

To: Finance and Resources Policy Board

On: 24 August 2016

Report by: Chief Executive

Heading: Health and Safety – Annual Report 2015/16 and Action Plan 2016/17

1. Summary

- 1.1 The Council's Health and Safety Policy requires each service to submit an annual report and an annual Health and Safety plan to the relevant Policy Board.
 - 1.2 The Chief Executive's Service annual report is attached as Appendix 1. It sets out the arrangements for the management of health and safety within the service, demonstrates the service's commitment to continuous improvement in health and safety performance and summarises the achievements to 31 March 2016. The associated action plan for 2015/2016 is also attached at Appendix 2 and the new action plan for 2016/2017 is attached at Appendix 3.
 - 1.3 During 2015/16, the Chief Executive's Service went through a significant restructure exercise and the service now includes the Marketing and Events team, Procurement and Better Change Management teams. Due to the increase in scope of the service across different locations, officers will now work to ensure a consistent approach to health and safety processes across all service teams. The priority actions for 2016/17 are to establish a health and safety working group and introduce a service wide communication briefing on health and safety matters.
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2. Recommendations

- 2.1 It is recommended that the Board:
 - i) note the content of the report at Appendix 1; and
 - ii) approve the health and safety action plan for 2016/17 at Appendix 2.

3. Background

3.1 In line with the revised chief officer management arrangements approved by the Leadership Board on 18 February 2015, a number of functions transferred into the Chief Executive's Service last year. Key areas of service delivery now include: Strategic Planning and Policy Development, Tackling Poverty, Procurement, Change Management, Communications and Marketing and Events. The principle role and purpose of the Chief Executive's Service is to:

- Provide corporate leadership.
- Lead on the implementation of the Tackling Poverty Strategy in Renfrewshire, ensuring the co-ordinated delivery of a wide-ranging programme of initiatives locally with partners.
- Support the delivery of the Better Council change programme, which will enable significant transformational change within this organisation.
- Deliver the Council Plan and support the change agenda across the Council.
- Provide internal and external communications, media and public relations services for the Council and all its services.
- Provide professional marketing, events management and graphical design service.
- Drive innovation and improvement across the Council through a strategic commissioning approach to the planning and development of services.
- Lead and facilitate the Council and partners to develop strategic priorities for the area and co-ordinate activities to address these.
- Drive good use of data and sound knowledge management to support evidence based service delivery.
- Lead community planning to deliver the outcomes agreed in the Local Outcome Improvement Plan.
- Work with Council services and suppliers to develop contracts and procedures that deliver Best Value.
- Develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of Public Sector Reform.
- Manage the Council's corporate planning and performance management framework including public performance reporting.
- Provide a research and support service to elected members.

3.2 The Chief Executive's Service has a proactive and committed approach to health and safety, officers will continue to build on and further develop its approach to health and safety through liaison with corporate health and safety team, participating in corporate working groups and by continuing to ensure that a consistent approach to processes are embedded across all teams and business areas within the service.

Implications of the Report

1. **Financial** – *none*
2. **HR & Organisational Development** – *none*
3. **Community Planning** – *none*
4. **Legal** – *none*
5. **Property/Assets** - *none*
6. **Information Technology** - *none*
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 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.*
8. **Health & Safety** - The report supports and demonstrates Chief Executive's Service commitment to ensuring effective Health & Safety management.
9. **Procurement** - None.
10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact** - None.

List of Background Papers

None

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Chief Executive's Service

Annual Health and Safety Report

2015

1. Introduction

- 1.1 This annual report has been prepared by the Chief Executive's Service in accordance with Renfrewshire Council's Health and Safety Policy and Plan, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives. The Health and Safety action plan for 2015/2016 with completed actions is attached in Appendix 2 and action plan for 2016/2017 with current actions is attached in Appendix 3.

2. Management of health and safety within the service

- 2.1 The Chief Executive's Service Health and Safety Policy has been in place since November 1997 and is reviewed and updated regularly in accordance with corporate guidance.
- 2.2 The current policy outlines the organisational responsibilities of the Chief Executive, Fire Wardens, First Aiders and other employees with regard to health and safety. Details of the health and safety arrangements within the service, as well as specific information regarding health and safety advice and training, how to raise health and safety concerns and how to report an accident are also included.
- 2.3 The policy is available for employees to read within the service or from the Chief Executive's Service health and safety page on Renfo, which will be reviewed and updated on a regular basis. While the Chief Executive has overall responsibility for the implementation of the policy, the Senior Management Team has a general responsibility to ensure that safe conditions of work apply at all times.
- 2.4 The service's strategy aims to ensure that health and safety is an integral part of the overall management of the service and the service continually seeks ways to ensure a safe workplace for all employees.
- 2.5 Following on from the recent restructure of Chief Executive's service, a review of the Chief Executive's health and safety procedures is being conducted to ensure a consistent approach is adopted across all teams within the service.

