



Meeting:	NHS Golden Jubilee Board
Meeting date:	28 May 2026
Title:	Health & Safety Report - Quarter 4 (2025/26)
Responsible Executive/Non-Executive:	Laura Smith (Executive Director of People & Culture)
Report Author:	David Wilson (Head of Health and Safety)

## 1. Purpose

**This is presented to the Board for:**

- Decision

**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 & Person Centred Committee which relate to Health and Safety activity across NHS Golden Jubilee. This report summarises Health and Safety activity for Quarter 4 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 & Safety Quarterly Report for Q4. 25/26

### **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**

N/A –as above (2.3.7) this update is for information sharing and provides a platform for further discussion at the Forum and Committee meetings.

## **2.4 Recommendation**

- Approval of the Health and Safety Quarter 4 Report for 2025/2026

## **3 List of appendices**

The following appendices are included with this report:

- Appendix No 1, Health and Safety Quarterly Report Q4 25/26.

## APPENDIX 1

### HEALTH & SAFETY COMMITTEE QUARTERLY REPORT

Q4 2025/26 (1<sup>st</sup> January – 9<sup>th</sup> March 2026)

#### 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"> <li>First Aid at Work, January 2026 (to support recent review of policy)</li> <li>LOLER, February 2026 (to support recent review of policy)</li> <li>Incident Reporting, March 2026 (in collaboration with Clinical Governance to focus on improved datix investigation and root cause analysis.</li> </ul>	<p>Published monthly matters articles on First Aid (January) and LOLER (February). Incident Reporting was replaced with RIDDOR (March).</p> <p>LOLER and RIDDOR drop in awareness sessions facilitated to support above.</p>
<p>Review the following policies:</p> <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Procurement and Use of Portable Electrical Appliances Policy</li> <li>Security Policy</li> <li>Helipad Policy</li> <li>CCTV Policy</li> <li>Fire Safety Policy</li> </ul> <p>Support launch of Once for Scotland Managing Health at Work suite of policies covering:</p> <ul style="list-style-type: none"> <li>Adverse Weather</li> <li>Alcohol and other Substance</li> <li>Control of Substances Hazardous to Health (COSHH)</li> <li>Lone Working</li> <li>Manual Handling</li> <li>Menopause and Menstrual Health</li> <li>Smoking and Vaping</li> <li>Work-Related Driving</li> <li>Work-Related Stress</li> <li>Work-Related Violence and Aggression.</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S policy tabled for Q4 H&amp;S meetings for approval prior to upload to share point.</li> <li>Procurement and Use of Portable Electrical Appliances Policy (from Q3) tabled for Q4 following consideration of comments from consultation exercise.</li> <li>Helipad, CCTV and Fire Safety Policies tabled for Q4 H&amp;S meetings for approval prior to upload to share point.</li> <li>Security Policy will move to Q1 26/27 as reviewed version not yet available via Estates.</li> <li>OfS soft launch underway involving initial consultation with key stakeholders followed by series of wider MS Teams drop in sessions. Supplementary guidance documents for each new policy uploaded to H&amp;S share point site.</li> </ul>
<p>Provide continued feedback on progress with H&amp;S Audit programme</p>	<p>Progress report agreed as agenda item for Q4 H&amp;S meetings. This has involved a formal request for feedback via MS form sent to Managers. This feedback form requests detail on status on actions</p>

	completed, actions outstanding and an opportunity to provide feedback on their experience with the audit process. The onus on providing this feedback is on the Department Manager.
Distribute H&S Engagement survey	Survey distributed with supporting communications. Very limited responses to this. The responses received were of a positive nature.
Scrutinise Manual handling Training Needs Analysis returns and schedule calendar of training sessions as required (with a particular focus on load handling in Q4).	Load Handling Induction training dates scheduled every 2months on TURAS. Load Handling refresher sessions monthly until April 2027 on TURAS. Training room also booked for extra sessions in order to facilitate any additional sessions that may be required. Targeted communications have been sent to managers to further advertise the course availability for Module B as per TNA.

