



To: Finance and Resources Policy Board

On: 13 May 2015

Report by: Chief Executive

Heading: Health and Safety – Annual Report 2014/15 and Action Plan 2015/16

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 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 to 31 March 2015. The associated action plan for 2014/2015 is also attached at Appendix 2 and the new action plan for 2015/2016 is attached at Appendix 3.
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2. Recommendations

- 2.1 It is recommended that the Board approves the annual health and safety report and action plan for the Chief Executive's Service.
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3. Background

- 3.1 In line with the revised chief officer management arrangements approved by the Leadership Board on 18 February 2015, a number of functions will be transferred into the Chief Executive's Service over the coming year and the key roles and responsibilities for the service will now be to:

- Lead community planning to deliver the outcomes agreed in the Community Plan and Single Outcome Agreement.
- Lead the corporate response to poverty and work with community planning partners to reduce the causes and impact of poverty.
- Drive the Better Council change programme to adapt the organisation to meet new demands on service alongside financial constraints.
- Lead on the delivery of the Organisational Development Strategy, driving performance across the Council and supporting employees to manage the upcoming changes.
- Lead the corporate policy, planning and performance function to ensure it is managed strategically and that the reducing capacity and resources available to the Council continue to be focused on the delivery of council priorities.
- Deliver a robust procurement service to enable a strategic and policy led approach to future commissioning of services.
- Deliver the Council Plan and support the change agenda across the Council.
- Develop corporate policy particularly in the areas of poverty, equality, best value, consultation and supporting the process of Public Sector Reform.
- Provide internal and external communications, media and public relations services for the Council and all its services.
- Develop and maintain the Councils use of the internet, intranet and social media, while ensuring the quality of content and services across all communications channels.
- Provide a research and support service to elected members.

The Civil Contingencies Service, previously located in the Chief Executive's Service, has now moved to Community Resources. This will enable the Civil Contingencies Service to work more closely with the Community Safety Hub, Police Scotland and other key partners.

- 3.2 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.

Implications of the Report

1. **Financial** – *none*
2. **HR & Organisational Development** – *none*

3. **Community Planning** – *none*

Children and Young People – none

Community Care, Health & Well-being - none

Empowering our Communities - none

Greener - none

Jobs and the Economy - none

Safer and Stronger - 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** - *none*

9. **Procurement** – *none*

10. **Risk** - *none*

11. **Privacy Impact** - *none*

List of Background Papers

None

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Chief Executive's Service

Annual Health and Safety Report

2014/2015

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, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives. The Health and Safety action plan for 2014/2015 with completed actions is attached in Appendix 2 and action plan for 2015/2016 with current actions is attached in Appendix 3.

2. Management of health and safety within the service

- 2.1 The Chief Executive's Service Health and Safety Policy has been in place since November 1997 and is reviewed and updated regularly in accordance with corporate guidance. The policy is due to be revised again in 2015.
- 2.2 The current policy outlines the organisational responsibilities of the Chief Executive, Fire Wardens, First Aiders and other employees with regard to health and safety. Details of the health and safety arrangements within the service, as well as specific information regarding health and safety advice and training, how to raise health and safety concerns and how to report an accident are also included.
- 2.3 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.
- 2.4 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. Arrangements for implementing health and safety management

- 3.1 Due to the small size of the service it has not been necessary to establish a formal Health and Safety Planning Group. The Chief Executive's Service Manager has overall responsibility for co-ordinating health and safety issues within the service and any areas of concern can be raised directly. This ensures that health and safety remains a high profile issue within the service 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 discussed at the regular meetings of the committee are circulated to officers in the service by e-mail (being office based all employees have access to e-mail), discussed at the six-weekly service meetings and posted on the internal notice board. Health and safety is a standing item at section meetings.

- 3.3 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 they contribute to ensuring that health and safety retains its high profile within the service.

