

To: Joint Consultative Board: Non-Teaching

On: 27 April 2016

Report by: Carole Donnelly, Head of HR, OD and Workforce Strategy

Heading: Developments in Health and Safety

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 details the activities undertaken since the last JCB.

3.1 Policies and Guidance

The following are being revised and an update of their progress:-

- Control of Contractors – 3rd level draft will be distributed for comment.
- Statutory Inspections – Working with Community Resources.
- CDM 2015 – final amendments being made to document post consultation with all stakeholders.
- Guidance on Slips, Trips and Falls is being revised

- Tobacco/ Smoke Free Policy – Further work to be completed around Service expectations.
- Control of Legionella Bacteria in Hot and Cold Water Systems – 2nd level draft.

The following has been issued:

- HR/ Circ 01/16 Revised Risk Assessment Guidance.

3.2. Training during the period comprised of the following courses:

- 4 x Fire wardens
- 1 x CoSHH awareness
- 1 x IOSH Working Safely
- 1 x Violence and aggression
- 3 x General office safety awareness
- 2 x Risk assessment / accident reporting procedures

A number of tool box talks were also delivered during this period.

3.3 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The audit took place on 14-16 March 2016, within;

- Community Resources;
- Development and Housing Services;
- Children's Services; and
- Finance and Resources.

The audit feedback very positive audit with only 1 minor non conformance. The next audit is scheduled for September 2016.

3.4 As part of the Healthy Working Lives Gold award programme, national no smoking day was recognised and smoking cessation was offered to all employees.

3.5 The health and safety section continue to work with our incumbent occupational health contractor to further develop and enhance the electronic referral process. The current project is based upon recruitment processes.

3.6 The health and safety section continue to support our external partners, including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure.

3.7 The health and safety section continue to support the Town Centres Team, Renfrewshire Leisure and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. The current projects include The Paisley Food and Beer Festival, The Pipe Band Championships and the Paisley Vision 10k.

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 ensure 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.
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List of Background Papers

(a) None

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