
To: Finance, Resources and Customer Services Policy Board

On: 06 June 2018

Report by: Director of Finance and Resources

Heading: Finance and Resources' Annual Health and Safety Report – 2017-18

1. Summary

- 1.1 The principal role and purpose of Finance and Resources (FAR) is to deliver the key corporate management functions of the Council; to advise and support the Council, Elected Members, Directors and Council staff, through the provision of effective Legal and Democratic Services, HR and Organisational Development, Corporate Finance, Customer and Business Services, Information and Communications Technology, Property Services, Risk Management and Counter Fraud arrangements. The Service also fulfils a key corporate governance role to safeguard Council assets, to support efficient, effective and transparent decision making and to ensure the legality of the management and operation of Council activities.
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2. Recommendations

- 2.1 The Board members note the Finance and Resources' Annual Health and Safety Report – 2017-18.
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3. Background

- 3.1 Finance and Resources (FAR) have a proactive approach to managing the overarching health and safety system on behalf of the council which is evidenced by the attainment of accreditation and certification to the British Standard Occupational Health and Safety Assessment Series (BS OHSAS 18001: 2007). The standard measures the suitability and effectiveness of the service's health and safety management systems.
- 3.2 This report set out the health and safety performance of the Finance and Resources Service during 2017-18 and identifies some key priorities for action for 2018-19.

4.0 Management of health, safety and wellbeing within FAR.

Health and safety policy

The current FAR health and safety policy ensures that health safety and wellbeing is an integral part of everyday business. The policy is reviewed for effectiveness and is due a refresh during 2018.

Accidents/Incidents

A total of 6 accidents/incidents were reported during 1 April 2017 to 31 March 2018. All involved employees and none were RIDDOR reportable. A total of 6 V&A incidents were reported by employees during the same period, similarly none were RIDDOR reportable.

Violence and Aggression:

All incidents in the table below were reported by employees in Customer and Business Services in various locations. Table 1 contains further information:

Table 1:

Division	Severity and Total	Location
Renfrewshire Drugs Service	Incident (1)	Reception
Renfrew Health and Social Work	Incident (1)	Reception
Advice Works	Incident (2)	Johnstone Town Hall
Schools	Minor (1) Incident (1)	Riverbrae Thorn Primary
TOTAL	Incident (5) Minor (1)	

Table 2 details the severity of the accidents/incidents reported:

Status	First Aid	Incident	Near Miss	Minor	Major	Total
Non - employee	0	0	0	0	0	0
Employee	0	2	0	4	0	6
TOTAL	0	2	0	4	0	6

Table 3 details the trends related to the accidents/incidents reported:

Accident Type	Non-Employee	Employees
Contact with Machinery	0	1
Road Traffic Accident	0	1
Slip, Trip, Fall on Same Level	0	2
Violence and Aggression	0	6
Other	0	2
TOTAL	0	12

5.0 Management of health, safety and wellbeing across the Council

The FAR, health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. During 2017/18 there were 2 health and safety audits undertaken by the external auditors BSI. The audits identified areas of good health and safety practice as well as identifying areas for improvement.

The FAR, health and safety section continue to retain accreditation to the Scottish Centre for Healthy Working Lives, Healthy Working Lives Gold Award, and as part of the Healthy Working Lives Gold award programme. This involves promoting health, safety and wellbeing initiatives, for example diabetes awareness, mindfulness and sun safety.

General and specific (display screen equipment, new and expectant mothers) risk assessments continue to be managed and monitored on the electronic databases. Work continues to integrate these systems in to business world. Support is also provided within Education on providing advice around environmental health and safety matters for pupils with challenging behaviour.

To inform managers and employees of new or emerging risks, council wide safety flashes are issued when required, during the period 5 safety flashes were issued;

- Inspection and Repair of Inflatable Devices;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Reminder;
- Radiator Safety;
- Christmas Safety; and
- Weather Conditions.

Throughout the period several distinct types of safety inspections have taken place including:

- New build/Refurbished Premises safety inspections underpinned by regular safety meetings;
- General site safety visits; and
- Joint management safety inspections with the Trades Unions.

Policies and guidance reviewed and issued during the reporting period were;

- The Corporate Health and Safety Policy;
- Guidance on Statutory Inspections and Maintenance
- Guidance on Small Unmanned Aircraft (Drones)
- Guidance on First Aid arrangements within the workplace.

