

Annex A

Accidents Statistics, Accident Reports - Updated December 2017

R.I.D.D.O.R. Reportable Accidents

No R.I.D.D.O.R. reports related to Buchanan House.

Enforcement Action

No enforcement action.

All Transport Scotland Incident & Accident Reports (Non-R.I.D.D.O.R.)

	2014	2015	2016	2017
Near miss; no injury or property damage	3	0	11	42
Accident, resulting in injury	2	2	4	7
Property damage, damage to property	2	1	1	1
Other, non-work related accident / illness	3	1	1	4
Total Number:	10	4	17	54

Breakdown of Accident Reports

Jan 2014 – member of staff unwell

Feb 2014 – member of staff unwell

Feb 2014 – floor box trip

Mar 2014 – cut finger with dislodged blind

May 2014 - trip on doormat

May 2015 – Inspector fell from wall in Sodexo kitchen

Jan 2016 – Chest pain

May 2016 – Scald by hot drink

May 2016 – Scald by hot drink

May be Buchanan House.

Jan 2017 - Scald from a hot drink

Mar 2017 – Non TS staff member unwell & taken to hospital

April 2017 - Scald from dishes splash back in a kitchen sink

Oct 2017 – Property failure – Toilet door came adrift & person struck to injury

Oct 2017 – Property issue – Injury from unmarked & uneven floor

Sept 2017 – Property damage – Building insulation contaminating personal clothing

Sept 2017 – Struck head on grab rail

Sept 2017 – TS staff member unwell – taken home

Nov 2017 – Property issue – skelf from a damaged door

2018 incidents / accidents compiled at the end of the calendar year; see Annex B (2018) for Buchanan House incidents to date.

Annex B

Transport Scotland Incident / Accident Reports 2017							
Month		Date / Time	Location	Directorate	Event Category	Event Severity	Summary of event
Mar		01st 08:30	BH	TRBO	Near Miss	None	Large mobile crane blocking a fire exit
		02nd 07:50	BH	FCAS	Near Miss	None	Large vehicle blocking the access / egress route to the car park & a verbally abusive driver
		03rd 10:00	BH	Other	Other	Lost time injury	Costa coffee employee feeling unwell
		06th 08:30	BH	FCAS	Near Miss	None	Convex mirror providing a view around the corner of the building / safe traffic management was not in place and could not be used
		06th 08:30	BH	TRBO	Near Miss	None	Hole in the construction area of the 6th floor (adjacent the old first aid room), where TS staff transit to egress the area after using the ticketing machines
		14th 10:00	BH	TRBO	Near Miss	None	Vehicle pedestrian uninterface; construction operative not paying attention to moving staff vehicle
		16th 15:45	BH	Rail	Near Miss	None	Main access / egress to BH and the construction site barrier cordone was not closed off and a viaually impaired colleague almost walked into the construction site, only prevented by another member of TS staff
		16th 15:45	BH	TRBO	Near Miss	None	Traffic management; car park contraflow and traffic light system causing an HGV staff private car interface

		16th 15:45	BH	TRBO	Near Miss	None	Fall from height; an item fell from an HGV trailer while a TS staff member was driving past the area
		24th 08:55	BH	FCAS	Near Miss	None	Vehicle pedestrian unterface; two construction operative crossong the road in fron of a TS staff member vehicle
		27th 11:30	BH	FCAS	Near Miss	None	Misuse of fire fighting equipment; fire extinguisher used to hold a door open on the 7th floor
		29th 10:00	BH	MTRIPS	Near Miss	None	Misuse of fire fighting equipment; fire extinguisher used to hold open two doors on the 7th floor
		29th 14:40	BH	TRBO	Near Miss	None	Object fall from height; construction operative dropped an item from a MEWP, 7th floor height
Apr		13th 10:40	BH	TRBO	Near Miss	None	Vehicle pedestrian interface; banksman was not visible when attempting to egress BH main access / egress door and the forklift was in operation
		18th 11:00	BH	TRBO	Accident	Minor	Scalded by boiling water at the 6th floor kitchen area; water poured from the kettle onto cutlery and dishes in the sink, sprayed back onto the emplyee causing minor burns requiring first aid treatment
		27th 10:00	BH	Legal	Near Miss	None	7th floor kitchen area, staff rounding the corner and almost colliding with other staff while carrying hot drinks
May							
Jun		01st 08:30	BH	Rail	Near Miss	None	Dust and debris left around internal partition erected by Principal Contractor operatived affecting 7th Floor TS Staff