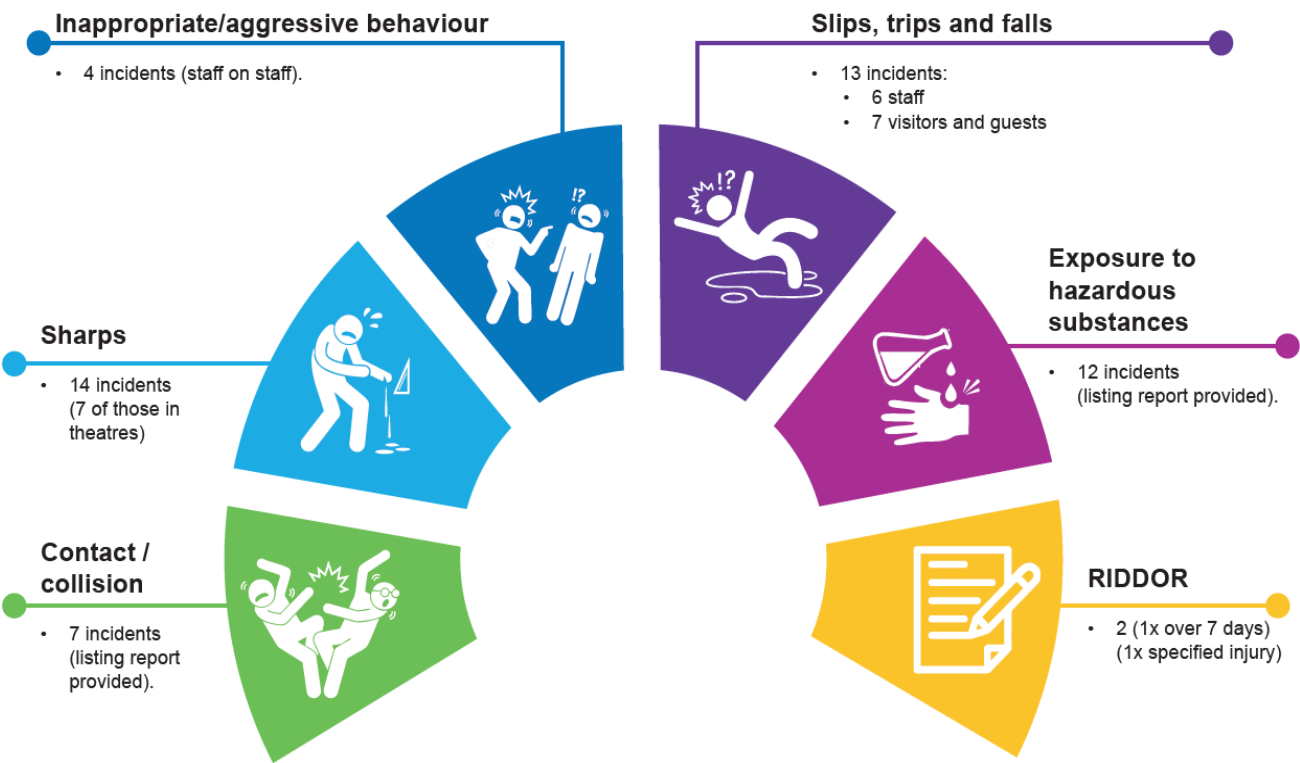
## Section 2: What we'll do next

<p>Communication:</p> <p>Develop and publish monthly matters articles on:</p> <ul style="list-style-type: none"> <li>• Stress Awareness (April)</li> <li>• Temperature / Seasonal in relation to Workplace (Health, Safety and Welfare Regulations) (May)</li> <li>• Incident Reporting (June)</li> </ul> <p>Enhance awareness of Once for Scotland Phase 3 publications. This will include a blend of focused communications and facilitated awareness sessions.</p>
<p>Collaboration</p> <p>Facilitate multi-disciplinary team work on Stress Awareness focus for April 2026.</p>
<p>Competence:</p> <p>Develop Health and Safety training calendar</p> <p>Roll out enhance Violence and Aggression training</p> <p>Support development of Managers Essentials Course</p>
<p>Controls:</p> <p>Continue to support timely completion of actions from annual H&amp;S Audit programme.</p> <p>Progress the data migration of the mask fit testing data from existing central excel spreadsheet to newly developed share point site.</p>

