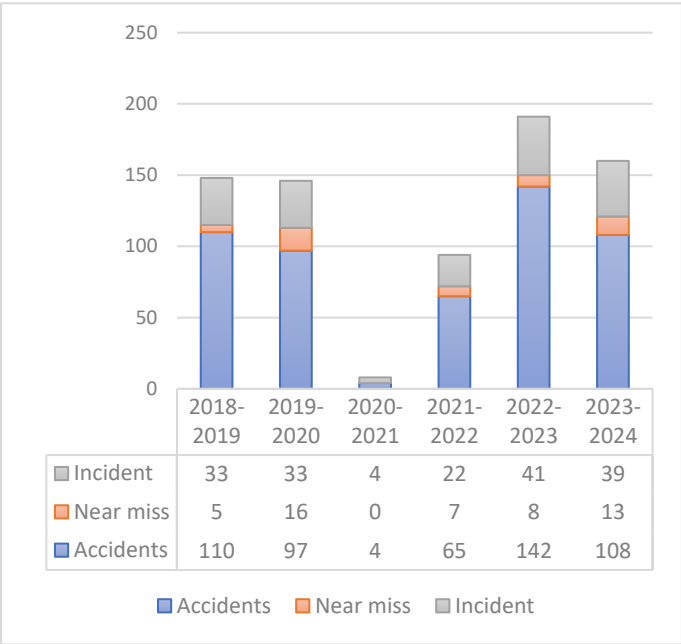
Accident, incident and near miss reporting

- 6.1 The following data provides a breakdown of the type of health and safety related incidents that have been reported compared to previous years.

Total reported incidents over six years



Total reported incidents year on year



During the years of 2020/21 and 2021/22, coronavirus restrictions forced the closure of a number of sites, a reduction in some services, and saw a significant number of employees working from home, and it is acknowledged that this contributed to the significant lower numbers reported for those years.

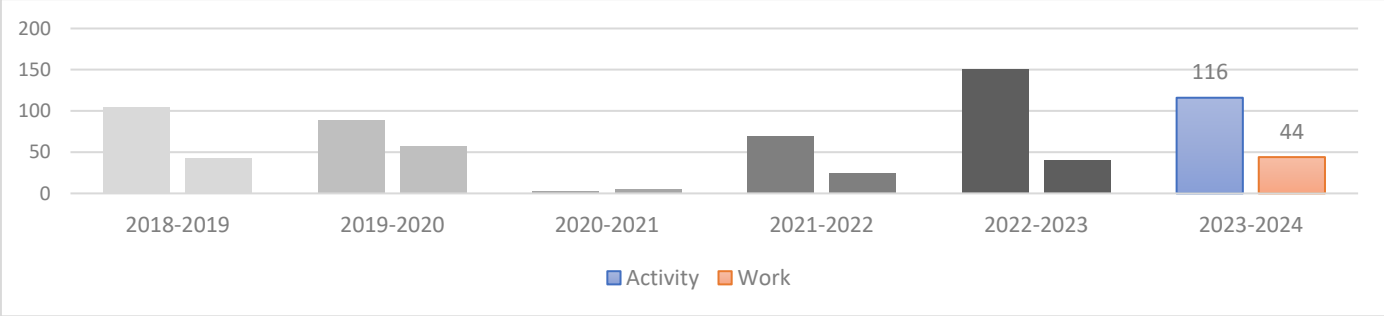
The above graph and table indicated there were a total of 160 recordings, which is a total decrease of 31 incidents on the previous year. With the return of services across the organisation, incident numbers have returned to pre-2020 levels, and it is anticipated that these levels will remain level moving forward.

Reviewing the incident statistics for the year, the decrease in incidents is a result of a decrease in incidents at the National Centre Inverclyde, which seen a decrease of 36.4% from the previous year. The National Centre’s site specific Health and Safety Committee meet quarterly to review incidents, lessons learned and actions to be implemented to prevent reoccurrence of incidents where possible.

6.2 Activity and workplace incidents

Accidents where a workspace health and safety management system would not prevent the incident is recorded as an *activity* and incidents where work procedures/maintenance repairs, etc, could have improved the safety management in the area, have been recorded against *workplace occurrence*.

Reporting categories over six years



6.3 Locations

N.B: caution is required when interpreting reactive incident data, as the National Centres have a positive and mature safety culture, they can appear high risk because they are more likely to report all incidents and near misses.

sportscotland delivers a variety of services and operations across Scotland from National Centres, regional networks and offices in Glasgow, Edinburgh and Stirling. **sportscotland's** national training centres provide training grounds for professional athletes and sport enthusiasts alike. While their primary role is to develop the skills of instructors, coaches, leaders and national squads, the centres also offer a range of courses for individuals, clubs and schools.

