
To: Joint Consultative Board: Non-Teaching

On: 8 November 2023

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 in August 2023.

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 tea and other council services.
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3. **Background**

The report below incorporates actions and activities that continue to support the council's new ways of working 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 and we continue to review the documents in line with statutory compliance as well as business needs. As part of this process, we collaborate with the Trade Unions and service representatives. The topics that are currently being progressed include:

- Manual handling guidance
 - Alcohol and substance use
 - Violence and aggression in the workplace guidance
 - Risk assessment guidance
 - Lone working guidance
 - Control of Substances Hazardous to Health
- 3.2 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. Since the last meeting we have assessed **8** high risk contracts and **5** low risk contracts.
- 3.3 There has been two meetings with Scottish Fire and Rescue (SFR) since the last JCB.
- 3.4 The team continue to progress the arrangements, through the corporate working group for Unwanted Fire Alarm Signals. Significant progress has been made both in terms of understanding the needs of the estate and in raising awareness to the occupiers.
- 3.5 The Health and Safety team continue to carry out a review of our blood borne virus documentation, and this has been supported by additional further face-to-face training courses within the Housing team during September. Health and Safety have risk assessed some of the priority groups in the council who need Hepatitis B vaccinations. The programme has already commenced in selected schools and the building services programme is also well advanced. For the latter, Hepatitis A vaccinations are also required for some higher risk staff. We are currently reviewing risk assessments with social care staff from the HSCP. This vaccination programme is managed with our Occupational Health provider.
- 3.6 The Health and Safety team continue to support the new ways of working arrangements being developed across the council. We are currently concentrating on the Renfrewshire House activities.
- 3.7 The Health and Safety team continue to support the Council's construction activities though scheduled monthly meetings with the Property Services team. Since the last JCB meeting, the team continue to be involved in meetings/site visits for the Paisley Town Hall project, the Paisley Arts Centre project, Dargavel School, Paisley Grammar project, Park Mains School, City Deal activities as well as other smaller projects within the school estate.
- 3.8 The Health and Safety team continue to support the recent HSE intervention at the Underwood Road Depot and household waste recycling centre upgrades.
- 3.9 The Council's health surveillance programme continues to be delivered through our OH supplier. The school crossing patrollers health checks are in the process of being delivered. The flu vaccination programme is being planned as well as nightshift workers health checks.

4.0 Since the 1 April 2023 there have been 3968 employees attending the following courses.

Course	Completions
Waste Recycling in Schools & Nurseries	30
Promoting Positive Behaviour Legislation and Guidance	50
Display Screen Awareness DSE	1142
Ladder Safety Awareness	95
Using the Lifepak Defibrillator	39
Remote Health and Safety Module	17
Manual Handling Module	100
Fire Module	155
Supporting Employees Experiencing Domestic Abuse	28
Accident & Incident Reporting (RIDDOR)	103
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	30
Evacuation Process Renfrewshire House	799
Promoting Positive Behaviour in the Workplace (module 1) - Risk; Rights & Responsibilities	124
Violence and aggression at work	264
Fire Warden Training	250
Fire alarm Investigation (new)	684
Sharps Awareness (new)	31
Stress awareness and risk assessment (new)	27

- 4.1 The Health and Safety Team are regularly requested to respond to FOIs on behalf of the council in relation to health and safety issues. Twelve have been processed in this period. The nature of the FOIs continue to be complex requests, and this requires further collaboration with our Businessworld colleagues.
- 4.2 Since 1 April 2023, there have been 1434 incidents recorded on Businessworld. Violence and Aggression and Slips, trip and falls on same level continue to be our biggest presenting issues. The Health and Safety Team monitor incidents and work with Services to develop interventions to reduce injury and ill health.
- 4.3 The Health and Safety team continue to support the Events team and are currently working on the Halloween event to ensure it is planned and delivered, safely and effectively.
- 4.4 The Health and Safety team continue to innovate and have commenced utilising Survey123 as an online App allowing the recording of inspection/visits live onsite. Further development continues.

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 Council's 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** – Ensures compliance.
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** – Demonstrates compliance and governance.
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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