

To: Finance, Resources and Customer Services Policy board

On: 13 June 2024

Report by: Director of Finance and Resources

**Heading: Finance and Resources' Health and Safety Report and Plan
2023/2024**

1. Summary

- 1.1 The Council's Health and Safety Policy places a responsibility on each service to prepare an annual report evaluating the management of health and safety performance.
 - 1.2 The Finance and Resource Service's (FARS) report attached sets out the health and safety activity within the service from the period 1 April 2023 to 31 March 24 and demonstrates the service's commitment to continuous improvement in health and safety performance. The report summarises achievements and contains the service health and safety action plan for 2022/24.
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2. Recommendations

- 2.1 It is recommended that the Board notes the content of the report.
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3. Background

- 3.1 The FARS health and safety governance arrangements were last refreshed during 2022/23, as was the health and safety policy. Opportunities that were identified to strengthen the service's health and safety arrangements have now had the time to bed in and a further review of arrangements will take place by summer 2024.

- 3.2 The FARS health and safety planning group continues to meet throughout the year taking cognisance of continued hybrid working arrangements. The service continues to be represented at, and contribute to, meetings of the Corporate Health and Safety Committee.

Implications of the Report

1. **Financial** – Continuing to improve health and safety performance within FARS will reduce accidents/occupational ill health/claims and associated costs.
2. **People & Organisational Development** – This report supports FARS commitment to the health, safety, and wellbeing of our employees.
3. **Community/Council Planning** – this report supports the objectives contained within the community and council plans.
4. **Legal** – not relevant to report recommendations
5. **Property/Assets** – Having a robust health and safety management system in place and an effective risk control system can reduce the risk of property damage and potential loss of premises.
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 FARS commitment to ensuring effective health and safety management.
9. **Procurement** – not applicable
10. **Risk** – this report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact** – not applicable
12. **Cosla Policy Position** – not applicable
13. **Climate Risk** – good health and safety practices support environmental controls.

List of Background Papers - none

Author Ryan Phillips, Project Manager
Tel: 07811052540, Email: ryan.phillips:@renfrewshire.gov.uk

Finance and Resources

ANNUAL HEALTH AND SAFETY REPORT 2023/24

21/05/2024

This annual report is prepared by Finance and Resources 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.

1. Management of Health and Safety within the Service

1.1 Broad context of Health and Safety Policy.

1.2 The service continues to make progress implementing its approved health and safety plan. The Director is, so far as is reasonably practicable, responsible for ensuring the health, safety and well-being of employees and others who may be affected by the service's activities.

1.3 The Head of People and OD replaced the former chair (Head of Property Services) and has supported the FARS Health and Safety Planning Group and the FARS Health and Safety Committee since late 2023. The Head of People and OD provides health and safety updates to the Senior Management Team and ensures service areas are appropriately represented on the planning group and committee.

1.4 The FARS Health and Safety Co-ordinator continues to support the FARS Chair in their role and associated groups. The co-ordinator gathers information for health and safety reporting, preparing information (such as accident data and performance data), for meetings of the planning group and committee and representing the service on the corporate health and safety committee.

1.5 All Heads of Service within FARS, support the implementation of the service health and safety policy and plan across their teams and service managers engage in actions required to support the health and safety plan.

1.6 There has been significant progress made on the health and safety plan covering the 2022/24 period, which can be found in **(Appendix 2.)**

2. Implementing Health and Safety Management.

2.1 Health and Safety Planning Group/Committees

2.2 The FARS Health and Safety Committee, (responsible for employee engagement and consultation) and the FARS Health and Safety Planning Group, (responsible for development and implementation of H&S plans) are the key stakeholders for H&S management across the service.

2.3 The Health and Safety Committee has representation from all divisions of the service as well as Trade Unions. The committee monitors the implementation of good health and safety practice across the service and progress being made in relation to agreed priorities.

2.4 The Health and Safety Planning Group assists with development and implementation of the service health and safety policy and plan and provides a forum where members can review relevant statistics, identify trends, areas for improvement and potential solutions. The group progresses corporate initiatives and shares both good practice and lessons learned from across the service.

