

To: Finance, Resources and Customer Services Policy Board

On: 21 November 2024

Report By: Chief Executive

Heading: Chief Executive's Service – Mid-year Health and Safety Report

1. Summary

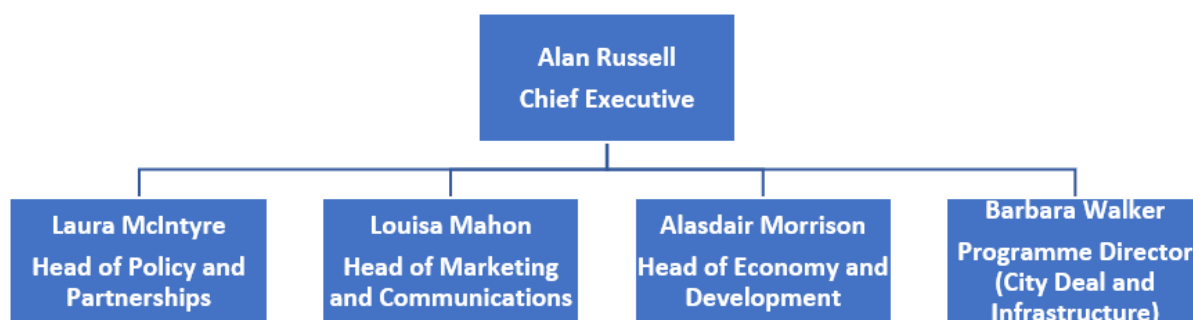
- 1.1 The Chief Executive's Service – Annual Health and Safety Report 2023/2024 and Action Plan & Performance Indicators 2024/2025 was approved by the Finance, Resources & Customer Services Policy Board in June 2024, setting out priorities for the service aligned to those within the People Strategy – Ongoing implementation of key priorities (Health and Wellbeing Plan 2024/2029).
 - 1.2 The Council's Health, Safety and Welfare Policy requires each service to submit a mid-year Health and Safety report to the relevant Policy Board. The Chief Executive's Service mid-year report is attached as Appendix 1, summarising the achievements from 1 April 2024 to 30 September 2024.
 - 1.3 The report sets out the planned actions the service has undertaken to date as well as outlining the service's commitment to continuous improvement in health and safety performance.
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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 this report and its appendixes.
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3. Background

3.1 The Chief Executive's Service delivers a range of strategic services within the organisation. We do this through a range of activities delivered across our service areas: Policy and Partnerships, Economy and Development, City Deal and infrastructure, and Marketing and Communications. Our services are delivered by 241 employees, led by the Chief Executive who is supported by the Head of Policy and Partnerships, the Head of Marketing and Communications, the Head of Economy and Development, and the Programme Director (City Deal and Infrastructure).



3.2 The Chief Executive's Service Head of Policy and Partnerships is the lead officer for health, safety and wellbeing within the service and is supported by the Strategy, Policy and Insight Manager. We have a proactive approach and commitment to health, safety and wellbeing which is supported by the service's working group.

3.3 As is now standard practice for local government staff who are primarily office-based, employees are mostly hybrid workers, splitting their working week between home and office. The service has adapted its processes and procedures to ensure that standards for all employees working from home or in the office are maintained, with the health, safety and wellbeing of employees being a priority. The service's health and safety working group meets quarterly via Teams.

3.4 The mid-year Health & Safety report (Appendix 1) looks at our achievements from 1 April 2024 to 30 September 2024.

3.5 The preparation of this mid-year report has been supported by the Finance and Resources, People and Organisational Development (People & OD) Health and Safety Team.

