
To: Joint Consultative Board: Non-Teaching

On: 9 November 2022

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 recovery 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 September 2022. The Committee members have been consulted on well-being and DSE issues as well as discussing other safety issues.
- 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. To date, we have assessed **103** high risk contracts and **29** low risk contracts.
- 3.4 The Health and Safety team respond on a regular basis to Freedom of Information requests and Insurance claims. Since the last JCB meeting, **42** have been processed. Most of the FOI's relate to generic incident/accidents at work.
- 3.5 We continue to support our early years establishments, undertaking 5 flight risk assessments since the last JCB.
- 3.6 There have been 5 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 team continue to support our Housing colleagues with needlestick injury training. This has been linked to the review of our blood borne virus risk assessment documentation.
- 3.8 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce. Topics covered so far have been anxiety, eyecare and allergies. A significant focus has been on working with One Ren on the forthcoming joint staff well-being day planned for November.
- 3.9 The Health and Safety team continue to support the new ways of working arrangements being developed across the council.
- 4.0 The Health and Safety team have supported the arrangements and the delivery of the Halloween event.

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 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 are being maintained.
 11. **Privacy Impact** – not applicable to this report.
 12. **Climate Risk** - none
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