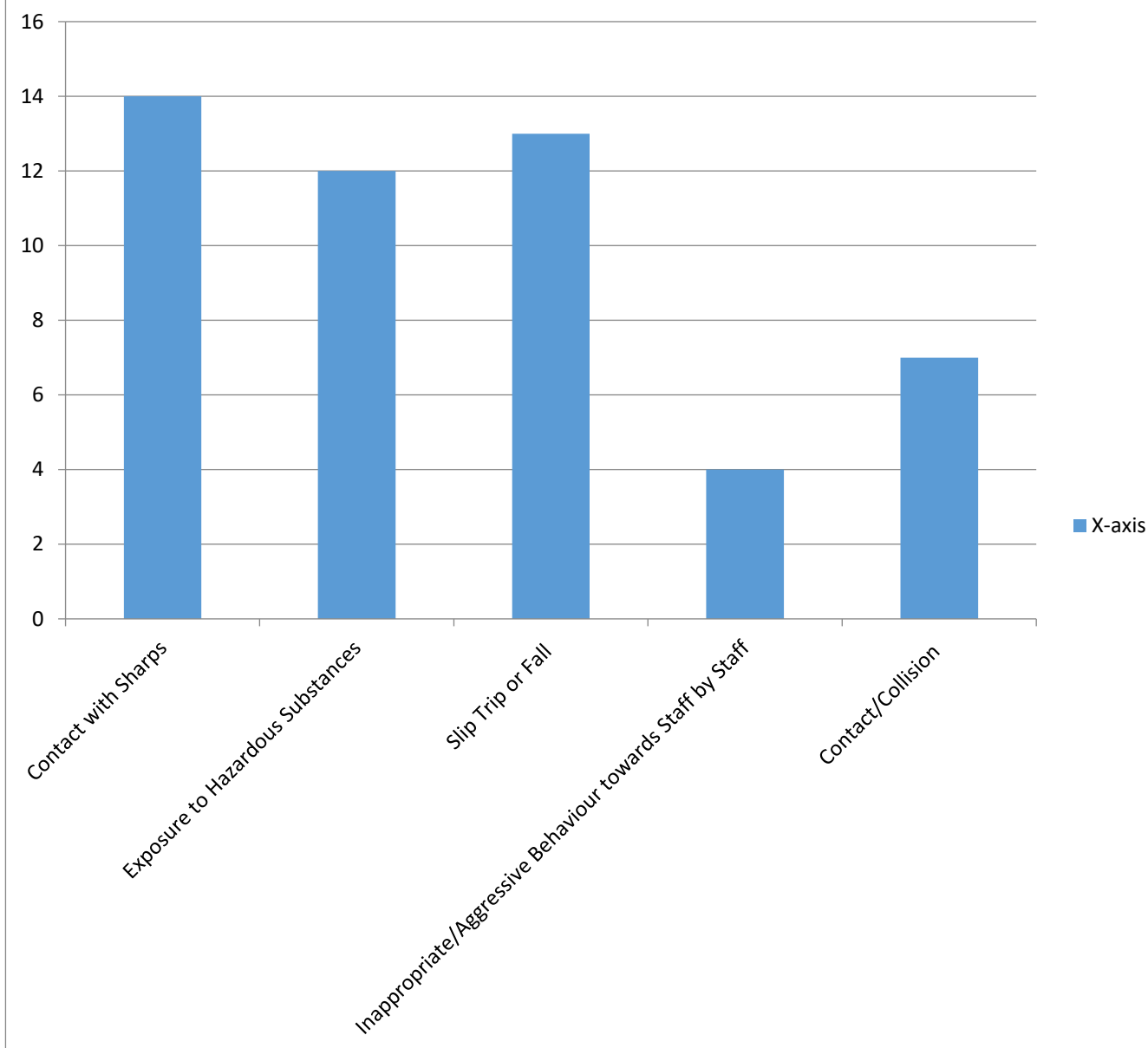
### Section 3: Adverse Event Reporting

This section provides an overview of health and safety related adverse incidents in Q4 25/26.