4. **Health & Safety activities**

- 4.1 The Chief Executive's Service Action Plan 2024/25 covers a range of actions allowing the service to recognise, manage and monitor health, safety and wellbeing. The action plan ensures compliance with key policies, monitoring and reviewing risk assessments and encouragement of health & safety training. The service encourages the reporting of accidents and incidents, and these are monitored. Community Learning and Development has also been supported across various areas of health & safety management, as a service area which recently transferred into the Chief Executive's Service.
- 4.2 The service is currently working on producing new risk assessments to cover the three main service areas under CLAD, as well as reviewing the current general office and Building Standard risk assessments. The review of risk assessments will remain a key focus for the service with the introduction of a performance indicator to ensure risk assessments are reviewed within 30 days of their planned review date (see Appendix 2). The service recognises that risk assessments may be required to be reviewed before their review date based on change of tasks, legislation or following an adverse event.
- 4.3 A key requirement of the Corporate Health, Safety and Welfare Policy 2021 is for services to have a planned programme of Workplace Observation Inspection Reports (WOIR) completed. This programme commenced in summer 2024 with a number of service areas/locations completing their planned inspection during Quarter 2 and more inspections planned to take place during Quarters 3 & 4, in collaboration with other services (see Appendix 2). All services areas undertaking an inspection are fully supported by management and corporate Health & Safety as required with management monitoring actions identified during the inspection.
- 4.4 Our performance reporting action plan and scorecard includes an indicator monitoring the number of DSE assessments completed (see Appendix 2). Corporate Health & Safety are currently working with Business World support to update the standard system reports so that data can be provided for this indicator.
- 4.5 A key requirement of the Corporate Health, Safety and Welfare Policy 2021 is that the services should engage with trade unions to representatives to attend service meetings where relevant. The service has contacted trade unions inviting representation where required.

4.6 Events remain a core focus for the service with event safety management plans produced for every event. The team work closely with corporate health and safety team for events ie. Paisley Food and Drink festival and where required for large scale festivals like Halloween then a safety consultant is brought in for further support to design and deliver the major events programme.

Implications of the Report

1. **Financial Implications** – None.
2. **HR & Organisational Development Implications** – None.
3. **Community/Council Planning Implications** – None.
4. **Legal Implications** – None.
5. **Property/Assets Implications** – None.
6. **Information Technology Implications** – None.
7. **Equality & Human Rights Implications** - None.
8. **Health & Safety Implications** - The report supports and demonstrates the Council and the Chief Executive's service's commitment to ensuring effective health and safety management.
9. **Procurement Implications** - None.
10. **Risk Implications** - The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact Implications** - None.
12. **Cosla Policy position** – None.
13. **Children's Rights** – this report is for noting and has no direct implications on children's rights.
14. **Climate Risk** – None.

List of Background Papers

None

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CHIEF EXECUTIVES SERVICE

Mid-year Health and Safety Report

21 NOVEMBER 2024

This mid-year report is prepared by 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 against the health and safety objectives.

1. Management of health and safety within the Service

1.1 The corporate policy on health, safety and wellbeing was revised and approved in December 2021. The current policy outlines the organisational responsibilities of the Chief Executive, managers, employees and others (e.g. fire wardens, first aiders and lone workers). The following details are included:

- the health and safety arrangements within the service;
- the specific information regarding health and safety advice and training;
- how to raise health and safety concerns and how to report an accident.

1.2 The policy is available for employees to read within the service or from [the Chief Executive's Service health and safety page on the intranet](#). While the Chief Executive has overall responsibility for the implementation of the policy, the Senior Management Team and managers have a general responsibility to ensure that safe conditions of work apply at all times.

1.3 The Control of Smoking at Work policy is newly issued and explains the standards needed for a smoke-free work environment. The council is developing Naloxone Guidance with training made available for staff to administer this rescue medicine.

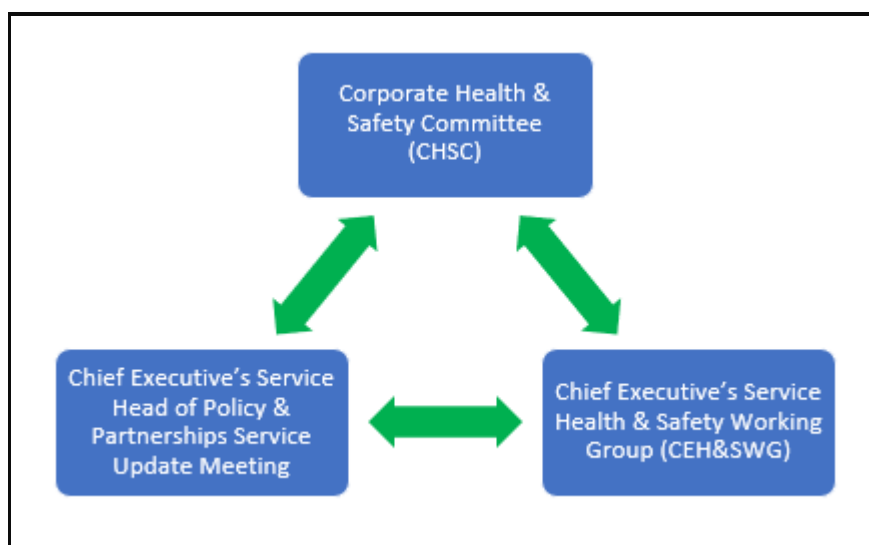
1.4 The service's strategy aims to ensure that health and safety is an integral part of the overall management of the service and the service continually seeks ways to ensure a safe workplace for all employees.

