

To: Joint Consultative Board: Non-Teaching

On: 6th September 2018

Report by: Alan Russell, Director of Finance and Resources

Heading: Developments in Health, Safety and Wellbeing

1. Summary

This report outlines the developments which 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.
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3. Background

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

3.1 Policies and Guidance

The following guidance is awaiting final approval:

- Guidance on Accident, Incident and Violence & Aggression Reporting
- The Selection and Control of Contractors.
- Asbestos at Work

The following are under review:

- Control of Legionella Bacteria in Hot and Cold-Water Systems

- Alcohol and substance misuse
 - Control of Smoking at Work
 - Violence and aggression
 - Guidance on Fire Precautions for Renfrewshire Council Premises
- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next return visit is scheduled for 10th – 12th September 2018.
- 3.3 To support the Healthy Working Lives Gold award strategy planning is ongoing for a Handwashing campaign, Mental Health First Aid Training.
- 3.4 We continue to work closely with the risk and insurance section to identify accident causation type which could result in claims against the council. This may reduce the impact of claims to the council and raise the health and safety awareness amongst employees and managers.
- 3.5 The health and safety section are continuing to work with services to review the fire arrangements within Renfrewshire House. A meeting with Fire and Rescue took place recently to make officers aware of the gas evacuation systems operation should a fire occur in the IT Suites. Work is ongoing in planning changes to the fire assembly points for the building.
- 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. Since our last report we have supported the Sma Shot, Beer and Food Festival, British Pipe Band Championship, Barshaw and Renfrew Gala Days, Johnstone Vintage Fire Engine. We are currently planning for the Renfrewshire Doors Open Days (the Abbey Drain event), The Spree, Paisley Halloween Festival, Paisley Fireworks and the various Christmas lights events.
- 3.7 The Corporate Health and Safety Committee next meeting is on the 11th September 2018. The new Terms of Reference for the committee has been agreed by the trades unions and will be fully adopted at this meeting and will be finally agreed at the next meeting.
- 3.8 As part of our corporate function in relation to the procurement process, the health and safety section, since January, have undertaken (at the time of writing) 79 High risk and 19 Low risk evaluations of contractor's health and safety documentation provided when applying for contracts with Renfrewshire Council. Where a company fails our evaluation process the health and safety team work with procurement to offer further advice and guidance, where appropriate. The company must improve its documentation before any resubmission
- 3.9 As a result of major repair and building work across the school estate the Health and Safety team undertook site visits with colleagues from Property Services and others ensuring the safety of pupils and staff safety from their return from school holidays. This included, Paisley Grammar School, Bridge of Weir, Houston, St Pauls Primary, St Anthony's Primary amongst others.

- 4.0 The health and safety section continue to develop with the Chief Executives service health, safety and wellbeing inspection and audit tools utilising the new Survey 123 application.
- 4.1 The health and safety section continue to support enquiries under the Freedom of Information legislation where it involves health, safety and wellbeing topics. At the time of writing we have 6 active enquiries. A recent meeting has taken place with Legal & Democratic Services to improve the turnaround time and streamline the activity. Further meetings are planned.
- 4.2 Specific training undertaken since June include Fire risk training for fire wardens, CPR Training where 40 staff attended training organised jointly with the British Heart Foundation and First Aid Training including refresher training.

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 Councils 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 support 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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