4. Planning and setting standards

- 4.1 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.
- Display Screen Equipment
 - Musculoskeletal hazards
 - Ergonomics
- 4.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment e-learning training course on Renfo and a display screen equipment assessment is carried out for all new employees. These assessments ensure that all VDUs and workstations within the service comply with best practice. New and expectant mother risk assessments are carried out and lone working risk assessments are carried out for any officers who are classified as 'lone workers'.

5. Measuring Performance

- 5.1 Due to the particular nature of the working environment in the Chief Executive's Service, the likelihood of an accident taking place is relatively small, so it is not possible to utilise accident statistics to identify and implement prevention programmes.
- 5.2 The Chief Executive's Service continues to maintain a low level of sickness absence, for example, in financial year 2014/2015, 2.13% of days were lost through sickness absence as a percentage of total working days available.

6. Review of Health and Safety Management

- 6.1 The Service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.
- 6.3 New and expectant mother risk assessments are carried out by the health and safety co-ordinator for all new and expectant mothers and all recommendations are acted upon.
- 6.4 The service's induction pack includes Emergency Evacuation Procedures for the Headquarters complex, Health and Safety Arrangements, Fire Wardens, First Aid Arrangements, General Safety Policy Statement, Chief Executive's

Service Health and Safety Policy, Security, Guidance on Fire Precautions for Renfrewshire Council Premises, Occupational Health Services, Stress Information Booklet and Tobacco Policy: Guidance for employees.

- 6.5 A report detailing progress with implementing actions in the service annual health and safety report was produced for the Corporate Health and Safety Committee for each quarter of 2014/ 2015.
- 6.6 Corporate Communications officers regularly liaise with the Corporate Health Improvement Group providing the group with advice and assistance in the development of publication materials.

7. Conclusion

- 7.1 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.

Chief Executive's Service Health and Safety Action Plan update

2014 - 2015

Action Title	Due Date	Status	Progress Bar	Latest Status Update
Health and safety to be a standing item on service meeting agendas	31-Mar-2015	Completed	<div><div>100%</div></div>	Health and safety updates have been given at each departmental meeting.
Email new health and safety information to officers	31-Mar-2015	Completed	<div><div>100%</div></div>	Ongoing dissemination of information has been taking place.
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2015	Completed	<div><div>100%</div></div>	All new officers are given access to the DSE awareness course.
Ensure line managers include health and safety as part of induction process	31-Mar-2015	Completed	<div><div>100%</div></div>	Induction packs include up to date health and safety information and managers follow the appropriate induction process.
Identify health and safety training and development for service officers when required	31-Mar-2015	Completed	<div><div>100%</div></div>	Two members of staff are trained as Fire Wardens and another two have the necessary first aid training. Refresher courses will be provided when required.
Contribute to initiatives to promote better health of council employees	31-Mar-2015	Completed	<div><div>100%</div></div>	Chief Executive's representative attends Corporate Health Improvement Group regularly and circulates information about any upcoming events and initiatives to all CE employees.
Regularly check/ update the service first aid kit	31-Mar-2015	Completed	<div><div>100%</div></div>	First aid kit checks have been carried out regularly.

Chief Executive's Service Health and Safety Action Plan 2015 - 2016

Action Title	Due Date	Status	Progress Bar
Health and safety to be a standing item on service meeting agendas	31-Mar-2016	In Progress	<div></div> 0%
Email new health and safety information to officers	31-Mar-2016	In Progress	<div></div> 0%
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2016	In Progress	<div></div> 0%
Ensure line managers include health and safety as part of induction process	31-Mar-2016	In Progress	<div></div> 0%
Identify health and safety training and development for service officers when required	31-Mar-2016	In Progress	<div></div> 0%
Contribute to initiatives to promote better health of council employees	31-Mar-2016	In Progress	<div></div> 0%
Regularly check/ update the service first aid kit	31-Mar-2016	In Progress	<div></div> 0%