

To: Communities, Housing and Planning Policy Board

On: 14 January 2020

Report by: Director of Communities, Housing and Planning

Heading: Communities, Housing and Planning Services Annual Health and Safety Report and Action Plan

1. Summary

- 1.1 The Council's Health and Safety Policy requires that all services including Communities, Housing and Planning Services prepare an Annual Health and Safety Report and Action Plan. This report therefore summarises the services approach to Health and Safety and concentrates on developing a positive health and safety culture and on issues affecting our employees.
- 1.2 The Annual Health and Safety Report and Action Plan is attached to appendix 1.
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2. Recommendations

- 2.1 It is recommended that the Board:
- (i) note the content of this report.
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3. Background

- 3.1 The annual report is prepared by Communities, Housing and Planning Services in accordance with Renfrewshire Council's Health and Safety Policy. The purpose of which, is to evaluate the Health and Safety performance of the service and set future Health and Safety objectives.
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Implications of the Report

1. **Financial** - Potential exists for financial liability from property damage, civil or criminal prosecutions through the outcome of accidents and/or ill health and OSHAS 18001: 2007 accreditation annual assessment costs. This report demonstrates Communities, Housing and Planning Services compliance and commitment to Health and Safety policies and procedures.
2. **HR & Organisational Development** - Improved health, safety and wellbeing of employees.
3. **Community/Council Planning –**
 - *Our Renfrewshire is well* – Communities, Housing and Planning Services will improve the physical and healthier wellbeing of staff across the Service through participation in the ‘Healthy Working Lives’ and ‘Your Health Matters’ programmes and any other corporate initiatives promoting a healthier life.
 - *Our Renfrewshire is safe* - Recognising that the employees are its most valuable asset, Communities, Housing and Planning Services will provide training and support to allow them to develop within the organisation and gain the skills and experience necessary to provide a quality service to customers.
4. **Legal** - Compliance with statutory legislation and Corporate Health and Safety policies and guidance.
5. **Property/Assets** – The maintenance of an asbestos register with respect to domestic council properties and an obligation to conduct workplace inspections.
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 report supports and demonstrates Communities, Housing and Planning Services commitment to ensuring effective Health and Safety management.
9. **Procurement** – None.

10. **Risk** - Potential prosecution, or civil action from work related accidents.
 11. **Privacy Impact** – None.
 12. **COSLA Policy Position** – None.
 13. **Climate Risk** – None.
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List of Background Papers

- (a) Background Paper 1: Communities, Housing and Planning Services Annual Health and Safety Report and Action Plan.

The foregoing background papers will be retained within Communities, Housing and Planning Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Alex MacCalman, Health and Safety Coordinator, 0141 618 7909, alex.maccalman@renfrewshire.gov.uk

AMC
4 December 2019

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COMMUNITIES, HOUSING AND PLANNING SERVICES

**ANNUAL HEALTH AND SAFETY REPORT
AND ACTION PLAN**

2019/20

Foreword

This annual report and action plan is prepared by Communities, Housing and Planning 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 to set future health and safety objectives.

The report and plan demonstrate the services to commitment to the corporate health and safety policy and to fulfilling any legal obligations placed on the service by the health and Safety at Work etc, Act 1974 and the Management of Health and Safety at Work Regulations 1999.

1. Introduction

- 1.1 The Council's Health & Safety Policy and Plan requires that all Services produce an annual Health & Safety Plan. The plan reviews the health and safety performance of the Service in the previous calendar year, 2018/19, and through the action plan, sets future health and safety aims and objectives for 2019-22.
- 1.2 The action plan sets key performance indicators for 2019-22 and future performance will be measured against these indicators.
- 1.3 Communities, Housing and Planning Services contain the following divisions:
 - Communities and Public Protection
 - Planning and Housing Services
 - Clyde Muirshiel Park
- 1.4 Communities, Housing and Planning Services aim to create, develop, support, protect and empower Renfrewshire' communities. From planning and placemaking to managing our housing stock of approximately 12,200 houses and providing housing advice and assistance to vulnerable people, we ensure people have safe and healthy places to live. This work links closely with our public protection role safeguarding public health and protecting the environment, consumers, workers and local communities.
- 1.5 These services are delivered by approximately 450 employees, and in the 2018/19 budget the service had a gross expenditure budget of £18.5 million for general fund activities and just over £50 million budget for the Housing Revenue Account, which is ring fenced for the provision of social housing.
- 1.6 The Communities, Housing and Planning Services health and safety policy reflects the commitment of the Director, Heads of Service and managers to ensure that the main priorities are achieved within a safe environment which is not harmful to the health of employees, clients and other users of the service.
- 1.7 It is intended that this report will demonstrate the service's commitment to maintaining and developing the Communities, Housing and Planning Services health and safety strategy and highlight our intention to maintain a high level of health and safety performance.

