
To: Finance, Resources and Customer Services Policy Board

On: 11 November 2020

Report By: Chief Executive

Heading: Chief Executive's Service – Annual Health and Safety Report
2019/20 and Action Plan 2020/2021

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 action plan to the relevant Policy Board.
 - 1.2 The Chief Executive's Service annual progress 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 in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022 and summarises the achievements from 1 April 2019 to 31 March 2020. Although, appendix 1 provides an update on actions completed before 31 March 2020 the report does highlight the impact that the Covid-19 pandemic has had on health & safety arrangements for Chief Executive's Service.
 - 1.3 The Chief Executive's Service action plan for 2020/2021 is attached as Appendix 2 to this report. It sets out the planned actions the service will undertake during 20/21, outlining the service's commitment to continuous improvement in health and safety performance in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022. This year's action plan also includes specific actions which will be prioritised in response to the Covid-19 pandemic, in order to ensure the safety and wellbeing of Chief Executive's staff.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - i) notes the content of the annual report attached at Appendix 1; and
 - ii) approves the Chief Executive's Service health and safety action plan for 2020/2021 at Appendix 2.

3. **Background**

3.1 The Chief Executive's Service comprises of three main service areas: policy and commissioning; communication, marketing and events; economic development, regeneration including City Deal and cultural investment. The principle role, purpose and activities of each these service areas are detailed below:

- **Policy and commissioning**

- lead the Council's corporate and community planning processes and associated performance management and reporting arrangements;
- strengthen collaborative relationships with key Council partner organisations;
- lead the Council's procurement arrangements to deliver best value and wider Council policy benefits;
- lead on the development and adoption of a strategic commissioning approach to the planning and development of services;
- 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;
- lead on the development and implementation of major policy focussed strategic programmes, and
- provide a corporate data analytics and research service to support sound knowledge management and evidence-based decision making across the Council.

- **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; and
- lead on the provision of internal and external communications, media and public relations services.

- **City Deal, economic development, regeneration and cultural infrastructure:**

- oversee the delivery of Renfrewshire's Economic Strategy and associated workstreams;
- oversee the City Deal projects which will enable investment in the transport network, key development and regeneration sites and improved public transport;
- develop and deliver physical regeneration projects across Renfrewshire;
- lead on the Invest in Renfrewshire programme;
- tackle unemployment with programmes to help Renfrewshire citizens including 16-24 year olds and vulnerable residents;

- encourage the growth of more small and medium- sized enterprises; and
 - implement the Cultural Infrastructure Investment programme
- 3.2 In addition to the core activities of the service set out above, the service has assumed a number of new responsibilities in support of the pandemic response, and has delivered new services in line with local and national requirements such as the neighbourhood hubs and administering all new business grants applications. The service has also led on all communications and public information activities both internally and externally during this period.
- 3.3 The Chief Executive's Service Head of Policy and Commissioning is the lead officer for health and safety within the service and is supported by the Strategy, Policy and Insight Manager. Health and safety remains a high profile issue within the service and is dealt with at a senior level with the annual report being reviewed by the senior management team.
- 3.4 The Chief Executive's Service has a proactive approach to health and safety. This is evidenced by the service's working group and 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 on an annual basis.
- 3.5 As with other Council services, the majority of staff have been working from home during the pandemic, and the service has adapted its processes and procedures to ensure that standards for all staff working from home are maintained with the health and wellbeing of staff being a priority. The service's health and safety working group has continued to meet virtually, with the current focus being wellbeing, intervention and Display Screen Equipment self-assessments for all employees. The group have cascaded all corporate health and safety bulletins and ensured that an annual DSE has been completed for staff within the new Business World system. Whilst, Heads of Service and managers have had regular wellbeing 'check ins' with their staff and completed Occupational Health assessments if required.
- 3.6 The annual report 2019/2020 provides information on the implementation of the Chief Executive's health and safety policy and identifies areas for future and continued action which is included as appendix 1 to this report.
- 3.7 The action plan 2020/2021 identifies areas for future and continued action which is included as appendix 2 to this report. The action plan is monitored on a quarterly basis by the service's health and safety working group and an annual progress report will be presented to the Finance, Resources and Customer Services Policy Board in Spring 2021.
- 3.8 The preparation of this annual report and action plan has been supported by the corporate health and safety service.