		01st (/02nd) Various	BH	FCAS	Near Miss	None	Toxic, irritant and highly flammable chemical fume release by construction sub contractor operations which affected the respirable air for TS reception staff
		05th 08:10	BH	Rail	Near Miss	None	Construction operative pushed the temporary perimeter fence, almost striking a TS staff member
		06th 08:00	BH	Rail	Near Miss	None	TS staff member private car tyre puncture allegedly due to excess nails and other debris in the car park area
		09th 10:00	BH	Rail	Near Miss	None	See item 1 above; insulation fibres which are a known irritant exposed from the new partition
		15th 08:00	BH	Rail	Near Miss	None	Forklift was operating without a bankman within the main access / egress pedestrian zone
		15th 08:40	BH	FCAS	Near Miss	None	Construction site perimeter fence adjacent building main access / egress was open and unattended; later (10:00), the situation was the same, however; the fork lift was parked within the site and its forks were not on the ground
		15th 09:00- 10:00	BH	Rail	Near Miss	None	7th floor, west wing floor tiles, preventing fire door closing properly using the self close mechanism
		15th 09:00- 10:00	BH	Rail	Near Miss	None	South gable fire exit; Plug socket loose (Third floor) and fire door wedged open (Ground floor).
		15th 09:00- 10:00	BH	Rail	Near Miss	None	East gable, north wing, second floor, fire door wedged open
		16th 15:30	BH	FCAS	Near Miss	None	See item 2 above; Toxic, irritant and highly flammable chemical fume release by construction sub contractor operations which affected the respirable air for TS reception staff

		20th 16:25	BH	TRBO	Near Miss	None	TS staff members sprayed with an unknown liquid while trying to leave the building for home
		23rd 10:20	BH	TRBO	Near Miss	None	See item 12 above; TS staff member sprayed with an unknown liquid while trying to access the building
		27th 12:44	BH	TRBO	Near Miss	None	8th Floor smarter working dual booth pod placed adjacent the west wing kitchen; obscuring the overhead light sensor and causing narrow walkways around the kitchen area, pod had no power or lighting
Jul							
		19th 09:10	BH	MTRIPS	Near Miss	None	Vehicle pedestrian interface; Bus reversing at the construction site entrance struck the barrier where a TS staff member was waiting to cross the road
		19th 13:00	BH	FCAS	Near Miss	None	Meeting room 7N04 floor boards insecure in the corner of the room
Aug		15th 09:30	BH	Rail	Near Miss	Minor	Tweaked back while inserting a plug into a socket at ##### desk (7th Floor, West wing), under the desk top.
		15th 10:00	BH	TRBO	Near Miss	None	The long standing water leak from the ceiling in the 8th Floor North, Network Operations above desk No.53 reoccurred yesterday during the heavy rain. This desk is in use by a member of staff and has electrical equipment in place and I consider this continuing water leak a Health and Safety issue.
Sept		05th 09:20	BH	FCAS	Near Miss	None	Emergency lighting tests scheduled for 07:00 were started at 09:20, disturbing staff working, leading to numerous complaints to the facilities team.
		5th - 19th Unknown	BH	TRBO	Property Damage	None	Returned from leave on 20/09/17 to find cardigan left over personal chair was approx. one third covered in what appeared to be insulation material.

