
Health and Safety annual report 2022/2023

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 2022/23.

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 2023/24 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.

Introduction

2. This report provides analysis of standards of health and safety management for the financial year 1st April 2022 to 31st March 2023.

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 format of the report builds on previous year's and is in line with IOSH guidance on Level 3 external reporting. Level 3 reports are issued by organisations that value their public image and accept dialogue with external stakeholders as a key component in their long-term sustainability.

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:
 - key areas of progress during 2022/23
 - changes in legislation during 2022
 - Amalgamate Safety Risk Management contract
 - costs breakdown
 - overview on the Health and Safety Committee
 - health and safety policies
 - SharePoint
 - accident, incident and near miss performance

- incident report form
- fire risk assessments
- absence monitoring
- training and e-learning
- managers development toolkit
- display screen equipment (DSE)
- claims monitoring
- recommendations for 2023/24
- priority actions for 2023/24

Key areas of progress for 2022/23

4. The key actions taken during the year included the following:
 - continued working relationship with Amalgamate Safety Risk Management Limited,
 - continued collaboration with Amalgamate Safety Risk Management to review and update a new suite of health and safety policies and procedures,
 - Office Facilities Manager in post,
 - continuation of DSE assessments within the office and home environment, and
 - continued health and safety training.

Changes in legislation during 2022

5. The Personal Protective Equipment at Work (Amendment) Regulations 2022 came into force on 6 April 2022, and is an extension of The Personal Protective Equipment at Work Regulations 1992.

Under this amendment, the duties and responsibilities on **sportscotland** and its employees remain unchanged, however the duties are now expanded to cover *limb (b)* workers. *Limb (b)* workers are those who work under a casual contract, such as those on zero-hours contracts, and **sportscotland** must now:

- provide free of charge PPE where a risk assessment has identified a need for their work activities;
- provide the workers with sufficient information, instruction and training on PPE use and care;
- ensure the PPE is properly maintained, stored and replaced.

This change in legislation did not affect the organisation and its use of PPE throughout the departments.

External Health and Safety Advisory Contract

6. The contract for our external health and safety advisory service with Amalgamate was extended for one year and is due to come to an end in December 2023.

The engagement from Amalgamate with **sportscotland** during the reporting year has been inadequate, particularly with the collaboration and progress of reviewing and refreshing the health and safety management system.

The review of the health and safety management system was initiated in June 2022 with a preliminary estimated completion date of August 2022, however due to Amalgamate's other commitments and resources, the completion date has been continually extended, and the management system remains outstanding.

The organisation has reviewed what is required from an external health and safety consultant, and will be re-tendering for this provision upon the end of the current contract. The new contract will have a wider scope than previously, to cover additional areas such as the completion of generic and office risk assessments, the completion of fire risk assessments, the implementation of a PPM schedule across the Corporate and Regional estate, and the delivery of training in first aid, fire safety and manual handling.

The delivery of training will be replacing the current contract with St. Andrew's First Aid which is also due to come to an end in December 2023. The contract for fire risk assessments was awarded to Amalgamate in 2019 and after a one-year extension, came to an end in March 2023.

It is anticipated that the reviewed requirements, along with the merging of the training and fire risk assessment contracts, and the internal expertise within the organisation, will elevate **sportscotland's** commitment to health and safety.

Costs breakdown

7. The following data provides a breakdown of the health and safety costs spent in the reporting year compared to the previous two years.

N.B: these costs do not include regular PPM maintenance, regular contracts (Amalgamate Safety Risk Management and WorkRite), and unless specified, do not include the National Centres.

Figure 1: breakdown of costs spent within the health and safety budget



Figure 2: total recorded costs year on year

| | 2020-2021 | 2021-2022 | 2022-2023 |
|---|------------|------------|------------|
| COVID miscellaneous | £18,329.81 | £19,991.90 | £12,545.90 |
| First aid equipment and items | £0.00 | £126.05 | £262.35 |
| Home working furniture and DSE items * | £18,449.71 | £5,894.50 | £4,055.99 |
| Miscellaneous | £0.00 | £0.00 | £1,484.40 |
| Occupational health DSE items | £0.00 | £0.00 | £1,421.68 |
| Office DSE items | £0.00 | £0.00 | £1,085.39 |
| PPE | £11,190.36 | £15,000.02 | £2,310.79 |
| Signage * | £10,087.52 | £1,007.76 | £567.98 |

| | | | |
|-----------------|-------------------|-------------------|-------------------|
| Training | £534.00 | £2,743.00 | £3,669.99 |
| TOTAL | £58,591.40 | £44,763.23 | £27,403.48 |

* (costs include National Centres)

A further breakdown and information on the costs are provided below:

COVID miscellaneous

These are items associated with the coronavirus pandemic, and in 2022/23 included purchases such as:

- the lease and technical support of six freestanding temperature scanners for the High Performance sites,
- the purchase of three air purifiers for re-opening spaces in Caledonia House, and
- cleaning supplies and bins.

These costs will reduce to near £0.00 in the year 2023/24 as the lease for the temperature scanners end in May 2023 and the technical support contract ends in August 2023. The purchase of cleaning supplies and associated items will be purchased by the departments requiring them and be invoiced from their relevant budgets as these will no longer be associated with the coronavirus pandemic and be classed as a health and safety requirement, but rather be classed as general cleaning costs.

Home working furniture

With the introduction of the hybrid working policy in September 2022 advising that working from home will be on a voluntary basis, furniture such as ergonomic task chairs, desks, and standing platforms have not been provided since that date, and as such, those costs have reduced to £0.00 in the remaining months of 2022/23.

Please note: ergonomic DSE accessories such as laptop and monitor risers, back supports, foot rests, wrist cushions, etc will continue to be provided for home working, however it is estimated costs for these will be minimal.

Miscellaneous

These are items that are a one-off cost and may not reoccur the following year. In 2022/23, these costs were:

- an asbestos survey for Templeton, and
- a fire door survey for Stirling.

PPE

Included in these costs, are PPE purchases relating to the coronavirus pandemic for the High Performance sites, such as face masks, nitrile gloves, aprons, face visors and safety glasses.

Over the three years of data available, the PPE costs related to the coronavirus pandemic are:

- 2020/21 – £11,190.36,
- 2021/22 – £14,625.02, and
- 2022/23 – £1,392.19.

These costs have reduced to £0.00 from November 2022 as the departments making these purchases will invoice the costs to their relevant budgets as these will no longer be associated with the coronavirus pandemic.

Signage

The high costs for signage during the years 2020/21 and 2021/22 included coronavirus related signage for the re-opening of the entire estate, including the National Centres. It is estimated that overall health and safety costs for 2023/24 will be lower than the £27,403.48 in 2022/23, as a large section of the Health and Safety Team's workplan for the following year is reliant on the completion of the health and safety management system, as this will advise on the important actions and associated costs required for implementation.

Health and Safety Committee

8. **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 meetings for 2022/23 have continued to be on hold, however meetings are due to recommence in 2023/24, with a review of its current members and with an updated term of reference, meeting agenda and remit.

A Health and Safety Operational Group will also be established to underpin the Health and Safety Committee. Meeting quarterly, it is envisaged that this group will provide the Committee with quarterly updates to include any trends and/or recurring issues.

sportscotland recognised the role of the Trade Union within Health and Safety management. A representative from **sportscotland's** recognised Trade Union (PCS) will sit on our Health and Safety Operational Group.

Health and safety policies

9. With the assistance of Amalgamate Safety Risk Management, **sportscotland** are reviewing and updating the health and safety management system for the organisation, including the National Centres.

This review will set out the goals and objectives for health and safety across the organisation, clearly set out how health and safety will be managed, clearly identify duties and responsibilities, and set the expected standards from employees.

Within this review, it has been highlighted that there will be a total of 37 policies and a number of supporting documents.

The finalised and approved suite of policies will direct the objectives in 2023/24, which may include training needs, completion of risk assessments, consultation requirements and internal audit requirements.

SharePoint

10. The **sportscotland** SharePoint 2010 intranet was upgraded and migrated to SharePoint online in 2020/21, with the health and safety hub being personalised over the previous years to provide employees information in areas such as the return to

office procedure upon the reopening of the estate, information on DSE setup for home working, and availability of first aiders in the workplace.

The SharePoint hub has not been utilised to its full potential for the reporting year, however work is being planned for 2023/24 to use the hub as the primary location for the updated health and safety management system, information and links to appropriate resources and videos for the policies and associated documents, and training availability.

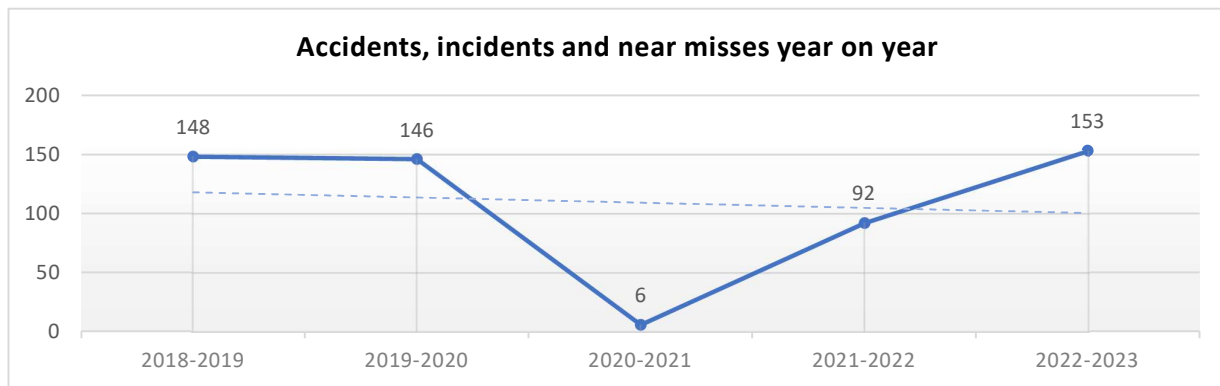
Accident, incident and near miss reporting

11.1 The following data provides a breakdown of the type of health and safety related incidents that have been reported in 2022/23 compared to previous years.

