
To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report By: Chief Executive

Heading: Chief Executive's Service – Annual Health and Safety Report
2017/18 and Action Plan 2018/19

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 plan to the relevant Policy Board.
 - 1.2 The Chief Executive's Service annual 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 and summarises the achievements from 1 April 2017 to 31 March 2018. A full update on the associated action plan for 2017/2018 is also attached as Appendix 2 and the new action plan for 2018/2019 is attached as Appendix 3.
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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 Appendix 1 and progress achieved through the 2017/18 action plan at Appendix 2; and
 - ii) approves the health and safety action plan for 2018/19 at Appendix 3.
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3. Background

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

- **Policy and commissioning**

- Provision of policy support to senior officers and elected members;
- Manage the business of the corporate management team;

- Lead the Council's corporate and community planning processes and associated performance management and reporting arrangements;
 - Lead on the development and adoption of a strategic commissioning approach to the planning and development of services;
 - Lead on the digital programme for Renfrewshire;
 - Lead on the development and implementation of major policy focussed strategic programmes;
 - Lead the Council's procurement arrangements to deliver best value and wider Council policy benefits;
 - Strengthen collaborative relationships with key Council partner organisations;
 - Provide a corporate data analytics and research service to support sound knowledge management and evidence-based decision making across the Council;
 - 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; and
 - Develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of public sector reform.
- **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 and regeneration:**
 - Oversee the City Deal Project which will enable investment in the transport network, key development and regeneration sites and improved public transport;
 - Tackle unemployment with programmes to help 16-24 year olds and vulnerable residents;
 - Encourage the growth of more small and medium- sized enterprises; and
 - Lead on Invest in Renfrewshire.

3.2 In summer 2018, the City Deal, economic development and regeneration teams transferred from Development and Housing Services to the Chief Executive's Service. The 2017/18 annual report and action plan does not therefore include these teams within the information reported. The 2018/19 action plan includes a specific action to work with colleagues from these teams to review and integrate health and safety arrangements into the Chief Executive's Service health and safety plan.

3.3 The Chief Executive's Service has a proactive approach to health and safety. This is evidenced by 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.

- 3.4 The annual report provides information on the implementation of the Chief Executive's health and safety policy and identifies areas for future and continued action. These actions are identified in the health and safety action plan 2018/2019 which is included as appendix 3 to this report. The action plan is monitored on a six-monthly basis by the service's health and safety committee and an annual progress report will be presented to the Finance, Resources and Customer Services Policy Board in Spring 2019.
- 3.5 The preparation of this annual report has been supported by the corporate health and safety service.

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community/Council Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** – none
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. 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** - The report supports and demonstrates the Council and the Chief Executive's service's commitment to ensuring effective health and safety management.
 9. **Procurement** - None.
 10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
 11. **Privacy Impact** - None.
 12. **Cosla Policy position** – None
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List of Background Papers

None

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CHIEF EXECUTIVE'S SERVICE

ANNUAL HEALTH AND SAFETY REPORT

2018

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, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives. The health and safety action plan for 2017/2018 with completed actions is attached in Appendix 2 and action plan for 2018/2019 with current actions is attached in Appendix 3.

2. Management of health and safety within the service

- 2.1 The Corporate Health and Safety Policy has been in place since November 1997 and is reviewed and updated regularly in accordance with corporate guidance.
- 2.2 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:
- Details of the health and safety arrangements within the service;
 - Specific information regarding health and safety advice and training; and
 - Details on how to raise health and safety concerns and how to report an accident.
- 2.3 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.
- 2.4 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 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 Strategic Planning and Policy Development Manager who has responsibility for co-ordinating health and safety issues within the service and any areas of concern can be raised directly with him. 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 regular meetings of the committee and are circulated to officers in the service by e-mail (being office based, all employees have access to e-mail), discussed at team meetings and posted on the internal notice board. Health and safety is a standing item at team meetings.

- 3.3 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 contributing to ensuring that health and safety retains its high profile within the service.

4. Consultation mechanisms

- 4.1 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.

