

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

**On: 14 November 2018**

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**Report by: Director of Finance and Resources**

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**Heading: Health, Safety and Wellbeing Strategy 2019 - 2022**

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**1. Summary**

- 1.1 Renfrewshire Council is committed to providing a healthy working environment and improving the quality of working lives for all staff. We aim to promote a positive health and safety culture that includes awareness and understanding; effective processes and positive behaviour by staff, management, contractors and visitors.
- 1.2 The main purpose of the strategy is to help Services understand where the key areas require to be focused on are, to help improve the overall standard of health, safety and wellbeing within Renfrewshire Council.

The intention of this strategy is to:

- Reinforce effective health, safety and wellbeing management across the Council;
- refocus and engage with those who undertake or influence health, safety and wellbeing management which should support more robust governance;
- ensure legal compliance and, where appropriate meet industry standards and good practice;
- ensure that effective health, safety and wellbeing risk management is embedded in the organisation and thereby aid in the reduction in the number of incidents and the potential for harm to workers and the public.

The Strategy will support the aims of the Council and Services Improvement, Risk Management and Corporate Workforce plans.

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## 2. Recommendations

- 2.1 The board approves the health, safety and wellbeing strategy 2019 - 2022

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## 3. Background

- 3.1 The context for this strategy is to assist the Council to make informed judgements that will endeavour to manage and control the health, safety and wellbeing risks relevant to the modern and changing world of work. We cannot live in a risk-free society but risks in the changing workplace should be properly managed and controlled and address the new and emerging work-related health issues.
- 3.2 Managing health, safety and wellbeing can rarely be achieved by a single process. A sustained and systematic approach is necessary. 'Plan – Do - Check - Act' (**PDCA**) is an iterative four-step management method used in business for the control and continual improvement of processes and products. The **PDCA** methodology has now been adopted within the 2018 Corporate Health and Safety Policy.

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## Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and associated costs.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and wellbeing of employees.
3. **Community/Council Planning** – This report and plan supports the objectives contained within the community and council plans.
4. **Legal** - The council will continue to comply with current health and safety legislation.
5. **Property/Assets** - Having a robust health and safety management system in place and an effective risk control system should ultimately reduce the risk of property damage and potential loss of premises

which could be caused by fire for example.

6. **Information Technology** - Not applicable.

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 as 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 the council's commitment to ensuring effective health and safety management.

9. **Procurement** - Finance and Resources, HR and Organisational Development (FAR, H.R. and O.D.) health and safety section has a valuable input to the Council's procurement system.

10. **Risk** - This report supports the overarching management of risk within Renfrewshire Council.

11. **Privacy Impact** - Not applicable.

12. **Cosla Policy Position** - Not applicable.

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List of attached papers: **Renfrewshire Council**  
**Health, Safety and Wellbeing Strategy 2019 - 2022**

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# Corporate Health, Safety and wellbeing Strategy

## 2019–2022

Document Title: Corporate Health, Safety and Wellbeing Strategy

Owner: Principal HR (Health, Safety and Absence)

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Lead Reviewer: Sir HSO

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# **Renfrewshire Council**

## **Health, Safety and Wellbeing Strategy 2019 - 2022**

### **Introduction & Vision Statement**

In a changing world, we cannot stand still. Where appropriate, we must change – and, if necessary, change radically - to remain effective and relevant.

Renfrewshire Council is committed to providing a healthy working environment and improving the quality of working lives for all staff. We aim to promote a positive health and safety culture that includes awareness and understanding; effective processes and positive behaviour by staff, management, contractors and visitors.

We are uncompromising in our commitment to the health, safety and wellbeing of our employees, subcontractors, customers, and community. We will continually improve our processes, demonstrate leadership, and promote comprehensive safety. We will require individual accountability, expect all employees to adhere to our health, safety and wellbeing standards and actively participate. Health, safety and wellbeing is everyone's responsibility with the aim to achieve a reduction of incidents, which may result in a SAFE day, a SAFE tomorrow, a SAFE year, and a SAFE career.

The Health and Safety Team are professional, supportive, encouraging and promote a positive Health and Safety Culture to ensure compliance with relevant Health and Safety legislation and support the "A better future, A better council strategy".