Figure 3: total reported incidents year on year

| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|------------------|-----------|-----------|-----------|-----------|-----------|
| Accidents | 110 | 97 | 3 | 63 | 113 |
| Near miss | 5 | 16 | 0 | 22 | 8 |
| Incident | 33 | 33 | 3 | 7 | 32 |

Figure 4: total reported incidents over five years



Figures 1 and 2 indicate there were a total of 153 recordings in the 2022/23, which is a total increase of 57 incidents on the previous year. Please note: 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.

With the return of services across the organisation, incident numbers have returned to pre-pandemic levels, and it is anticipated that these levels will remain even, however further analysis will be required in 2023/24 to confirm.

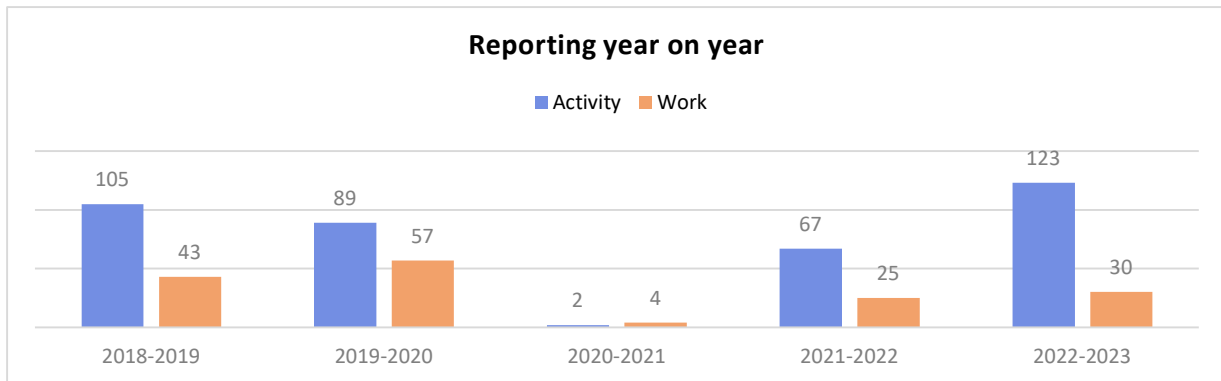
Improvements in the reporting of accidents have been made in the last five years and improvements are planned for 2023/24, as an online incident form will be implemented, which will move **sportscotland** from a paper reporting system – this will provide a quicker tool for employees to report incidents as this form can be accessed from both laptops and mobile phones.

11.2 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*.

Figure 5: reporting categories over five years



11.3 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.

Figure 6: number of reports by site

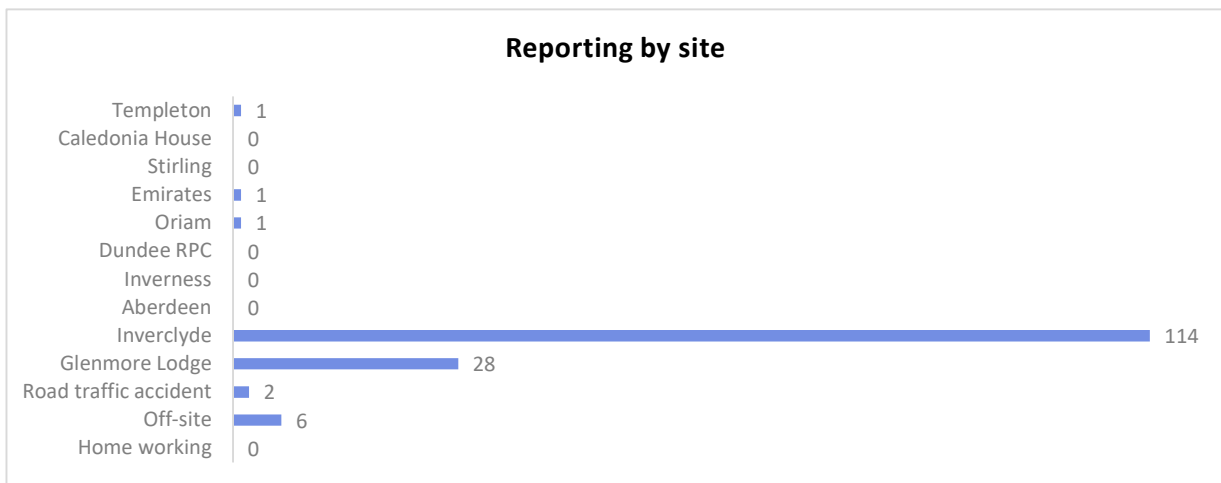
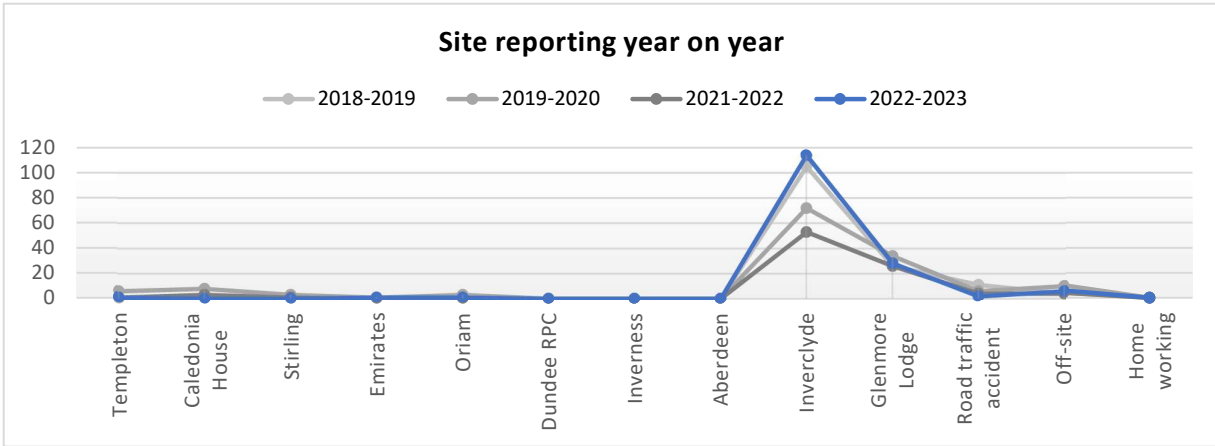


Figure 7: number of reports by site over four years



11.4 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.

Figure 8: number of reports by location over four years

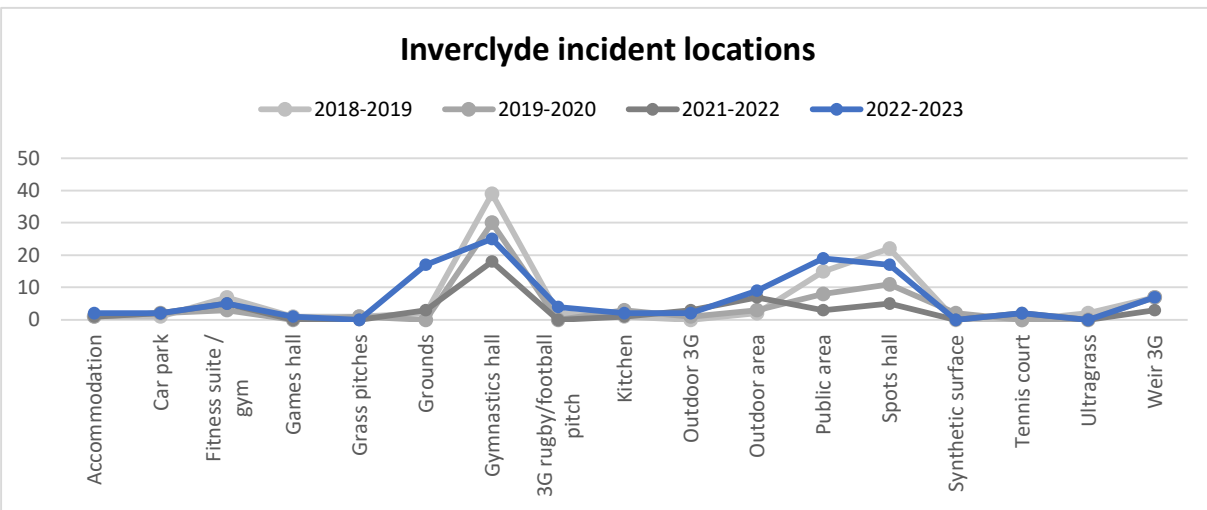
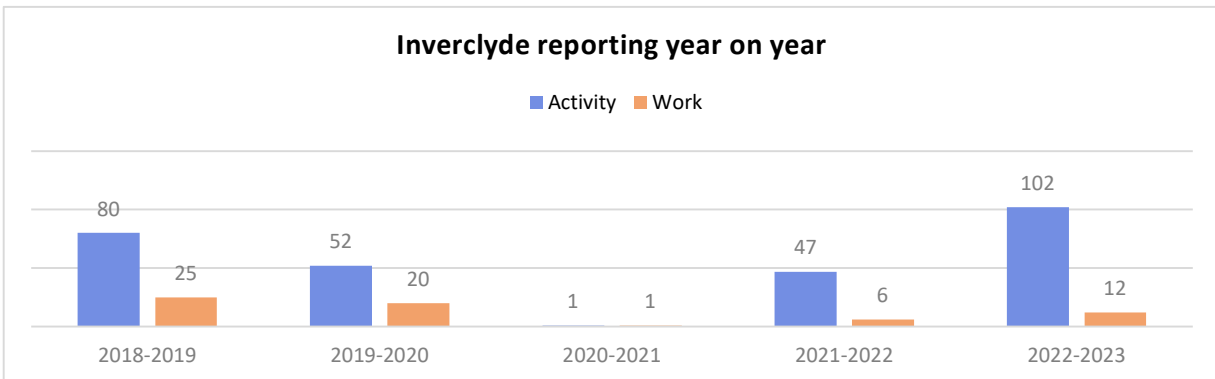