1.5 A key priority within the service has been on accident/incident reporting and investigation, aiming to increase awareness and ensure all accidents/incidents are recorded within Business World. Further training will be provided to managers on use of the Business World accident/incident form.

2. Organisation for implementing health and safety management

2.1 The Head of Policy and Partnerships is the lead officer for health, safety and wellbeing within the Chief Executive's Service and is supported by the Strategy, Policy and Insight Manager and Planning & Policy Development Officer. This ensures that health and safety remain a high-profile within the service.

- 2.2 The service's health and safety co-ordinator attends the Corporate Health and Safety Committee (CHSC) and provides a service update on health, safety and wellbeing. The working group is informed of outcomes from the CHSC which are shared with managers across services. The CHSC also enables the escalation of any health, safety and wellbeing issues that cannot be resolved at local level and allows for sharing of lessons learned.
- 2.3 The service has a working group which is attended by representatives from across the service and meets quarterly. It is also attended by a Health & Safety Adviser from People and Organisational Development (People & OD) Health and Safety Team. The group works well to communicate and discuss key corporate information, service performance and a channel to raise local health and safety issues.
- 2.4 Quarterly meetings take place between the Head of Policy and Partnerships, the service's H&S Coordinator and Corporate Health & Safety Adviser and these provide a formal opportunity to discuss both service and councilwide issue. Discussions include updates from the service's working group and the CHSS, ensuring key issues are raised with the service Departmental Management Team (DMT). Where required, issues are also raised on an ad hoc basis between quarterly meetings.



- 2.5 It is a requirement of the Corporate Health, Safety and Welfare Policy 2021 that the service should engage with trade union appointed safety and the service has contacted trade unions inviting representation where required.

3. Planning and setting standards: Plan - Do - Check - Act

- 3.1 The Chief Executive's service health & safety arrangements are based on the Plan – Do – Check – Act approach referred to in the Corporate Health & Safety policy. This methodology achieves a balance between the systems and behavioural aspects of management. It also treats health and safety

management as an integral part of good management generally, rather than being stand-alone.

3.2 The Chief Executive's service has a risk control strategy in place to minimise employees and service users' exposure to significant risks. The risk profile includes delivering public events, activities undertaken by Communities, Learning & Development, Building Standards, City Deal, Estates, Development Management as well as management responsible for premises outwith Renfrewshire House. These risks include:

- Musculo-skeletal (DSE);
- Working at height;
- Lone working;
- Occupational driving;
- Violence & aggression;
- Stress (work and non-work related);
- Council-managed public events;
- Fire safety & management; and
- Slips, trips and falls

The service has a Risk Register to monitor general risk assessments (tasks undertaken by employees) and fire safety risk assessments to ensure they are current and accurate.

3.3 CLAD approved new general task risk assessments to cover their three service areas, along with this Building Standards reviewed theirs and our aim is to review the general office safety risk assessment (which applies across the whole service) by the end of this year. The review of risk assessments will remain a key focus for the service with the introduction of a performance indicator to ensure risk assessments are reviewed within 30 days of their planned review date.

3.4 The events team manage a programme of public events each of which are individually risk assessed. A bespoke Event Management pack is created in conjunction with multi agency partners and Council services for each event, with public safety the main priority. The Executive Events Group is chaired by the Head of Marketing and Communications with membership from Events, Health and Safety, Civil Contingencies and Risk Management and this group has oversight of all event management plans and provides the final sign off on these.

3.5 Over the past few years the team have upskilled in crowd management profiling and science by working alongside a crowd management industry expert and undertaking crowd management training. The team continue to work with council services, blue light partners and freelance health and safety support to design and deliver the major events programme.