### **Background**

The context for this strategy is to assist the Council to make informed judgements that will endeavour to manage and control the health, safety and wellbeing risks relevant to the modern and changing world of work. We cannot live in a risk-free society but risks in the changing workplace should be properly managed and controlled and address the new and emerging work-related health issues.

Public attitudes to risk and redress, blame and compensation, have changed. The balance of new challenges facing health and safety management has gravitated towards health and wellbeing in recent years. This means ensuring that resources are used efficiently and effectively through evidence-based policies and more evaluation of what is done. It also means developing a greater understanding, reliance and trust in others and developing new and innovative approaches to managing our business.

This strategy sets targets, to which Renfrewshire Council should remain committed to. This new strategy also recognises that some things will need to be done differently (or not at all) in the future. There will be a focus on outcomes taking consideration of the level of risk, with the limited resources available to us within Renfrewshire Council to set achievable goals and objectives.

The strategy outlines the main health, safety and wellbeing preventative measures and controls to focus on during 2019-2022. It does not attempt to capture all that will be done. Instead it highlights

specific priorities, within an overall framework that reinforces our ongoing commitment to improving occupational safety and health.

The main purpose of this strategy is to help Services understand where the key areas require to be focused on are, to help improve the overall standard of health, safety and wellbeing within Renfrewshire Council.

The intention of this strategy is to:

- Reinforce effective health, safety and wellbeing management across the Council;
- refocus and engage with those who undertake or influence health, safety and wellbeing management which should support more robust governance;
- ensure legal compliance and, where appropriate meet industry standards and good practice;
- ensure that effective health, safety and wellbeing risk management is embedded in the organisation and thereby aid in the reduction in the number of incidents and the potential for harm to workers and the public.

The Strategy will support the aims of the Council and Services Improvement, Risk Management and Corporate Workforce plans.

**Finance and Resources' Service Improvement Plan; Priority 9: Supporting Our Employees - getting better at communicating with employees.** This includes health and safety matters.

Promote and encourage health and well-being opportunities for employee's
Provide support to our employees to help them deal with any perceived stress in the workplace and strategies that could be applied to stressors generated out-with the work environment.

Renfrewshire views our employees' wellbeing in a positive and proactive light, as a good employer we want to get the best from our employees. We have a holistic approach to our employee's health.

### Health and Safety Culture

A culture is a way of doing things that is shared, taught or copied. Everyone in an organisation tends to do things in a similar way, which they would consider to be the norm. Therefore, the organisation's health and safety culture consists of its shared working practices, its tendency to accept or tolerate risk, how it controls hazards and how it deals with accidents and near misses. A



Health and Safety culture can also be described as a combination of how people feel about safety (the safety climate), what they do and the policies and procedures the organisation has. A positive health and safety culture has **three** key elements:

- safe working practices and rules for effectively controlling hazards;
- a positive attitude towards risk management and compliance, with how risk is controlled/managed;
- the capacity to learn from accidents, near misses and safety performance indicators and bring about continual improvement within the overall health and safety management system.

## Where we are and where we want to be:

Within Renfrewshire Council, we recognise the importance of continual improvement.

This strategic review process has allowed us to look closely at ourselves as an organisation to see where we are, but it also allows us the opportunity to determine where we want to be.

**Table 1** below gives an indication of our current position in several areas, as well as giving an indication of the direction we plan to go in.

Where we are now	Where we want to get to
The organisation has an established corporate health and safety policy updated and revised in 2018. In addition, there is also guidance on statutory inspection and maintenance including other key legislation that applies.	Managers fully understand the importance of complying with minimum legal standards within their role and area(s) of responsibility.
We have policies/guidance some of which are overdue for review.	Review policy/guidance which are relevant, meet the needs of the organisation and reflect current legislation/best practice across all services.
Currently we rely on an external established audit programme.  Some services are utilising various systems to demonstrate H&S compliance, the results of which remain purely within the service.	Establish a suitable and comprehensive, relevant audit programme to meet the H&S needs of Renfrewshire Council.  Adopt a process of local self-checking within all services, the results of which are shared corporately and underpins the H&S corporate audit plan.
The current process relies upon service ownership to undertake workplace inspections.	Promote and encourage inspections carried out locally by managers or via the Health and Safety Committees' representatives.
The degree of health, safety and wellbeing ownership within services is inconsistent.	Revitalise the ownership of health, safety and wellbeing at all levels within services through consultation and communication.
We work with partners (For example Renfrewshire Leisure) to support their health, safety and wellbeing objectives.	Continue to strengthen and develop relationships with partners through regular consultation and communication.