Figure 9: reporting categories over five years

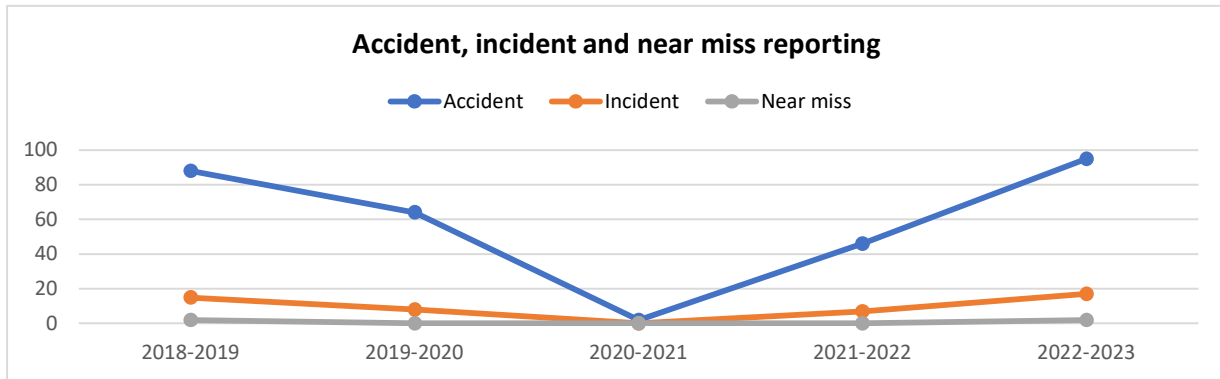


Despite an increase in *activity* reporting, a corresponding decrease in *workplace occurrences* has occurred in comparison to 2019/20, although we are unable to

identify the reason for this decrease – this could be due an increased knowledge and awareness of health and safety procedures.

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.

Figure 10: reporting categories over five years



11.5 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.

Figure 11: number of reports by location over four years

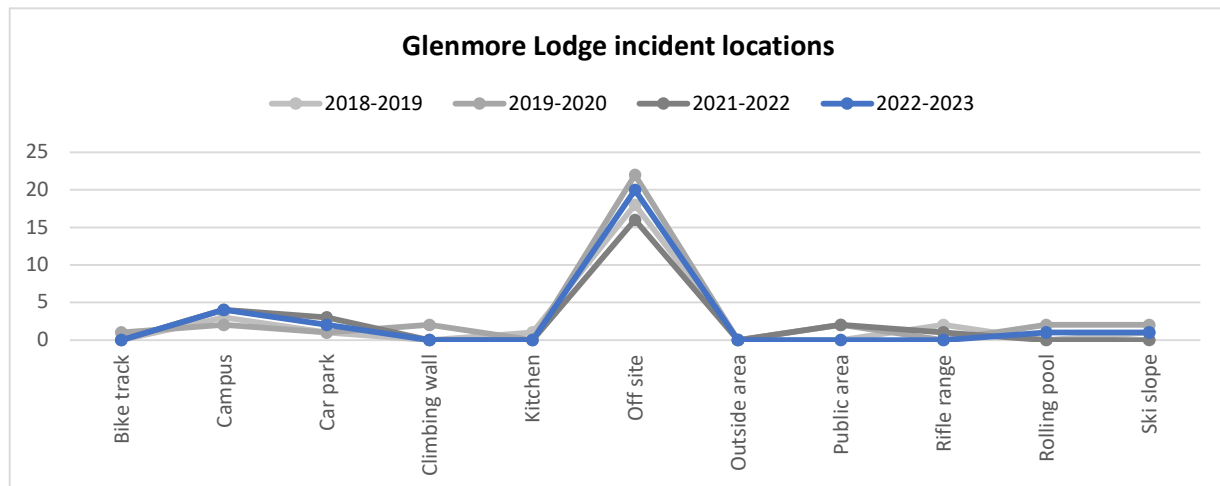
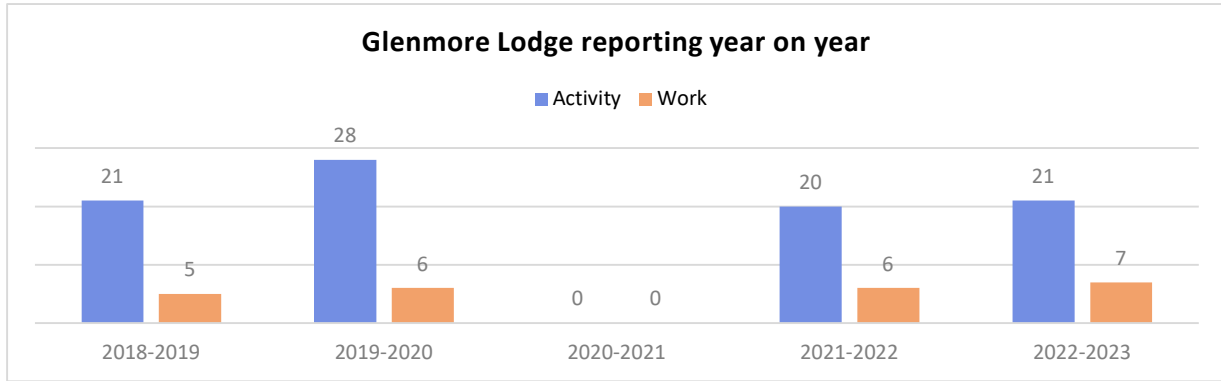


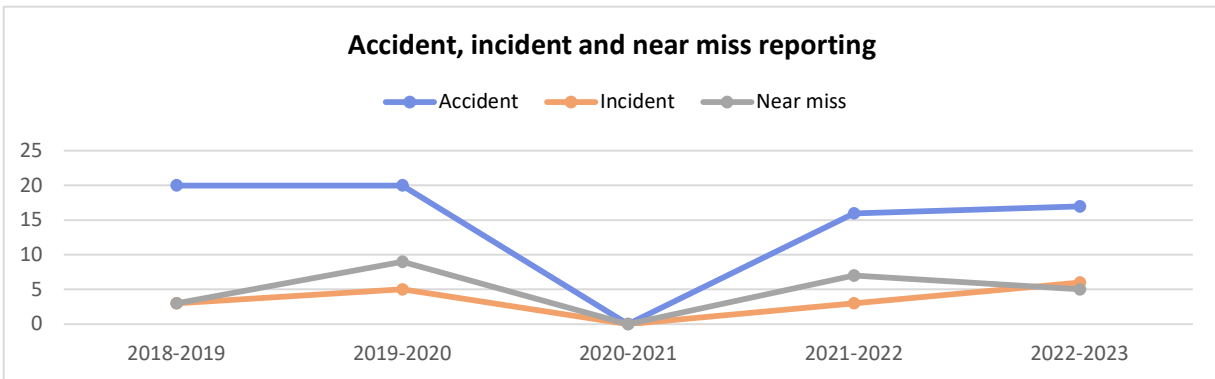
Figure 12: reporting categories over five years



In comparison to 2019/20, there is a decrease in *activity* reporting, however the *workplace occurrences* has remained level with pre-pandemic reporting.