3. Arrangements for implementing health and safety management

- 3.1 The Chief Executive's Service Strategic Planning and Policy Development Manager will act as a co-ordinator for health and safety issues within the service and any areas of concern can be raised directly with this officer. This ensures that health and safety remains a high profile issue within the service and is addressed at a senior level. Health and safety issues can also be raised at regular section meetings and passed on to the health and safety co-ordinator to action.
- 3.2 The service's health and safety co-ordinator is a member of the Corporate Health and Safety Committee. Details of any health and safety issues relevant to the service discussed at the regular meetings of the committee are circulated

to officers in the service by e-mail (being office based all employees have access to e-mail), discussed at team meetings and posted on the internal notice board, where appropriate.

- 3.3 These arrangements help promote the communication of health and safety information within the service, provide an opportunity for all officers to bring any health and safety issues to the attention of their line manager and/or health and safety co-ordinator while at the same time they contribute to ensuring that health and safety retains its high profile within the service.
- 3.4 Following on from the recent restructure and the planned move of the Marketing and Events team to different premises, a health and safety working group is currently being established are to ensure all required health and safety implications and resulting improvements implemented.

4. Planning and setting standards

- 4.1 The service works with Corporate Health and Safety officers to identify any potential occupational health risks within the service. Three particular areas have been identified as potential hazards in an office environment and ongoing monitoring and evaluation ensures improvement actions are being taken where required.
- Display Screen Equipment
 - Musculoskeletal hazards
 - Ergonomics
- 4.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment e-learning training course on Renfo and a display screen equipment assessment is carried out for all new employees. These assessments ensure that all VDUs and workstations within the service comply with best practice. New and expectant mother risk assessments are carried out and lone working risk assessments are carried out for any officers who are classified as 'lone workers'.

5. Measuring Performance

- 5.1 Due to the particular nature of the working environment in the Chief Executive's Service, the likelihood of an accident taking place is relatively small, so it is not possible to utilise accident statistics to identify and implement prevention programmes.
- 5.2 The Chief Executive's Service continues to maintain a low level of sickness absence, for example, in financial year 2015/2016, 0.8% of days were lost through sickness absence as a percentage of total working days available.

6. Review of Health and Safety Management

- 6.1 The Service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.

- 6.2 The service's induction pack includes Emergency Evacuation Procedures for the Headquarters complex, Health and Safety Arrangements, Fire Wardens, First Aid Arrangements, General Safety Policy Statement, Chief Executive's Service Health and Safety Policy, Security, Guidance on Fire Precautions for Renfrewshire Council Premises, Occupational Health Services, Stress Information Booklet and Tobacco Policy: Guidance for employees.
- 6.3 A report detailing progress with implementing actions in the service annual health and safety report was produced for the Corporate Health and Safety Committee for each quarter of 2015/ 2016.
- 6.4 Corporate Communications officers regularly liaise with the Corporate Health Improvement Group providing the group with advice and assistance in the development of publication materials.

7. Conclusion

- 7.1 Health and safety remains a high profile and important activity within the Chief Executive's Service. Health and safety is viewed as the responsibility of all employees and information, training, advice and guidance is provided on this basis. The involvement and support of all employees is sought in ensuring the working environment is safe and secure for all employees and visitors.

Chief Executive's Service Health and Safety Action Plan update

2015 - 2016

Action Title	Due Date	Status	Progress Bar	Latest Status Update
Health and safety to be a standing item on service meeting agendas	31-Mar-2016	Completed	<div><div>100%</div></div>	Health and safety updates have been given at each departmental meeting.
Email new health and safety information to officers	31-Mar-2016	Completed	<div><div>100%</div></div>	Ongoing dissemination of information has been taking place.
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2016	Completed	<div><div>100%</div></div>	All new officers are given access to the DSE awareness course.
Ensure line managers include health and safety as part of induction process	31-Mar-2016	Completed	<div><div>100%</div></div>	Induction packs include up to date health and safety information and managers follow the appropriate induction process.
Identify health and safety training and development for service officers when required	31-Mar-2016	Completed	<div><div>100%</div></div>	Two members of staff are trained as Fire Wardens and another two have the necessary first aid training. Refresher courses will be provided when required.
Contribute to initiatives to promote better health of council employees	31-Mar-2016	Completed	<div><div>100%</div></div>	Chief Executive's representative attends Corporate Health Improvement Group regularly and circulates information about any upcoming events and initiatives to all CE employees.
Regularly check/ update the service first aid kit	31-Mar-2016	Completed	<div><div>100%</div></div>	First aid kit checks have been carried out regularly.

Chief Executive's Service Health and Safety Action Plan

2016 - 2017

Action Title	Due Date	Status
Establish a Chief Executive's Service health and safety working group.	30-Sept -2016	In Progress
Undertake a review the Chief Executive's health and safety procedures	31-Oct-2016	In Progress
Initial communication briefing to the service on who the first aiders and fire wardens are for each of the locations, as well as regular health and safety information being available on Renfo.	31-Oct-2016	In Progress
Audit and inspection of new 2021 office by corporate health and safety officers.	31-10-2016	Not started
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2017	In Progress
Ensure line managers include health and safety as part of induction process	31-Mar-2017	In Progress
Contribute to initiatives to promote better health of council employees	31-Mar-2017	In Progress
Regularly check/ update the service first aid kit	31-Mar-2017	In Progress