The Health & Safety committee structures are referred to within corporate policy/procedures. However, following organisational changes these committees are not meeting consistently within all services.	Work with service Health and Safety Co-ordinators to ensure the arrangements for Health & Safety committees are reflective of service structures and can meet their Service Health, safety and wellbeing objectives.
Training on health, safety and wellbeing within the organisation is delivered by internal and external organisations. Training is not a consistent across the organisation. The total financial costs associated may not be fully understood.	Work with the organisational development team to develop an improved health, safety and wellbeing training programme which is cost effective and reflects the needs of the individual, services, partners and the wider organisation.
We are externally audited to ensure management compliance with BS OHSAS 18001:2007.	Continue to apply BS OHSAS 18001:2007 and work with the external auditor to transition to ISO 45001.

Where we want to get to be is not something we can achieve over-night, however, this strategy documents allows us to focus our efforts on key areas to help us achieve where we want to be over the next **3** years and beyond.

## Managing health and safety through the Plan – Do - Check – Act cycle (PDCA)

Managing health, safety and wellbeing can rarely be achieved by a single process. A sustained and systematic approach is necessary.

'Plan – Do - Check - Act' (**PDCA**) is an iterative four-step management method used in business for the control and continual improvement of processes and products. The **PDCA** methodology has now been adopted within the 2018 Corporate Health and Safety Policy.

While this may not always require a formal health and safety management system, whatever approach is used it probably contains the steps **Plan, Do, Check, Act**.

The **PDCA** approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



**Figure 1**

The high-level descriptions may vary, depending on the service or sector you are working in, but the **PDCA** cycle (see figure 1 above) provides a summary of the sort of actions that could be involved in delivering effective arrangements for each step.

This **PDCA** cycle is the basis for the Corporate health, safety and wellbeing **PDCA** in **Table 2** below.

<b>PDCA</b>	<b>Questions to be asked</b>	<b>Actions to be taken:</b>
<b>Plan</b>	What are we going to do?	<p>Develop, promote and follow the Council's 3-year Health, safety and wellbeing strategy</p> <p>Review supporting Health, safety and wellbeing policies, guidance and procedures</p> <p>Develop a Health &amp; Safety Risk Register</p>
<b>Do</b>	Let's do what we said we'd do	<p>Prepare Corporate-Wide and Service specific annual Health, safety and wellbeing action plans</p> <p>Review council wide risk managements processes, including risk assessments</p> <p>Ensure suitable H&amp;S training is being provided to employees relevant to the council's significant Health, safety and wellbeing needs.</p>
<b>Check</b>	Have we met our expectations?	<p>Undertake Health, safety and wellbeing Audits within services to monitor our progress</p> <p>Ensure suitable internal Health, safety and wellbeing inspections are being carried out across services</p> <p>Carryout incident investigations in accordance with the severity of the incident being recorded</p>
<b>Act</b>	<p>Do we need any changes?</p> <p>Where do we go from here?</p>	<p>Report to relevant council boards on our progress</p> <p>Services will provide feedback/ updates of their action plans at relevant services Health, safety and wellbeing meetings, such as the quarterly Corporate Health, safety and wellbeing Committee.</p> <p>Prepare annual Health, safety and wellbeing reports (Services specific and Overall Council-wide)</p>

**Table 2**

## **Influencing factors & drivers**

It is recognised that there are a considerable number of internal and external influencing factors and drivers that can affect the demands and priorities of Services. Such influencing factors and drivers may include procurements, ICT services, Business Continuity issues, external enforcing bodies, trade unions, legislation, Freedom of information requests or Subject Access Requests. This list is not exhausted. We recognise that these demands can change on a weekly, sometime daily, basis.

It is therefore essential that we prioritise our resources to ensure the fluctuating needs and demands of the service are being met. This is a key principal behind the drive for this Health, safety and wellbeing Strategy.

The Health and Safety Team will work with Services to ensure focus is being given by Services to areas that have a significant impact on our resources.

