

NHS Golden Jubilee

Meeting:	NHS Golden Jubilee Board
Meeting date:	26 February 2026
Title:	Health and Safety Report - Quarter 3 (2025/2026)
Responsible Executive/Non-Executive:	Laura Smith (Deputy Chief Executive/ Executive Director of People and Culture)
Report Author:	David Wilson (Head of Health and Safety)

1. Purpose

This is presented to Board for:

- Approval

This report relates to a:

- Legal Requirement
- Local Policy

This aligns to the following NHS Scotland quality ambition(s):

- Safe
- Effective
- Person Centred

This aligns to the following NHSGJ Corporate Objectives:

- Leadership, Strategy & Risk

2 Report summary

2.1 Situation

Reports are provided on a quarterly basis to Health and Safety Forums, Health and Safety Committee and Staff Governance and Person Centred Committee which relate to Health and Safety Activity across NHS Golden Jubilee. This report summarises Health and Safety activity for Quarter 3 2025/26.

2.2 Background

The Health and Safety at Work etc. Act 1974 is the primary legislation covering health and safety in the UK. Sections 2 (6) and 2 (7) of this Act requires employers to formally consult their employees on matters that affect their health and safety. NHS Golden Jubilee has

decided that the most effective way to discharge these requirements will be through the formation of Divisional Health & Safety Forums and Health & Safety Committee.

The main purpose of the committee is to foster a culture whereby the promotion of the health and safety of employees, patients, visitors, contractors and suppliers becomes an integral part of our organisation's activities.

The Committee terms of reference sets out a number of aims and these are summarised below:

- To encourage safe working practices and safeguards for all staff and others in line with health and safety legislation.
- To promote safety consciousness within staff at every level in order to effect a reduction in the level of accidents.
- To promote appropriate courses of training in health and safety for all staff.
- To consider concerns expressed by management and staff in relation to health and safety matters.
- To agree a program of workplace inspections, receive reports and make recommendations on action required.
- To monitor progress against health and safety action plan.

2.3 Assessment

Appendix 1 contains Health and Safety Quarterly Report for Q3 2025/2026.

2.3.1 Quality/ Patient Care

Ensuring we deliver safe patient care.

2.3.2 Workforce

Ensures we provide staff a safe working environment in accordance with NHS Staff Governance Standards.

2.3.3 Financial

In accordance with SFIs and existing resources.

2.3.4 Risk Assessment/Management

Any key risks are highlighted within Appendix 1. New and emerging risks will remain as standard agenda item at Health and Safety Committee meetings in order to provide a focused attention on risk management.

2.3.5 Equality and Diversity, including health inequalities

Not applicable (N/A). Any policies that are reviewed or developed as noted in this quarterly report will be subject to equality impact assessment where identified as being required.

2.3.6 Other impacts

N/A.

2.3.7 Communication, involvement, engagement and consultation

The Board has carried out its duties to involve and engage external stakeholders where appropriate. The purpose of this report is a means for communication, engagement and consultation.

2.3.8 Route to the Meeting

Health and Safety Committee

Staff Governance Group

Partnership Forum

Staff Governance and Person Centred Committee

2.4 Recommendation

- **Approval**

3 List of appendices

The following appendices are included with this report:

- Appendix No 1, Health and Safety Quarterly Report Q3 25/26.

APPENDIX 1

HEALTH & SAFETY COMMITTEE QUARTERLY REPORT

Q3 2025/26 (1 October – 17 December 2025)

Section 1: We said, we did

What we said we would do	What we did
<p>Develop and publish monthly matters articles on:</p> <ul style="list-style-type: none"> • Skin Health (October) – In line with Responsible Person training for Skin Health • Focus on Risk Assessment (November); To Provide support and awareness to address deficiencies identified via early rounds of H&S Audits. • Manual Handling (November); To support roll out of Training Needs Analysis • Christmas Safety extra edition (December) 	<p>Published monthly matters articles on each of the focus areas as promised within Q3.</p>
<p>Review the following policies:</p> <ul style="list-style-type: none"> • Confined Spaces Policy • Lifting Operations/Lifting Equipment (LOLER) Policy • Procurement and Use of Portable Electrical Appliances Policy • Work at Height Policy 	<p>Reviewed each of these policies which are tabled for Q3 H&S meetings for approval prior to upload to share point.</p>
<p>Develop Violence & Aggression share point site within the H&S landing page (November 2025). This will support the work being undertaken via the V&A SLWG.</p> <p>Develop proposal for the delivery of enhanced V&A training (beyond e-learning provision)</p>	<p>V&A resources uploaded to the H&S Section of share point.</p> <p>SBAR training proposal provided for presentation at January Q3 H&S meetings.</p>
<p>Provide continued feedback on progress with H&S Audit programme</p>	<p>Delayed until Q4. Further analysis being undertaken via H&S Forums.</p>
<p>International Stress Awareness week – November 3rd 2025. We will take the opportunity to build on the positive engagement around Stress Awareness</p>	<p>Facilitated a series of events:</p> <p>Individual Stress Risk Assessment Workshop: Hosted by Occupational</p>