2. Management of Health and Safety within the Service

Broad context of health and safety policy

- 2.1 The Director of Communities, Housing and Planning is responsible for ensuring the health, safety and welfare at work of employees within the service. The Director is assisted in this by Heads of Service, managers and employees who are expected to co-operate in the implementation of Communities, Housing and Planning health and safety policy.
- 2.2 Health and safety is managed through quarterly Crisis and Resilience Management Team meetings and the Health and Safety Joint Committee and Planning Group meetings which have representation from senior management and trade unions.
- 2.3 The overall objective of Communities, Housing and Planning is to ensure that health, safety and wellbeing is an integral part of its business and all service areas continually seek to develop a positive culture and attitude amongst their staff to achieve this.

- 2.4 The health and safety policy will provide a framework for the management of health, safety and wellbeing within in Communities, Housing and Planning.

3. Organisation for implementing health and safety management

Health and Safety Planning Group

- 3.1 The Crisis & Resilience Management Team review all Communities, Housing and Planning health and safety issues. It is chaired by the Director of Communities, Housing and Planning with senior representatives including, Heads of Service, Principal Officers and a Senior Health and Safety Officer from Finance and Corporate Services. This group meets quarterly with health and safety as an agenda item.
- 3.2 The departmental Health and Safety Co-ordinator attends the quarterly Corporate Health and Safety Committee meetings. At these meetings information is provided by Finance and Corporate Services Health and Safety officers regarding the latest Health and Safety initiatives and any updates or revisions on Health and Safety Legislation or Corporate Policies.
- 3.3 The joint Health and Safety Committee and Planning Group comprises of managers or section representatives from each of the Communities, Housing and Planning Services divisions, the Service's Health and Safety Co-ordinator, Finance and Corporate Services Health and Safety Manager, Finance and Corporate Services Health and Safety Officer attached to Communities and representatives from trade unions.
- 3.4 The joint Health and Safety Committee and Planning Group meet quarterly and meetings generally align with Corporate Health and Safety meetings. Minutes of the meetings are distributed to the Director, Heads of Service, Senior Managers and trade union representatives.
- 3.5 The joint Health and Safety Committee and Planning Group meetings are chaired by the service's Health and Safety Coordinator and consider:
- (a) Accidents - statistics, trends, investigations and other information to identify causes and provide so far as is practicable for their prevention,
 - (b) Workplace inspections and audits,
 - (c) The planning, performance management and review of the services approach to Health & Safety,
 - (d) Monitoring and reviewing the Health & Safety action plan,
 - (e) The identification, assessment and recording of risk, with the aim of eliminating or controlling such risk, so far as is reasonably practicable,
 - (f) Actions arising from the deliberations of the corporate Health & Safety committee,
 - (g) Actions arising from the corporate and service Risk Management and planning arrangements, and
 - (h) New developments in Health & Safety arising from legislation and Government and Council policy.

Consultation mechanisms

- 3.5 Information on health and safety issues are communicated to employees using various internal channels such as strategic meetings, operations meetings, trade union meetings, workload reviews, performance reviews, tool box talks, e-mail and notice boards.
- 3.6 The joint Health and Safety Committee and Planning Group provides a forum for the exchange of views and consultations on Health & Safety issues between management and Trade Unions. This ensures that information is exchanged and disseminated to all employees.

4. Planning and setting standards

Setting of health and safety objectives

- 4.1 The Joint Committee and Planning Group is responsible for developing and promoting a positive health, safety and wellbeing culture throughout Communities, Housing and Planning Services. This is achieved through continual assessment, monitoring and review of the health safety action plan.
- 4.2 In setting clear health and safety objectives, the group will consider matters such as;
 - a) Developments or changes in the regulation of health and safety in the workplace or in working practices, and
 - b) The identification of areas where there is a need for improvement that may entail the implementation of safe working practices or investment in equipment, and
 - c) The need for training and raising awareness in relation to health and safety issues.
- 4.3 When setting objectives, the Joint Committee and Planning Group will take cognisance of the Council's corporate strategic aims and the 7 key themes outlined within the Corporate Health, Safety and wellbeing Strategy for the period 2019-22.