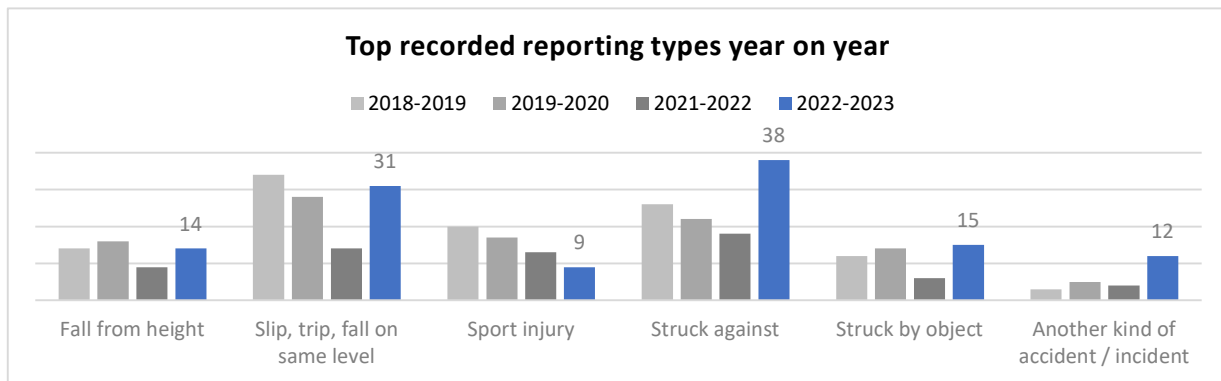
The four-year trend shows a continued fluctuation in relation to all three reporting categories – accident, incident and near miss – and upon further analysis in 2022/23, the trend appears to remain stable however further analysis will be required in 2023/24 to confirm.

Figure 13: reporting categories over five years



11.6 Incident types reported

Figure 14: top reporting categories over four years



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

N.B: 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.

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.

There has been a significant increase of 121.42% since 2021/22 in this category, however it should be noted that there has been a minor decrease of 8.82% overall since 2018/19.

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.

The number of reports in this category has decreased 12.5% since 2019/20 (not including an increase of 55.6% in from 2021/22 to 2022/23).

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.

The report descriptions in this category had remained steady, however there has been an increase of 111.1% since 2021/22.

11.7 Home working reporting

There have been no reported incidents having occurred in the home, as the link to this being an accident at work is not recognised. Upon the implementation of the updated health and safety management system, **sportscotland** will guide employees on the importance of accident and near miss reporting in the home.

11.8 Off-site vehicle incidents

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.

11.9 Road traffic accidents

A return to a full operational service across the organisation in 2021/22 has seen an increase in road traffic accidents being reported, however there has been a continued decrease in the overall trend in road traffic accidents being reported by employees.

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 is aware a reporting process is required for employees to report road traffic accidents, to also provide information on if the incident is classed as a *work* activity or a personal use incident, and this in turn will establish if further training is required for employees.

Please note: the below graphs are in relation to the 75 company vehicles across the organisation.

Figure 15: road traffic accidents in company vehicles over five years

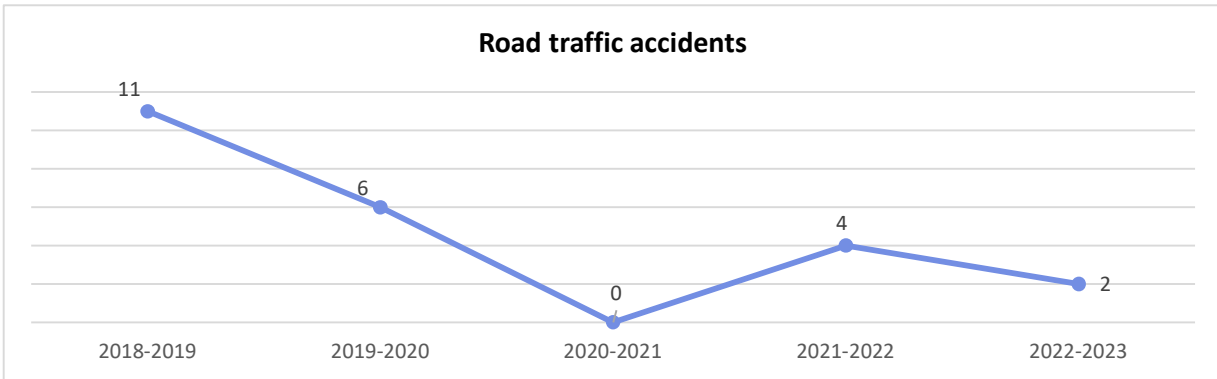
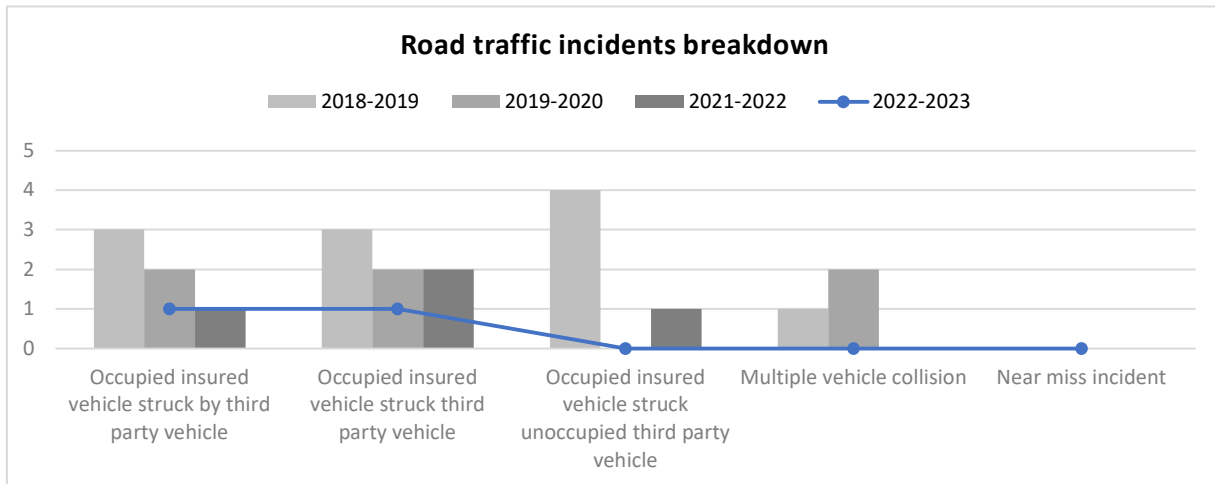


Figure 16: road traffic incidents in company vehicles over five years



11.10 Fire incidents

Figure 17: number of reported fire incidents over five years

| 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|-----------|-----------|-----------|-----------|-----------|
| 0 | 1 | 0 | 5 | 8 |

The total number of alarm activations has increased for a second year from 2020/21, with all reported incidents being unwanted alarms.

All fire incidents were minor and were dealt with promptly by employees on site. These incidents included:

- riser not isolated whilst area being painted,
- break glass point struck by football,
- activation whilst system on test.

Although there was a higher number of alarm activations, the attendance of the Scottish Fire and Rescue Service reduced from the previous year – with attendance at one activation.

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.

11.11 RIDDOR

Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), certain workplace accidents, incidents, ill health and certain near miss events must be recorded. Depending on the severity and nature of the injury, and the party affected, **sportscotland** has a legal duty to report this data to the Health and Safety Executive.

Figure 18: total reported RIDDORs year on year

| 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|-----------|-----------|-----------|-----------|-----------|
| 3 | 3 | 0 | 3 | 1 |

There was one RIDDOR reportable incident in 2022/23 which occurred within Glenmore Lodge, and was reported as *“being caught or carried away by something (or by momentum) – a student taking part in a training course (off-site), when an avalanche swept in from above, and then buried the student for 20-25 minutes.*

Incident report form

12. With the review and update of the health and safety management system, it has been recognised that the current paper incident report forms across parts of the organisation are not fit for purpose, and in some instances, are not the quickest form of reporting for employees.

The Health and Safety Team are configuring a new incident report form that will be accessible online across **sportscotland** laptops and mobile phones (via a QR code) to allow easy and quick access when required, and will instantly notify the Health and Safety Officer and the relevant Estates/Facilities Manager when a report has been submitted.

As the notification of reports will be in real-time, this will allow the organisation to implement corrective actions promptly, such as policy or risk assessment reviews, or required repairs and maintenance, and review lessons learned across the departments. The use of this system will ultimately allow for a swift and managed response to any incidents, whilst ensuring **sportscotland** complies with its legal requirements to employees and visitors.

An online report form can additionally ensure the legal time limits for reporting relevant incidents to the HSE are not exceeded – if an employee does not have all required information at the time of submitting their report, the Health and Safety Officer and/or relevant Estates/Facilities Manager can review and address the missing information in a timely manner.

The online report form will be finalised and implemented across the Corporate and Regional estate, along with Glenmore Lodge in 2023/24 and be included in the updated health and safety management system.

Please note: Inverclyde will remain using a paper incident report form, which is located in each first aid box throughout the site, as their reporting levels with this procedure are high and does not require a change at this moment. However, the data from the paper forms will be uploaded to the central log of the online form to ensure there is visibility of their incidents and investigations at an organisational level.

