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**To:** Finance, Resources and Customer Services Policy Board

**On:** 5 June 2019

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**Report By:** Chief Executive

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**Heading:** Chief Executive's Service – Annual Health and Safety Report  
2018/19

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## 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 progress 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 from 1 April 2018 to 31 March 2019.
- 1.3 The Finance, Resources and Customer Services Policy Board approved the Chief Executive's Health & Safety Action Plan for 2019/20 on 27 March 2019.

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## 2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
  - i) notes the content of the annual report Appendix 1.

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## 3. Background

- 3.1 The Chief Executive's Service comprises of three main service areas: policy and commissioning; communication marketing and events; economic development and regeneration including City Deal. The principle role, purpose and activities of each these service areas is detailed below:

- **Policy and commissioning**

- Provision of policy support to senior officers and elected members;
- Manage the business of the corporate management team;

- Lead the Council's corporate and community planning processes and associated performance management and reporting arrangements;
  - Lead on the development and adoption of a strategic commissioning approach to the planning and development of services;
  - Lead on the digital programme for Renfrewshire;
  - Lead on the development and implementation of major policy focussed strategic programmes;
  - Lead the Council's procurement arrangements to deliver best value and wider Council policy benefits;
  - Strengthen collaborative relationships with key Council partner organisations;
  - Provide a corporate data analytics and research service to support sound knowledge management and evidence-based decision making across the Council;
  - Lead on the proactive monitoring of political, social, economic and technology developments and the development of recommendations and plans to respond to and influence these developments as appropriate; and
  - Develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of public sector reform.
- **Marketing and communications:**
    - Lead on the development and management of the Renfrewshire Brand;
    - Lead on the development and implementation of the Council's marketing strategy;
    - Lead on the provision of professional marketing, events management and graphical design services;
    - Lead on the development and implementation of the Council's communication strategy; and
    - Lead on the provision of internal and external communications, media and public relations services.
- **City Deal, economic development and regeneration:**
    - Oversee the City Deal Project which will enable investment in the transport network, key development and regeneration sites and improved public transport;
    - Tackle unemployment with programmes to help 16-24 year olds and vulnerable residents;
    - Encourage the growth of more small and medium- sized enterprises; and
    - Lead on Invest in Renfrewshire.

3.2 The Chief Executive's Service Head of Policy and Commissioning is the lead officer for health and safety within the service and is supported by the Strategic Planning and Policy Development Manager. Health and safety remains a high profile issue within the service and is dealt with at a senior level with the annual report being reviewed by the senior management team.

3.3 The Chief Executive's Service has a proactive approach to health and safety. This is evidenced by the attainment of accreditation and certification to the British Standard Occupational Health and Safety Assessment Series (BS

OHSAS 18001:2007) which measures the suitability and effectiveness of the service's health and safety management system.

- 3.4 The annual report provides information on the implementation of the Chief Executive's health and safety policy and identifies areas for future and continued action. The action plan is monitored on a six-monthly basis by the service's health and safety working. An annual progress report will be presented to the Finance, Resources and Customer Services Policy Board in Spring 2020.
- 3.5 The preparation of this annual report has been supported by the corporate health and safety service.

### **Implications of the Report**

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community/Council 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. 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 the Council and the Chief Executive's service's commitment to ensuring effective health and safety management.
  9. **Procurement** - None.
  10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
  11. **Privacy Impact** - None.
  12. **Cosla Policy position** – None
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## List of Background Papers

None

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**Author:** Pamela McDonald, 0141 618 7383

## CHIEF EXECUTIVE'S SERVICE



# ANNUAL HEALTH AND SAFETY REPORT

# Overview of 2018/19



**Renfrewshire**  
**Council**

## **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 as well as the Corporate Health, Safety and Wellbeing Strategy 2019-2022, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives.

## **2. Management of health and safety within the service**

- 2.1 The Corporate Policy on Health and Safety was revised and approved in 2018. The current policy outlines the organisational responsibilities of the Chief Executive, fire wardens, first aiders and other employees with regard to health and safety. The following details are included:
- the health and safety arrangements within the service;
  - the specific information regarding health and safety advice and training; and
  - how to raise health and safety concerns and how to report an accident.
- 2.2 The policy is available for employees to read within the service or from the Chief Executive's Service health and safety page on Renfo. 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.
- 2.3 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.

## **3. Organisation for implementing health and safety management**

- 3.1 The Chief Executive's Service Head of Policy and Commissioning is the lead officer for health and safety within the service and is supported by the Strategic Planning and Policy Development Manager who has responsibility for co-ordinating health and safety issues within the service and any areas of concern can be raised directly with him. This ensures that health and safety remains a high profile issue within the service and is dealt with 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 are discussed at the regular meetings of the committee and are circulated to officers in the service by e-mail (being office based, all employees have access to e-mail) and discussed at team meetings. Health and safety is a standing item at team meetings.
- 3.3 The service has a working group which meets quarterly with the current focus being wellbeing and intervention. The working group is made up of

representatives from across the service and a member of the corporate health and safety team.

- 3.4 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 ensuring that health and safety retains its high profile within the service.

#### **4. Consultation mechanisms**

- 4.1 The Health and Safety Committee, amongst the functions listed above also act as a sounding board in respect of issues that arise within the service in relation to health and safety matters. Members of the committee provide a mechanism to disseminate consistent practice across the Council.

#### **5. Planning and setting standards**

- 5.1 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. These three areas are:

- Display Screen Equipment (DSE);
- Musculoskeletal hazards; and
- Ergonomics

In addition, the events team manage a programme of public events each of which are individually risk assessed. A bespoke Event Manual and risk assessment is created in conjunction with multi agency partners and council services for each event with public safety the top priority.

- 5.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment iLearn training course on the Council's intranet, 'Renfo' and a display screen equipment assessment is carried out for all new employees. These assessments ensure that all workstations within the service comply with best practice. New and expectant mother risk assessments are also carried out and lone working risk assessments are carried out for any officers classified as 'lone workers'. All staff have been advised of the new Business World health and safety modules and that self-assessments should be carried out annually.
- 5.3 Fire safety is a highlighted risk within the service, this is controlled by Fire Evacuation drills, risk assessments and training all of which raise awareness amongst staff.

#### **6. Training**

- 6.1 Training is integral to the service's approach to health and safety. Courses for staff are included in the corporate training planner as well as a number of modules on iLearn.
- 6.2 Staff who attend health and safety training are reminded that course evaluations should be undertaken by the delegate to provide feedback.

## **7. Active monitoring**

- 7.1 The Chief Executive's service health and safety working group is made up of representatives from across the service and a member of the corporate health and safety team meets quarterly, monitoring actions through the reporting year. Any information communicated via the corporate health & safety committee is also raised and discussed with the group.

## **8. Re-active monitoring**

- 8.1 The likelihood of an accident taking place within the Chief Executive's service is relatively small, so there is currently no need to utilise accident statistics to identify and implement prevention programmes.
- 8.2 The Chief Executive's service continues to monitor throughout the reporting year with monthly reports being provided to senior managers showing monthly, quarterly and cumulative absence information.

## **9. Review of health and safety management**

- 9.1 The service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.
- 9.2 Health & safety procedures across the service have been monitored throughout the reporting year and employees are encouraged to carry out self-assessments annually using the new Business World modules. The service continues to review procedures and communicate updates to staff.

## **10. Conclusion**

- 10.1 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.