		19th 11:50	BH	Other	Other	Lost time injury	?? bent down in cubicle and banged right hand side of head on Grab handrail
		27th 15:30	BH	FCAS	Other	None	##### had felt unwell while in a meeting. At the end of the meeting he went to the toilet where he was vomiting and had diarrhoea. ##### then advised that he had felt unwell all day. He was sweating, his skin was clammy and he turned a grey colour. I took him to the first aid room to rest but he had to go to the toilet several times within a half hour period. I took the decision to get him home as he would not go to the hospital, insisting it was a bug.
Oct		09th 12:55	BH	TRBO	Accident	Minor	Whilst exiting 1st cubicle in 6th floor ladies toilet, a metal pin (later seen to be the pin from the top door hinge) fell on the tiled floor and as I bent down to pick it up, the door came away from the top hinge and the bottom corner fell onto the top of my right foot. The door continued to pull away from the bottom hinge as well so I let it rest as best I could on the floor and then tried to support the weight using books from the section underneath it. Assessment of foot showed 2 small reddened areas on the top of my right foot which may well result in a bruise in the coming days.
		26th Unknown	BH	TRBO	Near Miss	None	While going through the doors, the lower lock mechanism cover fell off and struck my leg; there was no injury.
		30th 10:30	BH	Rail	Accident	Lost Time	During fire evacuation, I tripped on the unmarked slope in the fire escape - between office accommodation and stair well. Knee bent backwards on a false step. Causing significant pain and discomfort (this is still prevalent 2 days later). Will seek medical advice if it does not clear up/settle over next couple of days.

Nov		01st 15:00	BH	FCAS	Near Miss	None	On Wednesday 1st of November I was asked to replace an Electric heater - this was done. The heater had a broken leg and was said to had a small piece of paper enter it accidentally. The heater was already unplugged and placed beside the printers. There was no piece of paper in it at this stage when I retrieved it. The heater is in the mail room labelled for Principal Contractor to look at before deeming it fit to be reused.
		07th 15:00	BH	FCAS	Near Miss	None	While escorting a visitor from the 9th floor reception, to a meeting room on the 8th floor, using the central staircase; after going through the first set of double doors, the second set of doors, leading from the lift area to the staircase were held wide open by bags of combustible rubbish. It was also noticed that there were a large pile of combustible bags of rubbish on the staircase landing above the 9th floor. This is an emergency escape route. This was immediately reported to #####, Facilities Team #####, who was in the 9th floor reception area.
		10th 17:00	BH	FCAS	Near Miss	None	On Friday afternoon a group of contractors left some open insulation behind the reception desk. initially I thought this would be picked up later however looking at it at 17:00 hrs I realised this will not be moved. I will mention this to reception to be moved by the contractors asap
		22nd 08:30	BH	TRBO	Near Miss	None	Sorry this is so late in the day, but just a comment on the fire drill / evacuation that took place today at 8.30 or so. I observed (and had other staff comment to me while we waited for the Fire Brigade) that there was a vehicle parked (in the car park at the side of the building) in front of the fire exit that the 6th floor use most. It wasn't parked directly in front, but it was close enough to cause a visual obstruction and impede the speed with which we felt that we could exit, as we needed to find our way around it to access the pavement, and make our way to the muster point. I am not sure how long it was there, but it certainly didn't help our exit time.
		22nd 15:40	BH	TRBO	Accident	Minor	Piece of wood(Skelf) in hand after opening the toilet door

Transport Scotland Incident / Accident Reports 2018						
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Jan	06th Unknown	BH	Policy	Near Miss	None	The electric vehicle team have an electric pool car that is parked in the right hand bay in front of the charge point when at BH. The parking space is incredibly tight due the combination of narrow parking spaces and the construction site hoarding and requires a multi point manoeuvre and a number of attempts to get the vehicle in or out of the space. The manoeuvre can also be complicated by pedestrian movements through the car park. I consider that this could be regarded as both a hazard and a near miss.
	10th Unknown	BH	TRBO	Accident	Minor	This is to let you know that ##### in the TRBO administration team has burned her hand on the hot plate in Costa. She ran it under cold water for five minutes until it cooled down and has wrapped it in cling film. She says that she is fine now and does not need to go to hospital. Let me know if you need any more information.
	12th - 16th Multiple	BH	Rail	Near Miss	None	Completed on instructions of #####. Contractors performing internal building works during core office hours without properly complying with H&S. Cutting taking place using hand held grinder in area that had not been segregated from staff. Sparks flying, operative only wearing glasses. Further, decorator painting at height (up to 9 feet) without proper equipment. He was standing on a small chair. Again, this was in a public area where staff were having to squeeze past.