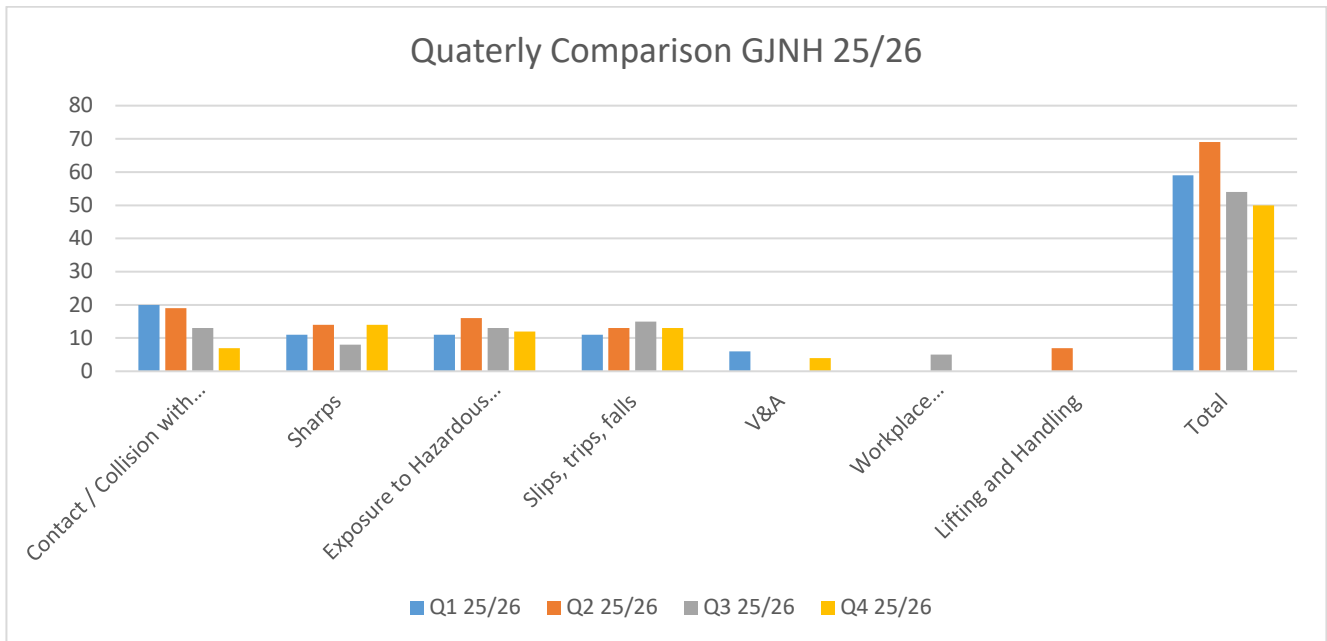
#### NHS Golden Jubilee Health and Safety related adverse incidents Quarter 4 2025/26