3. Health and Safety objectives.

3.1 Reviewing our health and safety objectives remains a key priority and involves:

- Using data to better understand our key risk profile.
- Reviewing trends around accidents and incidents.
- Reviewing trends around employers' liability claims; and,
- Considering any other appropriate priorities raised by stakeholders.

3.2 In line with the council's new ways of working corporate guidance, many employees across the service continue to work on a hybrid basis. Display Screen Equipment (DSE) assessments remain a priority for the service to ensure workspaces are adequate, practical, and comfortable.

3.3 Health and Safety Risk Profile

3.4 The service health and safety risk profile identifies the common risk presented to the service and highlights our priorities:

- Reduction of violence and aggression in the workplace.
- Managing DSE activities to reduce potential musculoskeletal disorders.
- Managing lone working activities.
- Managing contractors.
- Mental health and wellbeing.

3.5 The FARS Health and Safety groups recognise violence and aggression as the biggest risk within the service. Procedures have been put in place to address future incidents and we are monitoring the situation closely with employees receiving support from corporate health and safety colleagues for further mitigation opportunities. Due to the increase in violence and aggression incidents with FARS, spotlights have been prioritised within the FAR Health and Safety Planning Group and Committee, where we continue to keep our trade union colleagues informed and consulted on risk data and interventions.

4. New Ways of Working Group

4.1 Established during the COVID19 pandemic to help the council respond to government restrictions and transition to hybrid/new ways of working, updates and information have been circulated to FARS colleagues and trade unions to promote awareness of the redesign of Renfrewshire Office space as response to departmental changes.

5. New Health and Well-Being Plan

5.1 A key priority in the People Strategy is 'the health and wellbeing of our staff'. A new plan was approved earlier this year by the FARS board and continues to be implemented by People and OD, supported by services and trade unions.

5.2 The new plan supports the council to take steps to provide a 'safe, healthy, and inclusive workplace' that recognises people are individuals with different life experiences and needs that may impact on our Physical, Mental, Social and Financial wellbeing. Building on previous interventions and supports

such as, the introduction of the health and wellbeing hub, promotion of credit unions and money management, flu vaccination programmes, employee assistance programmes, supportive new HR policies, training, employee benefits and discounts, and this has been shared within FARS.

6. Training Completed 2023/24

6.1 During 2023/24 a total number of 903 employees undertook health and safety-related courses (**Appendix 1**).

7. Annual Incident Statistics 2023/24

7.1 The table below details the different incident types reported with FARS. A total of 31 incidents have been reported in the year.

7.2 The numbers remain low meaning the incident reporting form is structured to encourage lessons to be learned from incidents on a case-by-case basis. Managers will continue to be supported and developed to ensure workplace precautions are in place to minimise the potential for incidents occurring.

7.3 There were no lost time or major injuries reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.

Accident / Incident Type	Number
Another kind of accident	2
Contact with electricity	1
Medical incident (e.g., a seizure)	1
Slip, trip or fall at same level	6
Contact with machinery/equipment	2
Struck Against	2
Struck by an object	2
Violence and aggression	13
Exposed to fire/other forms of heat	1
Injured by an animal	1
Total	31

7.4 During 2023/24 there were no employer's liability claims received. The FARS Health and Safety planning group will focus on introducing preventative measures to reduce incidents relating to violence and aggression and slips and trips.

8. Measuring Performance

8.1 A review of the FARS Health and Safety Policy is scheduled for later this year in line with the Corporate Health and Safety Policy. Detailed below is an outline of our performance measuring.

8.2 Active Monitoring

8.3 A monthly review meeting will take place between the FARS H&S coordinator and the corporate health and safety team, looking at incident trends and analysis, action plans, risk assessment programmes, HSE interventions and health and well-being activities.

8.4 Re-active Monitoring

8.5 The FARS Health and Safety Group is using data captured to ensure the safety of employees. More regular data metrics will be presented to the FARS senior management team.

9. **Employee Supports**

9.1 Support for employees is continually promoted within FARS and is a regular standing item in all group meetings. Significant progress has been made with the introduction of Mental Health First Aiders across the Council, with record numbers of employees completing accredited training. Currently there are approximately 80 MHFA's across the council who support employees in times of need.