Number of reports by site over six years

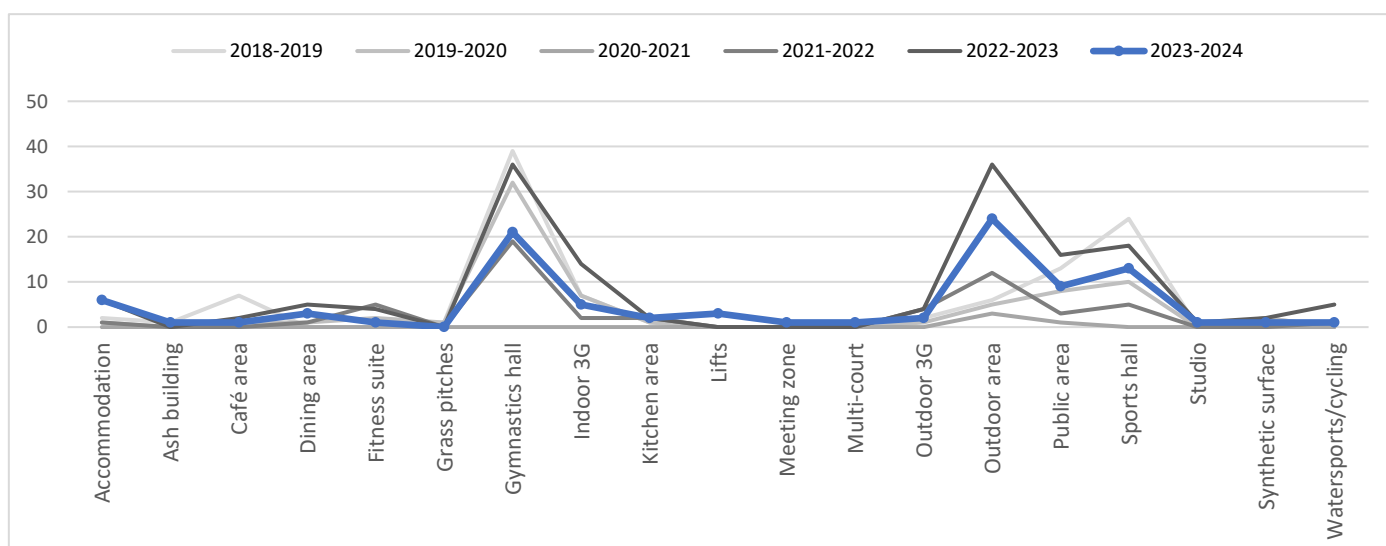
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Templeton	0	6	0	1	1	5
Caledonia House	1	8	0	3	0	3
Stirling	0	3	0	1	0	0
Emirates	0	1	2	0	1	0
Oriam	0	3	0	0	1	0
Dundee RPC	0	0	0	0	0	0
Inverness	0	0	0	0	0	0
Aberdeen	0	0	0	0	0	0
Inverclyde	105	72	4	55	151	96
Glenmore Lodge	26	34	0	26	29	43
Road traffic accident	11	6	0	4	2	8
Off-site	4	10	1	4	6	5
Home working	-	-	1	0	0	0

* Off-site incidents are logged when there has been damage to a vehicle that did not involve a third party or a road traffic accident, i.e.: driver was approaching pay barrier and caught nearside rear door on a bollard

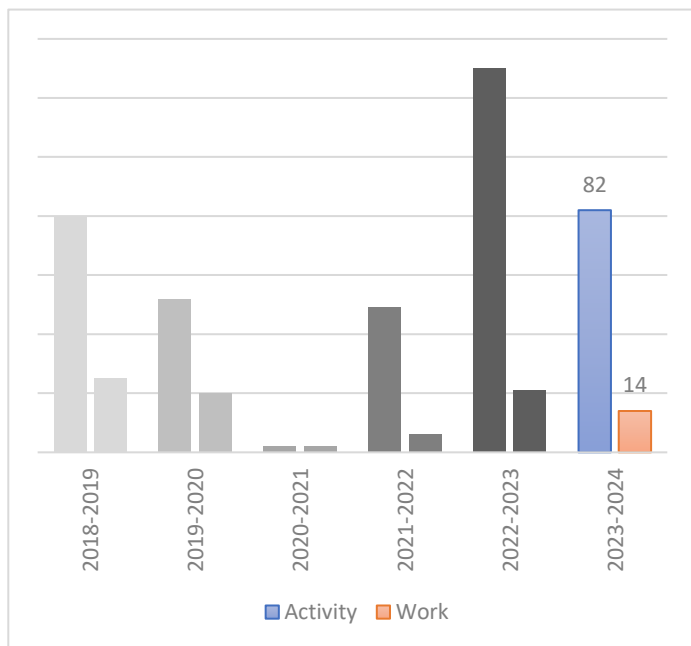
6.4 National Centres – Inverclyde

Inverclyde is a world class facility which includes grass pitches, a multi-sport hall, a gymnastics hall, floodlit all-weather and indoor 3G surfaces, a fitness suite with performance area, fully equipped meeting rooms and 60 accessible twin bedrooms.

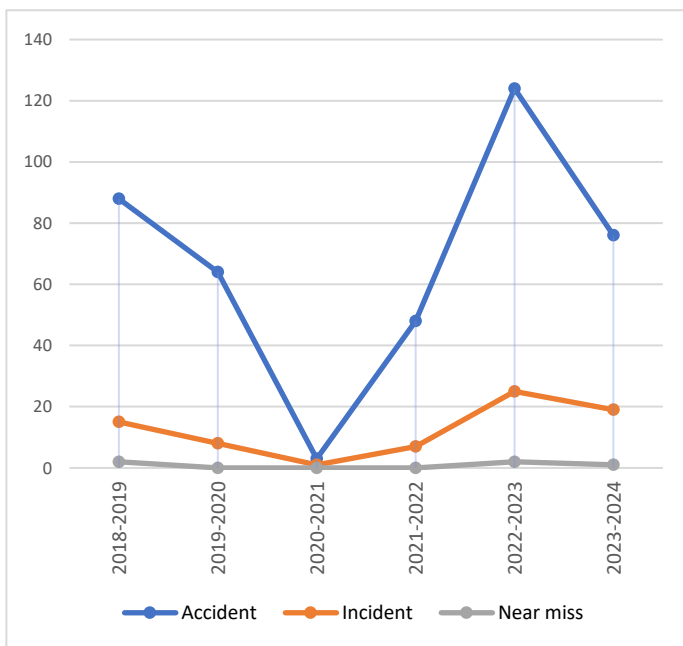
Number of reports by location over six years



