

To: Joint Consultative Board: Non-Teaching

On: 28th March 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 has been issued and placed on Renfo:

- Guidance on the use of Drones

The following are awaiting final approval:

- Corporate Policy on Health and Safety at Work
- First Aid Guidance including the use of defibrillators
- Guidance on Accident, Incident and Violence & Aggression Reporting

The following are still under review:

- Control of Legionella Bacteria in Hot and Cold Water Systems
- The Selection and Control of Contractors.
- Alcohol and substance misuse
- Control of Smoking at Work
- Violence and aggression

- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. BSI undertook a 3 day (2 auditors) in early March 2018. Their report has just been submitted to the council and will be reviewed by the Health and Safety Team and the services involved. Future changes in the auditing process nationally will have to be reflected in a new contract with an accreditation organisation.
- 3.3 The Healthy Working Lives Gold award has been successfully retained and a 3 year strategy is in development.
- 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. With the recent adverse weather the Health and Safety Section have requested details of any slips, trips and falls and with separate information on AIRD identify any possible concerns over local gritting plans and encourage learning and preventative measures. This may reduce the impact of claims to the council and also raise the health and safety awareness amongst employees and managers. A review of Health and Safety implications for staff and others during severe weather will be reviewed with others.
- 3.5 The health and safety section are continuing to work with services to review the fire arrangements within Renfrewshire House. Recent areas of concern including storage of combustibles and other issues with IT hubs and other storage areas have been actioned. The section continues to undertake on-site fire warden training for our care homes. This is a continuous process.
- 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. We are currently involved in the planning of this year's events including the British Pipe Band Championship in May.
- 3.7 Following recent HSE interventions in relation to welfare and asbestos awareness, the Health and Safety Service have supported the implementation of the Services' action plan. The Health and Safety team have undertaken toolbox talks to the staff involved which includes asbestos awareness, manual handling and portable gas safety. The HSE are now satisfied that appropriate action has been taken.
- 3.8 The section continues to work with colleagues in IT in relation to the continued use of the Lotus Notes AIRD (Accident Incident Reporting Database) and General Risk Assessment Database (GRAD).
- 3.9 The Corporate Health and Safety Committee met in January. The new Terms of Reference were discussed and will be agreed at the next meeting in April 2018.

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 [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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