

---

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

**On:** 14<sup>th</sup> November 2018

---

**Report by:** Alan Russell, 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.

---

## 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.
- 

## 3. Background

This section of the report details the activities undertaken since the last JCB.

### 3.1 Policies and Guidance

The following guidance are awaiting final approval before being placed on Renfo:

- Asbestos at Work

The following are awaiting final approval:

- Guidance on Accident, Incident and Violence & Aggression Reporting
- The Selection and Control of Contractors.

The following are under review:

- Control of Legionella Bacteria in Hot and Cold-Water Systems
  - Alcohol and substance misuse
  - Control of Smoking at Work
  - Violence and aggression
  - Guidance on Fire Precautions for Renfrewshire Council Premises
- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. BSi auditors visited the council on the 10<sup>th</sup> – 12<sup>th</sup> September 2018. Their draft report has been received and will be issued to Services for their action in due course.  
The draft Corporate Strategy for Health, Safety and Wellbeing 2019-22 has been developed and is awaiting comment from November's Joint Board meeting.
- 3.3 To support the Healthy Working Lives Gold award training on Mental Health First Aid is ongoing. Current training has been well supported.
- 3.4 We continue to work closely with the risk and insurance section to identify accident causation type which could result in claims against the council. This may reduce the impact of claims to the council and raise the health and safety awareness amongst employees and managers.
- 3.5 The health and safety section are continuing to work with services to review the fire arrangements within Renfrewshire House. Regular meeting with Fire and Rescue take place when they visit facilities and further advice and guidance is provided. Final preparations on relocating the fire assembly areas for Renfrewshire House is ongoing and work with colleagues on Hard FM continues.
- 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. Since our last report we have supported Renfrewshire Doors Open Days (the Abbey Drain event), The Spree, Paisley Halloween Festival and Paisley Fireworks. Ongoing planning for the various Christmas lights events continues.
- 3.7 The Corporate Health and Safety Committee (CHSCM) met on the 11<sup>th</sup> September 2018. The new Terms of Reference for the committee has been agreed by the trades unions and depute Chairs appointed. The next CHSCM is on the 3<sup>rd</sup> December 2018.
- 3.8 As part of our corporate function in relation to the procurement process, the Health and Safety section, since January, have undertaken (at the time of writing) 133 High risk and 32 Low risk evaluations of contractor's health and safety documentation when they apply 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. The company must improve its documentation before any resubmission. Meetings between procurement and Scotland excel has taken place.
- 3.9 Following specific incidents the Health and Safety Section has worked with services to learn from the event and to share this information with others. In more serious cases a "Safety Flash" is issued. Recent examples include the risk to the young or vulnerable adults from window pulled cord blinds. Other activities include halting work

where inappropriate practices were reported. Providing advice and guidance is afforded to prevent a recurrence.

The Team also provide advice and guidance to our partnership organisations such as RL. A recent incident at Coats Museum resulted in liaising with local management, Fire and Rescue and Glasgow Scientific services.

- 4.0 The health and safety section continue to develop with the Chief Executives service health, safety and wellbeing inspection and audit tools utilising the new Survey 123 application. This work is ongoing but has been successfully introduced for Public Events.
- 4.1 The health and safety section continue to support enquiries under the Freedom of Information legislation where it involves health, safety and wellbeing topics. At the time of writing we have 5 active enquiries. Some relate to information of a general health and safety nature such as the recorded use of weapons in schools to a specific enquiry regarding an accident at work.
- 4.2 Specific localised training continues including that for fire wardens. Planned Training for shift staff working in care homes are well advanced.

---

## 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 support 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.

---

#### List of Background Papers

(a) None

---

**Author:** Steven Fanning  
0141 618 7284  
steven.fanning@renfrewshire.gov.uk