Reporting categories over six years



Reporting categories over six years

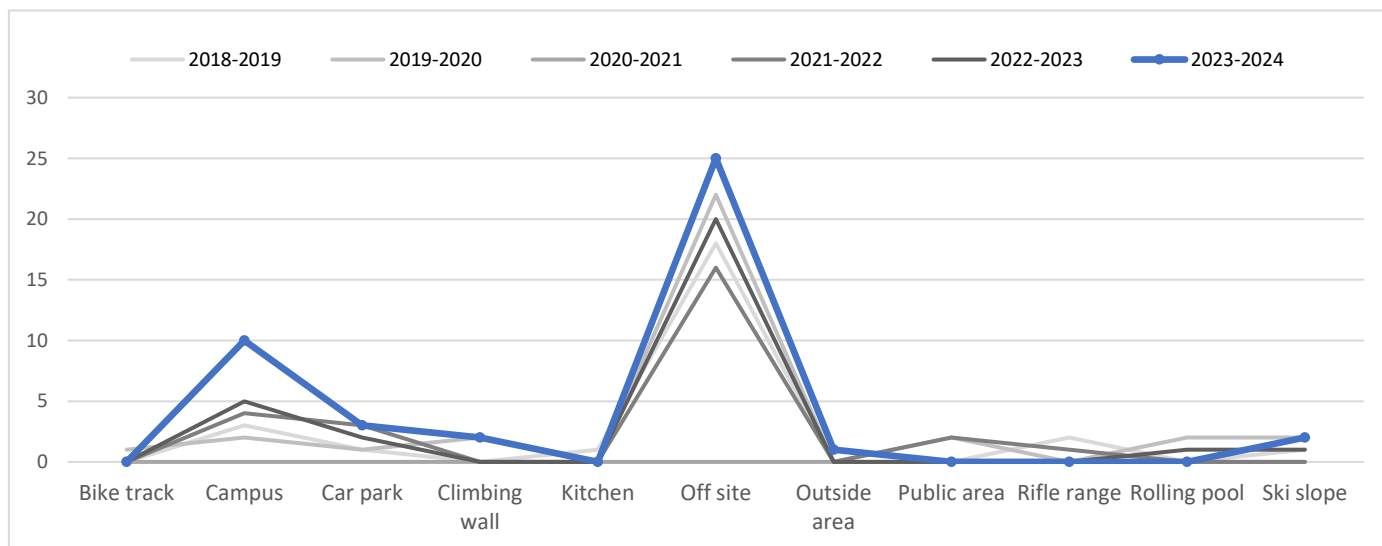


Upon review of the incidents reported, there are no notable trends, areas of concern or increase in incidents in any one area, however we will continue to monitor the reported incidents, and will report significant findings to Senior Management should this be appropriate.

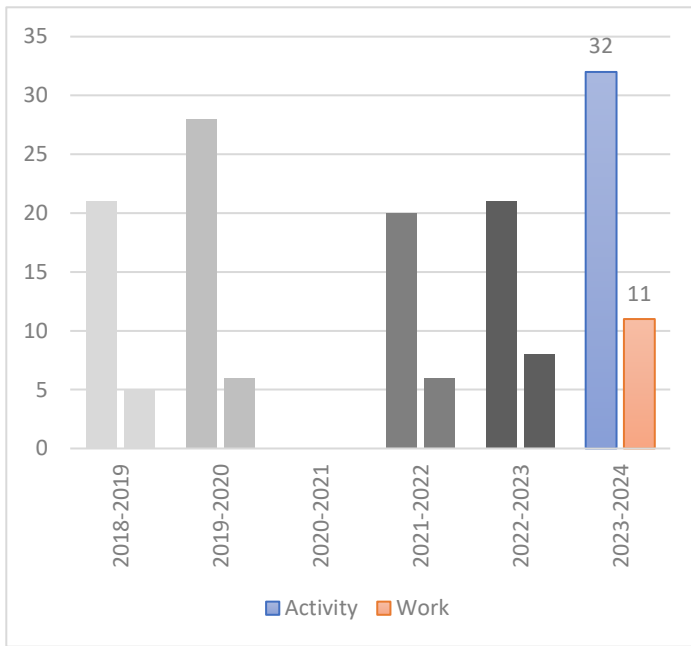
6.5 National Centres – Glenmore Lodge

Glenmore Lodge is Scotland's national outdoor training centre, offering world class training in outdoor adventure sports through courses of all levels in more than 10 disciplines, with accommodation for up to 80 people.

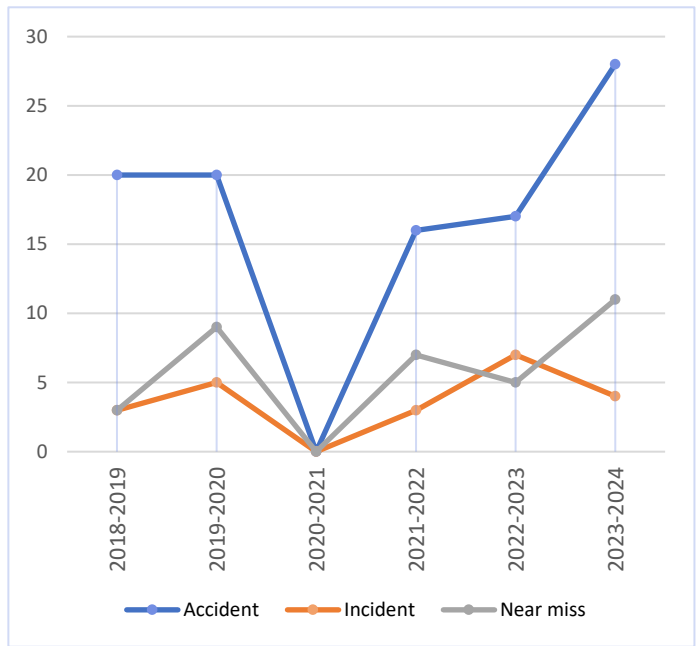
Number of reports by location over six years



