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**To:** Finance, Resources and Customer Services Policy Board

**On:** 15 June 2022

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**Report By:** Chief Executive

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**Heading:** Chief Executive's Service – Annual Health and Safety Report  
2021/2022 and Action Plan 2022/2023

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## 1. Summary

- 1.1 The Council's Health, Safety and Wellbeing 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, safety and wellbeing 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 2021 to 31 March 2022. This report also provides information on the impact that the Covid-19 pandemic has had on health and safety arrangements for Chief Executive's Service.
  - 1.3 In terms of looking forward, the Chief Executive's Service action plan for 2022/2023 is attached as Appendix 2 to this report. It sets out the planned actions the service will undertake during 2022/2023, 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 includes a specific action recognising the recovery phase from the Covid-19 pandemic, ensuring the continuation of employee safety and awareness.
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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 2022/2023 at Appendix 2.

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### 3. Background

3.1 The Chief Executive's Service delivers a range of strategic services within the organisation. We do this through a range of activities delivered across our service areas: policy and commissioning, economy and development, City Deal and infrastructure, and communications, marketing and events. Our services are delivered by 227 employees, led by the Chief Executive who is supported by the Head of Policy and Commissioning, the Head of Marketing and Communications, the Head of Economy and Development, and the Programme Director (City Deal and Infrastructure).



3.2 In addition to the core activities, the service 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, supporting Renfrewshire's mass vaccination centres and administering all new business grants applications. The service 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 key priority within the service with the annual report being reviewed by the senior management team.

3.4 The Chief Executive's Service has a proactive approach and commitment to health and safety which is supported by the service's working group. The Council will be progressing and moving to the ISO 45001:2018 Occupational Health and Safety Management system. This international standard replaces BS OHSAS: 18001 and sets the framework for an effective system to control health and safety risks to employees. The working group will be integral to achieving this with the support of managers.

3.5 As with other Council services, the majority of employees have been working from home during the pandemic. The service has adapted its processes and procedures to ensure that standards for all employees working from home are maintained, with the health and wellbeing of employees 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

undertaken regular monitoring to ensure an annual DSE assessment has been completed for employees within the Business World system. Heads of Service and managers have had regular wellbeing 'check ins' with their employees and completed Occupational Health assessments if additional support is required.

- 3.6 The annual report 2021/2022 (Appendix 1) provides information on the implementation of the Council's health, safety and wellbeing policy including the management of health and safety within the service; oversight arrangements for health and safety management and overview of health and safety during 2021/2022.
- 3.7 The action plan 2022/2023 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 2023.
- 3.8 The preparation of this annual report and action plan has been supported by the Finance and Resources, People and OD (FAR, People & OD) Health and Safety Team.

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## 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 not been assessed as the report is for noting only.
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

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**List of Background Papers**

None

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## **1. Introduction**

- 1.1 This annual report has been prepared by the Chief Executive's Service in accordance with Renfrewshire Council's Health, Safety and Wellbeing 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. Management of health and safety within the service**

- 2.1 The corporate policy on health, safety and wellbeing was revised and approved in December 2021. The current policy outlines the organisational responsibilities of the Chief Executive, managers, employees and others (eg fire wardens, first aiders) 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.

- 2.2 The policy is available for employees to read within the service or from the Chief Executive's Service health and safety page on the intranet. While the Chief Executive has overall responsibility for the implementation of the policy, the Senior Management Team and managers have a general responsibility to ensure that safe conditions of work apply at all times.

- 2.3 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.

## **3. Organisation for implementing health and safety management**

- 3.1 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.

- 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 are discussed at the quarterly meetings of the committee. These are then circulated to officers in the working group by e-mail (all employees have access to e-mail) who then disseminate the information locally to managers and employees. This should then be discussed at team meetings at which health and safety is a standing agenda item.

- 3.3 The Health and Safety Committee, in addition to the functions listed above, also acts 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.
- 3.4 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 FAR, People & OD, Health and Safety team.
- 3.5 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. In addition, virtual meetings and regular one to ones allows employees to raise issues, discuss concerns and seek any health and safety information with their line manager/Head of Service.

#### **4. Overview of Health & Safety during 2021/22**

- 4.1 The Council's FAR, People & OD, Health and Safety team have been responding to national developments in terms of coronavirus testing and Renfrewshire's mass vaccination centres whilst also ensuring that Council employees are kept safe and have access to information and support for their health and wellbeing.
- 4.2 As a service, the communications team have provided regular health and safety updates to employees throughout the pandemic and regular wellbeing features have been communicated in employee newsletters. There is a dedicated Health, Safety and Wellbeing at Work section on the Council's website specifically for employees. It includes advice on PPE, carrying out a home visit or travelling in vehicles and an employee 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 FAR, People & OD, Health and Safety on its implementation.
- 4.3 A webpage was launched late summer dedicated to supporting employees for the reopening of Renfrewshire House with the launch of a mandatory Return to Renfrewshire House iLearn module and a Return to the Workplace form. A desk booking system was established to enable employees access to desks (including DSE specialised equipment where applicable). In addition, the service also occupies office accommodation at 5 High Street, Paisley and the Russell Institute, Paisley both of which have reopened in line with guidance and support from FAR, People & OD, Health and Safety team.