		19th Unknown	BH	FCAS	Near Miss	None	Potted plant and / or bins have been used to fill the small gap between the pod and the low wall (See photographs) on a number of occasions and someone continues to move them away to use the gap as a walkway, however; on this occasion the offender has put a sign up demanding that the walkway / emergency exit route remains open, there is no signature or name on this notice (See photographs).
		Various	BH	TRBO	Near Miss	None	Kettle drips hot water when pouring
Feb		01st 13:30	BH	TRBO	Near Miss (Possible Dangerous Occurrence)	None	As discussed yesterday afternoon, #####, #####, ##### and I returned from a meeting in a hire car yesterday at around 13:30. We parked in the space allocated near the bike shed and walked from there via the newly constructed safe walking route at the end of the North Wing to the side door of the North Wing to enter the building. As we were about to walk along the new safe route footway a large rectangular piece of cladding fell from high up on the building. We heard it as it fell and we all crouched down to take what cover we could. Thankfully the cladding piece did not hit the ground but became precariously lodged on the support struts that connect the moving platform to the end of the building. We moved quickly to a safe distance. I understand from our discussion yesterday that the car park is officially closed during part of the working day and that we were entering during that time. However, we used the new safe walking route and there was no indication that we should not be doing so. Had the cladding not become lodged on the strut, there is a distinct possibility that one or more of us could have sustained injuries. I would be grateful if you would bring this matter to the attention of the relevant persons.
		26th AM	BH	FCAS	Near Miss	None	I was in a meeting on the 8th floor north wing (north elevation) this morning. The mast climber went past the window and operative had no hard hat on – simply a hooded top. Not clever 8 floors up.

Apr		17th 17:30	BH	MITIE	Near Miss	None	Broken glass deposited in the general bin
		20th 10:00	BH	FCAS	Accident	Minor	Glass table fell on my foot at an angle due to one of the legs collapsing.
		30th Unknown	BH	Unknown	Near Miss	None	Loose Red Tile
		30th 08:28	BH	TRBO	Near Miss	None	Temporary footpath partially blocked by HERAS fencing making the width of fence too narrow - no barrier or tape to delineate fence making this a potential hazard for staff with restricted vision.
		30th 15:15	BH	FCAS	Near Miss	None	<ol style="list-style-type: none"> 1. During a random building walk around; Principal Contractor Manager complaining of HGV's blocking part of his site, part of the north wing car park and the north wing entrance, access / egress doors all day without any consultation or arrangements in place. 2. Pedestrians walking around the HGV into and out of the construction site to egress the building. 3. Flexi-form / furniture movers unloading pallets of furniture onto the trailer tail-lift without putting up the edge / fall protection when loading. 4. Flexi-form / furniture movers are not wearing high visibility clothing etc., despite encroaching onto the construction site. 5. Facilities team reported flexi-form / furniture movers wedging fire doors open to make access easier to move furniture; despite having temporary security passes.
		30th 14:00- 14:30	BH	FCAS	Property Damage	None	I was making tea at the kitchen area when I heard a loud bang . I turned around the two workmen were standing by a load of palates/boards which had fallen onto a display panel which collapsed . The trolleys steel frame that they were using one of the wheels went through the floor panel causing it to topple

May	01st 07:50	BH	TRBO	Near Miss	None	<p>Please note that I stupidly walked through a temporary safety cordon this morning.</p> <p>Principal Contractor employees were in process of taking down a broken panel high above the front door entrance and onto a working cradle. Several Principal Contractor workers were standing at ground level and watching the work and one of them told me that I should wait and that it would take 'two seconds'. Given the cradle was up at the 7/8/9th floor, I said that it would take a lot more than a few seconds and that I was prepared to take the risk of going into the building. I then proceeded quickly into the building. Another Principal Contractor employee was on the inside and said that I had taken a big risk as the broken panel could have come crashing down. I said that I looked at situation and had been prepared to take the risk.</p> <p>On reflection, I shouldn't have reacted as I did and I apologise for my incorrect action.</p> <p>Although I was wrong in the first place, I would suggest that Heras fencing or other similar physical barrier could be placed across possible pedestrian routes to 'bullet-proof' the situation against possible head-strong actions of employees.</p> <p>Apologies again for my actions.</p>
	01st 10:00	BH	FCAS	Near Miss	None	<p>I had approached two pedestrians coming into the building through the front car park this morning and one (regular visitor apparently) was particularly defensive, going on about no signage; I directed him to the large grey signs on the corners of the west wing.</p> <p>This was unnecessarily confrontational and uncomfortable.</p>