Reporting categories over six years



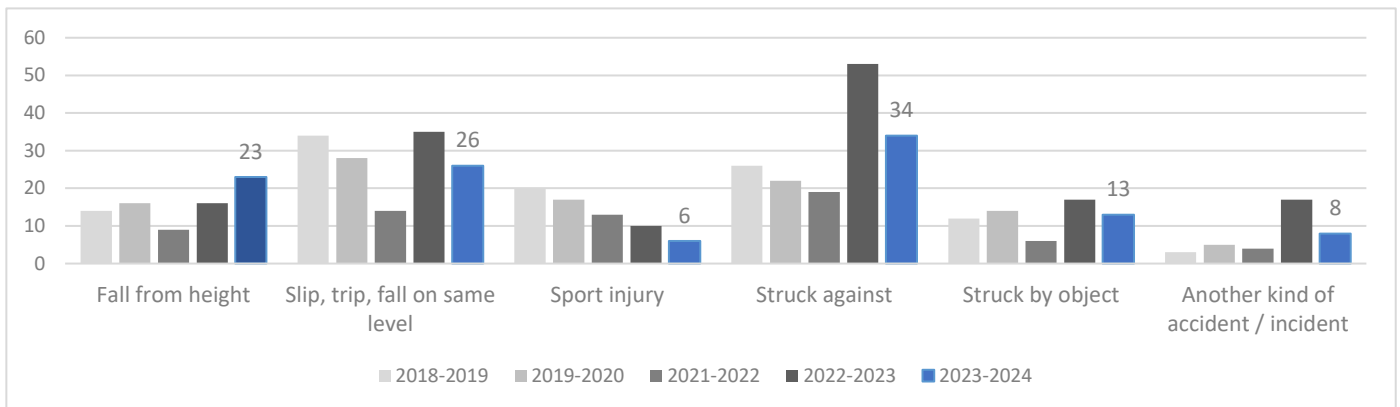
Reporting categories over six years



The six-year trend shows a continued fluctuation in relation to all three reporting categories – accident, incident and near miss – and upon further analysis, the trend continues to remain stable compared to pre-2020 levels.

6.6 Incident types reported

Top reporting categories over five years



The 'another kind of accident/incident' category is used to report incident types that do not have a predefined category and have not resulted in an injury, for example, injury with no incident such as injured person observing a cut on their finger but unaware of the cause

The common reporting types remain consistent with previous years, with minor cuts and grazes from striking against objects, general slips and trips and sporting injuries.

Slip, trip, fall on same level

The causes of slips, trips and falls are varied, and no specific trends have been identified. Some of the common causes of these types of incidents are falling off a bicycle, slipping during gymnastics routines and general loss of balance.

Fall from height

‘Fall from height’ is used for incidents resulting in a person falling from any height, including falling downstairs and falling from a piece of athletics/gymnastics equipment.

Struck against

These types of incidents arise when a person or body part strikes another person or object (moving or still) resulting in an injury.

6.7 Home working reporting

There have been no reported incidents having occurred in the home, however **sportscotland** continues to guide employees on the importance of accident and near miss reporting in the home.

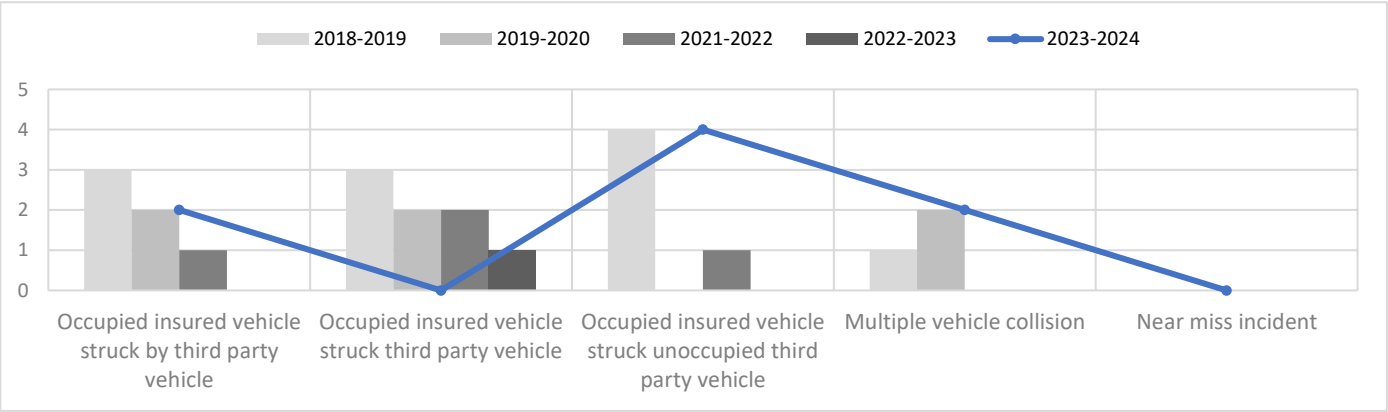
6.8 Road traffic accidents

A return to a full operational service across the organisation in 2021/22 seen an increase in road traffic accidents being reported, however the figures have remained in line with the reported incidents over the previous five years (not including 2020/2021).

It should be noted the figures being reported are not necessarily complete as employees are not reporting road traffic accidents in personal vehicles, and the accidents being reported in company vehicles are often being reported a considerable time after the incident date.

The organisation has added the reporting of road traffic accidents to the new online incident report form and have advised employees to report all incidents (in addition to incidents being reported to the organisations insurer/broker for company vehicles), with further training and guidance planned in this area in 2024/25.

Road traffic accidents in company vehicles over five years



6.9 Fire incidents

Number of reported fire incidents over six years

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
0	1	0	5	8	4

The total number of alarm activations has decreased from the previous two years, with all reported incidents being unwanted alarms.

All fire incidents were minor and were dealt with promptly by employees on site, and attendance of the Scottish Fire and Rescue Service not required. These incidents included:

- two occurrences of the system not silencing during the weekly call point test;
- break glass point struck by football; and
- smoke from a hot water tap activating the alarm.

Remedial actions are discussed after each unwanted activation to prevent recurrences; however, it is noted that the National Centres will continue to have unwanted activations due to the size of the buildings and the nature of their works.