The FAR, health and safety section continue to support the Town Centres Team and other event organisers (for example; Renfrewshire Leisure) to ensure that there are safe, controlled and enjoyable events delivered. Recent and current projects include, The Monte Carlo Classic Rally, The British Pipe Band Championships, Renfrew Gala Day, Barshaw Gala Day, Sma Shot Day and the full winter events programme (The Spree, Halloween, Fireworks and Christmas Lights Switch On's)

The provision of appropriate health and safety training continued throughout 2017-2018. The programme offered by the health and safety section during last year included:

Course Title	Number of Attendees
Asbestos Awareness	25
COSHH Awareness	6
Fire Awareness Training	15
Fire Training for Residential Premises	75
Fire Risk Assessment	17
Fire Wardens Training	294

First Aid Refresher (2 Day)	34
First Aid (3 Day)	54
General Risk Assessment	16
Risk Assessment/General Risk Assessment Database Training (Property Services)	30
IOSH Managing Safely	9
IOSH Supervising Safely	9
IOSH Working Safely	0
Induction within Care at Home	54
Managing Conflict for Wardens/Parking Attendants etc	28
Mindfulness	78
Health and Safety for Managers within Renfrewshire Leisure	6
Health and Safety within Renfrewshire Leisure	19
H&S Training for Education Support Managers	9
Violence & Aggression	20
General H&S for Supervisors (Unpaid Work)	12
Ladder Awareness and Inspection	44
H&S Overview for Community Resources	15
Fire Safety and Fire Wardens for the Russell Institute	15

A focus during 2017-18 has been to provide a newly developed fire training course (the content of which has been approved by Scottish Fire and Rescue) to employees working in all residential premises supporting older people, young people and those with learning disabilities. This training also included 'hands on training' on the use of fire extinguishers. Numbers of employees who have already attended will be confirmed with service managers to enable them to identify where additional training is required during 2018-19.

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

Accidents/Incident Investigations

The FAR, health and safety section analyse all accident/incident reports (including violence and aggression) and determine whether they are RIDDOR reportable or further internal investigation is required. Recommendations from investigations are monitored.

HSE Interventions

The HSE issued 4 Improvement notices to the Environment & Communities Service following a visit to household waste recycling centres. 3 related to poor welfare conditions and 1 was regarding information that should be provided to site operatives in dealing with asbestos. The FAR, health and

safety section supported the service to generate and complete an action plan that would satisfy the HSE requirements.

Procurement

As part of our corporate function in relation to the procurement process, the FAR, health and safety section have 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.

FOI/SAR

The FAR, health and safety section consistently respond to requests for information, particularly in relation to accidents and incidents.

- 6.0** To promote and sustain a positive health, safety and wellbeing culture, further objectives have been set for the Service and council wide during 2018/2019 which includes:
- Re alignment of the FAR, health and safety support model to compliment the revised Service structures;
 - Revise the current health and safety model: this will result in a new 3-year health, safety and wellbeing strategy;
 - Maintaining the Healthy Working Lives Gold Award programme;
 - Establishing the audit and workplace inspection programme within Services;
 - Maintain the accreditation of services to BS OHSAS 18001:2007 registration; this includes ensuring preparedness for the migration of the standard to ISO 45001.
 - Continuing to examine the presentation of accident statistics and how this may be improved to give clearer information to provide a focus for proactive accident prevention programmes;
 - Continue to work closely with the risk and insurance section to identify accident causation type which could result in a claim against the council. This will lead to further strategies which may reduce the impact of claims to the council;
 - Continuing to promote, provide, develop the IOSH accredited health and safety courses;

- Continuing to promote the use of the Quality of Working Life (stress) risk assessment document and other tools within the Service and Council wide to minimise work related stress.
- Corporate Health and Safety policies/guidance planned for review include:

Accident Reporting and Investigation;
Control of Asbestos at Work;
Construction Management;
Control of Contractors;
Fire Risk Assessment;
Hand Arm Vibration;
Management of Stress; and
Violence and Aggression.

Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and associated costs.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and wellbeing of employees.
3. **Community/Council Planning –**
 - *Our Renfrewshire is well – This policy supports the wellbeing of our employees.*
 - *Our Renfrewshire is safe – This policy provides arrangements to ensure the safe delivery of our services*
4. **Legal** – *This policy ensures legal compliance with The Health and Safety at Work etc. Act 1974 and all subsequent legislation*
5. **Property/Assets** - none
6. **Information Technology** – none
7. **Equality & Human Rights**
 - (a) 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 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 document demonstrates the council's commitment to ensuring effective health and safety management.
9. **Procurement** -
10. **Risk** - minimal impact as legal and statutory requirements, including health surveillance, are being maintained.
11. **Privacy Impact** - minimal impact as legal and statutory requirements are being maintained.
12. **Cosla Policy Position** – not applicable

List of Background Papers

- (a) None

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