<p>from April 2025 with a similar approach involving collaboration with key stakeholders.</p>	<p>Health, this was an informative session for Managers and all staff to understand the process of undertaking individual stress risk assessments and the benefits of formalising person-specific action plans.</p> <p>Departmental Stress Risk Assessment Workshop: Hosted by Health & Safety, this was an opportunity to take part in a team-based workshop where we looked at common sources of stress in the workplace and explored simple, collaborative ways to reduce them. This was a great chance to share ideas and strengthen team resilience.</p> <p>The Lighter Side of Stress: This was an opportunity to take a break from the week's pace with our Spiritual Care Team, who hosted two reflective sessions exploring how humour, gratitude, and perspective can ease daily pressures. A gentle reminder that wellbeing isn't just about reducing stress, it's about nurturing joy too.</p> <p>Wellness Walk: This was an opportunity to grab a breath of fresh air and stretch your legs with colleagues from the Security Team.</p>
<p>Focus on Risk Assessment (November 2025). Required to support departments to improve on knowledge, understanding and application of work activity risk assessments as this has been identified as an area for improvement via the first round of H&S Audit Programme.</p>	<p>Two workshops facilitated with the aim of providing attendees with a clear and practical guide to completing effective risk assessments. Designed to support anyone who would like to build confidence, refresh their understanding or support others in their health and safety responsibilities. Representation from clinical and non-clinical teams.</p>
<p>H&S Engagement Survey (January 2026). This will provide useful information on how well we are communicating with intended recipients with the aim of acting on feedback to make improvements where required. This will be supported by a communications 'spotlight' on the H&S Service.</p>	<p>Early liaison with Communications colleagues to support this work stream. Question set developed. Survey will be distributed mid-January.</p> <p>'Spotlight' scheduled for mid- January, aligning well with H&S move into P&C team.</p>

