
To: Joint Consultative Board: Non-Teaching

On: 27 March 2019

Report by: Alan Russell, Director of Finance and Resources

Heading: Developments in Health, Safety and Wellbeing including supporting attendance activity.

1. Summary

This report outlines the developments which have taken place since the last meeting of the Joint Consultative Board: Non-Teaching in December 2018.

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 Finance and Resources, HR, health and safety section and other council services.
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3. Background

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

3.1 Policies and Guidance

The following are under review:

- Control of Legionella Bacteria in Hot and Cold-Water Systems
- Control of Contractors

- Alcohol and substance misuse
- Control of Smoking at Work
- Violence and aggression
- Guidance on Fire Precautions for Renfrewshire Council Premises

- 3.2 The Corporate Strategy for Health, Safety and Wellbeing 2019-22 was approved at the Finance, Resources and Customer Services Policy Board. The Strategy sets out the direction in which the health and safety section want to drive the council's safety management system. This will be achieved by using Key Performance Indicators for the following themes; violence and aggression; stress (work and non-work related); hand arm vibration syndrome; fire safety management; musculoskeletal disorders; audits and inspection; and managing contractors Each service will be required to put in place appropriate preventative measures. Service Health and safety coordinators have been working with the safety officers to develop their services health and safety plans.
- 3.3 To support the Healthy Working Lives Gold award, a calendar of proposed awareness sessions and events have been planned for the year. Topics included are:

Month	Safety Topic	Health Topic
May	Violence and aggression	Walking
August	Musculoskeletal	Cycling
September	Fire Safety	Suicide awareness
December	Winter preparedness	Aids

To support this, the HWL group will meet to discuss the topics and the best routes to communicate them. The HWL group will report to the Corporate Health and Safety Committee.

- 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 working with FAR, Property Services and the FM teams within Environment and Infrastructure to review the fire risk assessment for Renfrewshire House. This is a result of people movements within the building. We will also be reviewing the number of fire wardens as part of this process.
- 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. Events that are currently being discussed are the food festival and the British Pipe Bands Championship.

- 3.7 The Corporate Health and Safety Committee (CHSCM) met on the 5th March 2019. In accordance with procedure pre-discussions with the trades unions Vice- Chairs has taken place. Dates for the 2019 meetings were circulated and an update on incident reporting was given.
- 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) 136 High risk and 34 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 The Health and Safety Section respond on a regular basis to requests for Freedom of Information as well as to claims. Recent discussions with colleagues as to how to improve our service continues.
- 4.0 The health and safety section continue to deliver training bespoke training to services. The table sets out the activity since the last JCB:

Name of Course	Service	Date	Numbers Trained	HSO
H&S Awareness for Housing Team Home Visits	CHaPS	30/01/2019	15	ES
H&S Awareness for Housing Team Home Visits	CHaPS	01/02/2019	23	ES
Fire Warden (on site)	RHCP	28/01/2019	17	ES
Personal Safety (V&Agg) x2 Sessions	Chief Executives	13/02/2019	17	DB

- 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 20 active enquiries.
- 5.0 Supporting Attendance Activity
- HR operational teams continue to work closely with service's management teams to identify areas that require greater support. This will result in strategies to support the employees in those areas to return to work.
 - Service absence champions continue to be provided with supporting attendance information from HR. This is cascaded to the managers within their service and discussed at 2 weekly meetings.

- RHSCP management team have been working with HR to address the issues within their service. Supporting attendance is a standing item on the SMT agenda every 2 weeks. The service absence champion assisted by the HR team have met with the service managers to go through the absence information relating to their operational areas of responsibility.
- HR have worked with the Environment and Infrastructure SMT. As part of a supporting attendance strategy the service initiated a pilot within the Underwood Rd depot. This involved a physiotherapist being based there for 1 day a week, running a programme of planned appointments and a drop in. This was successful, and this is now a feature for the year. The physio will be in the depot every second Wednesday.

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 Council's 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

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