6.10 RIDDOR

Total reported RIDDORs year on year

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
3	3	0	3	1	2

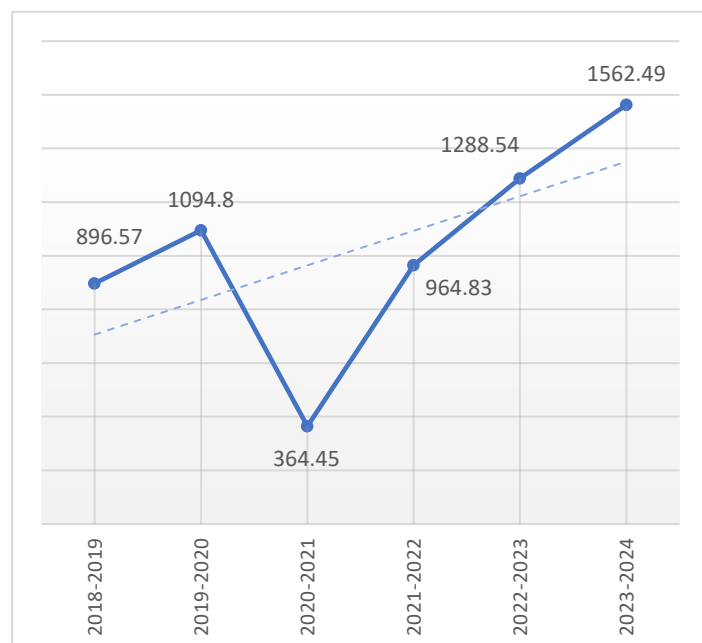
There were two RIDDOR reportable incidents in 2023/24 which occurred within Glenmore Lodge (off-site), and were reported as:

- a crushed finger from a dislodged rock whilst ascending a climbing rope; and
- a crampon wound to leg after crampon became caught in overtrousers whilst winter climbing.

Absence monitoring

7.1 This year had a recorded 230 instances of sickness absence reporting by managers between 1st April 2023 and 31st March 2024 across **sportscotland**. This is a total of 1,562.49 working days lost, which is a 21.3% increase on the previous year.

Working days lost over six years



Working days lost by organisational unit

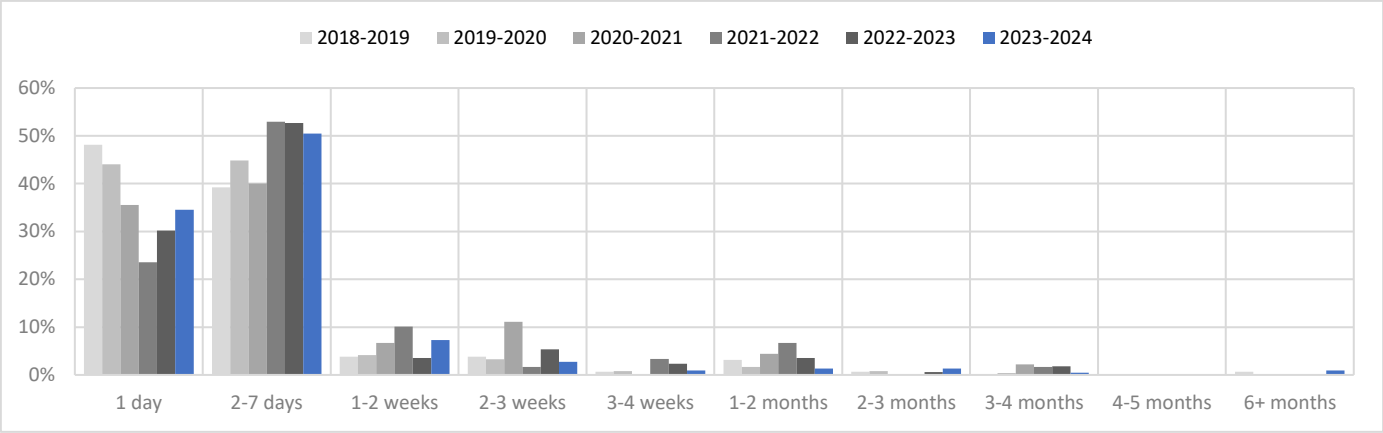
Organisational unit	Days lost
Executive Office	0
Corporate Services	229.77
Sports Development	207.08
High Performance	326.41
Inverclyde	566.23
Glenmore Lodge	223

7.2 Organisational days lost

As the below graph demonstrates, 50.5% of sickness absence instances that lasted 2-7 days. A further 34.5% lasted one day, and two instances lasted longer than 6 months.

Absence days lasting 2-7 days were recorded in 111 instances, in comparison to an average of 55.6 instances in the previous five years.

