

Renfrewshire Council



Item 2

To: Joint Consultative Board: Non-Teaching

On: 18th March 2015

Report by: 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

The following guidance has been issued

- 1st Aid guidance
- Corporate policy statement

3.2. Training during the period comprised:

- 4 Fire wardens
- 1 Risk Assessment: and
a number of tool box talks delivered during this period.

3.2.1 Total number of training places taken up during this period was 53.

3.3 The new occupational health supplier, People Asset Management Ltd, commenced on 1 February 2015. The Council wide health surveillance programme for 2015 programme is in the process of being developed.

3.4 The health and safety section continue to work with IT, currently enhancing and developing our electronic applications.

3.5 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. A transfer audit was undertaken with our new provider BSI on the 18th Feb with no non conformances raised. Audit visit schedule is being planned for the 3 year programme.

3.6 As part of the Healthy Working Lives Gold award programme, information and participative campaigns are being programmed for 2015; this will include smoking cessation, healthy weight, blood pressure and mental health.

3.7 The health and safety section continue to work closely with the risk and insurance section to identify accident causation type which could result in a claim against the council.

3.8 The health and safety section continue to develop the first aiders forum which will allow greater cooperation and communication amongst first aiders based within Renfrewshire house.

3.9 The health and safety section continue to work with services to survey the fire arrangements, which includes the number of fire wardens at key locations, across the council estate.

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 ensure the Council's continued compliance with current health and safety legislation.
5. **Property/Assets** - None
6. **Information Technology** - The E-management system requires 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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