## **Key Areas of the Health, Safety and Wellbeing Strategy**

An organisation's greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. They can also influence health and safety through their own actions and by accepting personal responsibility. Trade union workplace health and safety representatives operating in partnership with management are an important part of realizing health and safety benefits. We recognize their valuable contribution. We need to expand the base of employee involvement in health and safety management to cover the whole workforce.

Key challenges for this strategy is how to make appropriate health, safety and wellbeing risk management relevant to the modern and changing world of work, as well as develop innovative ways to establish and maintain an effective health and safety culture in a changing economy, so that Services take their responsibilities seriously; and ensure the workforce is fully involved and risks are properly managed.

We need to recognise what needs to happen, to achieve the aims of this strategy:

### **Leadership Commitment**

- Senior management and Elected Members' agreement, involvement and oversight
- Health, safety and wellbeing initiatives led by senior management (including partner organisations)
- Support the key themes/objectives within the Better Council report

### **Continuous Improvement**

- Implementation of key health, safety and wellbeing requirements within defined timescales
- Standardisation of the health and safety management system across all services

## Effective Communication

- We will ensure we consult with all services and partners including Trade Unions on health, safety and wellbeing matters.
- Our organisation will be one that communicates effectively on health, safety and wellbeing issues. We will consider how to communicate with all our employees including those without direct access to technology.

## Health, safety and wellbeing focused themes and KPI approach:

This strategy focuses on key elements in line with Renfrewshire Council's aim improve the overall health, safety and wellbeing of staff and those that can be affected by the council's undertakings. This will support and dovetail into the HSE's overall strategy Helping Great Britain work well and the Council's 'A better future, a better council' plan.

Emphasis within this strategy is focused on continually improving the council's successful health and safety management through the three key areas discussed earlier – Leadership Commitment, continual improvement and effective communications.

The council recognises that due to the diverse nature of the council's undertakings, there are several areas that can affect the health safety and wellbeing of our staff whilst at work.

To help keep the Council motivated, **seven key themes** have been identified that will be the focus of this strategy during 2019 – 2022. In no priority they are:

- A. Violence and aggression;
- B. Mental Health wellbeing addressing stress (work and non-work related);
- C. Hand arm vibration syndrome (HAVS);
- D. Fire safety management;
- E. Musculoskeletal and joint disorders;
- F. Managing contractors; and
- G. audits and inspection;

Each key focus area has a specific themed health, safety and wellbeing strategy plan to help managers and employees understand what the main aims and objectives are as well as understanding what the key performance indicators are associated with each of the specific themes.

**A: Health, safety and wellbeing strategy plan:  
Violence and Aggression**

The responsibility for determining the appropriate measures to prevent and deal with and violence and aggression in the workplace rests with the manager. Violence and aggression within the workplace is known to have potential links with work related stress

<http://www.hse.gov.uk/violence/preventing-workplace-harassment.pdf>.

Violence and aggression can lead to poor morale and a poor image for the organisation, potentially having a negative impact on recruitment and staff retention. It can also mean extra costs associated with absenteeism, higher insurance premiums and compensation payments. For employees, violence can cause pain, distress and even disability or death. Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also potentially damage employees' health through anxiety or stress.

Elected members - Not only are elected members often placed in a position where they can be at risk, they can also inadvertently contribute to creating risk for employees who have to deal with the issues brought to them by constituents. [Healthy Working Lives - Managing violence & aggression](#).

**Current Position:**

Within Renfrewshire Council, acts of violence and aggression are defined as being "any incident in which an employee is abused, threatened or assaulted in circumstances related to their work, involving an implicit or explicit challenge to their safety, well-being or health". The Council's policy on Violence and Aggression is supported by a 'zero tolerance' statement which has been signed by the Chief Executive demonstrating top management commitment on this matter.

During **2017-18** the overall number of reported violence and aggression incidents was 563 incidents (source: Accident Incident Reporting Database). This was the highest category of incidents involving employees. Only 1 incident resulted in a report the Health and Safety Executive. This occurred within the Children Services department.

153 incidents were reported for persons who are not employed. For example, school pupil assaulting another school pupil.

**Priorities:**



Due to the nature of the services provided by Renfrewshire Council it would not be possible to stop all violent and aggressive incidents occurring, but it is possible to reduce the severity.