Training

- 4.3 Communities, Housing and Planning Services recognises that health and safety training is an important factor in the reduction of accidents and prevention of ill-health. The service will actively support, organise and carry out such training.

5. Measuring performance

- 5.1 The action plan from the current annual Health & Safety plan is monitored on Pentana, the Council's performance management system. Quarterly reports are produced to monitor performance against the key performance indicators detailed in the plan.

Active monitoring

- 5.2 Communities, Housing and Planning successfully retained the BS OHSAS 18001:2007 registration during 2018/19 with the service being externally audited in line with the Council wide auditing programme by BSi, the Council's external assessor.

- 5.3 There were no non-conformances raised by the external auditor in the last year. The sections that were audited were; Community Safety Services.

Re-active monitoring

- 5.4 The quarterly accident statistics are scrutinised by the Joint Committee and Planning Group to identify any trends and implement initiatives to address them. The number of reported accidents for Housing and Property Services for the period 1st April 2018 – 31st March 2019. The main types of accident/incident were; 2 slips, trips and falls, 2 road traffic accidents/incidents, 1 other type of incident and 1 case of violence and aggression.
- 5.5 All reported incidents and accidents are investigated, and associated risk assessments were reviewed and amended as necessary.
- 5.6 Overall, the number of accidents and /or incidents being recorded within the service during 2018/19 has decreased by 50% from the previous year. It should be noted that there were issues with reduced access to the Accident and Incident Reporting Database (A.I.R.D) and this may have led to some incidents not being reported.

	2015/16	2016/17	2017/18	2018/19
Total number of accidents/incidents	12	10	18	8
Accidents/incidents involving employees	10	7	11	7
Accidents/incidents involving members of the public / people employed by someone else	2	3	7	1

- 5.7 Communities, Housing and Planning Services contractors are assessed for their Health and Safety competence in two stages as part of the PQQ process, prior to award of contract and continuous monitoring throughout the contract. Any contractor identified breaking Health and Safety guidelines is issued with a “Notification of Site Hazard / Unsafe Practice” notice. This requires the contractor to address the issue on site immediately and to respond to the follow up investigation by the Service’s Health and Safety Co-ordinator and Corporate Health and Safety, as required.

6. Review of Health and Safety Management

- 6.1 The Communities, Housing and Planning joint Health and Safety Committee will continue to review Health & Safety management issues across the service.

Communities, Housing and Planning Services Health and Safety Action Plan 2019-2022

Health and Safety objective
1: Monitor and review risk assessment and safe system of work.
Key themes: Audit and inspection, Hand Arm Vibration Syndrome
Related actions: 1: Undertake a regular programme of risk assessment and safe system of work reviews. 2: Compile departmental risk assessment and register safe system of work register.
Health and Safety objective
2: Aim to reduce the number of work place accidents and incidents.
Key themes: Violence and aggression, Mental Health wellbeing addressing stress
Related actions: 1: Undertake regular programme of health, safety and wellbeing training and information sharing for all staff. 2: Undertake violence aggression training for all at risk employees. 3. Make staff aware of the new health and safety incident reporting system and encourage reporting of incidents and near misses. 4: Continually monitor accident trends and statistics to identify risk and provide, so far as is practicable, for its prevention/reduction.

Health and Safety objective
3: Ensure appropriate health and safety training is delivered and recorded.
Key themes: Audits and inspection,
Related actions:
1: Record and report on all health and safety related training

Health and Safety objective
4: Aim to undertake work place inspection for all properties containing ChaPS employees and fire safety inspections for all Council owned high rise domestic buildings.
Key theme: Fire safety management
Related actions:
1: Undertake annual workplace inspections for all properties containing CHaPS staff.
2: Undertake annual fire safety inspections for all relevant properties including high rise domestic buildings in Council ownership.
3. Undertake a review of fire risk assessment for all properties containing CHaPS staff.

Health and Safety objective
5: Ensure all external contractors are vetted in accordance with the “Guidance on Health and Safety Selection and Control of Contractors”.
Key theme: Managing contractors
Related actions: 1: Monitor and record all external contractors to ensure they are vetted in accordance with established Council policy. 2: Align the housing and property services asbestos registers and ensure asbestos information is easily and readily accessible in relation to all CHaPS properties.

Health and Safety objective
6: Undertake a programme of regular health and safety audits and inspection.
Key theme: Audits and inspection
Related actions: 1: Undertake a ChaPS staff survey to establish current health and safety awareness among employees. 2: Continual monitoring of all actions contained within the ChaPS health and safety action plan.