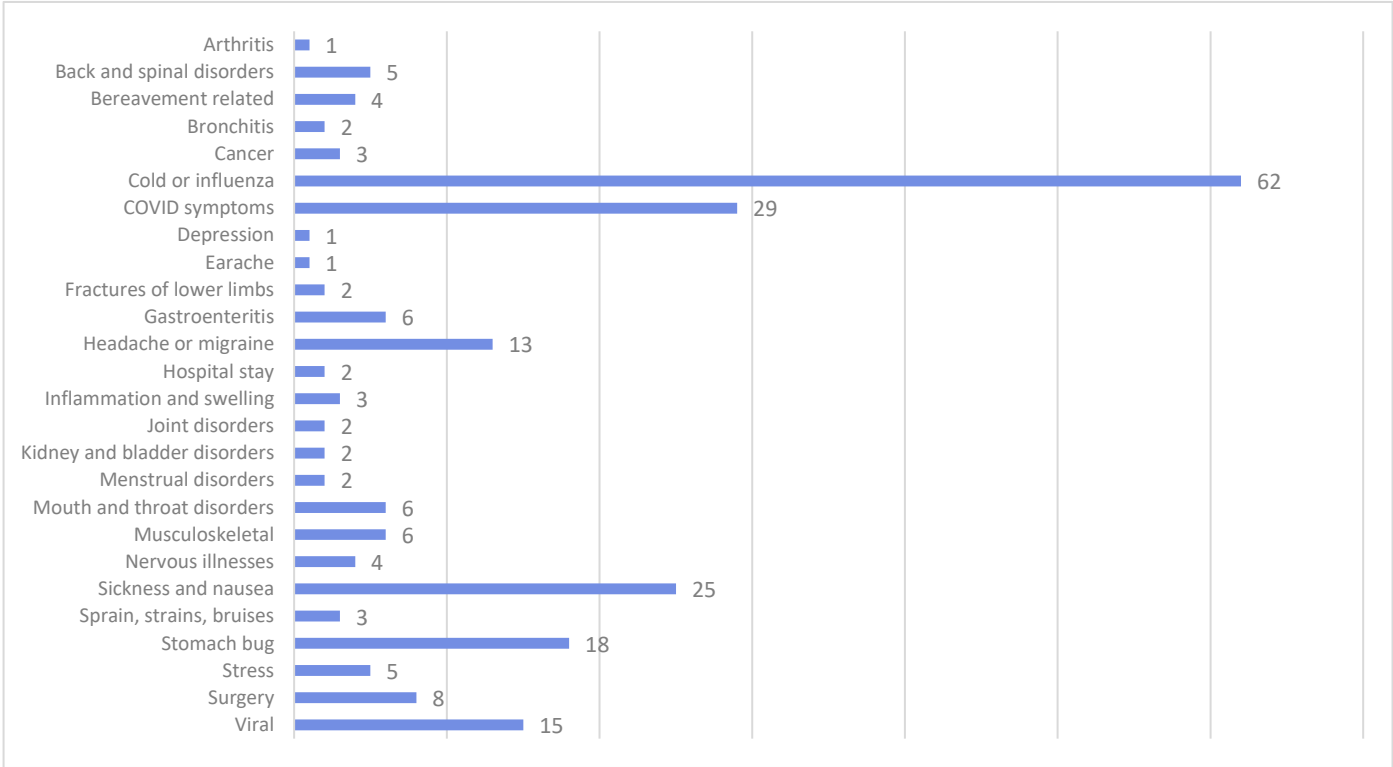
Length of absences year on year



7.3 Absenteeism reasons (excluding annual leave)

Although there has been an increase in absences from the previous year, the majority of absence reasons are linked to general illness, such as cold or influenza, COVID symptoms, sickness and nausea, stomach bug, and viral. These all account for 64.8% of days lost in the year.

Absenteeism reasons for the year



7.4 Long term absences (over 28 days in duration)

In relation to the length of absences, 4.3% were categorised as long-term sickness, or 10 instances of absence out the recorded 230. This is level with the previous year.

Long-term and short-term absences year on year

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Short term absences	151	237	42	109	159	220
Long term absences	7	6	3	10	10	10

There is no top reason for long term absence, instead, there are two reasons with the same number of long-term absences logged against them – cancer and stress – which is consistent with the previous years.

Long-term absences continue to be dealt with on an individual case basis, with Human Resources working closely with managers to maintain communication with employees, along with Occupational Health.

The Employee Assistance Programme (EAP) remains available to all employees and continues to be publicised in the workplace – the service continues to be promoted through SharePoint, Inside Track and promoted as part of the employee induction process.

Training and e-learning

8.1 External training courses

With the implementation of a new Health and Safety Training Policy, the Health and Safety Operational Group will review the employee training requirements across the organisation in collaboration with the Learning and Development Team who will provide support in determining and arranging suitable and relevant employee training.

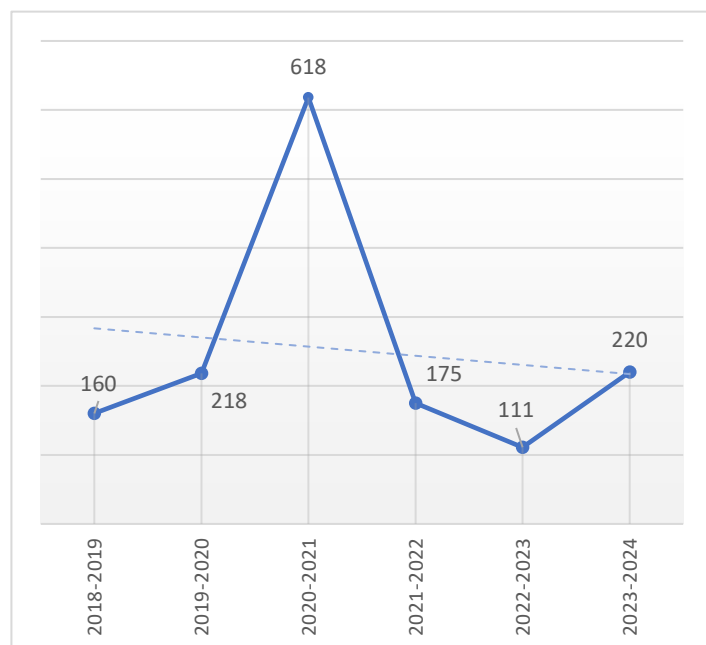
External courses completed

Course	Area of business	Number of attendees
Abrasive Wheel Machines	Inverclyde	4
Brushcutters/Trimmers (refresher)	Inverclyde	4
Emergency First Aid at Work	Corporate Services	5
Emergency First Aid at Work	Sports Development	7
Emergency First Aid at Work	High Performance	7
Emergency First Aid at Work	Inverclyde	39
Use of Evacuation Chair	Corporate Services	3
Use of Evacuation Chair	Inverclyde	16
Fire Marshal	Corporate Services	4
Fire Marshal	Sports Development	1
Fire Marshal	High Performance	3
Fire Marshal	Inverclyde	37
Fire Marshal	Glenmore Lodge	13
Legionella Responsible Person & Duty Holder	Glenmore Lodge	1
Moving & Handling Principles	Inverclyde	31
Using an Automated External Defibrillator (AED)	Corporate Services	6
Using an Automated External Defibrillator (AED)	Sports Development	2
Using an Automated External Defibrillator (AED)	High Performance	1

