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

**On:** 5th June 2019

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**Report by:** Alan Russell, Director of Finance and Resources

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**Heading:** Developments in Health, Safety and Wellbeing

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**1. Summary**

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

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**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**

- 3.1 The end of year report provides an update on the health and safety arrangements and performance of Renfrewshire Council in effectively managing health, safety and wellbeing since the mid-year report September 2018.
- 3.2 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) place duties on the Council to ensure, so far as is reasonably practicable, the health of their employees and others that could be affected by work activities.

- 3.3 The end of year report supports the Council's and Services' commitment to ensuring the health, safety and wellbeing of our employees, and takes into consideration the government's strategy documents 'The Health and Safety of Great Britain, Be Part of the Solution' with regard to future planning and the Scottish Government's "Healthy Working Lives" Gold award programme.
- 4.4 Highlighted in the report is the continuous improvement in relation to accident/incident, ill health reduction, which demonstrates the Council's and Services' commitment that has contributed to a decrease in accidents/incidents within the workplace. This has been greatly assisted by our ongoing accreditation to British Standard BS OHSAS 18001: 2007 which has supported Services in commitment and ownership of health and safety standards. This has been further assisted by the Corporate Health, Safety and Well Being Strategy Document 2019 - 2022, the Corporate Health and Safety Committee, Service Health and Safety Planning Groups, health and safety meetings with trade union involvement, risk assessments, audits, inspection programmes, training and awareness sessions.

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## 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.

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### List of Background Papers

- (a) **2018/19 End of Year Report on the Health and Safety activities within Renfrewshire Council.**

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## Appendix A



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

**On: 05 June 2019**

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**Report by: Director of Finance and Resources**

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**Heading: 2018/19 End of Year Report on the Health and Safety activities within Renfrewshire Council.**

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### Summary

- 1.1 This report provides an update on the health and safety arrangements and performance of Renfrewshire Council in effectively managing health, safety and wellbeing since the mid-year report September 2018.
- 1.2 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) place duties on the Council to ensure, so far as is reasonably practicable, the health of their employees and others that could be affected by work activities.
- 1.3 This report supports the Council's and Services' commitment to ensuring the health, safety and wellbeing of our employees, and takes into consideration the government's strategy documents 'The Health and Safety of Great Britain, Be Part of the Solution' with regard to future planning and the Scottish Government's "Healthy Working Lives" Gold award programme.
- 1.4 Highlighted in the report is the continuous improvement in relation to accident/incident, ill health reduction, which demonstrates the Council's and Services' commitment that has contributed to a decrease in accidents/incidents within the workplace. This has been greatly assisted by our ongoing accreditation to British Standard BS OHSAS 18001: 2007 which

has supported Services in commitment and ownership of health and safety standards. This has been further assisted by the Corporate Health, Safety and Well Being Strategy Document 2019 - 2022, the Corporate Health and Safety Committee, Service Health and Safety Planning Groups, health and safety meetings with trade union involvement, risk assessments, audits, inspection programmes, training and awareness sessions.

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#### **4. Recommendations**

- 2.1 The board notes the attached report on the health and safety arrangements and performance in the Council.
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#### **5. Background**

- 3.1 A safe and healthy organisation is one that successfully balances the needs of individuals with the needs of the organisation as a whole. Within the Council it is recognised that employees face a demanding working environment and are continually facing new challenges. Both factors influence the safety, physical and mental wellbeing of our employees. As stated in the Corporate Policy, the Council depends upon a healthy and motivated workforce to deliver the services which the community needs and expects.
- 3.2 Health and safety at work is not only about health and safety management, occupational health and promoting healthier lifestyles; it is recognised that the way in which work is organised also plays a key role. To be truly effective, health and safety must be an everyday process and an integral part of the workforce culture at all levels across the Council.
- 3.3 There are four major components underpinning a safe and healthy organisation:
- effective health and safety management;
  - promoting access to competent occupational health provision;
  - promoting employee's health and well-being; and
  - organisation of work.
- 3.4 The Council recognises the continual importance of co-operating and linking all the relevant initiatives, policies, procedures and opportunities.
- 3.5 The Council has an ongoing commitment to eliminating accidents, so far as is reasonably practicable and encourages employees to play their part in achieving this important objective.