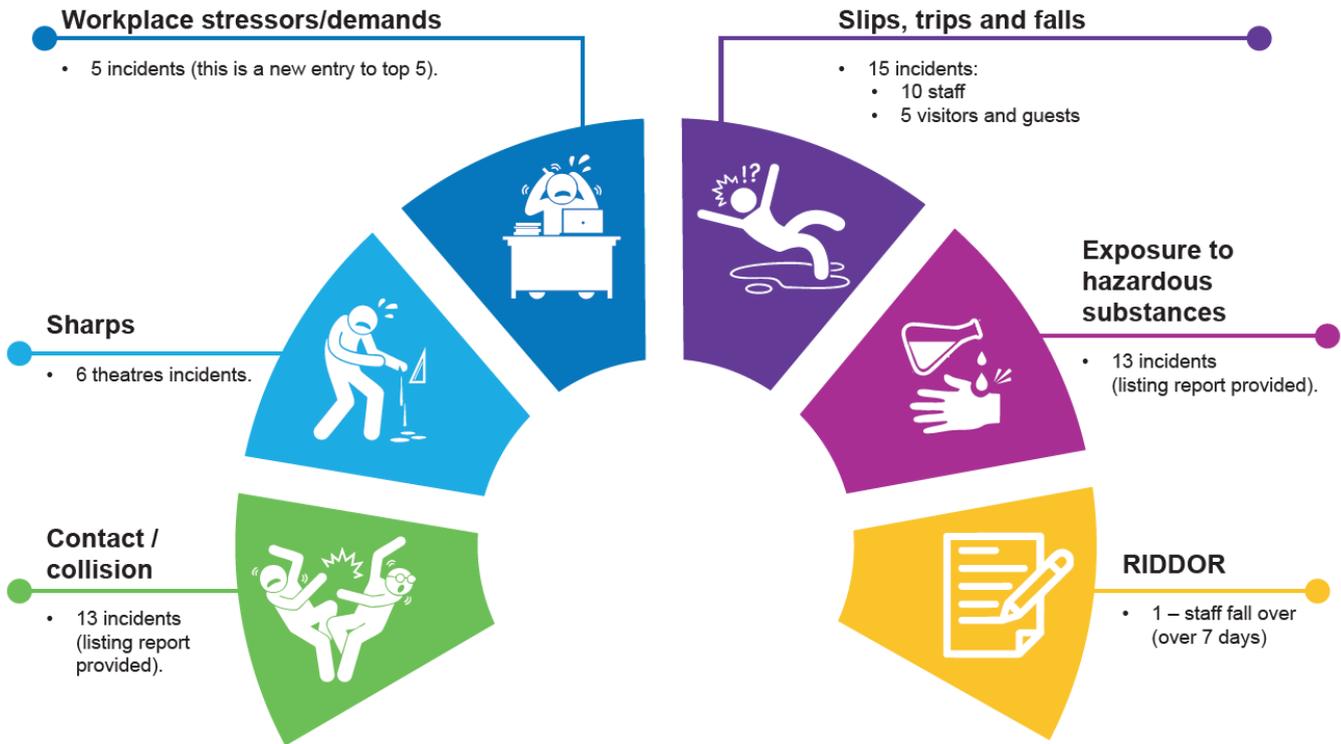
Section 2: What we'll do next

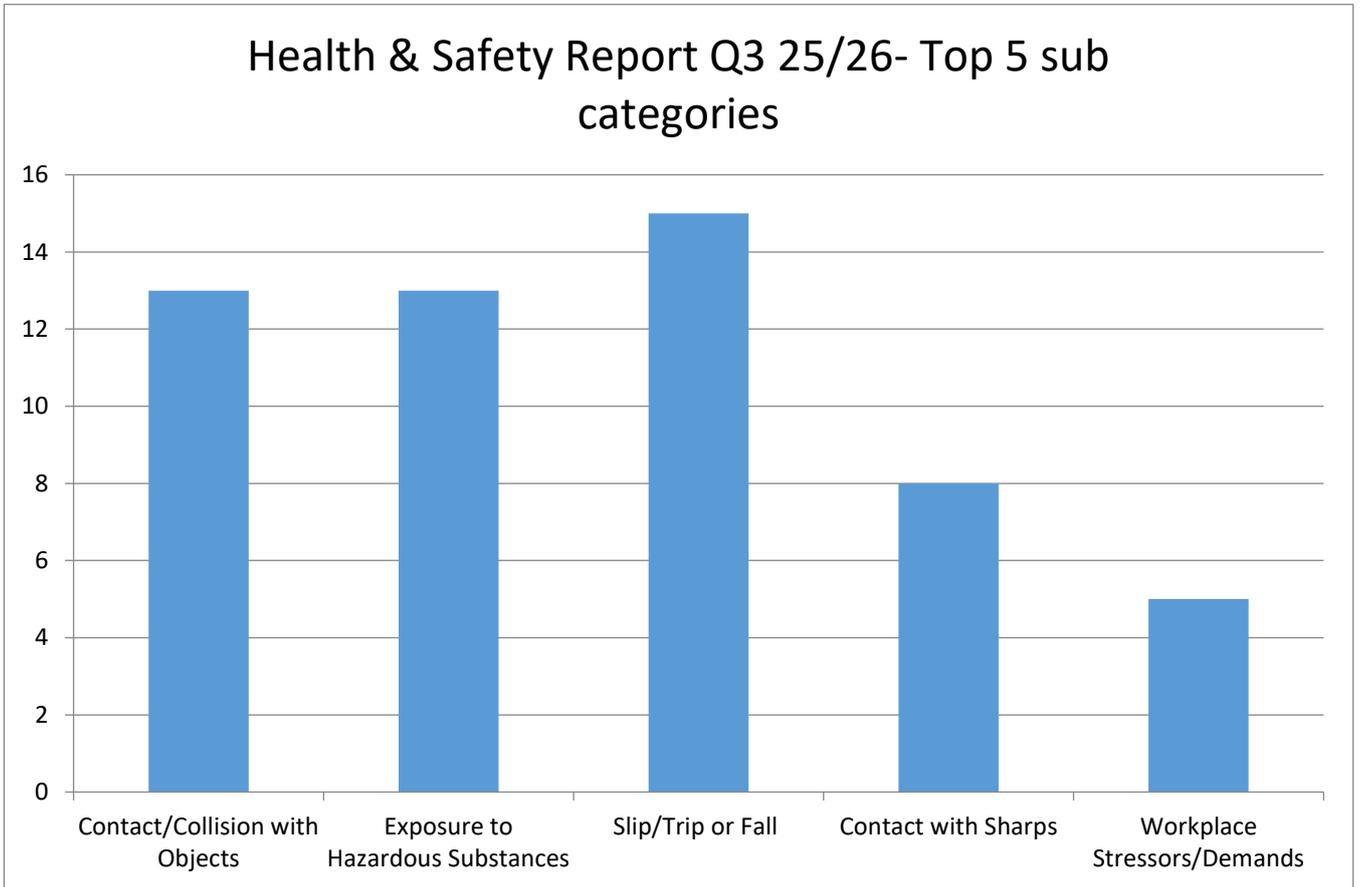
<p>Develop and publish monthly matters articles on:</p> <ul style="list-style-type: none"> • First Aid at Work, January 2026 (to support recent review of policy) • LOLER, February 2026 (to support recent review of policy) • Incident Reporting, March 2026 (in collaboration with Clinical Governance to focus on improved data investigation and root cause analysis.
<p>Review the following policies:</p> <ul style="list-style-type: none"> • NHSGJ Health and Safety Policy (standard periodic review, but timely to recognise structural changes) <p>Support soft launch of the following OfS Managing Health at Work Policies:</p> <ul style="list-style-type: none"> • Adverse Weather • Alcohol and other Substance • Control of Substances Hazardous to Health (COSHH) • Lone Working • Manual Handling • Menopause and Menstrual Health • Smoking and Vaping • Work-Related Driving • Work-Related Stress • Work-Related Violence and Aggression.
<p>Distribute H&S Engagement survey</p>
<p>Focus on support required to close outstanding actions from H&S audits.</p>
<p>Scrutinise Manual handling Training Needs Analysis returns and schedule calendar of training sessions as required (with a particular focus on load handling in Q4).</p>

