

---

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

**On:** 11<sup>th</sup> November 2020

---

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

---

3. **Background**

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

The report below focusses on the actions and activities to continue to support the council's response and recovery plans. The Health and Safety team have been an integral part of the council's emergency management team, providing clear guidance as documents have been released from the UK and Scottish Governments, The NHS and Health Protection Scotland. The team links with fellow colleagues in other local authorities to share knowledge and introduce any new learning to our guidance and procedures.

The Health and safety team, as part of the wider HR and OD team, have been working collaboratively with all key stakeholders, including the Trades Unions, across the council to ensure that any activities (especially key workers) being undertaken, were risk assessed and more importantly the controls were being reviewed dynamically in line with any changes to the guidance or legislation as it emerged.

Working closely with the comms team, regular key messages to managers and employees were issued timely to remind them of the requirements to keep them safe

### 3.1 Policies and Guidance

The following have been issued or under review due to COVID impact:

- DSE guidance updated
- Homeworking guidance (under review)
- Guidance for First Aiders updated
- Working in Vehicles updated
- HAZID and workplace specific risk assessments
- Schools checklists (reviewed and updated)
- Covid Age risk assessments (currently under review)

3.2 The Health and Safety team has continued to support front line services in the delivery of emergency and prioritised work across the council area, other business as usual tasks such as accident investigation and fire safety continue albeit, in some cases, using electronic computer applications, such as Microsoft teams, rather than face to face.

3.3 The development of new guidance supplemented by risk assessments, standing operating procedures which relate to the specific service activity continues to be an important aspect of the teams' work. The specialised knowledge required has covered care at home, residential care homes, schools.

3.4 Site visits to assist managers has been an essential component of the workload for the Health and Safety team and by the end of September 2020, all High Schools, Primary schools, Early Learning Centres and nurseries had been inspected. The Team also provided additional site support to Renfrewshire Leisure as well as the RVJB.

3.5 The Health and Safety Executive (HSE) visited 7 of our educational establishments accompanied by Health and Safety officers when the schools returned in August. Advice and guidance provided by the HSE was provided to the Head Teachers. The HSE also met with employee representatives on

site and discussed the Councils approach in private. Apart from some minor issues (addressed at time) no further action has been proposed

- 3.6 The Health and Safety team and the HR operations teams have been working closely to continue to support those employees with underlying health conditions to return to work safely. Further work on a revised Covid age document for COVID 19 is continuing in light of recent changes to government advice.
- 3.7 The Health and Safety team have worked closely with Occupational Health and Timefortalking (the employee counselling service) to ensure the council are supporting employees throughout the different phases of the pandemic.
- 3.8 The Health and Safety team have worked with services to review the arrangements within Renfrewshire House.
- 3.9 The formal Corporate Health and Safety Committee meetings planned for the year were suspended to the pandemic. However, regular contacts with Trades Unions have and continue to take place, almost on a weekly basis. The next formal meeting of the Corporate Health and Safety Committee is planned for the 11<sup>th</sup> November. All services should be represented.
- 3.10 Since August 2020, Health and Safety team have undertaken 15 High risk and 3 Low risk evaluations of contractor's health and safety documentation when they apply for contracts with Renfrewshire Council. Priority was given to Covid related activity.
- 3.11 The Health and Safety team respond on a regular basis to requests for Freedom of Information as well as to Insurance claims. Since August 2020, 5 have been processed.  
  
One Health and Safety Flash has been issued concerning the safe use of antiseptic spray in schools.
- 3.12 Online training has been undertaken on a case by case basis as well as Toolbox talks on-site, especially where additional controls have been introduced in relation to Covid.
- 3.13 The Corporate Personal Protective Equipment Group continues to support services to ensure that stocks are maintained at a reasonable level and monitors forthcoming guidance to ascertain the impact.
- 3.14 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce.

## Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims 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 are being maintained.
  - 11. **Privacy Impact** – not applicable to this report.
  - 12. **Climate Risk** - none
- 

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