Revisit the Prevention of Violence & Aggression information.

Continue to promote the importance of adequate safe systems of work where violence and aggression has been identified as a potential risk.

Explore the use of various systems to record information about known risks to clients.

Actively work together with managers and Trade Unions to establish good practice within the organisation as well as identifying where more needs to be done. This may vary across service.

#### **Actions:**

Review the Prevention of Violence & Aggression guidance.

Consider the introduction of personal safety training sessions within key sectors of the organisation, similar to the event held within Renfrewshire HSCP where a multi-agency approach was adopted.

Consult with employees and their representatives to find out their opinions on how violence and aggression is being managed within the workplace.

Audit risk assessments to ensure adequate safe systems of work are currently in place and share best practice.

Review violence and aggression incidents and discuss at service health and safety forums.

Increase awareness around the reporting of violence and aggression expressed on social media, telephones and other written forms of aggression.

#### **Corporate KPI's:**

Corporate Health & Safety will:

- issue revised corporate policy and guidance on violence and aggression 1 April 2019.
- develop an employee violence and aggression related survey to establish a baseline 'state of play' by 31 January 2019.
- work with services to establish suitable training regimes that suit the level of risk for the services work activities by November 2019.
- monitor management of violence and aggression through the corporate Health & Safety internal audit process and Corporate Health and Safety Committee (quarterly)

**B: Mental Health wellbeing strategy plan:  
Stress (Work and non-work related)**

Mental Health Wellbeing addressing work and non-work related stress (**WRNWRS**) is the second most commonly reported cause of occupational ill-health in Great Britain and it is

recognised as a major health issue for employees in all sectors. The highest incidence rates are recorded in the public sector, including Local Authorities.

B. Mental Health wellbeing addressing stress (work and non-work related);

**Current Position:**

Within Renfrewshire Council in 2017/18 psychological work-related sickness absence was 3% for female staff and 3% for male staff of all sickness absences. For non-work-related sickness was 29% for female staff and for male staff 26% of all absences.

**Priorities:**

Renfrewshire Council aims to bring about a reduction in the number of new cases of ill-health and days lost caused by **WRNWRS**. This will be achieved through the promotion of stress management standards and effective engagement with services and partner organisations.

We will work with partners and stakeholders across the industry sector to identify good practices and effective approaches dealing with such aspects of financial wellbeing, relationships, bereavement and mental health wellbeing.

**Actions:**

To continue the management of work and non-work related stress **WRNWRS** within Renfrewshire Council, we will identify emerging issues and continue tailored engagement and intervention by:

- Ensuring we are following best practice as indicated by leading partners to inform future activities and strategies to help combat **WRNWRS**.
- Publishing revised guidance on stress management including tools and risk assessment templates that can be used by services.
- Using relevant and appropriate communication methods and tools to raise awareness and drive behaviour change.
- Engaging with senior management to raise awareness of the effect on individuals and business performance.
- Ensuring our activities compliment and supports the government's wider mental health and wellbeing agenda.
- Improving knowledge sharing/ transfer of good practice between services.

**Corporate KPI's:**

- |   |
|---|
|   |
| <ul style="list-style-type: none"><li>• Monitor the sickness absence levels relating to work related stress to ensure they do not go beyond 5% of all absences.</li></ul> |

**C: Health, safety and wellbeing strategy plan:  
Work-related musculoskeletal and joint disorders**

Work-related musculoskeletal disorders (**WRMSD's**) are the most common cause of occupational ill-health in the UK. They include disorders of the back, upper limbs and lower limbs, and impair a sizeable proportion of the adult population's quality of life.

Work activities that present a risk of **WRMSD's** range from heavy lifting to using display screen equipment. Back injuries are most commonly associated with lifting and handling activities, upper limb disorders with repetitive tasks and display screen use, and lower limb disorders with tasks involving kneeling or standing.

**WRMSD's** are prevalent in all Services but there are higher than average rates in construction, transportation and storage, and health and social care. **WRMSD's** may also be impacted by an individual's activities outside work and their general health and fitness. The demographics of the organisation (age) can influence the impact on a service.

**Current Position:**

Within Renfrewshire Council in 2017/18 there was 21.5% female and 26% male of all absences recorded within the council category of musculoskeletal and joint disorders.

