
To: Joint Consultative Board: Non-Teaching

On: 25 January 2023

Report by 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 Finance and Resources, HR, 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.

The report below focusses on the actions and activities to continue to support the council's new ways of working plans.

We continue to work closely with the communications team to ensure key messages to managers and employees are issued timeously to remind them of the requirements to keep safe.

- 3.1 A risk-based review of all our policies and guidance documents is under way, we will prioritise a refresh of the documents in line with statutory compliance as well as business needs. The first topics that are being worked on include:
- Accident reporting and investigation guidance
 - Manual handling guidance
 - Alcohol and substance use
 - Violence and aggression in the workplace guidance
- 3.2 The Corporate Health and Safety Committee met in December 2022. The Committee members have been consulted on well-being as well as discussing other health and safety issues. The dates for 2023 are being proposed.
- 3.3 The Health and Safety team continue to evaluate contractor's and supplier's health and safety documentation when they apply for contracts with Renfrewshire Council. Since the last meeting we have assessed **13** high risk contracts and **1** low risk contract.
- 3.4 The Health and Safety team respond on a regular basis to Freedom of Information and Insurance claim requests. Since the last JCB meeting, **11** have been processed. Most of the FOI's relate to generic incident/accidents/violence at work.
- 3.5 A new version of the accident/incident form was launched on the 5 January 2023. This has been the culmination of a collaboration between the Health and Safety team, the Business world team, Trades Unions and service representatives. The new form will make it easier for anyone to report an incident and will allow for greater collection of data.
- 3.6 There have been a few meetings with Scottish Fire and Rescue (SFR) since the last JCB. The meetings are a result of SFR attending call outs to our premises. We discuss, where possible, improvements to the fire safety arrangements.
- 3.7 The Health and Safety team continue to the review of our blood borne virus documentation. This initially started in the Housing teams, but we have expanded this project into a council wide working group to refresh the risk assessments where there may be occupational exposures generated through work-related activities.
- 3.8 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce. A significant focus was on working with our colleagues in Organisational Development and One Ren on the joint staff well-being day in November 2022. This provided staff with OH and Counselling information, Health and well being advice, Financial and staff benefits information.

- 3.9 The Health and Safety team continue to support the new ways of working arrangements being developed across the council. This includes reviewing floor plate designs and ventilation impacts.
- 4.0 The Health and Safety team have supported the arrangements and the delivery of the Winterfest event in Paisley and the Christmas Lights Switch on events in Renfrew and Johnstone.
- 4.1 The health and safety team continue to support the Council's construction activities through scheduled monthly meetings with the property services team. Since the last JCB meeting the team have also been involved in meetings/site visits for the Paisley Town Hall project and the Paisley Arts Centre project as well as other smaller projects.
- 4.2 The health and safety team continue to support the Underwood Road Depot upgrades. Key areas of activity include a Traffic management review which is ongoing and a refocus on signage and pedestrian access and egress. New security CCTV has been put in place covering all areas of the depot. Planning and redesign is in place to upgrade the existing street scene vehicle holding area to service and allow vehicular parking for the refuse collection vehicle fleet – Project works are due to commence Monday 16 January 2023.
- 4.3 The council offered the flu vaccine to all staff not covered under the criteria for an inoculation from the NHS. We worked with our OH provider from October to December 2022 to deliver face to face inoculations for staff, and the last of the sessions will be delivered in January 2023. We also offered vouchers for those who could not attend in person. As part of this programme, we worked closely with our partner organisations (One Ren, RVJB and Scotland Excel) to offer to their staff too.
- 4.4 Since the last JCB, across the council there has been 208 courses delivered:

Total course completions between 30. Nov 2022 and 11. Jan 2023

Course	Completions
Waste Recycling in Schools & Nurseries	5
Infection Prevention and Control (SCIE)	16
Promoting Positive Behaviour Legislation and Guidance	7
Display Screen Awareness (DSE)	116
Ladder Safety Awareness	2
Using the Lifepak Defibrillator	2
Remote Health and Safety Module	1
Manual Handling Module	3
Fire Module	9
Supporting Employees Experiencing Domestic Abuse	2
Accident & Incident Reporting (RIDDOR)	6
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	2

Control of Contractors	11
Fire Warden	16
Violence and Aggression	8
Elected members	2
Total	208

Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims 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** – Ensures compliance.
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** – Demonstrates compliance and governance.
 10. **Risk** – low impact as legal and statutory requirements are being maintained.
 11. **Privacy Impact** – not applicable to this report.
 12. **Climate Risk** - none
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