Figure 19: example of the incident report types on the online report form

* Required

Report type

4. What are you reporting? *

- I am reporting an accident
- I am reporting damage to property or vehicle (no road traffic accident)
- I am reporting disease, infection or ill-health
- I am reporting a fire alarm activation / evacuation
- I am reporting a near miss (no injury)
- I am reporting a road traffic accident
- I am reporting a theft
- I am reporting a violence incident

Fire risk assessments

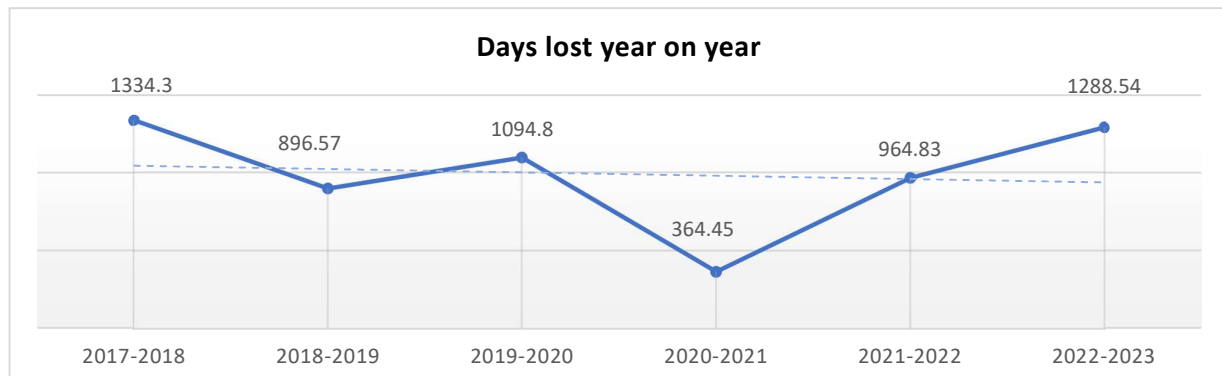
13. Fire risk assessment reviews were completed for all sites between October 2022 and March 2023, and it was recognised that a fire safety policy and training policy remains outstanding from the previous year's assessments.

Absence monitoring

14. 2022/23 has recorded 169 instances of sickness absence reporting by managers between 1st April 2022 and 31st March 2023 across **sportscotland**. This is a total of 1,288.54 working days lost, which is a 33.5% increase on the previous year.

The six-year trend shows a fluctuation in employee absence reporting prior to the Covid pandemic, and a continuing increase in reporting since 2020/21 which is in part due to effective absence management.

Figure 20: working days lost over six years



14.1 Organisational days lost

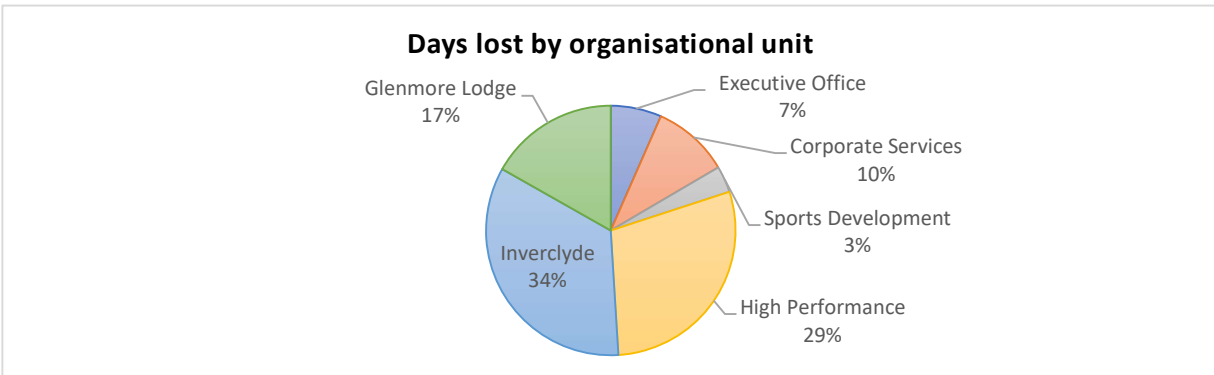
Of the 169 instances of absences recorded this year:

- Inverclyde recorded 34%
- 29% of days lost were recorded by High Performance
- 3% of days lost were recorded by Sports Development
- Corporate Services recorded 10%
- 17% of days lost were recorded by Glenmore Lodge
- Executive Office recorded 7%

Figure 21: working days lost by organisational unit

| Organisational unit | Days lost |
|---------------------|-----------|
| Executive Office | 85 |
| Corporate Services | 128.5 |
| Sports Development | 44 |
| High Performance | 374 |
| Inverclyde | 440.5 |
| Glenmore Lodge | 216.54 |

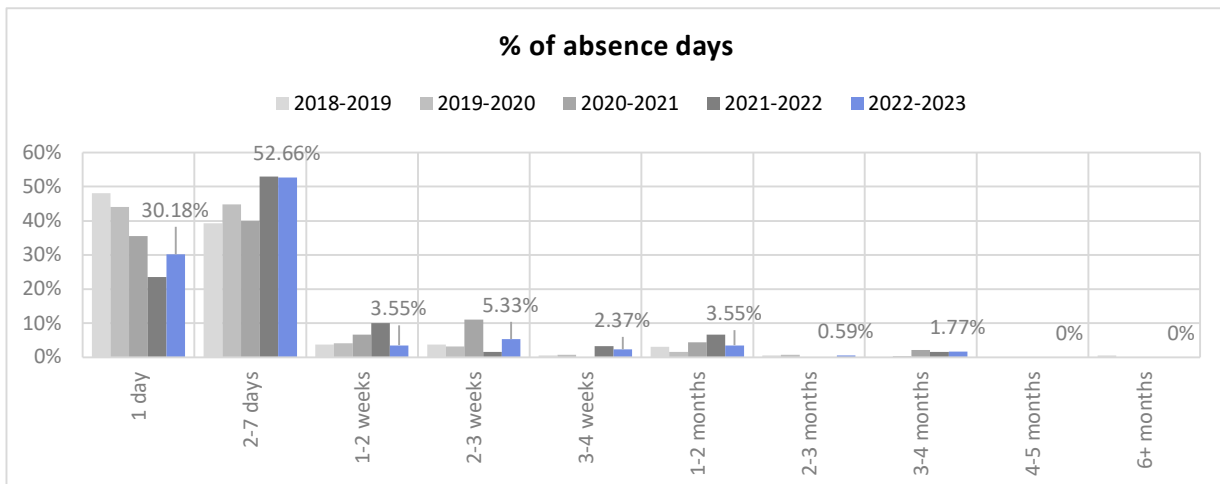
Figure 22: working days lost by organisational unit



As figure 23 demonstrates, 52.7% of sickness absence instances in 2022/23 lasted 2-7 days. A further 30.2% lasted one day, and no absences lasted longer than 4 months.

Absence days lasting 2-7 days were recorded in 89 instances, in comparison to an average of 63 instances in the previous four years.

Figure 23: length of absences year on year



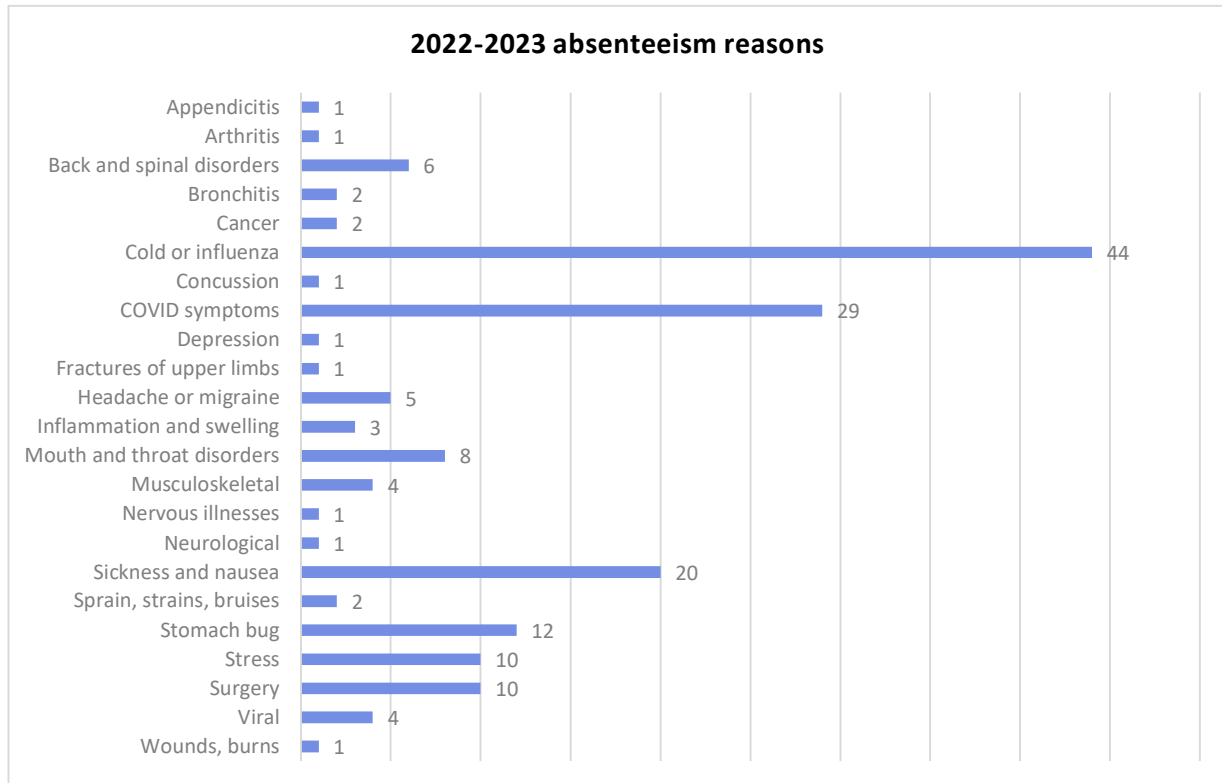
14.2 Absenteeism reasons (excluding annual leave)

Consistent with previous years, the two main causes for absence were 'cold or influenza' (accounted for 26.0%) and 'sickness and nausea' (accounted for 11.8%).