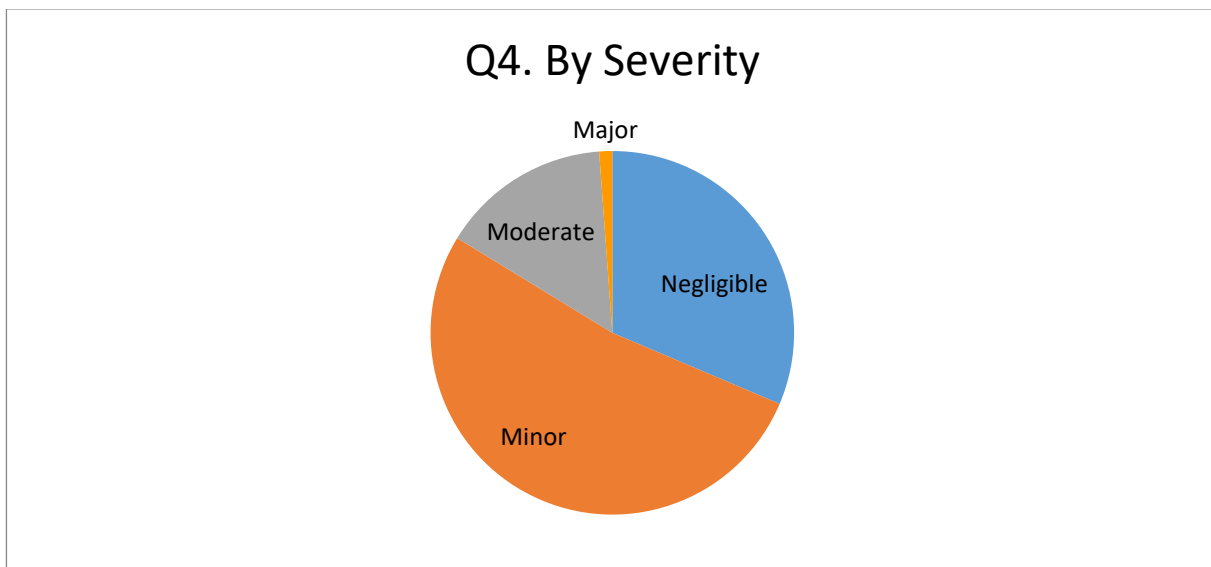
## Q4 Top 5 Sub Category



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 'inappropriate/aggressive behaviour towards staff by staff' enter into the top 5, replacing the 'workplace stressors/demands' sub category from Q3. Full listing reports for each of these sub categories in 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.



27 (31%) negligible

45 (52%) minor

13 (15%) moderate

1 (1%) major

The Major risk rated event refers to the following incident in pre-op theatre:

Staff member slip and fall resulting in fractured shoulder (RIDDOR reportable). Subsequent investigation states possible oil contaminant on floor following oil lubrication from equipment maintenance.



#### Overview of the moderate risk rated events:

1. Radiation protection skirt torn in cath lab. Since replaced (resolved as noted within the datix).
2. Whilst cleaning light in theatre 44, the articulated joint swung and struck member of staff in face, side of right eye/socket. Estates tasked with investigation, yet to conclude.
3. Fire door auto closure struck staff member on the head and right hand. Subsequent tests to the door have been carried out both by Estates and H&S, and it is deemed the doors and sensors operated as expected. This was an unforeseeable incident
4. SACCS nurse mailbox received email from family of patient suggesting negligent care. No further action required from H&S.
5. Bed-part collision with staff member's leg. Over 7 day RIDDOR.
6. Omni cell discrepancy. No further action required from H&S.
7. Agitated patient ICU2. Delirious, pulling lines. No harm to staff.
8. Information data breach. No further H&S action required.
9. Staff member verbally abusive to other staff members. HR investigation underway.
10. Duplicate from above
11. Visitors accidentally gained access to authorised area. No adverse outcome. Door access issue resolved.
12. Staff toilet area left in undesirable condition. No further H&S action required.
13. Staff wellbeing hub left in undesirable condition. No further H&S action required.

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

	ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
!	14806	DW-14803	Mrs Helen McNeish	14/01/2026	Accidents/Falls	National Elective Services	Surgical Centre - Orthopaedic Theatre 44	Moderate	Whilst cleaning light the articulated joint swung and struck member of staff in face, side of right eye/socket.
	14809	DW-14806	Mr Zander MacDonald	14/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	3 East	Moderate	Walking through doors, just past lifts and the 2 fire doors suddenly closed, the right hand side door struck me on the head and right hand.
!	14854	DW-14851	Mrs Helen McNeish	19/01/2026	Accidents/Falls	National Elective Services	Anaesthetics - General/ Colorectal Theatre 3	Moderate	Together with a nursing colleague, I brought the patient into theatre. I was standing at the top of the bed and without notice, my colleague put the brake on the bed. This meant that the bed came down on my L shin causing a gash to the skin. I was able to move my leg away and a colleague brought a chair for me to sit- at this time, blood had already seeped through my socks, scrubs and onto the theatre floor. My colleague (other involved) put green gauze on to my wound.
!	14933	DW-14930	Mrs Helen McNeish	02/02/2026	Accidents/Falls	National Elective Services	General/ Ortho Theatre 8	Minor	Incident occurred in Theatres General Storeroom. Pulled out a tray of stock and cut my wrist due to a sharp cable tie sticking from the label tag.
	14943	DW-14940	Philippa Booth	03/02/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	ICU2	Minor	Deep wound to finger from edge of silver trolley.
!	14982	DW-14979	Fiona Buchanan	09/02/2026	Accidents/Falls	Corporate	Pharmacy Department		Member of staff was working in the controlled drugs room and hit her head on the cupboard door that was open. Member of staff did not close the door before walking out of room and hit head on the open cupboard door.
	15073	DW-15070	Pamela Mailler	10/02/2026	Accidents/Falls	National Elective Services	4 East Orthopaedic ERAS	Minor	Staff member said that she was cleaning her cups. Filled the sink to clean them and one was broke and she cut herself.

