



**To:** Joint Consultative Board: Non-Teaching

**On:** 08 February 2024

---

**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 November 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 section and other council services.
- 

## 3. **Background**

The report below incorporates actions and activities that continue to support the council's new ways of working plans and the People Strategy 2021-2026.

We continue to work closely with the comms team to ensure key messages to managers and employees were issued timeously to remind them of the requirements to keep safe.

- 3.1 An annual 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.

- 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 **9** low risk contracts.
- 3.3 There were 4 audits/visits with Scottish Fire and Rescue (SFR) since the last JCB.
- 3.4 The team continue to progress arrangements through the corporate fire working group. The current focus has been concentrating on fire risk assessments.
- 3.5 The Health and Safety team, working with local managers and the occupational health team, have risk assessed some of the priority groups in the council who need Hepatitis B vaccinations. The inoculation programme was completed for building services during January 2024.
- 3.6 The Health and Safety team support the new ways of working arrangements being developed across the council. We have concentrated on the Abbey House/Renfrewshire House activities.
- 3.7 The health and safety team support the Council's construction activities through 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 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 HSE intervention at the Underwood Road Depot and household waste recycling centres was closed out as satisfactory during December 2023.
- 3.9 The Council's health surveillance programme continues to be delivered through our occupational health team. The school crossing patrollers health checks were completed during December 2023.
- The winter flu vaccination programme for employees not covered by the NHS programme took place during November and December. The team also supported the NHS Vaccination bus in Ferguslie and Gallowhill.
- 4.0 The following table details the training since the **1 April 2023** and there have been 4737 employees attending courses.

Total Health & Safety course completions from 01 Apr 2023 to 17 Jan 2024									
H&S Course	Overall Completed	Children's Services	Chief Executive's	Finance & Resources	Environment; Housing & Infrastructure	Renfrewshire Health & Social Care Partnership	Renfrewshire Leisure	Scotland Excel	Valuation Joint Board
Waste Recycling in Schools & Nurseries	39	9	0	8	17	5	0	0	0
Promoting Positive Behaviour Legislation and Guidance	60	8	1	3	9	39	0	0	0
Display Screen Awareness DSE	1397	713	57	250	129	173	8	46	11
Ladder Safety Awareness	128	10	2	12	81	13	8	0	0
Using the Lifepak Defibrillator	58	8	2	7	23	12	5	0	0
Remote Health and Safety Module	17	1	1	3	8	4	0	0	0
Manual Handling Module	154	9	7	20	55	54	6	0	1
Fire Module	223	50	12	17	73	60	8	0	1
Supporting Employees Experiencing Domestic Abuse	38	6	1	3	13	14	0	0	1
Accident & Incident Reporting (RIDDOR)	149	20	10	10	36	72	1	0	0
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	42	10	1	3	18	10	0	0	0
Managing Distressed Behaviours (Module 1)	149	19	4	17	30	79	0	0	0
Evacuation Process Renfrewshire House	930	137	85	332	207	163	2	1	3
Violence and aggression at work	316	32	12	33	107	93	2	0	36
Fire Warden Training	300	56	25	17	80	108	10	0	1
Fire alarm Investigation	737	123	35	145	215	199	12	0	4
Sharps Awareness	69	5	2	7	42	12	1	0	0
Stress awareness and risk assessment	70	8	3	7	33	19	0	0	0
Asbestos Awareness	47	2	1	5	35	3	0	0	0
<b>Total</b>	<b>4737</b>	<b>1211</b>	<b>255</b>	<b>880</b>	<b>1101</b>	<b>1098</b>	<b>62</b>	<b>47</b>	<b>58</b>

- 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. 12 have been processed in this period. The nature of the FOIs continue to become complex requests, and this requires further collaboration with our Businessworld colleagues.
- 4.2 The Health and Safety Team supported the Events team to deliver, safely and effectively, the Christmas lights switch on events in Paisley, Johnstone, and Renfrew.

## 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.

- 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](mailto:steven.fanning@renfrewshire.gov.uk)