Section 3: Adverse Event Reporting

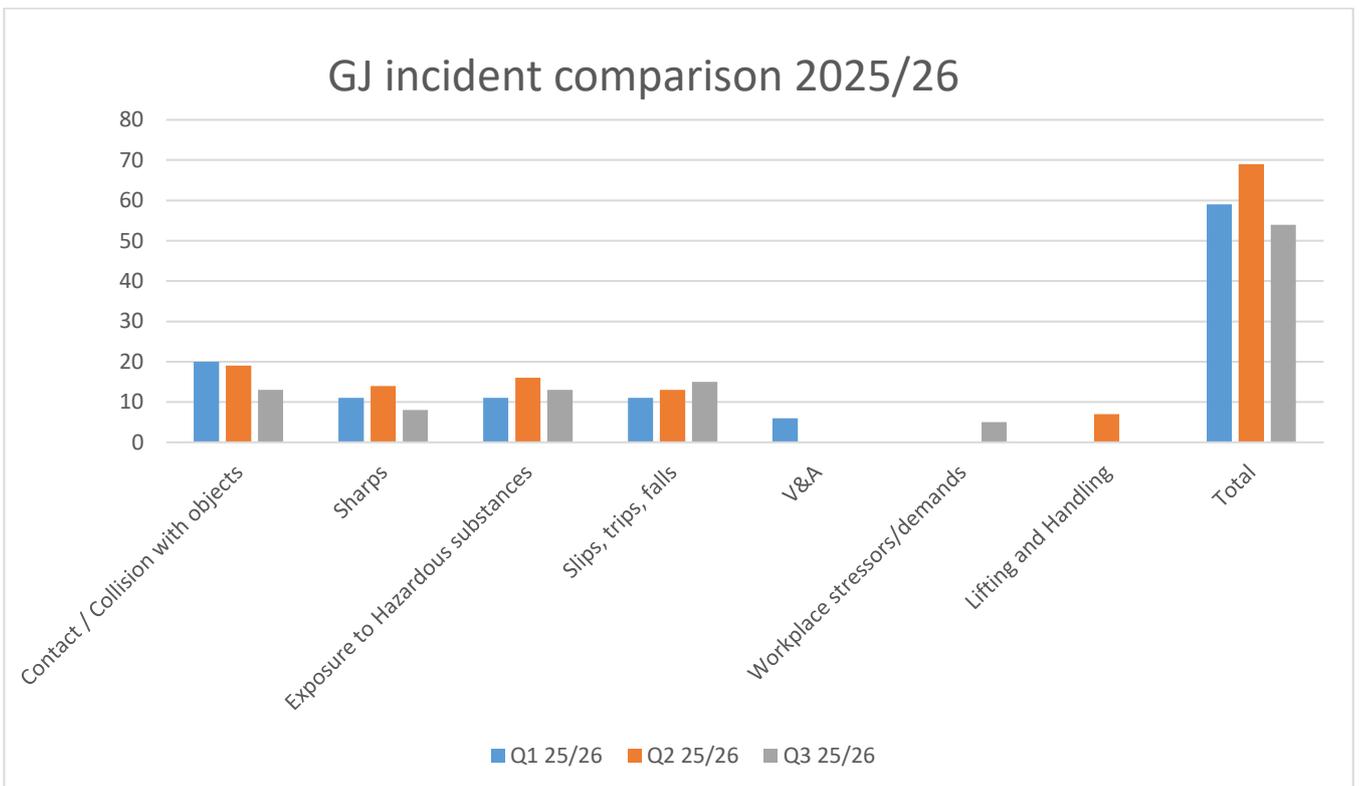
This section provides an overview of health and safety related adverse incidents in Q3 25/26.

NHS Golden Jubilee Health and Safety related adverse incidents Quarter 3 2025/26

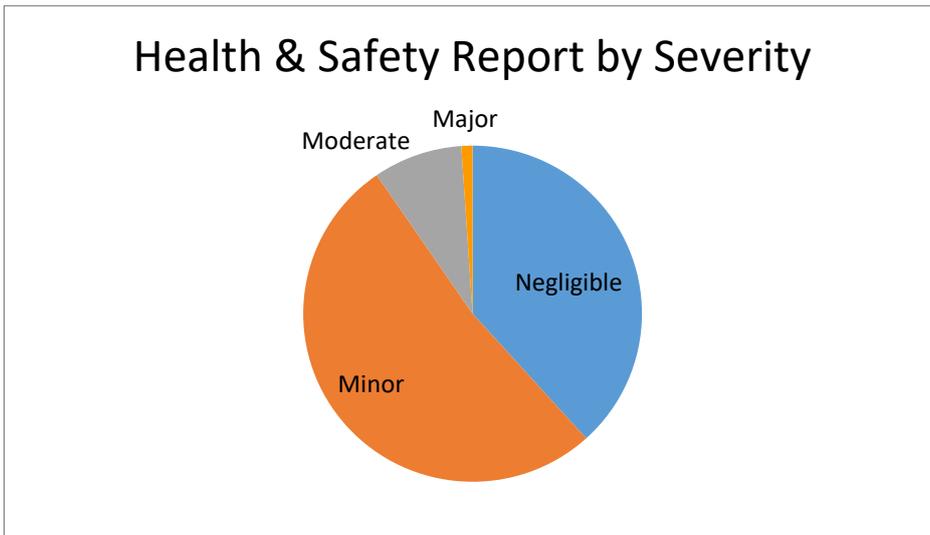




These top 5 sub categories have been reasonably consistent in comparison to previous quarter, with similar numbers for each of the top 5 sub categories. This quarter has seen ‘workplace stressors/demands’ enter into the top 5, replacing the ‘lifting/manual handling’ sub category from Q2. Full listing reports for each of these sub categories is shown in the appendices of this report.



From the incidents that have been risk rated on datix, the vast majority are either minor or less. There is one 'major' risk rated events and nine moderate rated incidents which are described below.



36 (38%) negligible

49 (52%) minor

8 (9%) moderate

1 (1%) major

The Major risk rated event refers to the following incident in cardiac theatre 6:

“At the beginning of the procedure when surgeon was using diathermy to patient's groin, a swab caught fire. Surgeon's left hand was also burned as a result.”