## Appendix 2: Listing Report for 'Exposure to Hazardous Substances:

	ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
!	14742	DW-14739	Mrs Jennifer Hyslop	05/01/2026	Exposure to Environmental Hazards	National Elective Services	Surgical Centre - Orthopaedic Theatre 42	Minor	Whilst taking Mako Burr off of Robotic Arm, heat shield in long guard had melted onto the burr, so as Mako specialist went to remove the burr, his hand slid down rather than burr coming out, resulting in injury.
!	14760	DW-14757	Mrs Tracy Glenn	09/01/2026	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Anaesthetics - Thoracic Theatre 14		Intubation scope 259 send down from theatres not flushed blood inside.
!	14761	DW-14758	Mrs Tracy Glenn	09/01/2026	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Anaesthetics - Thoracic Theatre 14		Intubation scope 258 send down from theatres not flushed blood inside.
	14815	DW-14812	Nancy Faulkner	12/01/2026	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Cardiac Theatre 6	Minor	A couple of drops of blood landed on my face, one near the outer corner of my eye, unsure whether any of it entered my eye.
!	14896	DW-14893	Mairi Conboy	26/01/2026	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Thoracic Theatre 15		Rolling patient onto bed when they became disconnected from anaesthetic circuit below the filter. Patient coughed and saliva was projected onto my face. Contaminate in mouth and eye.
	14918	DW-14915	Mrs Jordan Milligan	30/01/2026	Exposure to Environmental Hazards	National Elective Services	Anaesthetics - General/ Colorectal Theatre 4	Negligible	Scope 128 colon came down from theatre all connectors were still with the scope the scope had been flushed but there was still blood on parts of the scope. The connectors should not be taken out of the cabinet.
	14969	DW-14966	Mrs Helen McNeish	06/02/2026	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	General/ Thoracic Theatre 7	Minor	Staff members have again take out all the connections from the cabinets the connections are not to be removed this is a daily occurrence.
	14988	DW-14985	Anne Scott	10/02/2026	Exposure to Environmental Hazards	National Elective Services	Endoscopy Theatre	Negligible	After leaving patient cubicle. I pushed down on the hand gel dispenser and some of the gel squirted into left eye.
!	15027	DW-15024	Mrs Tracy Glenn	16/02/2026	Exposure to Environmental Hazards	National Elective Services	Anaesthetics - General/ Colorectal Theatre 4		Scope 128 colon came down from theatre with all the connections in with the dirty scope. The connections should not be removed from the cabinet.
!	15028	DW-15025	Mrs Tracy Glenn	16/02/2026	Exposure to Environmental Hazards	Heart, Lung and Diagnostic Services	Anaesthetics - Thoracic Theatre 14		Intubation scope send down from theatre not flushed had a lot of blood in it.
!	15044	DW-15041	Mrs Tracy Glenn	20/02/2026	Exposure to Environmental Hazards	National Elective Services	CSPD Workshop		I was processing the davinci telescope and noticed a slight stinging in my thumb and noticed thumb had turned white, tried to wash off but it did not come off also noticed tip of ring finger on left hand had turned white.
!	15056	DW-15053	Mairi Conboy	24/02/2026	Exposure to Environmental Hazards	National Elective Services	Orthopaedic Theatre 9		Whilst surgeon was struggling to remove long nozzle from pulse lavage and replace it with shorter nozzle. Having to exert more force than normal as connection seemed to be jamming. His hand slipped and pressed trigger to on causing water to spout out across theatre and hitting myself in the eye.
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## Appendix 3: Listing Report for Slips, Trips, Falls:

