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**To: Housing & Community Safety Policy Board**

**On: 25 August 2015**

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**Report by: Director of Development and Housing Services**

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**Heading: Development and Housing Services Annual Health and Safety Report**

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**1. Summary**

- 1.1 The Council's Health and Safety Policy requires that all Services including Development and Housing Services prepare an annual Health and Safety Report. This report therefore summarises Development and Housing Services approach to Health and Safety and concentrates on issues affecting Development and Housing Services employees.
- 1.2 The Health and Safety Report is attached to Appendix 1. At present the Action Plan for 2015/16 is not available due to the changes to Services, the new action plan will be reported separately.
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**2. Recommendations**

- 2.1 That the Board note the content of this report and that the report is also being sent to the Planning and Property Policy Board.
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**3. Background**

- 3.1. The annual report is prepared by Development and Housing Services in accordance with Renfrewshire Council's Health and Safety Policy. The purpose of which, is to evaluate the Health and Safety performance of Development and Housing Services and set future Health and Safety objectives.
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## Implications of the Report

1. **Financial** – Potential exists for financial liability from property damage, civil or criminal prosecutions through the outcome of accidents and / or ill health and OSHAS 18001: 2007 accreditation annual assessment costs. This report demonstrates Development and Housing Services compliance and commitment to Health and Safety Policies and Procedures.
2. **HR & Organisational Development** – Improved health, safety and welfare of employees.
3. **Community Planning**  
**Community Care, Health & Well-being** – Development and Housing Services will improve the physical and healthier wellbeing of staff across the Service through participation in the 'Healthy Working Lives' and 'Your Health Matters' programmes and any other corporate initiative for a healthier life.  
  
**Safer and Stronger** – Recognising that the employees are its most valuable asset, Development and Housing Services will provide training and support to allow them to develop within the organisation and gain the skills and experience necessary to provide top quality services to customers.
4. **Legal** – Compliance with Statutory Legislation and Corporate Health and Safety Policies and guidance.
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 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.
8. **Health & Safety** – This report supports and demonstrates Development and Housing Services commitment to ensuring effective Health and Safety management.
9. **Procurement** – None.
10. **Risk** – Potential prosecution, or civil action from work related accidents..
11. **Privacy Impact** - None

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## **List of Background Papers**

- (a) Background Paper 1: Development and Housing Services Health and Safety Annual Report 2014.

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is (JohnMcGarrigle, Health & Safety Coordinator, 0141 618 6227, [john.mcgarrigle@renfrewshire.gov.uk](mailto:john.mcgarrigle@renfrewshire.gov.uk))

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## **Appendix 1**

### **DEVELOPMENT AND HOUSING SERVICE**

### **ANNUAL HEALTH AND SAFETY REPORT**

**2014/15**

This annual report is prepared by Development and Housing Services in accordance with Renfrewshire Council's Health and Safety Policy and the purpose of which is to evaluate the health and safety performance of the Service and set future health and safety objectives.

## **1. Management of health and safety within the Service**

Development and Housing Services contained the following until 31 March 2015:

- Building Services
- Housing Services
- Property Services
- Planning & Economic Development

This Development and Housing Services health and safety policy reflects the commitment of the Director, Heads of Service and managers to ensure that the main priorities for action are achieved within an environment which is safe and is not harmful to the health of employees, clients and other users of the service.

It is intended that this report will demonstrate our commitment to maintaining and developing the Development and Housing Services health and safety policy and highlight our intention to maintain a high level of health and safety performance.

### **1.1 Broad context of health and safety policy**

The Director of Development and Housing Services is responsible and accountable, as far as is reasonably practicable, for ensuring the health, safety and welfare at work of employees within Development and Housing Services. The Director is assisted in this by Heads of Service, managers and employees themselves who are expected to co-operate in the implementation of Development and Housing Services health and safety policy.

Health and safety is managed through Directorate meetings and, the Health and Safety Joint Committee and Planning Group which has representation from senior management and trade unions.

Finance and Corporate Services Health and Safety Policy and guidance documents will be incorporated into the Development and Housing Services Health and Safety Policy. All employees are informed of updates to the Health and Safety Policy, managers are instructed to print off hard copies and display on notice boards for employees who do not have access to the internet.

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

### **2.1 Health and Safety Planning**

The Crisis & Resilience Management and Health & Safety SMT review all Development and Housing Services health and safety issues. It is chaired by the Director of Development and Housing Services with senior representatives including, Heads of Service, Principal Officers and a Senior Health and Safety Officer from Finance and Corporate Services. This group meets quarterly with health and safety as an agenda item.