“The swab was quickly thrown away from the patient and cold water thrown on to patient's leg. Cold compresses were applied for the duration of the case. Patient appears to have two superficial burns to right upper thigh. The wounds have not broken the skin but appear inflamed/pink/red. The wounds are approx. 2cm and 3cm in length and 1cm diameter for both. First aid applied for surgeon after procedure.”

Overview of the moderate risk rated events:

1. Hotel guest complained of feeling unwell after eating in restaurant.
2. Staff member tampered with EV charging unit in car park.
3. Anaesthetics related workplace demands/stressors
4. Cath lab related (consultant cover) workplace demands/stressors
5. Information governance breach.
6. Patient care related (skin tear in surgery)
7. Hotel guest slip and fall.
8. Shelf fell onto staff injuring shoulder.
9. Staff member slipped/tripped at loading bay, injuring ankle.

Full listing report of the moderate risk rated events shown in appendix 6.

Appendix 1: Listing report for 'contact/collision' incidents:

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14322	DW-14319	Val Irvine	12/05/2025	Accidents/Falls	Golden Jubilee Research Institute	Research and Development Dept		Right forearm & shoulder injury, due to repetitive maneuver of fire door in office.
14257	DW-14254	John Skinner	01/10/2025	Accidents/Falls	National Elective Services	Surgical Centre - Orthopaedic Theatre 42		These are automatic door to be opened by press of button but they are constantly not working, having said that I have hold the door in a very awkward position to let the patient trolley pass by, by doing this I got myself twisted and my sacroiliac pain came back which I have recently got fixed by means of physio and steroid injection.
14317	DW-14314	Caroline Johnstone	12/10/2025	Accidents/Falls	National Elective Services	2 West Complex Orthopaedics	Minor	This happened in a patient room option not available above. Staff nurse attempted to gain access to the POD for patient medication when the POD fell off the wall and onto of the staff nurse slight bump on the head and bump on the arm.
14326	DW-14323	Mrs Helen McNeish	14/10/2025	Accidents/Falls	National Elective Services	Anaesthetics Orthopaedic Surgery	Negligible	I pushed open the door to room '03-059' MDT smart hub with an open palm. The silver push pad on the door has a rough edge which caused a laceration on my middle finger.
14392	DW-14389	Mrs Jennifer Hyslop	22/10/2025	Accidents/Falls	National Elective Services	Surgical Centre - Orthopaedic Theatre 41	Minor	Scrub staff went to move the cart from corridor to the set up room. Instrument team had given us a thoracic cart for our instruments. Circulating staff assisted him as one wheel was locked and cart was not moving towards any direction. Both staff had to lift and push the cart at times till it was in position in set up room resulting in straining their backs. Once the case started, circulating staff had to do the same thing (push and lift at times) on her own to move it from set up room in operating theatre. While doing that she got a skin tear on her finger from the inside of the cart (top).
14409	DW-14406	Shaun Oneill	27/10/2025	Accidents/Falls	Corporate	Housekeeping Offices	Negligible	Opening the bin store doors and using arm to keep door opened and slid arm to open door wider and scrapped her arm along a screw on the door.
14473	DW-14470	John Skinner	04/11/2025	Accidents/Falls	Corporate	Engineering Department		Women's changing rooms beside mortuary corridor. Changing bench in third row is broke and the metal is exposed which cut my trousers and leg.
14476	DW-14473	Mrs Tracy Glenny	04/11/2025	Accidents/Falls	National Elective Services	IAP Clean Room	Negligible	Staff member cut their hand on an instrument which was protruding from the bottom of its basket.
14513	DW-14510	Nancy Faulkner	11/11/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	Cardiac Theatre 2	Negligible	Theatre assistant moving metal scrub cart away from theatre side door entrance, prior to patient arrival, to allow staff to enter and exit. Other staff member came through door. Door swung and hit theatre assistant in the back. Staff member in pain - dull ache - along back.
14542	DW-14539	Mr Chris Marshall	19/11/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel General		Banged head on a screw/bolt, caused a cut/bruise.
14548	DW-14545	Mrs Dawn Buchan	20/11/2025	Accidents/Falls	National Elective Services	4 West Orthopaedic ERAS	Minor	Senior healthcare support worker helped assisting theatre nurse on moving theatre trolley from room 418 into corridor after pat sliding patient post op, as was asked for assistance to from theatre staff. Once the trolley was moved out of the room into corridor, trolley was accidentally driven over ward unit assistants foot.
14597	DW-14594	Mrs Tracy Glenny	22/11/2025	Accidents/Falls	National Elective Services	IAP Clean Room	Negligible	Staff member was opening the transfer hatch from clean/sterilisers when she caught her finger while opening. This lead to her finger being jammed in the side of the handle.
14585	DW-14582	Katy Seaton	01/12/2025	Accidents/Falls	National Elective Services	Ophthalmology OPD	Negligible	On removing notes from upper cupboard in room G1033 the shelf collapsed and the shelf and all the case notes for the day fell out of the cupboard and landed on my left hand and thumb joint, causing a sharp pain in hand hand. I noticed the bracket holding the shelf had snapped.