Implications of the Report

1. **Financial Implications** – none

2. **HR & Organisational Development Implications** – none
3. **Community/Council Planning Implications** – none
4. **Legal Implications** – none
5. **Property/Assets Implications** – none
6. **Information Technology Implications** – none
7. **Equality & Human Rights Implications -**

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. 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 Implications** - The report supports and demonstrates the Council and the Chief Executive's service's commitment to ensuring effective health and safety management.
9. **Procurement Implications** - None.
10. **Risk Implications** - The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact Implications** - None.
12. **Cosla Policy position** – None
13. **Climate Risk** - None

List of Background Papers

None

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CHIEF EXECUTIVE'S SERVICE



ANNUAL HEALTH AND SAFETY REPORT

Overview of 2019/20



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 as well as the Corporate Health, Safety and Wellbeing Strategy 2019-2022, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives.

2. Covid-19

- 2.1 In March 2020, working closely with our partners, Renfrewshire Council moved quickly to respond to the emerging coronavirus pandemic, protecting and supporting our employees and communities, particularly vulnerable people across the area.
- 2.2 The Health and Safety Team have been responding to national developments in terms of coronavirus testing, and services across the Council continue to be supported by the team to refer eligible employees and their households for testing. A dedicated Health, Safety and Wellbeing at Work section was developed on the Council's website, which includes advice on PPE, carrying out a home visit, and a staff wellbeing guide.
- 2.3 As a service, the communication team have provided regular health and safety updates to staff throughout the pandemic and regular wellbeing features have been communicated in staff newsletters. There is a dedicated Health, Safety and Wellbeing at Work section on the Council's website, it includes advice on PPE, carrying out a home visit, and a staff wellbeing guide. The guide contains practical guidance on working from home, with hints and tips on setting up a workstation, keeping fit and healthy, supporting mental health and a list of useful contacts of support available. The service will continue to review any new guidance and advice provided on Covid-19 precautions and where appropriate further liaise with HR and Corporate Health and Safety on its implementation.
- 2.4 A COVID 19 specific return to work form has also been developed and is used to support people to return to work following for example a period of self-isolation or due to shielding.

3. Management of health and safety within the service

- 3.1 The corporate policy on health and safety was revised and approved in 2019. The current policy outlines the organisational responsibilities of the Chief Executive, fire wardens, first aiders and other employees with regard to health and safety. The following details are included:
- the health and safety arrangements within the service;
 - the specific information regarding health and safety advice and training; and
 - how to raise health and safety concerns and how to report an accident.
- 3.2 The policy is available for employees to read within the service or from the Chief Executive's Service health and safety page on Renfo. 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.
- 3.3 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.

4. Organisation for implementing health and safety management

- 4.1 The Head of Policy and Commissioning is the lead officer for health and safety within the Chief Executive's Service and is supported by the Strategy, Policy and Insight Manager who has 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 is dealt with at a senior level. Health and safety issues can also be raised at regular section meetings and passed on to the health and safety co-ordinator to action.
- 4.2 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 are discussed at the regular meetings of the committee and are circulated to officers in the service by e-mail (all employees have access to e-mail) and discussed at team meetings. Health and safety is a standing item at team meetings.
- 4.3 The service has a working group which meets quarterly (currently virtually) with a key current priority being Display Screen Equipment self-assessments for all employees. The working group is made up of representatives from across the service and a member of the corporate health and safety team.
- 4.4 Following a review of training needs a revised iLearn package for DSE has now been developed allowing staff to undertake the DSE assessment directly on Business World and is reviewed both by their local manager but also the Health and Safety Service ensuring appropriate procedures and practices are in place.
- 4.5 Additionally, a revised New and Expectant Mothers risk assessment which includes information concerning Covid-19 as well as the other risk factors has been developed. The form will be placed on Business World shortly and the service will utilise this new format.
- 4.6 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 ensuring that health and safety retains its high profile within the service.

5. Consultation mechanisms

- 5.1 The Health and Safety Committee, amongst the functions listed above also act as a sounding board in respect of issues that arise within the service in relation to health and safety matters. Members of the committee provide a mechanism to disseminate consistent practice across the Council. In addition, virtual staff meetings and regular one to ones allows staff to raise issues, discuss concerns and seek any health and safety information with their line manager/Head of Service.