A senior manager and department Health and Safety Co-ordinator attend the quarterly Corporate Health and Safety Committee meeting. At these meetings information is provided by Finance and Corporate Services Health and Safety Managers regarding the latest Health and Safety initiatives and any updates or revisions on Health and Safety Legislation or Corporate Policies.

The Joint Committee and Planning Group comprises of a senior manager from each of the Development and Housing Services divisions, the Service's Health and Safety Co-ordinator, Finance and Corporate Services Health and Safety Manager, Finance and Corporate Services Health and Safety Officer attached to Development and Housing Services and representatives from trade unions. The Joint Committee and Planning Group meet quarterly following on from the Corporate Health and Safety Meetings. Minutes of the meetings are distributed to the Director, Heads of Service, Senior Managers and trade union representatives.

The Joint Committee and Planning Group monitor the accident statistics to identify any trends that may be developing and to ensure that the appropriate action is taken to remove or control the risk. The Joint Committee & Planning Group is responsible for the Service's Action Plan and ensuring that it is updated and points actioned.

### **2.2 Consultation mechanisms**

Development and Housing Services has a proactive policy with regard to Health and Safety issues and the dissemination of Health and Safety information to employees along with encouraging all employees to be proactive with reporting and bringing Health and Safety issues to their line managers' attention.

The communication routes in place for the dissemination and collation of Health and Safety information are:

- Crisis and Resilience Management and Health and Safety SMT quarterly meetings, chaired by the Director with representation from Heads of Service and Senior Managers, where Health and Safety is discussed and appropriate action instructed to address any identified Health and Safety issues.

- Development and Housing Services Health and Joint Committee and Planning Group comprising of representation from Senior Managers and Trade Unions.
- Building Services bi-monthly Divisional Works Council's Health and Safety meetings chaired by Building Services Manager with representation from both Senior Managers and Trade Unions.
- Corporate Health and Safety guidance is on Renfo. Managers inform all employees including those with no access to the system of any new or amendments to circulars or policies that are issued. Managers are required to ensure that all policies are adhered to and implemented.
- Finance and Corporate Health and Safety officer attached to Development and Housing Services is based at Building Services' Clark Street Depot, two days per week to provide guidance and clarification on Health and Safety issues for all staff.
- Development and Housing Services operate an open door policy from the Director down for all Health and Safety issues.
- Health and Safety is a standing item in all staff meetings. Briefings and Bulletins are added to the circulation list of documents sent round the office. Individual items are noted and explained at the team meetings.

### **3. Planning and setting standards**

#### **3.1 Setting of health and safety objectives**

The Joint Committee and Planning Group have the responsibility to encourage and develop a positive health and safety culture throughout Development and Housing Services. The Joint Committee and Planning Group convene four times per year. An update of any health and safety issue discussed at the Joint Committee and Planning Group will be raised at the Crisis and Resilience Management and Health and Safety SMT meeting. Any issues that requires immediate attention is addressed as soon as possible.

Development and Housing Services employees routinely face a number of hazards on a daily basis on the course of their work. The hazards encountered are numerous and vary depending on the operations of the various divisions of Development and Housing Services. The potential hazards encountered are:

- Construction sites
- Surveying work
- Home visits
- Working in void properties
- Maintenance work, both in occupied and void properties
- Lone working
- Exposure to needles and blood and body fluid contamination
- Physical violence and verbal abuse

- Exposure to substances hazardous to health e.g. asbestos, saw / cement dust, and various chemicals
- Manual handling
- Work stations and use of display screen equipment
- Working at height
- Hand arm vibration
- Work related stress
- Dangerous Buildings
- Demolition

The above list is not intended to be exhaustive, and identification of potential hazards and evaluation of risks is continual. Risk assessments are carried out for all identified hazards and procedures are prepared and issued to the relevant employees who are then given the appropriate training for the task.

The Health, Safety and Welfare of Development and Housing Services employees is paramount, and so far as is reasonably practicable, every measure will be taken to provide a Safe and Healthy working environment for all employees.

Training on risk assessment, violence and aggression, IOSH accredited managing safely courses for managers and supervisors and operatives, manual handling, safe working at height and asbestos awareness training have all been delivered to relevant employees. Health and Safety policies and guidance are available on 'Renfo' and Building Services Health and Safety handbook is under regular review, amendments are made as necessary. All employees are informed of any alteration to them and receive the appropriate training for any revised or addition procedure.