Appendix 2: Listing Report for 'Exposure to Environmental Hazards / hazardous substances:

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14260	DW-14257	John Skinner	01/10/2025	Exposure to Environmental Hazards	Golden Jubilee Research Institute	Research and Development Dept		The bin cupboard handle is broke which means waste is being dumped in the sluice on the floor in clinical research, the waste isn't being properly segregated.
14259	DW-14256	Mrs Jennifer Hyslop	02/10/2025	Exposure to Environmental Hazards	National Elective Services	Surgical Centre - Orthopaedic Theatre 43	Minor	Company representative got blood splatter in his left eye-and top while surgeon was doing final implantation of femoral component.
14324	DW-14321	Nancy Faulkner	13/10/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Cardiac Theatre 2	Minor	When staff member was opening bottle of actichlor to clean the bed the liquid sprayed out of the bottle onto my face and eyes.
14327	DW-14324	Mrs Helen McNeish	13/10/2025	Exposure to Environmental Hazards	National Elective Services	Anaesthetics Orthopaedic Surgery	Minor	Whilst cleaning in theatre 40 I opened a bottle of titan with the flip cap provided with the bottle, the bottle had been made at approx 10am and had settled. The liquid sprayed out of then top and into my eye.
14360	DW-14357	Mrs Jordan Milligan	17/10/2025	Exposure to Environmental Hazards	National Elective Services	General/ Colorectal Theatre 3	Minor	Scope 128 came back from theatres not flush blood inside scope. Not patient associated. Connectors from the cabinet still attached to the scope.
14380	DW-14377	Mrs Evelyn Vanni	22/10/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	3 East	Negligible	While tidying up silver trolley in clean room and returning items to specific stock area. I discovered a used posiflush in the box of clean unused posiflushes contaminated with blood.
14391	DW-14388	Sumona McLaughlin	22/10/2025	Exposure to Environmental Hazards	National Elective Services	Eye Centre Theatre 6	Negligible	The surgeon had used all the antibiotic in the syringe and asked for more. The cannula was removed and more antibiotic was drawn up. When tapping the syringe to expel air from it some of the antibiotic splashed into the surgeons eye.
14398	DW-14395	Katy Seaton	23/10/2025	Exposure to Environmental Hazards	National Elective Services	Eye Centre Theatre 6	Negligible	Syringe filled with balanced salt solution splashed into Student Nurse's eye from theatre trolley.
14514	DW-14511	Mrs Jordan Milligan	10/11/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Thoracic Theatre 14	Minor	ODP Scrubbed for case has had a splash to his eye of pleural fluid, water or blood.
14534	DW-14531	Mrs Lynn Berry	14/11/2025	Exposure to Environmental Hazards	National Elective Services	Surgical Centre - Orthopaedic Theatre 44		We didn't have a theatre assistant in theatre so the anaesthetic assistant had to work as a theatre assistant and is not familiar with the pulse lavage and after it had been handed off and no longer sterile, she accidentally pressed the button on and didn't know how to turn it off and the water was spraying all over the theatre and it splashed into my eye.
14625	DW-14622	Mrs Jordan Milligan	09/12/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Thoracic Theatre 14		Intubation scope (bronchoscopes) sent down to decontamination from theatres not flushed had blood inside it. Scope 252.
14626	DW-14623	Anne Scott	09/12/2025	Exposure to Environmental Hazards	National Elective Services	Endoscopy Theatre		Bronchoscope 106 sent down to decontamination from theatre not flushed had blood in it.
14644	DW-14641		11/12/2025	Exposure to Environmental Hazards	National Elective Services	Decontamination		Intubation scope 252 returned from theatres not flushed again blood inside. This is the third dirty scope this week.

Appendix 3: Listing Report for Slips, Trips, Falls:

Staff

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14267	DW-14264	Mrs Karen Main	03/10/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	MRI	Minor	Toilet in MRI level 1 flooded. Emergency engineering contacted immediately and were on site within a few minutes to start clear-up. During clear-up staff member came into the area with a mop and slipped on wet floor injuring themselves. I did not witness this fall.
14282	DW-14279	Mrs Evelyn Vanni	06/10/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	3 East	Minor	Slipped on water in corridor.
14474	DW-14471	Shaun Onell	04/11/2025	Accidents/Falls	Corporate	Housekeeping Offices	Negligible	I almost tripped over equipment that was stored inside DSR (DSR located outside HDU2 unit in main corridor).
14500	DW-14497	Mrs Jordan Milligan	07/11/2025	Accidents/Falls	National Elective Services	General/ Colorectal Theatre 4	Minor	Staff member returning to theatre 3, slipped and fell in front of scrub area to theatre 3 and 4. Hit her head of dirty cart and hurt her left groin area.
14517	DW-14514	Mrs Helen McNeish	11/11/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	Anaesthetics - Cardiac Theatre 1	Negligible	I slipped and fell on the floor. The theatre floor and recently been cleaned and mopped and think it was due to this.
14522	DW-14519	Mrs Helen McNeish	12/11/2025	Accidents/Falls	National Elective Services	Anaesthetics - General/ Colorectal Theatre 3	Minor	The operating table had been pushed to one side to allow the patient transfer trolley space to get in. As I walked to top end of theatre once patient had left, I noticed a cable trailing about a foot off the floor (the flowtron boots machine was on top of operating table base) and the cable was the charger for this. I stepped over this cable with my right foot, but it caught my left foot which caused me to trip forward. I tried to break my fall by aiming my hands onto a static stool however the stool twisted and I fell forward onto the floor banging my right knee and shin.
14604	DW-14601	Mr Paul Duffy	04/12/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Kitchen	Negligible	Staff member was walking to dish wash area with plates - slipped on kitchen floor. Staff member believes floor was wet - no wet floor sign in place.
14653	DW-14650	Carole Dempsey	09/12/2025	Accidents/Falls	Corporate	Hospital Car park		Written in retrospect on behalf of nurse currently off sick due to injury. Nurse leaving hospital on foot after night shift approx 8am on morning of 9th December. Had a slip in carpark ?wet grass/leaves. Fell to ground with ankle folded underneath body. Nurse sat for 5 mins and then got up independently and continued home.
14652	DW-14649	Mrs Lynn Moffat	10/12/2025	Accidents/Falls	Corporate	Loading Bay	Moderate	Staff member when exiting building via loading bay stairs slipped on stairs and tumbled down stairs injuring his ankle
14665	DW-14662		11/12/2025	Accidents/Falls	Corporate	Loading Bay		Steps down from loading bay into car park area. Missed step due to missing light (Already reported) hurt right knee & left foot