- 3.6 During 2024/25, the service has continued to monitor DSE assessments across the service. A new report on Business World has enabled managers to proactively monitor compliance within their local teams. This has been taken forward as a new action and performance indicator for this reporting year. Corporate Health & Safety are working with Business World support to update the standard system reports to include key information to allow more focussed monitoring to take place within the service (See Appendix 2).
- 3.7 Following the approval of the Health and Wellbeing Plan 2024 – 2029, the Chief Executive's service for 2024/25 will address wellbeing as a standing item on the working group agenda with focus areas input from the service DMT. Health, safety and wellbeing should be included as a standing item as part of regular team meetings throughout the service.
- 3.8 We are at present actively monitoring absence reasons and the utilisation of employee support services (e.g. Occupational Health and employee counselling) to help inform our approach to wellbeing during this reporting year. Collaboration and suggestions from employees across the service about what matters most will provide a steer on what priorities should be. It is hoped that tailored sessions similar to those provided corporately can be introduced at service or team level, as appropriate.

4. Measuring performance

- 4.1 The Chief Executive's Service Action Plan 2024/25 sets out how the service will identify, manage and monitor health, safety and wellbeing. The action plan ensures compliance with key policies, monitoring and reviewing risk assessments and encouragement of health & safety training. The service encourages the reporting of accidents and incidents which are monitored.
- 4.2 The service is currently working on updating the risk assessments which cover the three main service areas under CLAD, as well as reviewing the current general office and Building Standard risk assessments. The review of risk assessments will remain a key focus for the service with the introduction of a performance indicator to ensure risk assessments are reviewed within 30 days of their planned review date (see Appendix 2). The service recognises that risk assessments may be required to be reviewed before their review date based on change of tasks, legislation or following an adverse event.
- 4.3 A key requirement of the Corporate Health, Safety and Welfare Policy 2021 is for services to have a planned programme of Workplace Observation Inspection Reports (WOIR) completed. This programme commenced in summer 2024 with a number of service areas/locations completing their planned inspection during Quarter 2 and more inspections planned to take place during Quarters 3 & 4, in collaboration with other services (see Appendix 2). All services areas undertaking an inspection are fully supported

by management and corporate Health & Safety as required with management monitoring actions identified during the inspection.

- 4.4 Our performance reporting action plan and scorecard includes an indicator monitoring the number of DSE assessments completed (see Appendix 2). Corporate Health & Safety are currently working with Business World support to update the standard system reports so that data can be provided for this indicator.

Re-active monitoring

- 4.5 Absence continues to be monitored and support where required is provided via Occupational Health and our employee assistance provider (currently Time for Talking). A new corporate absence policy was implemented in March 2024 and it is anticipated that the benefits of this new policy will become apparent during this reporting year.
- 4.6 Re-active monitoring also includes analysing accidents and incidents reported to identify and implement an accident prevention programme. Historically the number of accidents and incidents reported within the Chief Executive’s service has been low. However, the working group continued to encourage a culture of accident/incident reporting within the service.
- 4.7 During Quarters 1 & 2 for 2024/25 there have been three incidents/accidents recorded, as detailed in the table below.

Number of service reported accidents/incidents 2024/25				
Reporting Period	Who was involved?	Accident/Incident Description	Severity	Outcome
Qtr 1	-	-	-	-
Qtr 2	1 x Employee	Another kind of accident	Minor injury	Employee supported after incident
	1 x Employee 1 x Member of the public	Road Traffic Accident	No injury to either party	Employee supported after RTA
	1 x Employee	Lifting/Handling	Minor injury	Under investigation






- 4.8 The development of the new health and safety training matrix, based on job role and tasks undertaken, will provide an opportunity to refresh awareness of the requirements and responsibilities for reporting and investigating accidents and incidents.

5. Review of support services


- 5.1** As noted in this report we are at present actively monitoring absence reasons including utilisation of employee support services (ie. Occupational Health and employee counselling) to help inform our approach to wellbeing during this reporting year with the inclusion of themed campaigns.








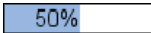

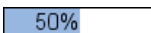

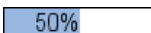

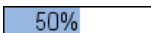
Chief Executive's Health & Safety Action Plan 2024/25


Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Actions










Action Code	Action	Assigned To	Status	Progress	Due Date	Update
CEH&S24.01	Recognise the Council's Health & Wellbeing Strategy ensuring all employees are aware of initiatives and participate where relevant / required, including any related performance management measures			<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	31-Mar-2025	The service recognises the Our People, Our Future strategy and Health and Wellbeing Plan 2024/2029 and from January 2025 will add this as a standing item to the CEH&SWG agenda. Direction from SMT requested for key focus areas. Qtr 1 & 2 absence will be reviewed to fully understand issues and what/if any support is required.