9.2 We will continue to work in partnership with our occupational health provider People Asset Management and our employee counselling provider Timefortalking, in reviewing and developing health and well-being programs with the focus on supporting attendance at work.




10. **Annual Health and Safety Plan**



10.1 A review of the actions and a progress update of the FARS H&S plan is detailed in **(Appendix 2)**.

Appendix 1

H&S Course title	FARS Employee Attendance
Waste Recycling in Schools & Nurseries	6
Promoting Positive Behaviour Legislation and Guidance	3
Display Screen Awareness DSE	290
Ladder Safety Awareness	8
Using the Lifepak Defibrillator	6
Remote Health and Safety Module	3
Manual Handling Module	22
Fire Module	21
Supporting Employees Experiencing Domestic Abuse	3
Accident & Incident Reporting (RIDDOR)	10
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	3
Managing Distressed Behaviours (Module 1)	15
Evacuation Process Renfrewshire House	322
Violence and aggression at work	30
Fire Warden Training	23
Fire alarm Investigation	126
Sharps Awareness	6
Stress awareness and risk assessment	6
Asbestos Awareness	3

Appendix 2: Action Plan 2022/2024

Risk statement	Risk controls expected to be implemented	Focused actions	Action status
<p>If the potential for <u>musculoskeletal disorders</u> is not sufficiently addressed there is an increased risk to staff wellbeing and increasing absence levels.</p>	<ul style="list-style-type: none"> • DSE assessments are undertaken as a matter of course every 18 months. • DSE assessments are undertaken specifically and timely for any new starts, anyone moving desks, working from home or anyone with a material change of circumstances. • DSE assessments are undertaken when hybrid working causes the need for a change in desk location within council buildings. 	<ul style="list-style-type: none"> • Ensure DSE assessments are conducted online by staff using the new Business World assessment format. • Moving and handling training to be developed to address any risk arising from activities by summer 2024. 	<p style="text-align: center;"> 80%</p>
<p>If the risks associated with <u>lone working</u> are not sufficiently addressed there is an increased risk to staff safety and the potential for physical or psychological harm</p>	<ul style="list-style-type: none"> • Corporate and local procedures to be followed to ensure staff safety and to assist with early identification where staff make be exposed to harm or ill-health. 	<ul style="list-style-type: none"> • Identify lone workers and ensure risk assessments are updated by summer 2024. • Promote training to reduce the risk associated with lone working. 	<p style="text-align: center;"> 60%</p>
<p>If potential exposure to <u>violence and aggression</u> is not sufficiently addressed there is an increased risk to staff safety and the potential for physical or psychological harm</p>	<ul style="list-style-type: none"> • Implementation of the corporate policy on violence and aggression. • Implementation of corporate training (including for example breakaway techniques).Implementation of V&A Risk assessment. 	<ul style="list-style-type: none"> • Promote awareness of this risk across all teams. • Ensure regular reviews of the arrangements within premises to prevent incidents. • Regularly review data to drive interventions and learning points. 	<p style="text-align: center;"> 70%</p>

<p><u>Employee wellbeing</u> If the risks associated with limited social, physical, psychological, and financial are not sufficiently addressed there is an increased risk to staff safety and the potential for physical or psychological or financial harm.</p>	<ul style="list-style-type: none"> • Access to and uptake of a range of wellbeing services and guidance. • Promote health and wellbeing within the service following the corporate initiatives such as employee benefits programme. 	<ul style="list-style-type: none"> • Promote health, safety, and wellbeing to all FARS employees. • Ensure managers regularly communicate with staff to support mental and physical wellbeing, particularly throughout the winter season 	 60%
<p><u>Seasonal Flu</u> Seasonal flu, there is an increased risk of higher levels of staff absence which could lead to impact on employee wellbeing and service disruptions.</p>	<ul style="list-style-type: none"> • Uptake of the flu vaccination will be an essential part of mitigating this concurrent risk and minimising higher levels of employee absence. • Service business continuity plans/ restoration plans are in place to minimise impact on service provision arising from higher levels of employee absence. 	<ul style="list-style-type: none"> • Ensure managers regularly communicate with staff to support mental and physical wellbeing. • Promote uptake of the Councils flu vaccination programme to all staff through managers promote the uptake to remaining staff who qualify for the NHS Scheme 	 100%