	01st 11:00	BH	FCAS	Near Miss	None	<p>Hi #####,</p> <p>I came in late today as I had a doctors appointment. As I was coming in, just before 11, there was a group of visitors entering through the front car park. There was a number of construction workers around, but no one said anything to the visitors (and I didn't either – I wasn't really comfortable with the idea of approaching them, and I wasn't sure if I was supposed to either).</p> <p>People should be letting their visitors know about the entrance when meetings are arranged, but I suspect it's not happening in many cases. It might be helpful if we could arrange a sign or something outside to make it clearer?</p> <p>Just wanted to let you know!</p> <p>Thanks,</p> <p>#####</p>
	03rd 09:00	BH	Unknown	Near Miss	None	<p>While two TS Sub-Contractors (####) were moving a sack truck of coiled cable through reception a TS staff member came from behind the workers, who did not see her approach, and squeezed past as they manoeuvred the load.</p>
	05th 09:33	BH	FCAS	Near Miss	None	<p>While a vehicle was entering at the main entrance barrier a cyclist passed by at speed on the cars near-side and the cyclist was extremely lucky not be struck by the vehicle during this manoeuvre.</p>
	10th 13:30	BH	RAIL	Near Miss	None	<p>Had to walk under an operational crane arm to access the building (8 – 10 feet high).</p>

	15th 15:00	BH	TRBO	Near Miss	None	As a colleague was passing he accidentally caught one of the fire extinguishers with his pass and it fell off the wall narrowly missing my right foot. He put it back in its stand but if fell down again narrowly missing my right foot. It does not appear to be attached to a clip on the wall
	23rd 14:45	BH	FCAS	Near Miss	None	Smarter Workplace Team Member ##### did not have the requisite PPE (High visibility jacket) while working and touring the 4th floor (as per the Principal Contractors RAMS).
	29th 11:35	BH	TRBO	Near Miss	None	Could I ask where would find the motorway pass form, myself and a number of colleagues have been out on site without one. I just need to get this in order before I go out again.
Jun	04th Unknown	BH	FCAS	Near Miss	None	West wing main access / egress – site gate adjacent the Network rail entrance was open inwardly and unattended (a repeat issue, which nearly led to a TS colleague wandering into the site), can we discuss or implement a better form of control / gate retention for this area?
	04th 11:30	BH	TRBO	Near Miss	None	Visitor fell on small step down from entrance to floor and man stairwell. yellow and black marker tape is worn and discoloured.
	05th 08:00	BH	FCAS	Near Miss	None	08:00 this morning; reach fork lift parked in the front car park with the forks raised and unattended – can we check the drivers credentials and ensure he is licenced for this vehicle and is in date please; if so, why does tis keep happening?

	05th Unknown	BH	TRBO	Near Miss	None	<p>I wasn't sure how best to raise my concern so I am emailing. Apologies if there is another system but I couldn't identify it from the website.</p> <p>We are located on the 4th floor. The most direct action to the kitchen area on this floor is through 3 fire doors across the stairwell or alternatively we can walk around the 3 sides of the office.</p> <p>Carrying a hot drink back along the corridor yesterday as it did not seem sensible to attempt the 3 doors and someone came out of the toilet and we almost collided. Don't consider this a near miss, more a consequence where there are so many doors exiting onto the corridor where so many staff are moving up and down to access the toilets and kitchen facilities. It does seem likely, however, that at some point someone will have an accident with a hot drink.</p>
	11th - 15th Lunchtime	BH	TRBO	Near Miss	None	<p>The doors from the stairs to the floor are 'silent', i.e. no whirring whilst the locking mechanism disengages. I have twice nearly been bowled over by someone coming through the doors from both sides, once in the stair well and once whilst walking past the door carrying a cup of hot tea. Could a sign be put up to say look out for people on the other side of the door?</p>
	18th 08:45	BH	TRBO	Near Miss	None	<p>The fencing / gate serving the work area to the left of the entrance to the building was unsecured and was blowing onto the access route for pedestrians.</p>