**Priorities:**

Our overarching aim is to reduce the incidence rate and severity of **WRMSD's** across the Council and our partners.

**Actions:**

We will use relevant and appropriate communication methods and tools to raise awareness and drive behaviour change by:

- Publishing revised guidance on manual handling and display screen equipment
- Collaborating with industry stake holders, external partners and HR professionals to promote key messages
- We will work with services, stakeholders and partners to raise awareness by:
- Encouraging the need to review and revise risk assessments for any activities where there is a risk of injury from WRMSD's.
- Promote, where possible the use of lifting aids and other accessories to remove the risk.
- Encourage regular training for all staff involved in any activities where there is a risk of injury from WRMSD's
- Engaging with the workforce to raise awareness of the effect on individuals and business performance.
- Improving knowledge sharing/ transfer of good practice between services.
- Ensuring we are following best practice as indicated by leading partners to inform future activities and strategies to help combat WRMSD's.

**Corporate KPI's:**

A **10%** reduction in absences relating to musculoskeletal and joint disorders.

**D: Health, safety and wellbeing strategy plan:**

**Hand Arm Vibration Syndrome (HAVS)**

Hand arm vibration syndrome (**HAVS**) comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).

HAVS is serious and disabling, and nearly 2 million people in the UK are at risk. Damage from HAVS can include the inability to do fine work and cold can trigger painful finger blanching attacks. HAVS is preventable, but once the damage is done it is permanent.

The Control of Vibration at Work Regulations focus on the elimination or control of vibration exposure. The most efficient and effective way of controlling exposure to hand-arm vibration is to look for new or alternative work methods which eliminate or reduce exposure to vibration.

#### **Current Position:**

The number of new HAVS related RIDDOR reportable cases in 2017/18 was 0

The number of employees that received HAVS monitoring from Occupational health in 2017/18 is 227 employees.

#### **Priorities:**

Renfrewshire Council's long-term aim is to prevent new cases of HAVS occurring and enable workers to remain at work without disability.

To ensure that any equipment used by employees meet the appropriate standards and where possible exceeds that standard.

Any existing equipment is maintained to ensure that it complies with current standards.

Health surveillance is vital to detect and respond to early signs of HAVS damage.

#### **Actions:**

Review the Policy on Hand Arm Vibration and associated guidance.

We will engage with relevant services to review and improve staff's awareness and understanding of HAVS by

- Engaging with the workforce to raise awareness of the effects on individuals and business impact
- Improving knowledge sharing/ transfer of good practices between services

- Raising awareness of the HSE Vibration calculator and ready reckoner for Risk Evaluation
- Ensuring an effective exposure monitoring
- Engaging with corporate Procurement unit to develop guidance on the purchase and hire of equipment.
- Engaging with the relevant services to ensure vibration risk assessments are undertaken or reviewed.
- Ensuring services have a robust maintenance and replacement programme for equipment.
- Engaging with the relevant services to ensure, that where no further engineering controls can be applied, the appropriate personal protective equipment is readily available.

**Corporate KPI's:**

- Ensure that the revised HAVS Policy is in place by January 2019.
- Ensure that the revised Guidance is in place by April 2019.
- Monitor the Occupational Health Programme to ensure that there are no new reports of HAVS.



**E: Health, safety and wellbeing strategy plan:  
Fire Safety Management**

The principal pieces of fire safety legislation in Scotland are the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. These stipulate the mandatory requirement by the Responsible Person for each building to undertake a fire risk assessment. The law also requires that communication and co-operation on fire risk assessment takes place within shared premises.

Although fire is a risk across the entire organisation, it is important to note that no fires occurred within the Council's non-domestic premises during 2016/17. Some damage to council facilities e.g. school playground equipment did take place which illustrates that some fires can start due to malicious intent. It is of the utmost importance that fire safety continues to be managed proactively.

**Current Position:**

Renfrewshire Council and partners utilise the basic Policies and guidance such as the Fire Precautions and Procedures for Renfrewshire Council Premises

**Priorities:**

- Planning: adopting a systematic approach which identifies priorities and objectives;
- Organisation: having a structure with the aim of ensuring improvement in fire safety performance;
- Control: ensuring decisions for achieving fire safety are being implemented as planned;
- Monitoring and review: constant development of policies and approaches;
- There should be one named individual with overall management responsibility for fire safety for each building premise, whether the premises are staffed or unstaffed; and
- The arrangements for carrying out and reviewing fire safety risk assessments.
- Personal emergency evacuation plans (PEEP's) must be developed for all disabled employees and frequent users of Council premises, for example, pupils, clients of day care centres, etc.