6. Planning and setting standards

- 6.1 The service works with Corporate Health and Safety officers to identify any potential occupational health risks within the service. Three areas have been identified as potential hazards in an office environment and/or in the current working from home environment for the service. The ongoing monitoring and evaluation ensures improvement actions are being taken where required. These three areas are:
- Display Screen Equipment (DSE);
 - Musculoskeletal hazards; and
 - Ergonomics

- 6.2 In addition, the events team manage a programme of public events each of which are individually risk assessed, a bespoke Event Manual and risk assessment is created in conjunction with multi agency partners and Council services for each event, with public safety the top priority. Due to the ongoing restrictions on mass gatherings the live major event programme for 2020 was cancelled and a new events strategy is being developed to enable the reintroduction of an events programme in 2021 that can accommodate Covid-19 safety measures and restrictions. For the strategy, the service will work with colleagues in health & safety to ensure all national and local guidance is adhered to.
- 6.3 In response to the pandemic, the Neighbourhood Hub model was developed in partnership with colleagues across the Council and our partners. Physical hubs bases have been established in Renfrew, Paisley and Linwood which have provided support services to over 300 households from the start of the lockdown period. Health and safety assessments were completed for all three locations and PPE was secured for all staff working there.
- 6.4 Arrangements are in place to ensure that all new employees undertake the display screen equipment iLearn training course on the Council's intranet, 'Renfo' and a display screen equipment self-assessment is carried out for all new employees using the newly launched form within Business World. These assessments ensure that all workstations within the service comply with best practice. New and expectant mother risk assessments are also carried out and lone working risk assessments are carried out for any officers classified as 'lone workers'. All staff have been advised of the new Business World health and safety modules and that self-assessments should be carried out annually.
- 6.5 Fire safety is a highlighted risk within the service, this is controlled by Fire Evacuation drills, risk assessments and training all of which raise awareness amongst staff.

7. Training

- 7.1 Training is integral to the service's approach to health and safety. Courses for staff are included in the corporate training planner as well as a number of modules on iLearn.
- 7.2 Staff who attend health and safety training are reminded that course evaluations should be undertaken by the delegate to provide feedback.

8. Active monitoring

- 8.1 The Chief Executive's service health and safety working group is made up of representatives from across the service and a member of the corporate health and safety team meets quarterly, monitoring actions through the reporting year. Any information communicated via the corporate health & safety committee is also raised and discussed with the group.

9. Re-active monitoring

- 9.1 The likelihood of an accident taking place within the Chief Executive's service is relatively small, so there is currently no need to utilise accident statistics to identify and implement prevention programmes. We will continue to review this during the pandemic and in light of the current changes to working practices.

- 9.2 The Chief Executive's service continues to monitor throughout the reporting year with monthly reports being provided to senior managers showing monthly, quarterly and cumulative absence information.

10. Review of health and safety management

- 10.1 The service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.
- 10.2 Health & safety procedures across the service have been monitored throughout the reporting year and employees are encouraged to carry out self-assessments annually using the new Business World modules. The service continues to review procedures and communicate updates to staff.

11. Conclusion

- 11.1 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
2020 - 2021**

Action Title	Due Date
Ensure all staff have access to the latest Covid-19 related guidance including social distancing, health, safety, wellbeing, PPE, DSE etc	31-Mar-2021
Ensure that all staff who require Return to Work Covid-19 Risk Assessment for At Risk Employees have been completed	31-Mar-2021
Ensure staff are aware of Covid-19 Scottish Government guidelines FACTS (face, avoid, clean, two meters, self-isolate)	31-Mar-2021
Ensure managers include health and safety as part of the induction process for new staff, including all Covid-19 related guidance	31-Mar-2021
Encourage staff to complete corporate risk management training (and other health and safety related modules) on iLearn and attend training courses as required. For example, Personal Safety / Violence and Aggression, Mental Health First Aid, First Aid (General), Wellbeing, General risk assessment training, prevention of accidents etc.	31-Mar-2021
Ensure that there are sufficient Fire Wardens and staff are trained in fire prevention across the Chief Executive's service.	31-Mar-2021
Ensure all staff are aware of the new Business World health and safety modules and that display screen equipment self-assessment module within Business World should be carried out annually.	31-Mar-2021
Continue to review the Chief Executive's service health and safety procedures in line with current risks / incidents / Covid-19	31-Mar-2021
Continue to identify and contribute to initiatives to promote better health and wellbeing of staff including Healthy Working Lives campaigns	31-Mar-2021
Continue to record and monitor any workplace accidents involving staff in the Chief Executive's service	31-Mar-2021

Continue to monitor absences in relation to health and safety	31-Mar-2021
To ensure all service areas are represented at the Chief Executive's health and safety working group and relevant actions embedded in this action plan	31-Mar-2021
Monitor and update the 5A High Street Health & Safety Action Plan	31-Mar-2021
Ensure that all events planned have an individual event manual which includes health & safety	31-Mar-2021