



To: Joint Consultative Board: Non-Teaching

On: 10 December 2015

Report by: Carole Donnelly, Head of HR and Organisational Development and Workforce Strategy

Heading: Developments in Health and Safety

1. Summary

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

2. Recommendations

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 Resources, health and safety section and other council services.

3. Background

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

3.1 The following Policies and Guidance are being revised:-

- Control of contractors
- Risk Assessment
- Statutory inspections
- CDM 2015
- Manual handling operations
- Tobacco/ Smoke free Policy

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

- 2 x General Health and Safety
- 1 x Violence and Aggression
- 1 x IOSH Working Safely

A number of tool box talks were also delivered during this period (25 employees received training in total).

3.3 As part of the Healthy Working Lives Gold award programme, an employee wellbeing survey has been developed and will be undertaken throughout December. The outcome of this survey will be reported at a future JCB meeting.

3.4 The health and safety section continue to work with our incumbent occupational health contractor to further develop and enhance the electronic referral process.

3.5 The health and safety section continue to support our external partners, which include Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Joint Valuation Board and Renfrewshire Leisure, with additional scope added to the latter covering all centers.

3.6 The health and safety section continue to support the Town Centers Team and other event organisers to ensure safe, controlled and enjoyable events are delivered. Further work this year has lead to the development of a more comprehensive event document, which has multi agency input (Police Scotland, Scottish Fire and Rescue, Scottish Ambulance Service and the NHS).

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** – N/A.
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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