Building Services have purchased equipment to monitor for hand arm vibration and exposure to noise. Any Building Services operative identified with hand arm vibration syndrome or hearing problems is monitored by Occupation Health and if necessary alternative work found for them. All equipment bought or hired by Building Services has to comply with current vibration and noise legislation and is serviced in accordance with manufacturers' instructions.

The Corporate Health and Safety electronic General Risk Assessment Database (GRAD) contains a number of risk assessments and it is the responsibility of relevant officers to ensure that risk assessments are available reviewed and updated as necessary. All employees who require details of a risk assessment will be given access to the database, and will be able to print off the risk assessment or if they do not have access, their manager will print off for them.

The OHSAS 18001: 2007 accreditation assessment audits in May and October 2014 audited various areas of Development and Housing Services to assess the ongoing effectiveness of Health and Safety management system. Development and Housing Services is continually monitoring its communication systems and looking for ways to improve it. Development and Housing Services

communicates and ensures that all relevant Health and Safety information is conveyed to all employees.

Employees are encouraged not only to report all accidents and incidents but to also report near misses and any violence or aggression incidents. This allows Development and Housing Services the opportunity to have them investigated in order to determine what action may be required to prevent recurrence and identify any trends.

### **3.2 Training**

Development and Housing Services recognises that training is essential to raise the awareness and standard of Health and Safety with all employees, and for them to endorse a Health and Safety culture and to work towards a safe working environment. General and Health and Safety training courses are available throughout the year, with other, more specific courses available on request. Most of the statutory training is delivered by FCS Health and Safety section and if required, further training is delivered by external providers where appropriate.

Training has been delivered on the following;

<b>Course Titles Attended 2014-15</b>	<b>Number of D&amp;HS staff</b>
Fire Wardens	13
Risk Assessment	7
Violence and Aggression Awareness	32
Asbestos Awareness	3
Manual Handling Awareness	6
Working Safety – IOSH	2
Supervising Safely – IOSH	5
Managing Safely – IOSH	3
Ladder Safety Awareness & Inspection	3
Legionella Awareness	18
Blood Borne Virus & Needle Stick Awareness	2
COSHH Awareness	5

### **4.0 Measuring performance**

Development and Housing Services have helped maintain the Council's OHSAS 18001: 2007 accreditation after two visits during 2014 by NQA auditors.

The next scheduled visit by new auditor's BSI has still to be confirmed. Maintaining Renfrewshire Council's overall OHSAS 18001: 2007 accreditation

is one of the key performance indicators regarding Health and Safety for the Service.

Development and Housing Services continually monitor their contractors' health and safety performances. Any identified health and safety issues are investigated and the contractors' health and safety documentation reviewed as appropriate. The site hazard / unsafe practice notification book is used within Development and Housing Services as a way of monitoring working practices of contractors on any of our sites.

#### **4.1 Active monitoring**

Finance and Corporate Services, Health and Safety Section carried out a number of sample health and safety inspections of selected offices and working procedures throughout the year.

The external OHSAS 18001: 2007 auditors, NQA, audited Development and Housing Services, in May 2014 and identified three opportunities for improvement, staff at Clark Street could not access the health and safety database, display screen equipment assessments had not been carried out and a review of first aid box contents was required. These observations have now been addressed.

The second NQA OHSAS 18001: 2007 audit in October 2014, looked at the processes of Property Services and how projects are coordinated on behalf of other client departments, the responsibilities of staff for health and safety as part of construction management and recognise the key risks in the construction industry and precautions to be taken. The conclusion of the auditor was that all processes were well controlled. The auditor also looked at the process within Economic Development and events organised by Town Centre Project Management team. In particular the auditor looked at the firework event and the hazards identified with this and the procedures in place for risk control. Again the conclusion was that all processes were well controlled.

Development and Housing Services accident statistics is an agenda item on the Joint Committee and Planning Group meetings. Statistics are analysed for trends and referred to senior management in the group for the appropriate action to be taken to address them. The Joint Committee and Planning Group met on four occasions after the quarterly Corporate Health and Safety meetings.

All accidents, incidents, near misses and violence and aggression incidents are recorded in the Accident Incident Reporting Database and every record is checked by the Service's Health and Safety Co-ordinator. Any serious accident is investigated by Finance and Corporate Services Health and Safety Officer.