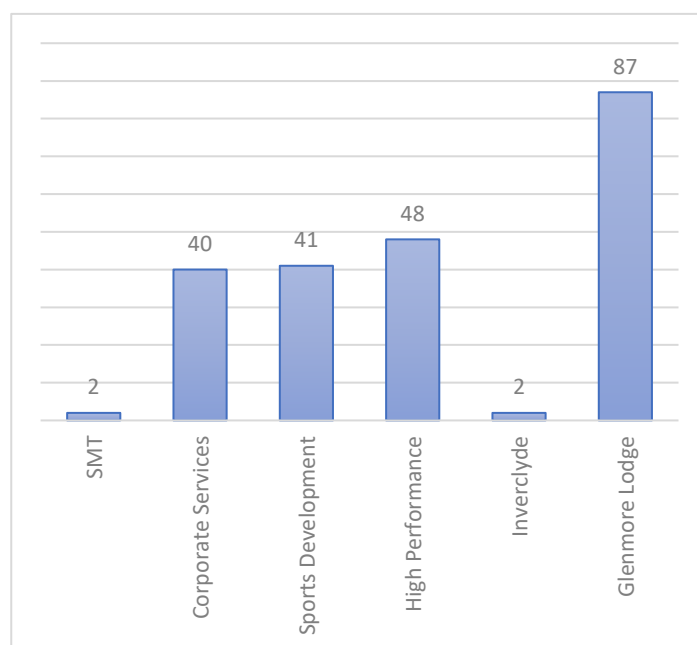
8.2 E-learning modules engagement

E-learning modules have continued to be available to employees, with an increase this year in comparison to the previous two years – this has mostly been due to the push to complete employee training at Glenmore Lodge, however the completion numbers are low as there was no mandatory training for employees to complete outside of the induction package.

E-learning modules completed over six years



E-learning modules completed by department



The Learning and Development Team are reviewing the e-learning system, with a view to changing provider in 2024/25 – and upon this change, work will commence with the Health and Safety Operational Group to ensure the available modules are engaging and relevant to employee roles, with a training plan for employees to use the e-learning system to its full potential.

E-learning modules completed

Module	Number of employees completed	Module	Number of employees completed
Abrasive Wheels	1	Asbestos Awareness	1
Confined Spaces	1	Control of Substances Hazardous to Health (COSHH)	10
Driving Safety	8	Electrical Safety	2
Fire Safety	32	Food Safety – Level 1	3
Food Safety – Level 2	4	Food Safety / Hazard Analysis and Critical Control Point (HACCP)	9
Health and Safety for Homeworkers (Employees)	1	Legionella	3
Lifting Operations and Lifting Equipment (LOLER)	1	Lone Working (Employees)	33
Lone Working (Managers)	3	Manual Handling	30
Office Safety	21	Risk Assessment	8
Slips, Trips and Falls	17	Stress Management (Employees)	29

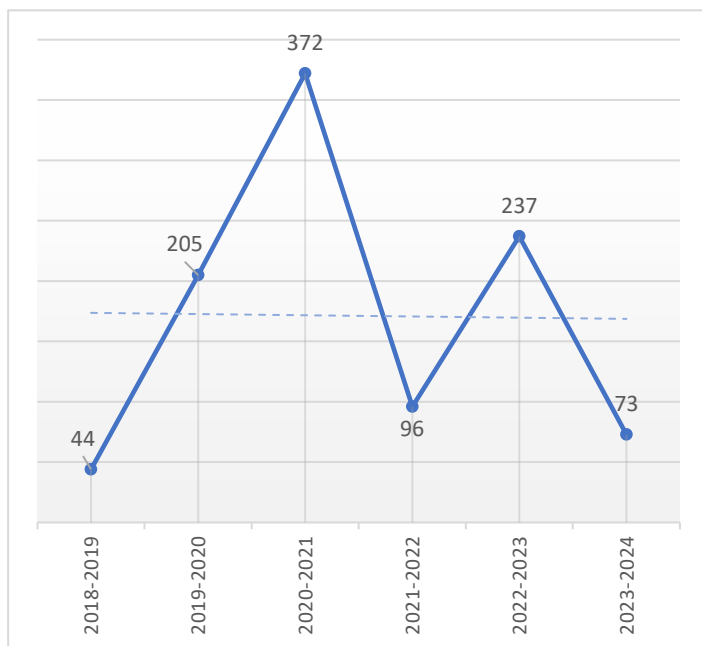
Stress Management (Managers)	1	Working at Height	2
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DSE assessments

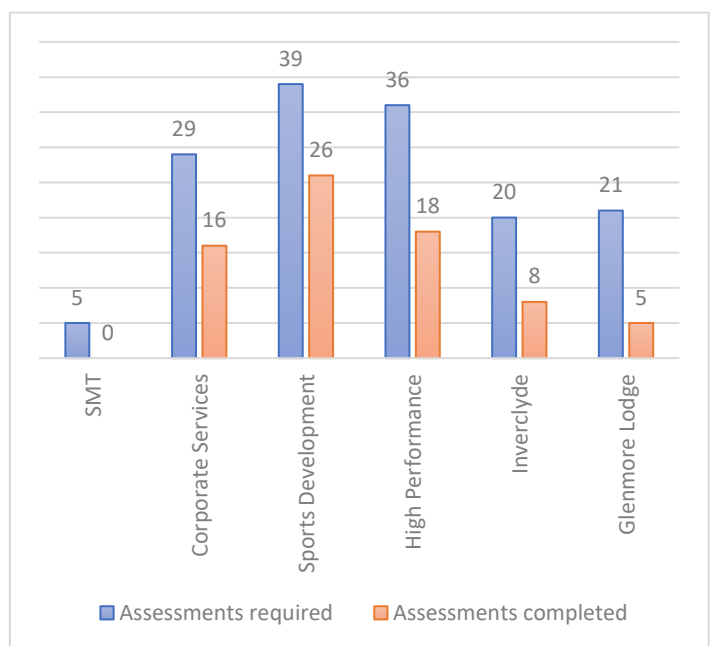
9.1 Online DSE assessment tool

There was an expected decrease of 69.2% in completed DSE assessments – as **sportscotland's** DSE policy is for employees to complete an assessment every two years (unless there has been a change in working environments, employee roles, or the employee requests an assessment due to discomfort), there will be a visible and foreseeable drop every other year in assessments being completed – with this in mind, there will be an increase in the number of assessments completed in 2024/25.