### Non-staff

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14805	DW-14802	Mr Chris Marshall	13/01/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Guest room		Guest fell off toilet in bedroom in room 327 and hurt her hip. Not reported to staff until 14/1/26 and did not want first aid. Guest had previously stayed in room 360 but moved due to having difficulty getting through the fire doors in the corridor.
14890	DW-14887	Mr Chris Marshall	25/01/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Front of House		Tripped on front door mat.
14911	DW-14908	Ms Catherine McKechnie	28/01/2026	Accidents/Falls	Corporate	Dining Room	Negligible	Customer had a fall and banged her head.
14974	DW-14971	Mr Paul Duffy	07/02/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Central Plaza	Negligible	Guest on route to Health Club but tripped and fell along floor, checked area and no issue found on floor. Hurt arm on right side. Also complaining right leg sore. No other obvious injuries. Son was with guest and seen the fall.
14985	DW-14982	Mr Calum Cassidy	09/02/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Car Park	Minor	I was walking out in the Hospital grounds, south of the bicycle storage area walking south towards the Clyde/Blue Shipping containers at the rear of the hotel. I saw a man stumble and fall. On approach the man had a cut to his hand and a cut/bang to his forehead. I helped the man up after ensuring he was okay, got his name and called hospital switchboard to summon a first aider. The hospital sent the medical emergency team.
15110	DW-15107	Mr Chris Marshall	07/03/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Front of House		Visitor tripped on front door rug and hurt their leg.
15111	DW-15108	Mr Chris Marshall	07/03/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Front of House		Visitor's sister tripped on front door's rug and grabbed on to her brother trying to save herself from falling resulting in both party's falling. The brother is currently on the emergency list for a hip replacement.

### Staff

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14786	DW-14783	Mr Murray Jummun	12/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Cardiac Physiology - Healthcare Assistant Team	Minor	8:25 - Made email referral to the Occupational Health physio service due to ongoing hip/groin/thigh pain that had been ongoing for past 2 weeks while on annual leave for the past 3 weeks. Approx. 10:30 - partial slip in the male toilet outside CCU (level 2); floor wet after cleaning (yellow sign was left outside). Some exacerbation of injured leg. Approx. 13:50 - Call from Occupational Health department regarding referral. After mentioning earlier incident, was advised to raise a DATIX due to incidence if further injury had occurred results in subsequent time off.
14826	DW-14823	Mr Paul Duffy	16/01/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel Conference Centre	Negligible	Staff member banged her knee on a room divider in Ramillies (which is now Inspiration).
14865	DW-14862	Mr Chris Marshall	21/01/2026	Accidents/Falls	Golden Jubilee Conference Hotel	Hotel General	Minor	Staff member slipped when coming inside from back door. This was at the staff entrance, she slipped and fell over. She has hurt her right knee and this is swollen.
14879	DW-14876	Mrs Jordan Milligan	23/01/2026	Accidents/Falls	National Elective Services	General/ Colorectal Theatre 4	Minor	Entered through main theatre doors as moving equipment from TH3 to TH4 and slipped on the floor sliding between the theatre doors (legs apart) where the doors prevented me from falling all the way to the floor. Attempted to try and stand up but the floor was too slippery and fell against the doors again. A colleague tried to help me stand up but again I couldn't get a grip on the floor. A further colleague came and lifted me up under my arms behind me whilst the other colleague pushed my feet up and pushed against them so I didn't slide back down again.
15030	DW-15027	Nancy Faulkner	16/02/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Cardiac Theatre 5		Following scrubbing between theatre 5 and 6, I went to put the used paper towel in the bin and slipped on liquid that was on the ground. I did not fall fully to the ground but did hit my left shoulder/ upper left arm on the metal scrub trolley.
15075	DW-15072	Alison Ross	27/02/2026	Accidents/Falls	National Elective Services	Pre Op Theatre	Major	Staff member slipped on the floor and fell injuring her arm.