## **4.2 Re-active monitoring**

The quarterly accident statistics are discussed at the Joint Committee and Planning Group to identify any trends and implement initiatives to address them. The number of reported accidents for Development and Housing Services for the period April 2014 to March 2015 was 54. The majority of accidents involved slips and trips and manual handling, the figure also included violence and aggression incidents. Any trends identified are investigated and risk assessments reviewed and amended as necessary.

Development and Housing Services contractors are assessed for their Health and Safety competence in two stages as part of the PQQ process, prior to award of contract and continuous monitoring throughout the contract. Any contractor identified breaking Health and Safety guidelines is issued with a "Notification of Site Hazard / Unsafe Practice" notice. This requires the contractor to address the issue on site immediately and to respond to the follow up investigation by the Service's Health and Safety Co-ordinator and Corporate Health and Safety, as required.

## **5.0 Review of Health and Safety Management**

To help retain accreditation to OHSAS 18001:2007, the external auditors, NQA, audited Development and Housing Services twice during 2014 and there were no major non-conformities raised. The first audit of 2014 took place in May with second audit carried out in October.

The SHQS team continue to work closely with the contractors involved with both the internal and external SHQS improvements and have regular health and safety progress meetings as well liaise closely with the tenants having these works carried out on/in their properties.

Property Services continue to manage asbestos and legionella. All information and guidance is shared with all relevant Services as required. Property Services, is now part of Finance and Resources and will continue to manage asbestos and legionella.

Maintenance section will continue to provide advice and support in matters of statutory compliance, which include, annual gas inspection and maintenance, portable appliance testing, fire detection and alarm testing, emergency lighting, signage and annual service of fire fighting equipment as well as asbestos and water management. Log books have also been introduced in each property and will continue to be signed by all visitors arriving and leaving the property. The maintenance section is now part of Community Resources and will continue to manage the above.

## **5.1 Occupational Health**

Development and Housing Services continues to work in partnership with Finance and Corporate Services and the Occupational Health Service to promote health and wellbeing for employees. Staff within Development and Housing has made good use of the services provided by Occupational Health. Development and Housing Services employees have attended Occupational Health's physician, physiotherapist, nurse, and employee counselling service. Occupational Health continues to monitor Building Services' employees regarding hand arm vibration and noise. Development and Housing also utilises the Occupational Health, Early Intervention Service, to assist with the managing absence process within the Council. Development and Housing recognises that early intervention can reduce absence levels and the associated costs.

## **5.2 Future Objectives**

Due to the reorganising of services, the future objectives of Development and Housing Services will be identified following restructuring within the service.
















# DHS Health & Safety Action Plan 2014 15










**Report Type:** Scorecard Report

**Report Author:** Paul McLean

**Generated on:** 01 October 2014

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Status Icon	Action Code & Title	Progress Bar	Due Date	Assigned To	Latest Note
	DHSHS1401.01 Building Services, Toolbox Talks to be carried out by supervisor for all trades on employee H & S Handbook	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.01c Continue with refresher training for asbestos for staff where required.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.01f Ensure fire risk assessments are undertaken at each property.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.02 Ensure each location within service undertakes Work Observation Inspection Report (WOIR).	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.02b Ensure risk assessments are reviewed and updated as required.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.03 Review & update DHS health & safety policy, 3 year cycle	<div><div>100%</div></div>	01-Apr-2017		
	HPHS1101.04 Preparation for auditors for OSHAS 18001:2007.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.05a Review & update annual health & safety report & action plan.	<div><div>100%</div></div>	01-Apr-2015		

Status Icon	Action Code & Title	Progress Bar	Due Date	Assigned To	Latest Note
	HPHS1101.05b Participate in quarterly H&S Joint Committee & Planning Group meetings.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1101.06a Ensure H&S training is carried for all staff where required	<div><div>100%</div></div>	31-Mar-2015		
	HPHS1201 Health and Safety Action Plan	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1201.07 Analyse quarterly accident statistics and identify any trends.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1201.08 Prepare H&S quarterly report for SMT meetings and CHSC Meetings.	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1201.10 Monitor asbestos management plan	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1201.11 Undertake asbestos surveys where required	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1201.14 Continual management of Legionella in accordance with L8 approved code of practice	<div><div>100%</div></div>	01-Apr-2015		
	HPHS1301.15 Ensure all staff carry out DSE assessments where required	<div><div>100%</div></div>	01-Apr-2015		