Action Code	Action	Assigned To	Status	Progress	Due Date	Update
CEH&S24.02	Awareness and compliance with the revised Council's Corporate Policy on Health, Safety and Wellbeing (Dec 2021 – due for review in 2024)			<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 50%	31-Mar-2025	We have started a WOIR planned programme for 2024/25 which reflects a requirement of the policy. The policy is discussed at service quarterly meetings and we await the review.
CEH&S24.03	Monitor and review all workplace risk assessments to ensure they remain suitable and sufficient and maintain the service's risk assessment register - this will include associated safe working procedures for employees			<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 40%	31-Mar-2025	During Q2, new risk assessments have been created for the three main service areas within CLAD (Adult & Family Learning, Community Capacity and Youth Services) which have now been approved by service management and added to the service risk register. The General Office RA review has also started and will be completed by the end of Q3.
CEH&S24.04	Implement and monitor a manager led health and safety inspection programme across all service locations			<div style="width: 80%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 80%	31-Mar-2025	During Qtr 2, five planned inspections were completed - four within the Russell Institute and one undertaken at InCube, High Street, Paisley and actions taken from the inspection to be monitored by local management. Further inspections are planned to take place over the rest of the reporting year with the target of one inspection to be undertaken each quarter.
CEH&S24.05	Monitor DSE assessments across the service with regular updates from managers			<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 40%	31-Mar-2025	DSE assessments continue to be monitored throughout the services. The DSE manger report to be updated within

Action Code	Action	Assigned To	Status	Progress	Due Date	Update
						Business World to include data completion to allow monitoring to continue. A call was raised with Business World for this update and we await feedback.
CEH&S24.06	Encourage and monitor health and safety training on iLearn and in-person training as required and determined by employee activities and roles. This would include all mandatory health and safety training to be determined by the service as a result of producing a health and safety training matrix for the service relating to the job role/tasks undertaken by the employee				31-Mar-2025	The service is reporting on completed iLearn courses on a quarterly basis. A training session on undertaking health & safety inspections was delivered to service group members and key officers.
CEH&S24.07	Continue to encourage reporting of incidents and monitor any workplace accidents involving employees in the Chief Executive's service				31-Mar-2025	Accidents and incident reporting continues to be encouraged through the service. This was discussed during the quarterly meeting held with the Head of Service and it was agreed training on accident reporting and investigation would be arranged for managers.
CEH&S24.08	Ensure that all events planned have an individual event manual which includes health and safety				31-Mar-2025	Sma' Shot Day and Renfrew Pipe Band competition were delivered successfully in quarter two with Event Safety management plans produced for both events. Work is ongoing to produce the safety management plans for the winter events programme being delivered throughout Q3
CEH&S24.09	Ensure all service areas are represented at the Chief Executive's health and safety working group, including after any service reviews/restructures				31-Mar-2025	Group membership ensures all service areas are represented. Consideration being given to creating a template for group members to bring forward

Action Code	Action	Assigned To	Status	Progress	Due Date	Update
						service area updates.
CEH&S24.10	Review health and safety arrangements within Community Learning and Development and identity opportunities for cross-service learning and/or improvement			<div style="border: 1px solid black; width: 60px; height: 15px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">50%</div>	31-Mar-2025	The service continues to support CLAD across health & safety matters. Following an accident within a DoE expedition during Q2 further discussions on the learning will take place with the service and Children's Services (Education).

Chief Executive's Health & Safety Scorecard (Qtr 2) 2024/25

Code	Performance Indicator	Current Status	Short Term	Long Term	Q1 2024/25		Q2 2024/25		Explanation of performance
					Value	Target	Value	Target	
CEHSWOIR	Introduce a planned WOIR programme ensuring inspections are completed within the relevant reporting quarter				0	1	5	1	During Q2, five planned inspections were completed - four within the Russell Institute and one undertaken at InCube, High Street, Paisley and actions taken from the inspection to be monitored by local management. Further inspections are planned to take place over the rest of the reporting year.
CEHSDSE	Monitor the number of DSE assessments completed within 28 days				Not measured for Quarters		Not measured for Quarters		This quarterly indicator has been changed to annual. Work is underway to amend Business World reports to allow for simpler monitoring of this.
CEHSRA	Ensure risk assessments have been reviewed within 30 days of their planned review date				0	-	0	-	No risk assessment reviews were required during Q2