	19th 17:40	BH	FCAS	Near Miss	None	<p>While leaving work for the evening, I noticed the noise of the engine as the MEWP (Mobile Elevate Work Platform) was changing position.</p> <p>To my horror the MEWP was operating above my head, over the West Wing main entrance, which no longer has a crash deck to protect patrons accessing and egressing the building (Please see attached photographs) from falling objects or a failure with the MEWP.</p> <p>The phase 2, position 12 mast climber was also in operation.</p> <p>There was no banksman anywhere to be seen either.</p> <p>One of the more safety critical near misses I have experienced in Buchanan House.</p>
Jul	02nd Evening	BH	FCAS	Property Damage	None	<p>On A walk round last night while pulling blinds down on the 4th floor two blinds fell from there housings.</p> <p>These fell due to being fitted improperly and not due my fine athletic form.</p> <p>I would suggest that the blinds are looked at on the 4th and 5th floor to avoid this becoming an issue.</p>
	03rd 11:00	BH	FCAS	Near Miss	None	<p>I've just observed an Principal Contractor worker (in an orange t-shirt) who was not wearing a hard hat for a period of 5 – 10 minutes whilst on the climber platform whilst it was travelling up to the top floor of the north wing, and then down again a few floors. There were two other workers there too who were both wearing hard hats. The chap had his in his hand and I assume he had it off because of the heat, but I am fairly certain he is supposed to have it on at all times particularly whilst on the lift, so I thought you should know.</p>

	11th Unknown	BH	FCAS	Near Miss	None	Sever room integrity was breached, by the cladding works contractor removing the materials sealing the building walls with the façade, behind the false floor and ceiling, opening the room to the elements; possibly rendering the automatic fire suppression system ineffective if required.
	13th 09:45	BH	FCAS	Near Miss	None	Around 9:45 this morning I witnessed (again) two external visitors wandering through the front car park as I was crossing the road. The only construction worker in sight was in a high-vis vest, and on a coffee/smoke break, and watched the visitors wander through the car park without intervening.
	20th Unknown	BH	TRBO	Near Miss	None	I'm not sure if the incident is classed as a near miss or not. On arriving into BH car park this morning I was directed to drive under a live tele-handler type crane and had to exit on foot under the live plant also. I didn't feel confident that this is a safe and acceptable practice and I wanted to raise my concern through the most appropriate channel. I would welcome feedback.
	23rd 15:20	BH	FCAS	Accident	Minor	Staff member was using the kitchen facilities and moved a cup lying on the draining board, which was full of boiling water; the water spilled onto his hand scalding it. The staff member ran his hand under cold water for around 15 minutes and required no further first aid treatment.
	25th 12:40	BH	RAIL	Near Miss	None	Two lime green plastic chairs with arms each have a broken from arm support bracket so arm can come loose and sag. Potential for scald if someone is resting their arm on it whilst holding a cup of hot liquid, etc.

		25th 12:42	BH	TRBO	Near Miss	None	See attached pictures. There's a cable stretched across the West wing stairwell on the 1st floor creating a trip hazard. The cable goes from a socket in the stairwell out through a fire exit door – I'm assuming it's for the construction work (the fire exit door is also wedged open by the cable). I'll fill out one of the near miss forms but just to let you know before then.
Aug		07th 12:30	BH	FCAS	Near Miss	None	A contractor was spotted walking across the car park today at 1230 this is not the first time as I have seen him cross the car park at 7am some mornings.
		16th 15:45	BH	TRBO	Accident	Minor Injury	Coming out from meeting room my hand caught sharp metal lock-keeper that was protruding out from door frame. Hand received small laceration about half an inch long and I bandaged this after washing blood off.