Figure 24: main causes of absence year on year

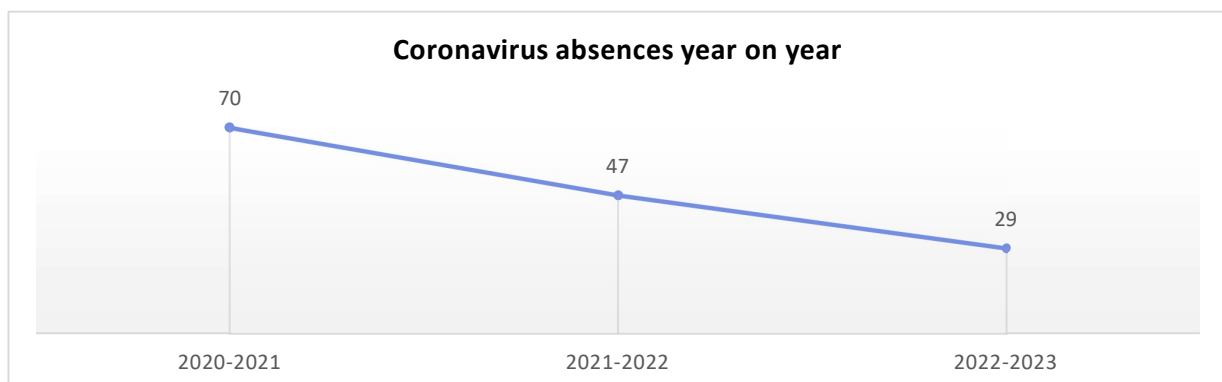
| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------|-----------|-----------|-----------|-----------|-----------|
| Cold or influenza | 24 | 51 | 8 | 30 | 44 |
| Sickness and nausea | 24 | 30 | 9 | 14 | 20 |

Figure 25: absenteeism reasons for the year



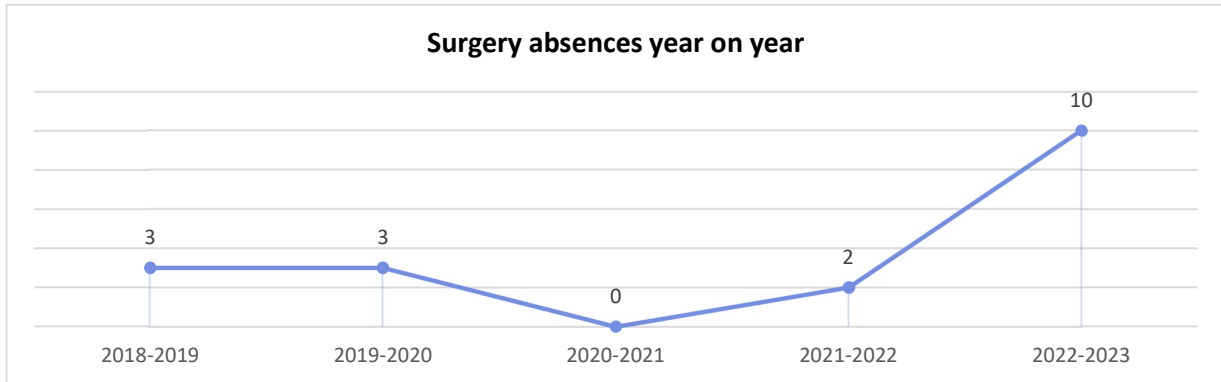
The 'COVID symptoms' absence reason has moved from being logged as 'special leave' in 2020/21 and 2021/22, to now counting towards sickness absence. However, in comparison to the previous two years, coronavirus absences have continued to drop, and we do not anticipate this to have a significant impact on absences moving forward.

Figure 26: coronavirus absences year on year



Due to the coronavirus pandemic, health boards across the country paused routine and non-urgent surgeries in 2020/21 and 2021/22, with surgeries recommencing in 2022/23 at a slow increase, and as such, the 'surgery' absence reason increased by 400% on the previous year.

Figure 27: surgery absences year on year



14.3 Long term absences (over 28 days in duration)

In relation to the length of absences, 5.9% were categorised as long-term sickness, or 10 instances of absence out the recorded 169. This is level with the previous year.

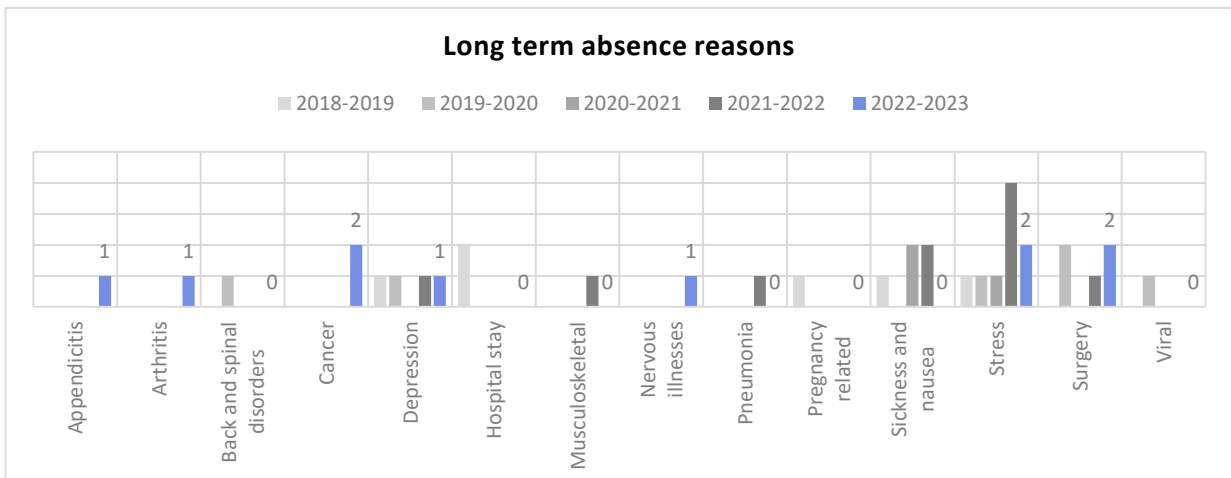
Figure 28: long-term and short-term absences year on year

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

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

Stress has decreased by 50% from the previous year, however, is still a top reason for long term absence over the previous five years, and has accounted for 20% of the long-term sickness absence reason for the reported year. Without further information regarding absences under this reason, we are unable to determine if the absence is non-work related or work related.

Figure 29: long-term absence reasons year on year



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

15.1 Training courses

Health and safety training has gradually been recommencing since 2021/22, with the below training courses undertaken across the organisation:

Figure 30: courses undertaken

| Course | Area of business | Number of attendees |
|---------------------------|--------------------|---------------------|
| Brushcutters/strimmers | Glenmore Lodge | 2 |
| Chemical spraying | Inverclyde | 2 |
| Emergency First Aid | Inverclyde | 1 |
| Evacuation chair training | Corporate Services | 2 |
| Evacuation chair training | Sports Development | 1 |
| First Aid at Work | Corporate Services | 3 |
| First Aid at Work | Inverclyde | 11 |
| First Aid at Work | Sports Development | 2 |
| First Responder | Inverclyde | 1 |
| IOSH Managing Safely | Glenmore Lodge | 1 |
| IOSH Managing Safely | Inverclyde | 5 |
| IOSH Working Safely | Glenmore Lodge | 2 |
| IPAF | Inverclyde | 6 |
| JCB driver training | Glenmore Lodge | 2 |
| Mental Health First Aid | Glenmore Lodge | 2 |
| MEWP refresher training | Glenmore Lodge | 3 |
| PASMA | Inverclyde | 7 |
| Sports First Aid | High Performance | 14 |

Upon the completed review and update of the health and safety management system, a training plan will be implemented in collaboration with the Learning and Development Team who will provide support in determining and arranging suitable and relevant employee training.

15.2 Health and safety inductions

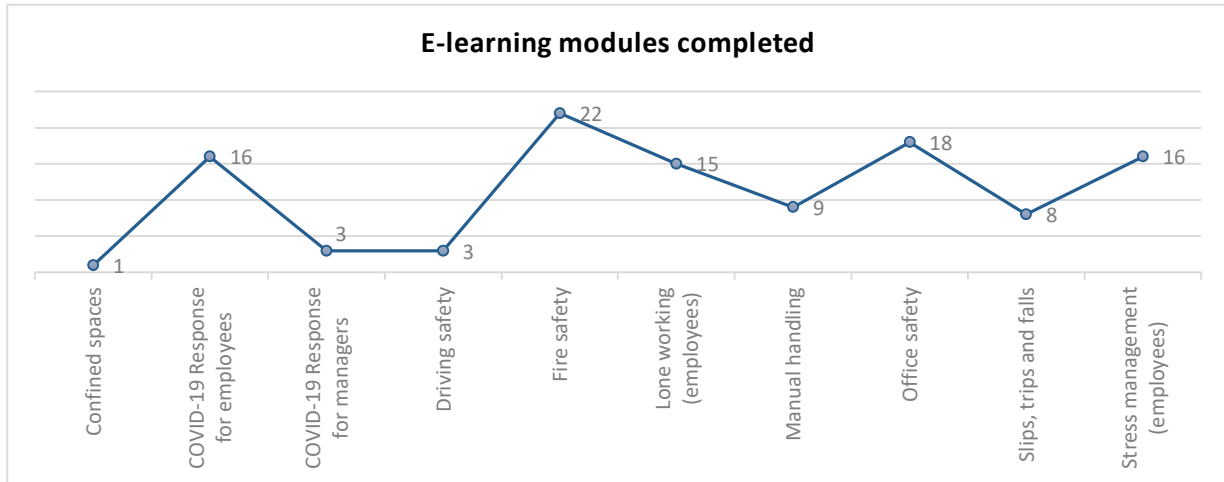
Across the reporting year, 9 induction sessions (via Microsoft Teams) to 38 new employees across the organisation were undertaken, which included a brief introduction to health and safety in the organisation, and covered employee responsibilities, incident reporting, DSE assessments, PEEPs and site inductions.