5. Planning and setting standards

- 5.1 The service works with Corporate Health and Safety officers to identify any potential occupational health risks within the service. Three particular areas have been identified as potential hazards in an office environment and ongoing monitoring and evaluation ensures improvement actions are being taken where required. These three areas are:
- Display Screen Equipment (DSE);
 - Musculoskeletal hazards; and
 - Ergonomics
- 5.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment e-learning training course on the Council's intranet, 'Renfo' and a display screen equipment assessment is carried out for all new employees. 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'.

6. Training

- 6.1 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.
- 6.2 Staff who attend health and safety training are reminded that course evaluations should be undertaken by the delegate to provide feedback.
- 6.3 The total number of staff council-wide who received health and safety training during 2017/18 was reported to the Finance, Resources and Customer Services Policy Board on 6 June 2018.

7. Measuring performance

- 7.1 A new action plan to measure and monitor performance has been put in place for 2018/19 and is included as appendix 3.

8. Active monitoring

- 8.1 The Chief Executive's service health and safety working group 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.
- 8.2 Key speakers have been invited along to the working group to discuss health and safety. This year, this included a presentation on mental health training. The presentation provided information about the prevalence of mental health issues in the population and workforce. Information was provided on key issues such as alcohol and drugs, suicide, depression, anxiety, self-harm and psychosis and some of the signposting to resources that the mental Health First Aid training provides.

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.
- 9.2 The Chief Executive's service continues to maintain a low level of sickness absence, for example, in financial year 2017/18, 0.8% of days were lost through sickness absence.

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 The service's induction arrangements include Emergency Evacuation Procedures for the Headquarters complex, Health and Safety Arrangements, Fire Wardens, First Aid Arrangements, General Safety Policy Statement, Chief Executive's Service Health and Safety Policy, Security, Guidance on Fire Precautions for Renfrewshire Council Premises, Occupational Health Services, Stress Information Booklet and Tobacco Policy: Guidance for employees.
- 10.3 Corporate communications officers regularly liaise with the corporate health and safety team providing advice and assistance in the development of publication materials and discussion around health promotions.
- 10.4 Health and Safety procedures across the service have been monitored throughout the reporting year and Display Screen Equipment (DSE) Awareness has continued to be encouraged across the service as well as new and expectant mother risk assessments.
- 10.5 Health and safety initiatives have been communicated across the service encouraging greater awareness of these to employees.
- 10.6 Key officers across the service have undertaken regular checks of first aid kits ensuring these are updated when required.






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.

Appendix 2

Chief Executive's Service Health and Safety Action Plan

2017 - 2018

Action Title	Due Date	Status	Progress Bar	Latest Status Update
Undertake a review of the Chief Executive's health and safety procedures	31-Mar-2018	Completed		Health and safety procedures across the service have been reviewed throughout the reporting year.
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2018	Completed		Display Screen Equipment Awareness has continued to be encouraged across the service as well as new and expectant mother risk assessments.
Ensure line managers include health and safety as part of induction process	31-Mar-2018	Completed		The service's induction pack includes a number of health and safety guidance / policy documents.
Contribute to initiatives to promote better health of council employees	31-Mar-2018	Completed		Initiatives have been communicated encouraging greater awareness of these to employees.
Regularly check/ update the service first aid kit	31-Mar-2018	Completed		Key officers across the service have undertaken regular checks of first aid kits ensuring these are updated when required.

Appendix 3

Chief Executive's Service Health and Safety Action Plan

2018 - 2019

Action Title	Due Date	Status
Ensure managers include health and safety as part of the induction process for new staff	31-Mar-2019	In progress
Continue to ensure all staff are aware of the Display Screen Equipment Awareness policy and that they carry out an annual self-assessment	31-Mar-2019	In progress
Continue to review of the Chief Executive's service health and safety procedures in line with current risks / incidents	31-Mar-2019	In progress
Identify and contribute to initiatives to promote better health and wellbeing of staff	31-Mar-2019	In progress
Ensure the service's first aid kit is regularly updated	31-Mar-2019	In progress
Record and monitor any workplace accidents involving staff in the Chief Executive's service	31-Mar-2019	In progress
Monitor absences in relation to health and safety	31-Mar-2019	In progress
To ensure City Deal, economic development and regeneration teams are represented at the Chief Executive's health and safety working group and relevant actions embedded in this action plan	31-Mar-2019	In progress