
To: Joint Consultative Board: Non-Teaching

On: 6th June 2018

Report by: Alan Russell, 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 the Finance and Resources, 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.

3.1 Policies and Guidance

The following guidance has been issued and placed on Renfo:

- First Aid Guidance including the use of defibrillators
- Corporate Policy on Health and Safety at Work

The following are awaiting final approval:

- Guidance on Accident, Incident and Violence & Aggression Reporting

- The Selection and Control of Contractors.

The following are under review:

- Control of Legionella Bacteria in Hot and Cold Water Systems
 - Alcohol and substance misuse
 - Control of Smoking at Work
 - Violence and aggression
 - Guidance on Fire Precautions for Renfrewshire Council Premises
- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next return visit is scheduled for June 2018.
 - 3.3 To support the Healthy Working Lives Gold award strategy, an awareness lunch time session on fats, salts, sugars, stress, violence and operational health and safety topics was undertaken. The intention is to run further sessions across the council estate.
 - 3.4 We continue to work closely with the risk and insurance section to identify accident causation type which could result in claims against the council. This may reduce the impact of claims to the council and raise the health and safety awareness amongst employees and managers.
 - 3.5 The health and safety section are continuing to work with services to review the fire arrangements within Renfrewshire House. A planned fire evacuation of Renfrewshire House was undertaken on 23rd April 2018. A review of the evacuation was undertaken and key learning and observation points have been placed on the Health, Safety and Wellbeing pages on the intranet. The health and safety section have developed a survey tool to enable feedback from the Renfrewshire House Fire wardens, with a view to expanding this to other council premises.
 - 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. We have recently been actively involved in the operation and planning of the Beer and Food Festival, British Pipe Band Championship as well as the St. Mirren celebration event.
 - 3.7 The Corporate Health and Safety Committee met in April 2018. The new Terms of Reference for the committee was further discussed and will be finally agreed at the next meeting.
 - 3.8 As part of our corporate function in relation to the procurement process, the health and safety section, since January, have (at the time of writing) undertaken 38 High risk and 14 Low risk evaluations of contractor's health and safety documentation provided when applying for contracts with Renfrewshire Council. Where a company fails our evaluation process the health and safety team work with procurement to offer further advice and guidance, where appropriate.
 - 3.9 The health and safety section are actively working with the Chief Executives service to develop, test and implement health, safety and wellbeing inspection and audit tools utilising the new Survey 123 application.

- 4.0 The health and safety section continue to support enquiries under the Freedom of Information legislation where it involves health, safety and wellbeing topics.
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Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and the costs associated with this.
2. **HR & Organisational Development** - This report supports the Councils 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** - None
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** – low impact as still at post tender negotiations.
10. **Risk** – low impact as legal and statutory requirements, including health surveillance, are being maintained.
11. **Privacy Impact** – not applicable to this report.

List of Background Papers

- (a) None

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