**Actions:**

- Programme of announced and unannounced visits by Health and Safety Team. Ensure that all premises are risk assessed including residential properties.

**Corporate KPI's:**

- To measure this, an annual survey of 33% of all properties across the estate are checked by the Health and safety team.
- Annual measure of the number of persons who receive fire warden or fire risk assessor training.
- All premises should record the number of planned and unplanned evacuations (should be a minimum of 2 per year. Except for Educational establishments who should carry out 4 per year in line with the school term.)

**F: Health, safety and wellbeing strategy plan:  
Audits and Inspections**

**Current Position:**

Individual inspections occur usually as a response to an incident or request by a service user, trade union or other body. Formal internal Auditing has not taken place for some time but external audits by BSI is undertaken every 6 months.

**Priorities:**

Priorities for management are contained within the Council's Health and Safety Policy statement.

**Actions:**

The service is committed to the objective of continually improving health and safety performance in the delivery of its services.

This standard will be achieved by:

- a) Creating and maintaining a positive health and safety culture which ensures the commitment and participation of all employees;
- b) Meeting its responsibilities to employees, other persons and to the environment in a way which recognises that legal requirements are the minimum standard;
- c) Adopting a planned and systematic approach to the implementation of the service's health and safety policy to ensure, so far as is reasonably practicable:
- d) the provision and maintenance of plant and systems of work that are safe and without risks to health;
- e) arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons;

- g) any place of work under its control must provide safe access and egress, without risks to health; and
- h) the provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their wellbeing at work.
- i) Identifying and assessing the risks associated with all undertakings of the service with the aim of eliminating or controlling the risks;
- j) Allocating resources to meet the requirements of the service's Health and Safety Policy;
- k) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards;
- l) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained; and
- m) Maintaining an effective system of joint consultation with trade union appointed safety representatives and, where elected, non-trade union representatives of employee safety, as appropriate, and providing safety representatives with appropriate resources to enable them to carry out their functions.

#### **Corporate KPI's:**

Each service is required to;

- Prepare an annual health, safety and wellbeing report that evaluates the service's health and safety performance for the previous year. Such reports should include information on the following issues:
- A brief profile of the service, its main functions and undertakings;
- Management of health and safety within the service. This should include a report detailing the progress of the health and safety plan objectives from the previous year;
- Risk management, planning and progress including percentage of risk assessments reviewed;
- Number of employees attending IOSH accredited health and safety training courses;
- Number and type of service specific health and safety training courses undertaken;

- Percentage of total number of establishments carrying out joint management/trade union health and safety inspections and percentage of satisfactory remedial actions completed;
- Service accident/incident statistics and identified causes for lost time;
- Issues identified by BS OHSAS 18001:2007 audits and recommendations completed;
- A brief outline of the results of any internal health and safety audits and, where appropriate, recommendations completed; and
- Service Health and Safety objectives for the coming year.
- The service's annual health and safety report must be submitted to the FACS health and safety section and to the appropriate Council Board.

**G: Health, safety and wellbeing strategy plan:  
Managing Contractors**

**Current Position:**

Contractors are defined in the Councils guidance as “Any person/s or organisation paid to provide a service to Renfrewshire Council. This includes self-employed persons appointed direct by a council service.”

Using contractors – for maintenance, repairs, installation including IT work, construction, events and many other activities may be routine but accidents involving contractors are not uncommon.

The management control of contractors is therefore essential in ensuring the safety of staff, service users, clients, members of the public and others.

**Priorities:**

Ensure the correct contractor is selected to ensure safety.

**Actions:**

All managers to ensure compliance with the “Guidance on Health and Safety Selection and Control of Contractors”

**Corporate KPI's:**

Number of contract evaluations for high and low risk to be recorded. During 2017, 90 High Risk and 40 Low risk evaluations were undertaken by the Health and Safety Service. Share information with appropriate boards/committee's.