#### **5. Planning and setting standards**

- 5.1 The service works with FAR, People & OD, Health and Safety team to identify any potential occupational health risks within the service. Three areas have been

identified as potential hazards in an office environment, regardless of the location as we operate from multiple buildings 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) / ergonomics;
- Musculoskeletal hazards; and
- Wellbeing - isolation from working from home/stress

- 5.2 In addition, the events team manage a programme of public events each of which are individually risk assessed. A bespoke Event Management Pack is created in conjunction with multi agency partners and Council services for each event, with public safety the main priority. Due to the ongoing restrictions on mass gatherings the live major events programme for 2021 was delivered in a hybrid model with some events taking place in digital and in-person and others entirely digital. A new design and delivery model for in-person events was delivered in 2021 with single points of focus removed from programming in favour of a content, installations and activity spread over a larger physical area and most activity running over several days/weekends rather than one off main stage events.
- 5.3 An interim events strategy was developed in January 2022 and will be in place for the 2022/23 programmes to support the recovery and return of live events and the impact of the current capital infrastructure programme on the available event site footprints across the town centre.
- 5.4 The Executive Events Group chaired by the Head of Marketing, Comms and Events with membership from Events, Health and Safety, Civil Contingencies, Risk Management and Regulatory Services have oversight of all event management plans and provide final sign off on the major events management and delivery plans.
- 5.5 The Neighbourhood Hub model which was put into place as part of the initial pandemic response has continued throughout 2021/22, supported by colleagues across the Council and our partners. The hub teams have provided support services to over 1500 households since 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. The longer term model of the service is currently under review as part of Right for Renfrewshire.
- 5.6 Arrangements are in place to ensure that all employees undertake the display screen equipment iLearn training course on the Council's intranet and a display screen equipment self-assessment is carried out by all employees using the form located on Business World. DSE self-assessments should be carried out annually and monitored by managers. These assessments ensure that all workstations within the service comply with best practice. New and expectant mother risk assessments are also carried out; other hazards should also be considered within risk assessments which may include stress or lone working as examples.
- 5.7 Fire safety is a highlighted risk within the service and this is controlled by fire evacuation drills, risk assessments and training all of which raise awareness amongst employees.

## **6. Training**

- 6.1 Health & Safety training is integral to the service's approach to health and safety. Courses are included in the corporate training planner as well as a number of modules on iLearn.
- 6.2 Employees who attend health and safety training are reminded that course evaluations should be undertaken by the delegate to provide feedback.

## **7. Active monitoring**

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

## **8. Re-active monitoring**

- 8.1 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 and the service locations from which people are working.

## **9. Health and safety management actions 2022/23**

- 9.1 Employees will continue to undertake or review their DSE self-assessment directly on Business World which will be reviewed by managers and, where required advice and guidance can be requested from the FAR, People & OD, Health and Safety team ensuring appropriate procedures and practices are implemented.
- 9.2 During 2021/22 a revised New and Expectant Mothers risk assessment template was created and published on the intranet. FAR, People & OD, Health and Safety team are working alongside Business World investigating how to integrate this form onto the system. Accident reporting within Business World is also under review and will be launched during 2022/23.
- 9.3 The service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year. This includes:
- Awareness and compliance with the revised Council's Corporate Policy on Health, Safety and Wellbeing;
  - Encourage and monitor health and safety training on iLearn and in-person training as required and determined by employee activities and roles;
  - Monitor employees undertake annual DSE self-assessments; and

- Continue to support and contribute to Council health and wellbeing initiatives, including retaining the Healthy Working Lives Gold Award

In addition, a trauma informed and responsive Renfrewshire programme will be developed for the Council. The focus of which will be to support our workforce and to ensure that we recognise and respond to trauma as part of every service we deliver.

9.4 Appendix 2 sets out the Health and Safety Action Plan for 2022/23.

## **10. Conclusion**

10.1 Health and safety remains a key priority 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 (including their representatives) 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 2022-2023

Action Code	Action Title	Due Date
CEH&S22.01	Recognise the Council's Health & Wellbeing Strategy ensuring all employees are aware of initiatives and participate where relevant / required.	31-Mar-2023
CEH&S22.02	Awareness and compliance with the revised Council's Corporate Policy on Health, Safety and Wellbeing (Dec 2021).	31-Mar-2023
CEH&S22.03	Review general risk assessments in place within the service and maintain the service's risk assessment register.	31-Mar-2023
CEH&S22.04	Ensure employees have access to the latest Covid-19 related guidance with managers continuing to monitor and take appropriate steps where required. FAR, People & OD, Health and Safety team will provide advice and guidance as necessary.	31-Mar-2023
CEH&S22.05	Ensure managers include health and safety as part of the induction process for new employees.	31-Mar-2023
CEH&S22.06	Encourage and monitor health and safety training on iLearn and in-person training as required and determined by employee activities and roles.	31-Mar-2023
CEH&S22.07	Ensure that there are sufficient Fire Wardens in place where service employees are located.	31-Mar-2023
CEH&S22.08	Monitor employees undertake annual DSE self-assessments.	31-Mar-2023
CEH&S22.09	Continue to review the Chief Executive's service health and safety procedures in line with current risks / incidents.	31-Mar-2023
CEH&S22.10	Continue to support and contribute to Council health and wellbeing initiatives, including retaining the Healthy Working Lives Gold Award.	31-Mar-2023
CEH&S22.11	Continue to record and monitor any workplace accidents involving employees in the Chief Executive's service.	31-Mar-2023
CEH&S22.12	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-2023
CEH&S22.13	Ensure that all events planned have an individual event manual which includes health and safety.	31-Mar-2023
CEH&S22.14	Ensure links are made with the Trauma Steering Group and relevant information is disseminated.	31-Mar-2023
CEH&S22.15	Develop and monitor the H&S action plan to support the operation at 5 High Street	31-Mar-2023