15.3 E-learning modules engagement

E-learning modules have continued to be available to employees, however, engagement has dropped for a second year since 2020/21 as a training plan and relevant modules to roles is required.

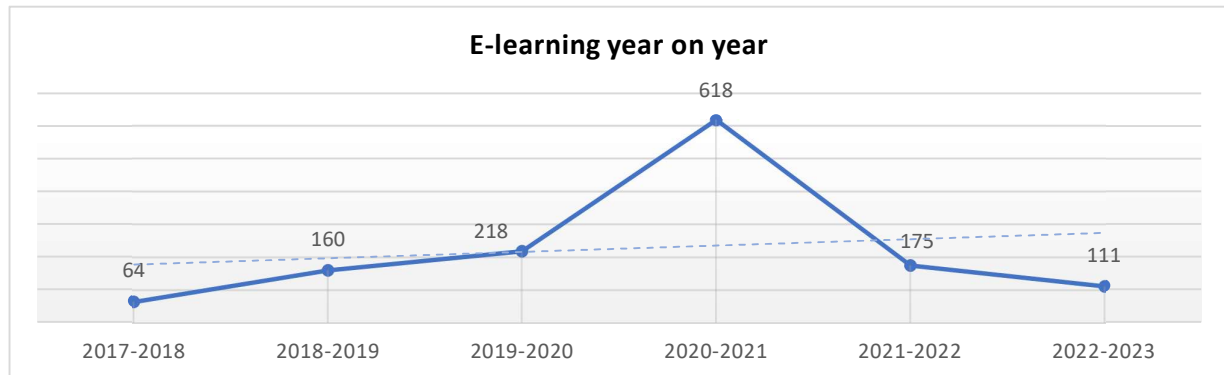
The Learning and Development Team are reviewing the e-learning system, with a view to changing provider in 2023/24 – and upon this change, work will commence to ensure the available modules are engaging and relevant to employee roles, and the teams will establish a training plan for employees to use the e-learning system to its full potential.

Figure 31: e-learning modules completed for the year



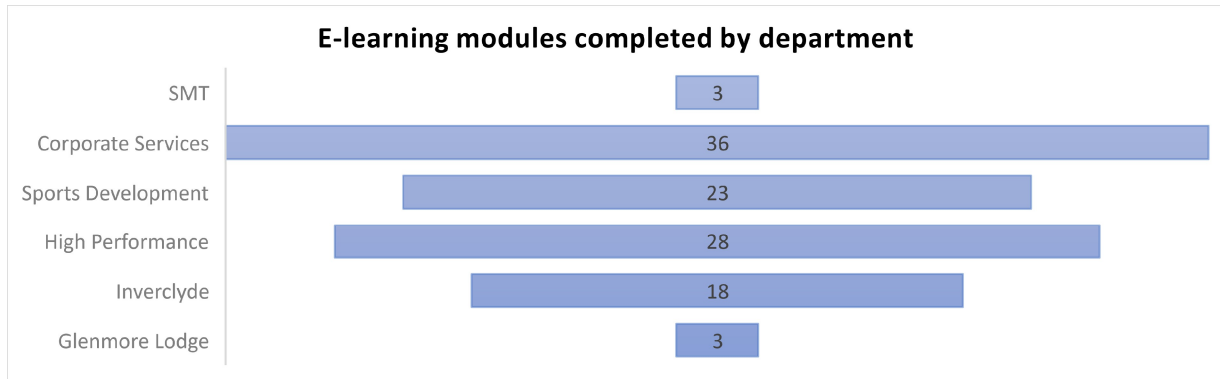
Compared to the previous year, there has been a 36.6% decrease in e-learning modules completed – this is due to there being no focus on e-learning modules being completed for employees, and as such, the e-learning platform is largely accessed by new employees.

Figure 32: e-learning modules completed over six years



Despite the significant increase in modules being completed during the 2020-21 reporting year, this has significantly decreased. Further targeted work is required to ensure consistent compliance of health and safety compliance training.

Figure 33: e-learning modules completed by department for the year



Managers development toolkit

16. The Learning and Development Team implemented a managers development toolkit in September 2022, with a view to support new and existing managers and provide access to support resources in areas such as leadership, culture and development.

With the assistance of the Health and Safety Team, a section of support was made available in health and safety, and includes:

- 'Health and safety for managers' e-learning module,
- a managers guide to personal emergency evacuation plans (PEEP),
- HSE guidance for tackling work-related stress, and
- HSE guidance for protecting lone workers.

Further work will be planned for 2023/24 to expand the information and resources available upon the implementation of the new health and safety policies and procedures.

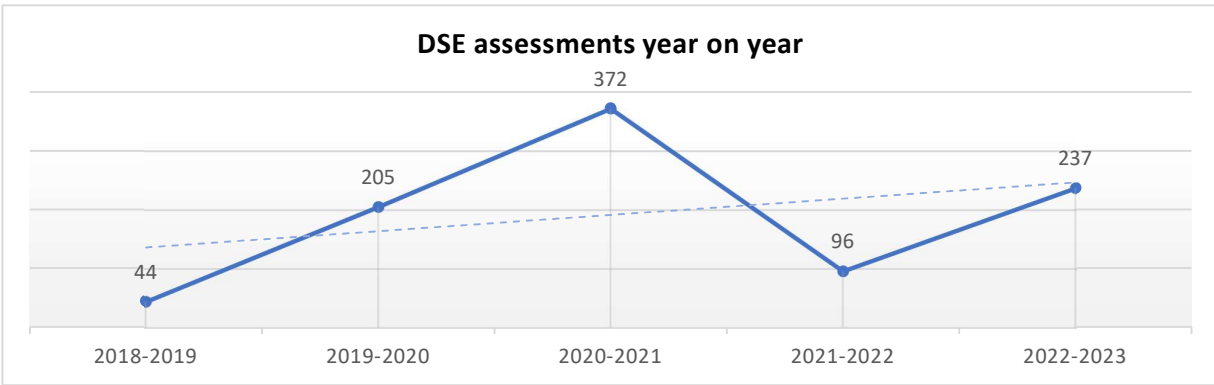
Display Screen Equipment (DSE)

17.1 Online DSE assessment tool

With the implementation of the hybrid working policy and with home working optional for employees, there is a continued focus on DSE assessments for the home environment. The upgraded online DSE assessment tool, which was upgraded in 2020/21, includes information on setting up workstations in the home environment, use of laptops and working around home commitments. The upgraded module also includes agile working and office environments which is more appropriate for **sportscotland** employees.

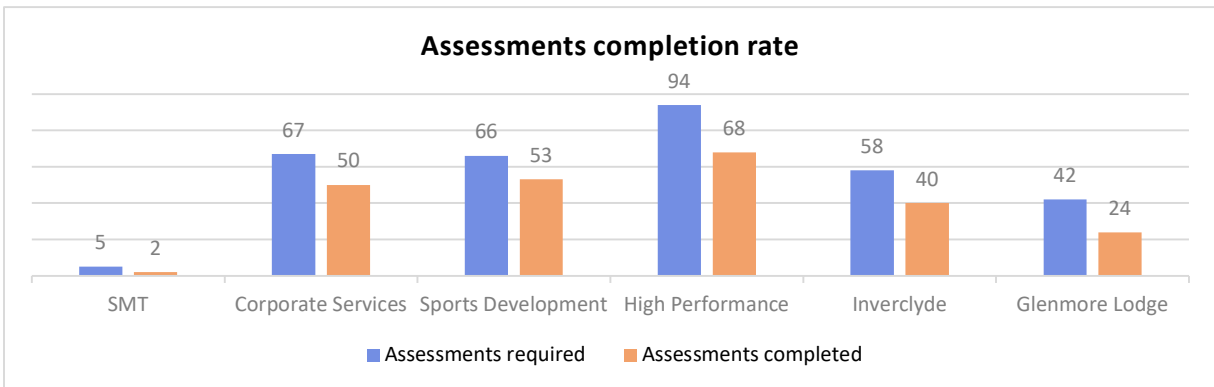
There was a 146.9% increase in completed DSE assessments, and as **sportscotland's** DSE policy is for employees to complete an assessment every two years (unless there has been a change in working environments, employee roles, or the employee requests an assessment due to discomfort), there will be a visible and foreseeable drop every other year in assessments being completed – with this in mind, there will be a significant reduction in the number of assessments completed in 2023/24.

