
To: Joint Consultative Board: Non-Teaching

On: 24 May 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.

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 new ways of working plans.

We continue to work closely with the Communications team to ensure key messages to managers and employees were 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 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 being worked on include:

- Manual handling guidance
 - Alcohol and substance use
 - Violence and aggression in the workplace guidance
 - Risk assessment guidance
 - Control of Smoking at work
 - Lone working guidance
- 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 **12** high risk contracts and **4** low risk contracts.
- 3.3 During the last period there were **2** visits from the HSE in relation to the management of asbestos in schools' intervention programme. This resulted in a letter of contravention, which we have resolved with the HSE officer.
- 3.4 There has been 1 meeting 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. The team are also progressing with the arrangements for the change to the SFR Unwanted Fire Alarm Signal arrangements in July 2023. A corporate working group has been set up, with key internal and external partners such as One Ren involved.
- 3.5 The Health and Safety team continue to review our blood borne virus documentation and this has been supported by a further 2 face-to-face training courses within the Housing teams. We continue with the working group and have risk assessed some of the priority groups in the council who will need vaccinations. The programme will start later in the year.
- 3.6 The Health and Safety team continue to support the new ways of working arrangements being developed across the council. The ventilation impact review has been completed and we are assessing the new trial working spaces created.
- 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, City Deal activities as well as other smaller projects such as the weathervane removal at the church in the town centre.
- 3.8 The Health and Safety team continue to support the Underwood Road Depot and household waste recycling centre upgrades.
- 3.9 The Councils health surveillance programme continues to be delivered though our Occupational Health supplier. We are currently assessing the building services teams for Audio and HAVS. We have a plan for the rest of the other areas of the council over the rest of the year.

4.0 Since the last JCB, across the council there has been 782 courses delivered:

Course	Completions
Waste Recycling in Schools & Nurseries	7
Promoting Positive Behaviour Legislation and Guidance	11
Display Screen Awareness DSE	228
Ladder Safety Awareness	14
Using the Lifepak Defibrillator	11
Remote Health and Safety Module	16
Manual Handling Module	17
Fire Module	25
Supporting Employees Experiencing Domestic Abuse	8
Accident & Incident Reporting (RIDDOR)	25
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	10
Evacuation Process Renfrewshire House	287
Promoting Positive Behaviour in the Workplace (module 1) - Risk; Rights & Responsibilities	34
Violence and aggression at work	32
Fire Warden Training	57
Total H&S course completions	782

- 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. 9 have been processed in this period and a total of 32 FOIs since 1 January 2023.
- 4.2 Since the introduction of the updated incident reporting system the Health and Safety team monitor all incidents recorded. Since 1 April 2023, 191 incidents have been recorded of which 5 have been reported to the Health and Safety Executive. Four relate to Injury accidents and 1 was recorded as a Dangerous Occurrence.
- 4.3 The Health and Safety team supported the Events team at the recent Paisley Food and Drink Festival, the event was planned and delivered safely and effectively.

Implications of the Report

- Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims and the costs associated with this.
- HR & Organisational Development** - This report supports the Councils commitment to the health, safety and well being of Renfrewshire Council employees.
- 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

Author: Steven Fanning
Principal HR Adviser
Mobile: 07747790211
Email: steven.fanning@renfrewshire.gov.uk