## Appendix 4: Listing Report for Sharps

ID	Ref	Handler	Incident date	Category	Division	Location / Dept	Severity	Description
14759	DW-14756	Connor Doherty	08/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Medical Physics Department	Negligible	I was taking water samples from the WRO machines in the dialysis storeroom for their monthly and quarterly tests, when I pricked my finger with a clean blunt tip needle.
14817	DW-14814	Dr Kenneth McKinlay	16/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Anaesthetics - Cardiac Theatre 2	Minor	Anaesthetic registrar inserting central line for central access. Whilst suturing line in place, grazed finger with suture needle. Gloves removed, no bleeding or breach of skin evident at the time and finger immediately cleaned.
14834	DW-14831	Mairi Conboy	17/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Cath Lab 3		Operator needle stick injury during large bore arterial access.
14837	DW-14834	Mrs Sharon McCabe	19/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Cath Lab 1		I was scrubbed at the cath lab table, I had reached out to grab a syringe and the Dr at the same time had reached out to the table to place a used sharp needle into the sharps safety pad. This resulted in a needlestick injury to my right fifth digit.
14839	DW-14836	Lisa Davey	19/01/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	ICU2	Minor	A needlestick injury occurred with a contaminated needle that had been used to sample blood from the CRRT machine to SN. The incident occurred when attempting to remove the green needle attached to the syringe before placing into blood gas analyser. The needle guard had been closed over needle but had not been fully locked into place so when needle was removed from syringe, guard moved and needlestick occurred to the third finger r. hand.
14893	DW-14890	Mrs Tracy Glenny	26/01/2026	Accidents/Falls	National Elective Services	Decontamination	Negligible	Member of staff was unpacking an osteotome that was back from repair and sliced/stabbed their finger.
14920	DW-14917	Katy Seaton	26/01/2026	Accidents/Falls	National Elective Services	Eye Centre Theatre 5	Negligible	Suspected needle stick injury. After scrubbing during surgery, I noticed small scratch on my thumb that had not been there prior to surgery. Unknown when this may have occurred. No visible tear in surgical gloves noticed.
14919	DW-14916	Katy Seaton	30/01/2026	Accidents/Falls	National Elective Services	Eye Centre Theatre 5	Negligible	When surgeon handed back silicone tip I.A., tip scratched my hand, however, did not penetrate through glove. Silicone tip I.A. was not used again on patient.
14934	DW-14931	Mrs Helen McNeish	30/01/2026	Accidents/Falls	National Elective Services	Orthopaedic Theatre 9	Negligible	Unsheathed a sterile NR Fit needle and stabbed myself in my left index finger.
14948	DW-14945	Alison Ross	04/02/2026	Accidents/Falls	National Elective Services	PACU	Negligible	Needlestick injury from orange needle after use for local anaesthetic infiltration. End of needle broke through safety sheath and pierced Anaesthetist's glove and left thumb.
15006	DW-15003	Fiona McPherson	12/02/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Coronary Care Unit	Minor	Sharps injury incurred by nurse whilst shaving chest in order to apply ECG stickers.
15060	DW-15057	Mrs Jennifer Hyslop	25/02/2026	Accidents/Falls	National Elective Services	Surgical Centre - Orthopaedic Theatre 43		Cut finger(right thumb) when opening cement glass bottle. Sharp injury.
15092	DW-15089	Nancy Faulkner	02/03/2026	Accidents/Falls	Heart, Lung and Diagnostic Services	Cardiac Theatre 5		When suturing the patient's leg wound I accidentally stuck my middle finger with a used suture.
15124	DW-15121	Mrs Jennifer Hyslop	11/03/2026	Accidents/Falls	National Elective Services	Orthopaedic Theatre 10	Minor	While scrubbing for a hip replacement, I had changed my gloves to clean sterile Protexis gloves prior to preparing cement. When I opened the glass vial, I cut my right pinkie finger on the vial. This cut through both pairs of Protexis gloves and lacerated my finger, approx. 3mm wide.

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