

GREATER LONDON AUTHORITY

[REDACTED]
(By email)

Our Ref: MGLA140319-7912

8 April 2019

Dear [REDACTED]

Thank you for your request for information which the Greater London Authority (GLA) received on 14 March 2019. Your request has been dealt with under the Freedom of Information Act 2000.

To put our response in context, I should make it clear that the GLA is London's strategic government and does not operate in the same way as local councils. We are not responsible for schools, social care or other services.

Please find below the information we hold within the scope of your request.

Detail Name of Organisation

- Greater London Authority (GLA)

Current Total Number of Employees

- As at 28 February 2019 there were 1,039 employees

Current Total Number of FTE Employees

- As at 28 February 2019 there were 828 FTEs.

Information regarding staffing numbers at the GLA is published in the workforce reports on the GLA website at: <https://www.london.gov.uk/about-us/governance-and-spending/spending-money-wisely/salaries-expenses-benefits-and-workforce-information>

Is your Corporate Health and Safety Function provided in-house or via an external service provider?

- Both. WYG and in-house (Facilities Management)

If external service provider; please detail renewal date for service

- End of March 2020

Are your Fire Risk Assessments (FRA's) provided in-house or via an external service provider?

- External via CBRE

If external service provider for FRA's; please detail renewal date for service

- July 2019

Do you provide health and safety training in-house or via an external training provider?

- External providers

If external service provider for H&S Training, please provide further details of services

- E-learning, WYG delivered courses (various), IOSH courses

Do you have an internal Occupational Health and Safety Management System (OHSMS)?

- Yes

If OHSMS is in place, is this aligned to BS OHSAS 18001, ISO 45001 or HSG 65 Model?

- HSG65

Has your organisation received any Fees for Intervention in 2017 or 2018 via the HSE?

- No

If yes, please provide details of FFI's and any associated costs

- None

Has your organisation been served any improvement or prohibition notices in 2017 or 2018 via the HSE?

- No

If yes, please provide details of any HSE enforcement notices in 2017 or 2018

- N/A

If applicable, please provide cost of fines or prosecutions during 2017 or 2018 via HSE prosecutions

- N/A

1. Please detail Accidents / Incidents reported within your organisation from January 1st to December 31st 2017

18 Staff & 9 Visitor

1.a. Number of Public/Pupil/Service User Accidents and Incidents Reported in 2017?

9

1.b. Number of Employee Accidents and Incidents or Occupational Ill Health Reported in 2017?

18

1.c. Number of Employee RIDDOR Reportable Accidents, Incidents or Occupational Ill Health in 2017?

- None

2. Please detail Accidents / Incidents reported within your organisation from January 1st to December 31st 2018.

14 Staff & 15 Visitor

2.a. Number of Public/Pupil/Service User Accidents and Incidents Reported in 2018?

15

2.b. Number of Employee Accidents and Incidents or Occupational Ill Health Reported in 2018?

14

2.c. Number of Employee RIDDOR Reportable Accidents, Incidents or Occupational Ill Health in 2018?

- None

3. Please detail RIDDOR reportable accidents and incidents within your organisation from January 1st to December 31st 2017

- None

3.a. Number of Employee Specified Injuries in 2017? (please detail number and types)

- N/A

3.b. Number of Public/Pupil/Service User Specified Injuries in 2017? (please detail number and types)

- N/A

3.c. Number of Employee Over 7 Day Injuries in 2017? (please detail number and types).

- N/A

3.d. Number of Employee Occupational Ill-Health Diseases in 2017? (please detail number and types)

- N/A

3.e. Number of Dangerous Occurrences in 2017? (please detail number and types)

- N/A

3.f. Number of Employee Minor Injuries in 2017?

- N/A

4. Please detail RIDDOR reportable accidents and incidents within your organisation from January 1st to December 31st 2018

- None

4.a. Number of Employee Specified Injuries in 2018? (please detail number and types)

- N/A

4.b. Number of Public/Pupil/Service User Specified Injuries in 2018? (please detail number and types)

- N/A

4.c. *Number of Employee Over 7 Day Injuries in 2018? (please detail number and types)*
- N/A

4.d. *Number of Employee Occupational Ill-Health Diseases in 2018? (please detail number and types)*
- N/A

4.e. *Number of Dangerous Occurrences in 2018? (please detail number and types)*
- N/A

4.f. *Number of Employee Minor Injuries in 2018?*
- N/A

5. *Please detail Top 5 Causes of Accidents and Incidents within your organisation from January 1st to December 31st 2017.*

5.a. *Top 5 Causes of Employee Accidents and Incidents in 2017?*

1. Slips/trips/falls

2. Ill health first aid

3. Minor cuts

4. -

5. -

5.b. *Top 5 Causes of Public/Pupil/Service User Accidents and Incidents in 2017?*
- As above

6. *Please detail Top 5 Causes of Accidents and Incidents within your organisation from January 1st to December 31st 2018.*

6.a. *Top 5 Causes of Employee Accidents and Incidents in 2018?*

1. Slips/trips/falls

2. Falling objects

3. Ill health first aid

4. -

5. -

6.b. *Top 5 Causes of Public/Pupil/Service User Accidents and Incidents in 2018?*
- As above

7. Please detail Top 5 Causes of Employee Occupational Health Referrals within your organisation from January 1st to December 31st 2017

7.a. Top 5 Causes of Employee OH Referrals in 2017?