RIDDOR refers to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents which includes Over 7 days incapacity from work through injury, specified injuries such as a fractured arm and Dangerous Occurrences such as potential exposure to Asbestos.

Summary of 2018-19 RIDDOR Notifications.

<b>Service</b>	<b>Number of reports</b>
Communities, Housing and Planning	1
Children Services	15
Environment & Communities	9
Renfrewshire Health and Social Care Partnership	2

One additional RIDDOR was completed by contractor while on site at Renfrewshire House.

<b>RIDDOR Category</b>	<b>Number of reports</b>
Lifting and Handling	2
Physical Assault	3
Dangerous Occurrences (asbestos)	2
Slip, trip and fall (2 due to ice)	11
Fall from Height	1
Movement including Transport	3
Struck by Object	2
Another	3

Incidents are investigated in the first instance by supervisors/ managers to prevent a re-occurrence or at least to minimise the consequences if such an incident occurs again.

There have been no new cases of Industrial disease reported.

Health surveillance continues for employees who may be exposed to noise, dust or vibrations.

Accident and Incident Information is a standing item at the Corporate Health and Safety Committee.

3.6 The provision of appropriate health and safety training continued throughout the period. The programme offered by the health and safety section included:

Fire Warden training.

Fire warden training was arranged for employees who assist in an official capacity during an emergency fire situation. 40 delegates were trained. Further to this, bespoke courses were delivered to several premises across the Council including residential units and school establishments. Over the period 98 delegates have been trained.

Mindfulness Course and Mental Health First Aid.

Training for both courses has been undertaken over the past 6 months as part of our development of preventative approach to employee well-being. The mindfulness course training has been successful, and The Mental Health First Aider Course attracted 49 delegates.

British Heart Foundation cardiopulmonary resuscitation (CPR) Training.

CPR is a potential lifesaving medical procedure which is given to someone who is in cardiac arrest. It helps to pump blood around the person's body when their heart can't. The CPR training was offered to employees as a life skill. Overall 39 health and safety training places were taken up by Council employees.

H&S Awareness for Housing Team Home Visits.

38 staff were trained on various safety aspects to consider working in the community.

Violence and Aggression Training

This type of training allows the delegate to understand the impact of violence and aggression in the workplace. Over the period 30 delegates were trained.

3.7 In order to meet legal requirements and current best practice, several health and safety policies, guidance and strategy were developed or revised. These include:

- Corporate Health, Safety and Wellbeing Strategy 2019-22
- Asbestos Policy

Several other health and safety policies and guidance are in the process of revision including Hand Arm Vibration, Fire, Violence and Aggression, Control of Legionella and Stress.

- 3.8 To facilitate the partnership approach to health and safety with employees, the Corporate Health and Safety Committee (CHSC) continue to progress important health and safety issues. This committee has representation from Services and trade unions.
- Service Co-ordinators are required to submit a quarterly report detailing their respective Service's health and safety performance. This report is also passed to Service senior management teams for them to review health and safety performance.

Service planning groups continue to assist at management level in the formulation and implementation of Service health and safety policies, plans and in addressing operational issues.

These groups are also responsible for:

- agreeing the content of the Service health and safety policy;
- production of an annual action plan to achieve the Service health and safety objectives;
- promotion of a positive health and safety culture throughout the Service;
- identification of management arrangements to implement policy;
- identification and prioritisation of actions and the development of key performance indicators related to the health and safety plan;
- identification of risk control systems and workplace precautions together with associated performance standards;
- ensuring effective joint communication and participation with employees; and
- monitoring the implementation of the health and safety plan.

- 3.9 The Health and Safety Section supports the CPU in vetting council contracts from a Health and Safety perspective. From 1 April 2018 to 31 March 2019, 42 Low Risk evaluation contracts and 158 High Risk evaluations were vetted during this period. The section failed 17 evaluations. Concerns identified were remedied quickly and documentation re submitted for evaluation.

CPU work closely with the Health and Safety Section where any concerns may arise ensuring that the council vetting process remains robust.