Non Staff:

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14425	DW-14422	Mr Chris Marshall	28/10/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Front of House		Guest tripped coming out of ladies auditorium toilets.
14520	DW-14517	Mr Chris Marshall	12/11/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Front of House		Guest was left at hotel reception desk by driver (unknown) in a wheelchair. When she tried to stand up the brakes were not on and she fell.
14582	DW-14579	Euan Darroch	29/11/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	NSD 2		At approximately 17:30 this evening I came out of the sluice & noticed a patient's relative lying on the floor in room 6 NSD 2. The patient's relative said she tripped over the stabiliser on the exercise bike. The patient's relative got up from the floor & said she wasn't hurt.
14611	DW-14608	Mr Chris Marshall	06/12/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel General	Moderate	Leak from ceiling in reception foyer by garden. Guest from party night slipped and said she fell and hurt her knee. Unwitnessed by hotel staff.
14618	DW-14615	Mr Paul Duffy	08/12/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Food and Beverage	Negligible	Guest was entering the b/bar restaurant and stopped and put his weight on the white plant dividers. These dividers move all the time and are on wheels. Once the guest put his weight on the divider it moved away from him. This made the gentleman fall onto the ground.

Appendix 4: Listing Report for Sharps

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14302	DW-14299	Lynn Angus	08/10/2025	Accidents/Falls	National Elective Services	Orthopaedic Theatre 10	Negligible	During our third case on Surgeon's list, I got a needle stick injury from a spare suture I had on my sterile table. I was scrubbed for the procedure and while we were closing, I was re-arranging my sutures on the discarder pad and one of them flicked away and hit me on my thumb as it pierced through both my under and over glove. The said suture came in a pack of 4 (4 needles in 1 packet). We only used one during the case, the other 3 were unused / not used on the patient. The one that caused my injury was from one of the unused ones.
14305	DW-14302	Paul Cameron	09/10/2025	Accidents/Falls	National Elective Services	Surgical Centre - Orthopaedic Theatre 43	Negligible	Needle stick injury with 2 vicryl needle during closure.
14323	DW-14320	Eva Matiaki	13/10/2025	Accidents/Falls	National Elective Services	Anaesthetics Orthopaedic Surgery	Negligible	Needle stick injury incurred by Anaesthetic doctor during administration of Spinal Anesthesia.
14384	DW-14381	Dr Isma Quasim	22/10/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	Anaesthetics - Cardiac Theatre 1	Minor	Needlestick injury to myself after handling sharps used for attempted arterial cannulation by flow switch. Approx 08:30. Immediate first aid measures taken. Patient informed of incident, risk assessment measures discussed and consented for BBV screen. Phoned OH for advice. Attended in person shortly after. Charge nurse in ICU 1 informed as patient this is post op destination for the patient.
14481	DW-14478	Mrs Evelyn Vanni	04/11/2025	Accidents/Falls	Heart, Lung and Diagnostic Services	3 East	Minor	Staff had finished taking patient's bloods and while discarding the butterfly, sustained a needlestick injury.
14486	DW-14483	Paul Cameron	05/11/2025	Accidents/Falls	National Elective Services	Surgical Centre - Orthopaedic Theatre 42	Negligible	During surgery - I punctured my right middle finger with the MAKO sharp probe (not a hollow tube instrument). The instrument was not used prior to the prick and was immediately discarded after the incident.
14508	DW-14505	Andrea Walls	10/11/2025	Accidents/Falls	National Elective Services	Surgical Centre - Endoscopy	Negligible	After withdrawing needle from patients arm, needle fell onto my hand.
14526	DW-14523	Mrs Jordan Milligan	13/11/2025	Accidents/Falls	National Elective Services	General/ Colorectal Theatre 3	Minor	Needle stick injury - accidentally stabbed by practitioner while suturing skin for complex AWR patient with long midline incision. Double gloved and was a solid suture needle. 3-0 monocryl. Immediate first aid was taken and area dressed with plaster. Mark itself is very superficial but did bleed upon removing gloves. Needle was removed from operating table and discharged into sharps bin and new suture was used to continue to close the surgical wound. Patient was not exposed to contaminated needle. Nurse in charge/Theatre coordinator and operating surgeon made aware. Still awaiting bloods for patient and myself. OH appointment made and source contact is in hand for the patient.

