

To: Finance, Resources and Customer Services Policy Board

On: 30 August 2017

Report by: Chief Executive

**Heading: Chief Executive's Service Health and Safety – Annual Report
2016/17 and Action Plan 2017/18**

1. Summary

- 1.1 The Council's Health and Safety Policy requires each service to submit an annual report and an annual Health and Safety plan to the relevant Policy Board.
 - 1.2 The Chief Executive's Service annual report is attached as Appendix 1. It sets out the arrangements for the management of health and safety within the service, demonstrates the service's commitment to continuous improvement in health and safety performance and summarises the achievements to 31 March 2017. The associated action plan for 2016/2017 is also attached at Appendix 2 and the new action plan for 2017/2018 is attached at Appendix 3.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - i) note the content of the report at Appendix 1; and
 - ii) approve the health and safety action plan for 2017/18 at Appendix 3.
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3. Background

- 3.1 The Chief Executive's Service is made of two Divisions, Policy and Commissioning and Communication and Marketing. The principle role, purpose and activities of the Chief Executive's Service are to:

- **Policy and Commissioning**

- Provision of policy support to senior officers and elected members;
- Manage the business of the Corporate Management Team;
- Lead the Council's Corporate and Community Planning processes and associated performance management and reporting arrangements;
- Lead on the development and adoption of a strategic commissioning approach to the planning and development of services;
- Lead on the Tackling Poverty Programme;
- Lead on the development of the Better Council Strategic Change Programme and the provision of effective programme and project management support and benefits realisation processes;
- Lead on the digital programme for Renfrewshire;
- Lead on the development and implementation of major policy focussed strategic programmes;
- Lead the Council's procurement arrangements to deliver best value and wider Council policy benefits;
- Strengthen collaborative relationships with key Council partner organisations;
- Provide a corporate data analytics and research service to support sound knowledge management and evidence based decision making across the Council;
- Lead on the proactive monitoring of political, social, economic and technology developments and the development of recommendations and plans to respond to and influence these developments as appropriate; and
- Develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of Public Sector Reform.

- **Marketing and Communications:**

- Lead on the development and management of the Renfrewshire Brand;
- Lead on the development and implementation of the Council's marketing strategy;
- Lead on the provision of professional marketing, events management and graphical design services;
- Lead on the development and implementation of the Council's communication strategy;
- Lead on the provision of internal and external communications, media and public relations services.

3.2 Chief Executive's Service has a proactive approach to health and safety. This is evidenced by the attainment of accreditation and certification to the British Standard Occupational Health and Safety Assessment Series (BS OHSAS 18001:2007) which measures the suitability and effectiveness of the service's health and safety management system.

3.3 The annual report provides information on the implementation of Chief Executive's Health and Safety policy and identifies areas for future and continued action, such as regular checks of the first aid kits. These actions are identified in the Health and Safety action plan 2017/2018 which is included as appendix 3 to this report. The action plan will be monitored six monthly by the Service's Health and Safety committee and an annual progress report will be presented to the Finance, Resources and Customer Services Policy Board in Spring 2018.

3.4 The creation of this annual report has been supported by the corporate health and safety section.

Implications of the Report

1. **Financial** – *none*
2. **HR & Organisational Development** – *none*
3. **Community Planning** – *none*
 - Children and Young People** – *none*
 - Community Care, Health & Well-being** - *none*
 - Empowering our Communities** - *none*
 - Greener** - *none*
 - Jobs and the Economy** - *none*
 - Safer and Stronger** - *none*
4. **Legal** – *none*
5. **Property/Assets** - *none*
6. **Information Technology** - *none*
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 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** - The report supports and demonstrates Chief Executive's commitment to ensuring effective Health & Safety management.
9. **Procurement** - None.
10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact** - None.
12. **Cosla Policy position** – None

List of Background Papers

None

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Chief Executive's Service

Annual Health and Safety Report

2016/2017

1. Introduction

- 1.1 This annual report has been prepared by the Chief Executive's Service 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. The Health and Safety action plan for 2016/2017 with completed actions is attached in Appendix 2 and action plan for 2017/2018 with current actions is attached in Appendix 3.

2. Management of health and safety within the service

- 2.1 The Chief Executive's Service Health and Safety Policy has been in place since November 1997 and is reviewed and updated regularly in accordance with corporate guidance.
- 2.2 The current policy outlines the organisational responsibilities of the Chief Executive, Fire Wardens, First Aiders and other employees with regard to health and safety. Details of the health and safety arrangements within the service, as well as specific information regarding health and safety advice and training, how to raise health and safety concerns and how to report an accident are also included.
- 2.3 The policy is available for employees to read within the service. While the Chief Executive has overall responsibility for the implementation of the policy, the Senior Management Team has a general responsibility to ensure that safe conditions of work apply at all times.
- 2.4 The service's strategy aims to ensure that health and safety is an integral part of the overall management of the service and the service continually seeks ways to ensure a safe workplace for all employees.