- 3.10 The Quality of Working Life (Stress) Risk Assessment (QWLRA) continues to be utilised across Services, this tool reflects the six stress Management Standards identified by the Health and Safety Executive. The standards identify the areas where potential causes of workplace stress may exist. The



Stress policy and management support tools for dealing with workplace stress have also been revised to take account of the new risk assessment procedure. This includes support mechanisms for managers and employees. To further support this, the training for managers and supervisors was reviewed and updated to include other aspects of mental health awareness. Since November 2018 the H&S Team have supported managers with 8 Individual stress risk assessments and 1 Team stress risk assessment. Prior to November, the H&S Teams involvement in this process was not recorded but is now one of our performance indicators.

3.11 The Health and Safety Section continue to manage the council's participation in the Scottish Centre for Healthy Working Lives Gold Award scheme. The Gold Award is the ultimate Healthy Working Lives Award presented only to those organisations which demonstrate long term commitment to improving health and well-being within their workplaces. Renfrewshire Council retained this award in November 2018.

3.12 The Health and Safety Section continue to provide specialist support to the Events team and other groups. An Officer from the Health and Safety Section acts as Event Safety Officer for the Council. Between 1<sup>st</sup> April 2018 to 31 March 2019 the following events were planned and successfully completed.

- St Mirren Football Team (Paisley)
- Paisley Food & Drink Festival
- British Pipe Band Championships
- Renfrew Gala Day
- Barshaw Gala Day
- Sma' Shot Day
- Fire Engine Rally (Johnstone)
- Open Doors (Abbey Drain event)
- The winter events programme (the Spree, Halloween, Fireworks, Remembrance Sunday events and Christmas Lights Switch On events)

3.13 Organisations that successfully manage health and safety recognise that the relationship between controlling risks and general health is at the very centre of the organisation itself. Within Renfrewshire Council, this approach rests on the principles in BS OHSAS 18001:2007 to which the Council is committed to retain and maintain registration for all Services. The standard clearly states that managing health and safety successfully is founded on effective systems which:

- set and develop policy;
- plan for health and safety;
- implement and operate the plan;
- check and introduce corrective actions when appropriate;

- review overall performance; and
- work towards continuous improvement.

By ensuring the application of these principles in partnership with all employees, Renfrewshire Council will continue to be seen by its stakeholders as an exemplar employer and be recognised accordingly.

This standard is being withdrawn and replaced with ISO 45001. which is an international standard, ensuring enhanced compatibility with other standards, such as ISO 9001 and 14001.

Discussions are ongoing concerning the move towards the new standard.

- 3.14 The Health and Safety Section continue to provide specialist support to the Insurance section and the Records Manager, supplying data and information to facilitate responses to Insurance claims, SARs and FOIs. Since November 2018 the team have responded to 38 such requests.
- 3.15 During the period, health and safety flashes were issued around Ladder Safety, Window Blind Looped Cords and Chains and Stair Safety. All relevant previous safety flashes are available on the intranet.
- 3.16 The health and safety team continue to work with the business world team on the health and safety applications. The Incident reporting system was launched during February 2019 and the risk assessment processes are in development.

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## Implications of the Report

7. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and associated costs.
8. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and wellbeing of employees.
9. **Community/Council Planning** – This report and plan supports the objectives contained within the community and council plans.
10. **Legal** - The council will continue to comply with current health and safety legislation.
11. **Property/Assets** - Having a robust health and safety management system in place and an effective risk control system should ultimately reduce the risk of property damage and potential loss of premises which could be

caused by fire for example.

12. **Information Technology** - Not applicable.

13. **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 as 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.

14. **Health & Safety** - This report supports and demonstrates the council's commitment to ensuring effective health and safety management.

15. **Procurement** - Finance and Resources, HR and Organisational Development (FAR, H.R. and O.D.) health and safety section has a valuable input to the Council's procurement system.

10. **Risk** - This report supports the overarching management of risk within Renfrewshire Council.

11. **Privacy Impact** - Not applicable.

12. **Cosla Policy Position** - Not applicable.

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**List of Background Papers** None

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**Author:** *Steven Fanning, Principal HR adviser (Health, Safety, Absence)*