Figure 34: DSE assessments completed over five years



For the reporting year, 332 DSE assessments were required to be completed by employees (2-year review and new employees), and of those required, 237 assessments were completed – a 71.4% completion rate.

Figure 35: DSE assessments completion rate by department



It is predicted that work related upper limb disorders are likely to increase as a result of continued homeworking, laptop usage, and poor home ergonomics, and continued work is required towards increasing employee awareness and safety regarding home and agile working.

17.2 Hybrid working policy

The organisations hybrid working policy was introduced in September 2022 and provides employee’s the flexibility to work from their workplace, home or other appropriate location.

The policy does not specify how many days employees can work from home (if they choose to do so) and how many days must be worked in a **sportscotland** building, however working from home is a voluntary choice and no employee has the option to work from home full-time, and they may have to come into a workplace to do certain tasks, functions or take part in certain meetings and/or events.

With the introduction of the hybrid working policy, 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.

The below figures show the types and numbers of furniture and accessories provided before the introduction of the hybrid working policy, from April to September 2022.

Figure 36: type and numbers of home working equipment provided

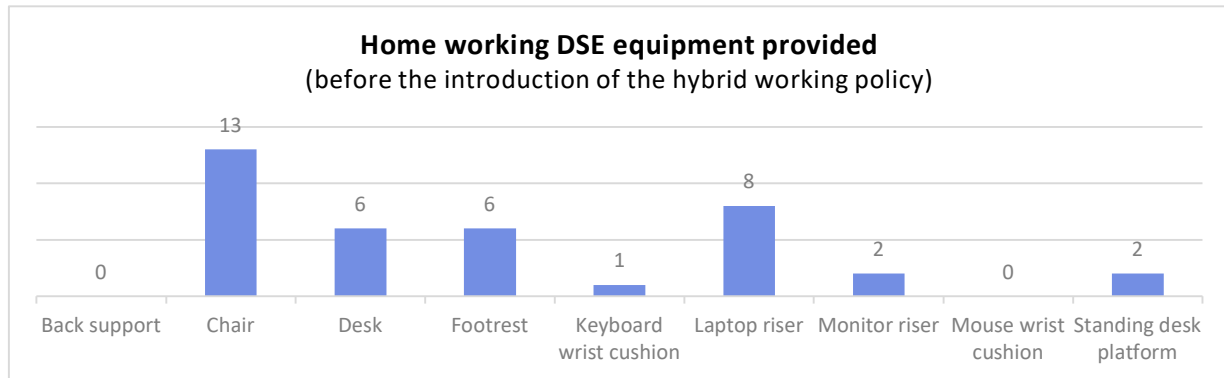
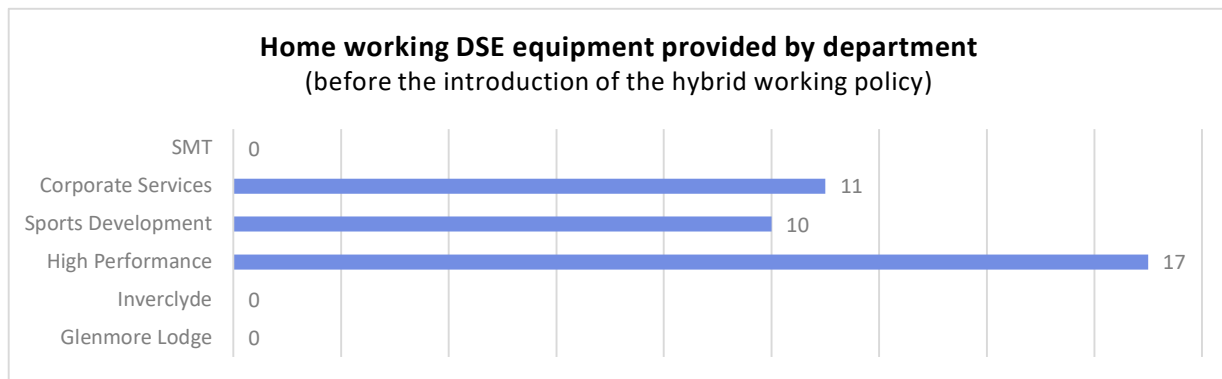
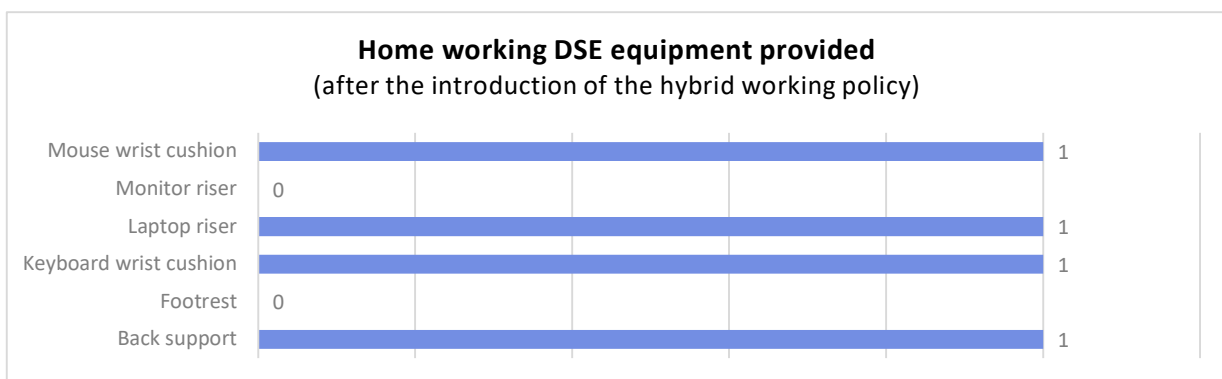


Figure 37: numbers of equipment provided by department



The below figure shows the types and numbers of accessories provided after the introduction of the hybrid working policy, from October 2022 to March 2023.

Figure 38: type and numbers of ergonomic accessories provided



17.3 Office changes

With the continued increase in employees returning to the offices, the Health and Safety Team have made little and quick changes to increase the comfort of office working:

Mouse pads

The mouse pads within the Templeton and Caledonia House offices have not been changed for an estimated 6+ years, and had become unsupportive as a result. In March 2023, new mouse pads were placed throughout the offices, and have been well received by the employees.

Ergonomic chairs

A small number of new ergonomic chairs were placed in different areas throughout the Templeton office in March 2023, and can be moved around by employees, providing chair options and so they are able to use a chair that is comfortable to them.

A chair audit was also completed to remove broken and unsupportive chairs in the Templeton office, with a view to complete the audit throughout the remaining estate in the following year.

Laptop risers

There has been an increase in the number of requests for double monitors in the office, in particular within the regional office at Emirates. As an alternative to providing additional monitors in the office, laptop risers were provided as this allows employees the option of using their laptop as a second monitor and the option to adjust the height of the laptop screen to their required eye level.

Claims monitoring

18. For the 2022/2023 period, there are two ongoing Trust Company claims which the **sportscotland** Legal Team continue to manage and have been included on the H&S Risk Register.

The first claim relates to Glenmore Lodge. Liability will be admitted. The dispute is in relation to quantum. Before we can assess this accurately, we require further information from our expert for the defender. We are in the process of acquiring this.

The second claim relates to Inverclyde Centre. Liability in this case is denied. Expert reports are required to determine quantum, and these are underway.

The legal team are also managing a new Trust Company claim at Glenmore Lodge. We await an opinion from our external legal advisors regarding liability and quantum.

Recommendations for 2023/24

19.1 Internal audit recommendations and actions

We will prioritise the findings and recommendations from the Internal Audit carried out in February 2023, and envisage these to be the priorities we have outlined in 20.1-20.5.

19.2 Accessibility audit of estate

The Office Facilities Team will be reviewing the offices and buildings throughout the estate in the following year, and it is recommended for an accessibility audit to be undertaken alongside, to evaluate how accessible the organisation is for its employees and visitors.

This audit will assess what is required by the Equality Act 2010, what is reasonable for **sportscotland** to do, the options for removing potential or identified barriers to disabled access and the associated costs.

19.3 Fire risk assessment contract

The fire risk assessment contract with Amalgamate Safety Risk Management came to an end in March 2023, and has not been extended.

It is recommended that the requirements for this contract be reviewed, and added to the health and safety consultant contract, with a view to have the consultant complete the risk assessments for one year only and an internal assessment be completed by the Health and Safety Officer and the relevant Estates/Facilities Manager over the following three years.

The potential cost for a consultant delivering a one-year fire risk assessment is estimated to be £6,000-£8,000, and an internal audit will be saving the organisation this estimated cost over the following three years.

Priorities for 2023/24

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

20.1 Development of the health and safety management system

Continued work on developing the health and safety management system, policy suite and toolkit.

This will involve ongoing meetings with Amalgamate to ensure the completion date is met and require local arrangements and procedures to be applied for specific sites, such as the National Centres.

20.2 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.

20.3 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.

20.4 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.

20.5 Recommencement of Health and Safety Committee meetings

The Health and Safety Committee meetings to be restarted, with the group members to be reviewed to ensure there is appropriate engagement across the organisation.

20.6 Repurpose of offices

Supporting the Office Facilities Team in re-establishing the use of the office and consider how to repurpose the spaces across the estate to meet the needs of the business based on the hybrid working policy.

This will require a controlled and cautious approach gaining feedback from employees at each stage of the fit out, to inform the medium- and longer-term plans for use of the estate.