Appendix 5: Listing Report for Workplace Stressors / Demands

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14300	DW-14297	Mrs Susan Montgomery	06/10/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Cardiac Theatre 2	Negligible	Unsafe Staffing. Two members of staff had to stay past their finishing time of 6pm as there was not sufficient staff to safely cover the two over running lists. Cardiac staff were asked to stay on during the day to cover the afternoon lists and no one was available after 6pm. Senior staff were made aware of the lack of staffing throughout the day and the case was allowed to proceed. One back shift (8pm) member was scrubbed and the cardiac call team was required, which left a shortfall of one member of staff. Staff were asked again as it became apparent that the lists would not be finished on time and the general call team was required in their own department. Again no one could stay due to other commitments. Other SCN on were unable to fully support the cardiac nurses left after 6pm. Only one TA was available between the two theatres, instead of one in each theatre. Additional scrub nurse had to stay late leaving partner and child outside the hospital waiting as she was due to finish at 630 and be collected.
14287	DW-14284	Amanda Gardiner	07/10/2025	Exposure to Environmental Hazards	National Elective Services	Acute Pain Services		I was asked to insert a Picc-line for TPN. Patient post cardiac surgery and emergency Hartman's procedure. There is no vascular access service in the jubilee hospital due to lack of Anaesthetists and lack of management development of this service. The general anaesthetists are under constant pressure to insert these lines even if there is no service. Today we needed 7 PICC-lines.
14320	DW-14317	Keith Robertson	13/10/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Cath Lab 3	Negligible	Morning Cath Lab 3 list populated with no consultant cover (for COW) - listed as Registrar 2 (Senior Fellow) - 1 senior Fellow on nights the other I have never worked with in the lab before. Not a safe situation. Consultant cover provided by CTO lab (2 operators) for 2 diagnostic patients. COW asked to be available in lab from 10.30AM before 2E ward round complete, ICU reviews or vetting undertaken. CCU skill mix challenging - supported by Clinical Educator and ANS EP/CRM. Necessitating consultant support for referrals close by. None of the above discussed with Consultant before starting COW week.
14343	DW-14340	Kasra Shaikhezai	14/10/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	3 West	Moderate	At the beginning of our night shift we have a handover which involves the medical staff on day shift meeting with the HAN team and the doctor who will cover the wards overnight. At 2000hrs we were made aware that there was sickness for medical cover on the night shift and there had been no contingency plan made from day shift. At this time that we were informed we were already dealing with a medical emergency in CCU. I stated that the medics on the day shift had to try to contact their colleagues and attempt to cover the night shift as if no one was able to come in then one of either the Orthopedic or Cardiothoracic day shift would ultimately have to stay until a plan was made to find cover.
14441	DW-14438	Ms Catherine McKechnie	30/10/2025	Exposure to Environmental Hazards	Corporate	Dining Room	Negligible	Oncall team for cardiac. Called for transplant 5pm. Transplant progressed, whole team in hospital overnight. Every single vending machine in the hospital was broken and no food accessible for the whole night.

Appendix 6: Listing report for Moderate Risk Rated Events

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14308	DW-14305	Ms Vicki Hughes	09/10/2025	Exposure to Environmental Hazards	Golden Jubilee Conference Hotel	Hotel General	Moderate	Guest complained that they had felt unwell during the night. Guest had eaten in restaurant at 7.30pm.
14318	DW-14315	Miss Roberta Greer	10/10/2025	Property	Corporate	Materials Department	Moderate	During my working day my car alerted me to my charging being interrupted, upon checking the recordings out from my car I noticed that staff member from stores had opened up the whole charging unit and flicked the power off to force the locking mechanism to unlock.
14343	DW-14340	Kasra Shaikhrezai	14/10/2025	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	3 West	Moderate	At the beginning of our night shift we have a handover which involves the medical staff on day shift meeting with the HAN team and the doctor who will cover the wards overnight. At 2000hrs we were made aware that there was sickness for medical cover on the night shift and there had been no contingency plan made from day shift. At this time that we were informed we were already dealing with a medical emergency in CCU. I stated that the medics on the day shift had to try to contact their colleagues and attempt to cover the night shift as if no one was able to come in then one of either the Orthopedic or Cardiothoracic day shift would ultimately have to stay until a plan was made to find cover.
!	14451	Mrs Sarah Mack	30/10/2025	Property	Corporate	Executive Suite	Moderate	Email sent to wrong delegate confirming a rescheduled interview time. The attachment was for the correct delegate which noted their email address.
!	14577	Mrs Jennifer Hyslop	28/11/2025	Injury of unknown origin	National Elective Services	Surgical Centre - Orthopaedic Theatre 40	Moderate	Case finished and drapes and supports came off. Front attachments x2 were used and at the right groin there was discoloration on the leg and skin tear from right groin to middle of abdomen (bottom).
14611	DW-14608	Mr Chris Marshall	06/12/2025	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel General	Moderate	Leak from ceiling in reception foyer by garden. Guest from party night slipped and said she fell and hurt her knee. Unwitnessed by hotel staff.
14622	DW-14619	Katy Seaton	08/12/2025	Accidents/Falls	National Elective Services	Ophthalmology OPD	Moderate	When putting notes for the next day on the designated shelf the shelf tipped off. All notes already on shelf, ones I was trying to put up and the shelf came down on me on my left shoulder/arm.
14652	DW-14649	Mrs Lynn Moffat	10/12/2025	Accidents/Falls	Corporate	Loading Bay	Moderate	Staff member when exiting building via loading bay stairs slipped on stairs and tumbled down stairs injuring his ankle