

To: Joint Consultative Board (Non-Teaching)

On: 10 February 2016

Report by: Carole Donnelly, Head of HR and Organisational Development and Workforce Strategy

Heading: Developments in Health and Safety

1. **Summary**

This report outlines the developments that have taken place since the last meeting of the Joint Consultative Board (Non-Teaching).

2. **Recommendations**

- 2.1 This report is for information only and to note that this is a retrospective record of health, safety and well being activities undertaken by the Finance and Resources, health and safety section and other council services.

3. **Background**

This section of the report details the activities undertaken since the last JCB.

3.1 Policies and Guidance

The following are being revised:-

- Control of Contractors – 3rd draft being finalised.
- Statutory Inspections – Currently working with Community Resources.

- CDM 2015 – Comments have been received from Professor Billy Hare of Glasgow Caledonian University. Final draft ready to be issued for consultation across the appropriate Services and Trades Unions.
- Manual Handling Operations – This will not be completed until a full audit of the current practices is undertaken by the Health and Safety Section later this year.
- Tobacco/ Smoke Free Policy – Further work required around Service expectations.
- Control of Legionella Bacteria in Hot and Cold Water Systems – meetings underway with Community Resources and Property Services.
- Revised Risk Assessment Guidance has been agreed and will be issued soon.

3.2. Training during the period comprised of the following courses:

- 1 x General Health and Safety
- 1 x Fire Wardens
- 1 x Induction and Manual handling awareness
- 1 x Risk assessment

35 employees also attended a number of tool box talks on manual handling and other safe practices to follow during office moves.

- 3.3 As part of the Healthy Working Lives Gold award programme, an employee wellbeing survey has been developed and will be undertaken throughout January and February. A copy of the outcomes will be presented to this meeting once complete.
- 3.4 The health and safety section continue to work with our occupational health contractor to further develop and enhance the electronic referral process. The current project is to support our recruitment processes.
- 3.5 The health and safety section continue to support our external partners including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure.
- 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. Projects include the Monte Carlo Classic Rally, Pipe Band Championships and the Paisley Vision 10k.

Implications of the Report:

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and the costs associated with this.

2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and well being of Renfrewshire Council employees.

3. **Community Planning –**

Community Care, Health & Well-being - We will improve the physical and emotional wellbeing of staff across services through the Healthy Working Lives programme.

Empowering our Communities - We will promote learning and encourage employees to fulfil their individual potential, and ensure that the council delivers high-quality services in the most effective and efficient way to meet the needs of local people.

Greener - The E-management system will reduce the amount of paper used for risk assessment and accident forms.

Safer and Stronger - Facilitating the health, safety and wellbeing of our employees by ensuring that appropriate policies and procedures are developed and adhered to, and that all legal requirements for health and safety are fulfilled.

4. **Legal** - This report will ensure the Council's continued compliance with current health and safety legislation.

5. **Property/Assets** - None

6. **Information Technology** - The E-management systems require to be facilitated through the Council's email server system.

7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. (Report author will arrange this).

8. **Health & Safety** - This document supports and demonstrates the council's commitment to ensuring effective health, safety and well being management.

9. **Procurement** – low impact as still at post tender negotiations.
10. **Risk** – low impact as legal and statutory requirements, including health surveillance, are being maintained.
11. **Privacy Impact** – not applicable to this report.

List of Background Papers

(a) None

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