3. Arrangements for implementing health and safety management

- 3.1 The Chief Executive's Service Strategic Planning and Policy Development Manager has overall responsibility for co-ordinating health and safety issues within the service and any areas of concern can be raised directly. This ensures that health and safety remains a high profile issue within the service and are dealt with at a senior level. Health and safety issues can also be raised at regular senior management team meetings and passed on to the health and safety co-ordinator to action.
- 3.2 The service's health and safety co-ordinator is a member of the Corporate Health and Safety Committee. Details of any health and safety issues relevant to the service discussed at the regular meetings of the committee are circulated to officers in the service by: e-mail (being office based all employees have access to e-mail); Health and Safety newsflash; discussed at team meetings; and posted on the internal notice board. Health and safety is a standing item at team meetings.

- 3.3 These arrangements help promote the communication of health and safety information within the service, provide an opportunity for all officers to bring any health and safety issues to the attention of their line manager and/or health and safety co-ordinator while at the same time they contribute to ensuring that health and safety retains its high profile within the service.
- 3.4 With the expansion of the service and the relocation of the Marketing to Paisley High Street, a health and safety working group was established to ensure we are mitigating any health and safety risks. A full audit and inspection of Paisley High Street office has taken place and Health & Safety officers are providing ongoing support.

4. Planning and setting standards

- 4.1 The service works with Corporate Health and Safety officers to identify any potential occupational health risks within the service. Three particular areas have been identified as potential hazards in an office environment and ongoing monitoring and evaluation ensures improvement actions are being taken where required:
- Display Screen Equipment
 - Musculoskeletal hazards
 - Ergonomics
- 4.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment e-learning training course on Renfo and a display screen equipment assessment is carried out for all new employees. These assessments ensure that all VDUs and workstations within the service comply with best practice. New and expectant mother risk assessments are carried out and lone working risk assessments are carried out for any officers who are classified as 'lone workers'.

5. Measuring Performance

- 5.1 Due to the particular nature of the working environment in the Chief Executive's Service, the likelihood of an accident taking place is relatively small, so it is not possible to utilise accident statistics to identify and implement prevention programmes.

6. Review of Health and Safety Management

- 6.1 The Service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.
- 6.2 The service's induction arrangements includes Emergency Evacuation Procedures for the Headquarters complex, Health and Safety Arrangements, Fire Wardens, First Aid Arrangements, General Safety Policy Statement, Chief Executive's Service Health and Safety Policy, Security, Guidance on Fire Precautions for Renfrewshire Council Premises, Occupational Health Services, Stress Information Booklet and Tobacco Policy: Guidance for employees.

- 6.3 Corporate Communications officers regularly liaise with the Corporate Health Improvement Group providing the group with advice and assistance in the development of publication materials.

7. Conclusion

- 7.1 Health and safety remains a high profile and important activity within the Chief Executive's Service. Health and safety is viewed as the responsibility of all employees and information, training, advice and guidance is provided on this basis. The involvement and support of all employees is sought in ensuring the working environment is safe and secure for all employees and visitors.

Chief Executive's Service Health and Safety Action Plan update

2016 - 2017

Action Title	Due Date	Status	Progress Bar	Latest Status Update
Establish a Chief Executive's Service health and safety working group.	30-Sept -2016	Completed	<div><div>100%</div></div>	Group established December 2016.
Undertake a review the Chief Executive's health and safety procedures	31-Oct-2016	Continued	<div><div>100%</div></div>	Ongoing.
Initial communication briefing to the service on who the first aiders and fire wardens are for each of the locations, as well as regular health and safety information being available on Renfo.	31-Oct-2016	Completed	<div><div>100%</div></div>	Ongoing dissemination of information has been taking place. A Health & Safety News Flash was emailed to all Chief Executives employees March 2017.
Audit and inspection of new 2021 office by corporate health and safety officers.	31-Oct-2016	Completed	<div><div>100%</div></div>	Audit and inspection completed March 2017, Health & Safety officers providing ongoing support.
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2017	Continued	<div><div>100%</div></div>	Information and links to the DSE assessment included in the Health & Safety News Flash emailed to all employees.
Ensure line managers include health and safety as part of induction process	31-Mar-2017	Continued	<div><div>100%</div></div>	Induction packs include up to date health and safety information and managers follow the appropriate induction process.
Contribute to initiatives to promote better health of council employees	31-Mar-2017	Continued	<div><div>100%</div></div>	Chief Executive's representative attends Corporate Health Improvement Group regularly and circulates information about any upcoming events and initiatives to all CE employees.
Regularly check/ update the service first aid kit	31-Mar-2017	Continued	<div><div>100%</div></div>	First aid kit checks have been carried out regularly.

Chief Executive's Service Health and Safety Action Plan

2017 - 2018

Action Title	Due Date	Status
Undertake a review the Chief Executive's health and safety procedures	31-Mar-2018	In Progress
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2018	In Progress
Ensure line managers include health and safety as part of induction process	31-Mar-2018	In Progress
Contribute to initiatives to promote better health of council employees	31-Mar-2018	In Progress
Regularly check/ update the service first aid kit	31-Mar-2018	In Progress
Ongoing Corporate Health and Safety support for the Paisley High street office	31-Mar-2018	In Progress