8. Please detail Top 5 Causes of Employee Occupational Health Referrals within your organisation from January 1st to December 31st 2018

8.a. Top 5 Causes of Employee OH Referrals in 2018?

Unfortunately, to provide the information you have requested in questions 7 and 8 would exceed the 'appropriate limit' of £450 set by the Freedom of Information (Appropriate Limit and Fees) Regulations 2004.

Under section 12 of the FOI Act, we are not obliged to comply with a request if the cost of determining whether we hold the information, locating and retrieving it and extracting it from other information would exceed the appropriate limit. This is calculated at £25 per hour for every hour spent on the activities described and equates to 18 hours of work.

Occupational health referral information is stored on a case by case basis manually in that member of staff's personnel record. We have approximately 1,500 records covering the period requested, from 1 January 2017 to 31 December 2018. Our Human Resources team has estimated that it would take approximately five minutes to search each individual's file for occupational health referral information and to extract/record that information. We have estimated that it would cost in the region of 125 hours to provide a full response to your request.

We have considered our duty to offer advice and assistance on how you might bring the cost of responding to your request to within the £450 limit, but we are unable to offer any suggestions. The usual options such as specifying a more limited date range or focusing your request on a particular individual or team would not be feasible because the first would still be likely to exceed the cost limit and the latter would not give you the organisation-wide information you are looking for, and might also trigger data protection concerns.

9. Please detail Stress, Anxiety and Depression information within your organisation from January 1st to December 31st 2017.

and

10. Please Stress, Anxiety and Depression information within your organisation from January 1st to December 31st 2018.

We do hold information within the scope of your requests 9 and 10. When recording a reason for sickness absence, staff choose an option from a drop-down list. The categories we use do not correspond exactly to the categories that you request. The closest match to your request for information relating to *Stress, Anxiety and Depression (SAD)*, is our category *Stress/depression/Anxiety/Mental Health/Fatigue*.

Additionally, we cannot provide the figures as 'absence reports', because this information, when relating to each member of staff, is recorded as days taken by that member of staff over a period of time. Therefore, we can provide figures based on the numbers of staff reporting stress/depression/anxiety/mental health/fatigue.

The information that you have requested using this criteria is:

9.a. Number of Work-Related SAD Absence Reports in 2017?

- 37 members of staff reporting stress/depression/anxiety/mental health/fatigue

9.b. *Number of Non-Work-Related SAD Absence Reports in 2017?*

- 348 members of staff reporting stress/depression/anxiety/mental health/fatigue

9.c. *Number of Days Lost due to Stress, Anxiety or Depression in 2017?*

- 592

10.a. *Number of Work-Related SAD Absence Reports in 2018?*

- 40 members of staff reporting stress/depression/anxiety/mental health/fatigue.

10.b. *Number of Non-Work-Related SAD Absence Reports in 2018?*

-364 members of staff reporting.

10.c. *Number of Days Lost due to Stress, Anxiety or Depression in 2018?*

-1136

Some additional information is available in the workforce reports on our website at:

<https://www.london.gov.uk/about-us/governance-and-spending/spending-money-wisely/salaries-expenses-benefits-and-workforce-information>. Sickness data for most of the period you requested is found on page 13 of the latest Workforce Reports. Our next workforce report, which will cover September-December 2018, will be published within the next couple of months.

11. *Please detail litigation costs paid out for claims within your organisation from January 1st to December 31st 2017.*

11.a. *Amount Paid/Settled for Employee Litigation Claims in 2017?*

- nil

11.b. *Amount Paid/Settled for Public/Pupil/Service User Litigation Claims in 2017?*

- nil

12. *Please detail litigation costs paid out for claims within your organisation from January 1st to December 31st 2018.*

12.a. *Amount Paid/Settled for Employee Litigation Claims in 2018?*

- nil

12.b. *Amount Paid/Settled for Public/Pupil/Service User Litigation Claims in 2018?*

- nil

The context suggests you are interested in personal injury claims from employees and the public and this is how we have interpreted your requests 11 and 12. However, if you meant all employee litigation claims including employment-related claims, please let us know and we can conduct a wider search.

If you need more information about the role and work of the GLA, please go to our website: www.london.gov.uk. If you have any further questions relating to this matter, please contact me, quoting the reference MGLA140319-7912.

Yours sincerely

Ruth Phillips
Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>