

To: Joint Consultative Board: Non-Teaching

On: 21 May 2015

Report by: David Marshall, Head of HR and Organisational Development

Heading: Developments in Health and Safety

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 the Finance and Corporate Service, 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 policies and guidance are being revised:

- Control of contractors

- Manual Handling Operations
- Tobacco policy

3.2. Training during the period comprised of the following courses:

- 5 Fire wardens;
- 1 Violence and aggression: and
a number of tool box talks were delivered during this period.

3.2.1 Total number of training places taken up during this period was 50.

3.3 The since the new occupational health supplier, People Asset Management Ltd, commenced on 1 February 2015, 207 employees have attended.

3.4 The health and safety section continue to work with IT, currently enhancing and developing our electronic applications in line with the service changes across the council.

3.5 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next audit visit schedule is planned for September 2015.

3.6 As part of the Healthy Working Lives Gold award programme;

- Prostate cancer posters were displayed in the male toilets within Renfrewshire house and at the main depots; and
- 15 staff members continue to participate in the quit and win smoking cessation campaign.

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 Councils 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 ensure 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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