DSE assessments completed over six years



DSE assessments completion rate by department



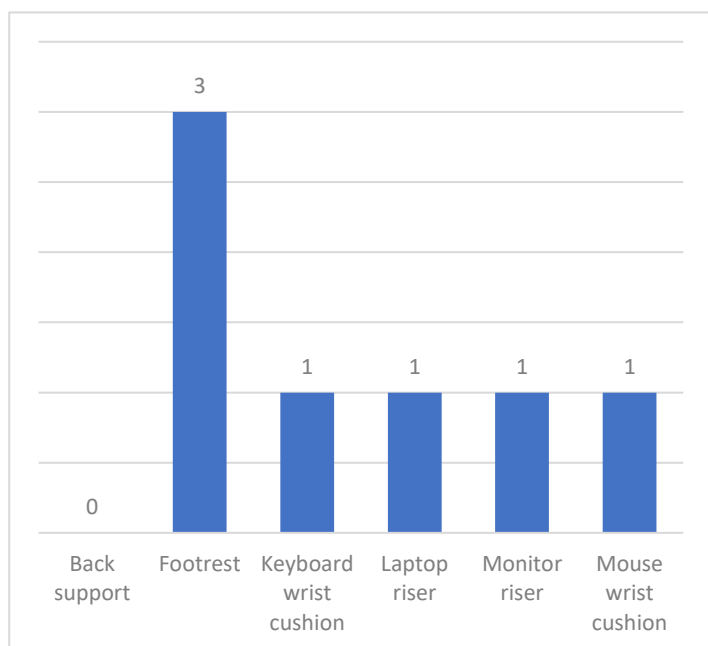
For the reporting year, 150 DSE assessments were required to be completed by employees (2-year review and new employees), and of those required, 73 assessments were completed – a 48.7% completion rate. With the introduction of the new Display Screen Equipment (DSE) Policy, line managers will now be included in the assessment request issued to employees – this will allow line managers to ensure their employees are provided sufficient time to complete the assessment, and if the assessment is not completed within a 2-week timeframe, reminder emails are issued every 2 weeks until completion, which line managers will also receive.

In addition to the 2-year review and new employee assessments, there was 1 instance of an employee requesting a re-assessment within their 2-year review period due to pregnancy – the employee and their line manager requested the re-assessment to review the setup within the office environment and ensure compliance.

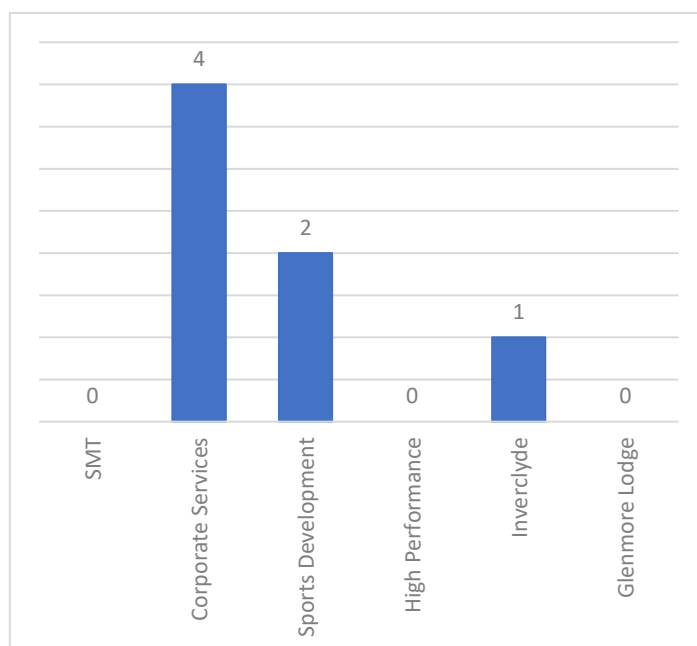
9.2 Hybrid working ergonomic support

With the introduction of the hybrid working policy in 2022, furniture such as ergonomic task chairs, various sized desks and various sized standing desk platforms are no longer being provided to employees for home working, however, ergonomic accessories such as footrests, back supports, laptop/monitor risers, wrist rests, etc will continue to be provided.

Type and numbers of ergonomic items provided



Ergonomic items provided by department



Claims monitoring

10. For the 2023/2024 period, there are two ongoing Trust Company claims which the **sportscotland** Legal Team continue to manage and have been included on the health and safety risk register. Both claims relate to Glenmore Lodge.

With regard to the first claim, liability will be admitted. The dispute is in relation to quantum. Before we can assess this accurately, we require further information from the pursuer. We are in the process of acquiring this.

The second claim relates to a new claim. We await further information from the pursuer before requesting an opinion from our external legal advisors regarding liability and quantum.

Priorities for 2023/24

11. As with previous years, there will be a requirement to work together with managers and partners to achieve the below priorities.

11.1 Implementation of the health and safety management system

Implement and communicate the health and safety management system through employee engagement sessions and workshops.

There will be a requirement for support from SMT, the Leadership Group and the Learning and Development Team to gain employee understanding of the policies and the link to their roles.

11.2 Internal audit recommendations and actions

We will prioritise the findings and recommendations from the internal audits completed in April 2023 and December 2023.

The recommendations and actions include implementing an organisation wide employee training plan; reviewing organisation wide risk assessments to confirm they

comply with the health and safety management system; implementing a new induction procedure for new employees; and confirming new employees' complete induction specific training.

11.3 Improving health and safety compliance benchmarking

Setting and working towards benchmarks for health and safety compliance, for both the Corporate and Regional estate, and the National Centres.

11.4 Increasing health and safety training and competency

Identification of a training matrix/plan for employees, with assistance from managers, to identify competency requirements.

This will require a review of the existing e-learning system with the Learning and Development Team to ensure the system is fit for purpose, has the required courses and has engaging content.