

To: Finance, Resources and Customer Services Policy Board

On: 8th November 2017

Report by: Director of Finance and Resources

Heading: Finance and Resources' Annual Health and Safety Report – 2016-17

1. Summary

- 1.1 The principal role and purpose of Finance and Resources (FAR) is to deliver the key corporate management functions of the Council; to advise and support the Council, Elected Members, Directors and Council staff, through the provision of effective Legal and Democratic Services, HR and Organisational Development, Corporate Finance, Customer and Business Services, Information and Communications Technology, Property Services, Risk Management and Counter Fraud arrangements. The Service also fulfils a key corporate governance role to safeguard Council assets, to support efficient, effective and transparent decision making and to ensure the legality of the management and operation of Council activities.
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2. Recommendations

The Board members note and approve the Finance and Resources' Annual Health and Safety Report – 2016-17.

3. Background

- 3.1 Finance and Resources (FAR) have a proactive approach to managing the overarching health and safety system on behalf of the council which is evidenced by the attainment of accreditation and certification to the British Standard Occupational Health and Safety Assessment Series (BS OHSAS 18001: 2007). The standard measures the suitability and effectiveness of the service's health and safety management systems.
- 3.2 This report set out the health and safety performance of the Finance and Resources Service during 2016-17 and identifies some key priorities for action for 2017-18.

4.0 Management of health, safety and wellbeing within the Service.

Health and safety policy

The current FAR health and safety policy ensures that health safety and wellbeing is an integral part of everyday business. The policy is reviewed for effectiveness and is due a refresher during 2017.

The FAR health and safety planning group, consisting of representatives from across the Service, meet quarterly to monitor the health and safety activities and safety trends within the Service.

Accidents/Incidents

A total of 16 accidents/incidents were reported during 1 April 2016 to 31 March 2017. 13 were reported by employees and 3 reported by non-employees. A total of 7 V&A incidents were reported by employees during the same period.

Table 1 contains a breakdown reported by section:

Division	Non-Employee	Employee	Total
Customer and Business Services	2	5	7
Corporate Governance	0	1	1
HR and OD	0	4	4
Property Services	0	1	1
Reform and Change Management	1*	2	3
TOTAL	3	13	16

* There was one reportable accident under the Reporting of Injuries, Diseases or Dangerous Occurrence Regulations (RIDDOR) which involved a contractor working in a primary school on behalf of IT Services.

This accident was subsequently investigated and involved a visit from the Health and Safety Executive although no further action was taken. A number of actions arose as a result of the internal investigation which included a review of corporate guidance on the Control of Contractors and a training course on this subject has also been added to the corporate course planner.

Violence and Aggression:

All incidents in the table below were reported by employees in Customer and Business Services. The table 2 below contains further information:

Table 2:

Division	Severity and Total	Location
Customer Service Unit	Incident (1)	Renfrewshire House
Abbey House	Incident (1)	Reception
Advice Works	Incident (1)	Renfrew Health and Social Work Centre
Schools	Incident (2)	Fordbank Primary Park Mains High
Renfrewshire Drugs Service	Incident (1) Minor (1)	Reception
TOTAL	Incident (6) Minor (1)	

Table 3 details the severity of the accidents/incidents reported:

Status	First Aid	Incident	Near Miss	Minor	Major	Major injury not RIDDOR reportable	Total
Non - employee	2	-	-	-	1	-	3
Employee	-	11	1	7	-	1	20
TOTAL	2	11	1	7	1	1	23

Table 4 details the trends related to the accidents/incidents reported:

Accident Type	Non-Employee	Employees	Total
Contact with Electricity	0	3*	3
Fall from Height	1**	0	1
Lifting and Handling	0	1	1
Road Traffic Accident	0	1	1
Slip, Trip, Fall on Same Level	1	3	4
Struck Against	0	1	1
Struck by Object	0	1	1
Violence and Aggression	0	7	7
Other	1	3	4
TOTAL	3	20	23

* Of those reported under 'contact with electricity', one occurred within Johnstone Town Hall (minor injury) and was subsequently investigated by Renfrewshire Leisure. The other 2 were incidents which occurred within Renfrewshire House and were reported to Hard FM via CAMIS.

** This indicates the RIDDOR reportable accident involving the contractor.

Training

The provision of appropriate health and safety training continued throughout 2016-2017. The programme offered by the health and safety section during last year included:

Course Title	Number of Attendees
General Risk Assessment:	9
COSHH Awareness	10
Fire Wardens Training	26
IOSH Managing Safely	10
Risk Assessment	9

5.0 Management of health, safety and wellbeing across the Council

The FAR, health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. During 2016/17 there were a number of successful audits undertaken by the external auditors BSI and areas of good health and safety practice were identified.

The FAR, health and safety section continue to retain accreditation to the Scottish Centre for Healthy Working Lives, Healthy Working Lives Gold Award, and as part of the Healthy Working Lives Gold award programme, the health and safety section were invited, as part of a national group, to assist with the development of a national

strategy on rehabilitation in the workplace. Further to this, a number of health awareness campaigns were delivered across the council including a health fair in association with local businesses.

General and specific (display screen equipment, new and expectant mothers) risk assessments continue to be managed and monitored on the electronic databases.

To inform managers of employees of new or emerging risks, council wide safety flashes are issued when required, during the period 2 safety flashes were issued;

- Use of Socket Protectors
- Safe use of ladders

Throughout the period a number of inspections have taken place including:

- New build safety inspections
- Workplace Observation reports
- General site safety visits
- Joint management safety inspections with the Trades Unions.

Policies that were reviewed during the reporting period were;

- Revised risk assessment guidance
- Control of Contractors
- Guidance on Statutory Inspections and Maintenance

FAR, HR and OD continue to support our external partners, which include Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure.

6.0 In order to continue to promote and sustain a positive health, safety and wellbeing culture, further objectives have been set for the Service during 2017/2018 which includes:

- Re alignment of the FAR, health and safety support model to compliment the revised Service structures.
- Revise the current health and safety model: this will result in a new 3 year strategy health and safety strategy
- Maintaining the Healthy Working Lives Gold Award programme;
- Continuing with the audit and workplace inspection programme within Service;

- Maintain the accreditation of services to BS OHSAS 18001:2007 registration; this includes ensuring preparedness for the migration of the standard to ISO 45001.
- Continuing to examine the presentation of accident statistics and how this may be improved to give clearer information to provide a focus for proactive accident prevention programmes;
- Continue to working closely with the risk and insurance section to identify accident causation type which could result in a claim against the council. This will lead to further strategies which may reduce the impact of claims to the council;
- Continuing to promote, provide, develop and expand the IOSH accredited health and safety courses;
- Continuing to promote the use of the Quality of Working Life (stress) risk assessment document and other tools within the Service and Council wide to minimise work related stress.

Implications of the Report

1. **Financial-** Continuing to improve health and safety performance will reduce accidents/occupational ill health and associated costs.
2. **HR & Organisational Development–** This report supports the Council's commitment to the health, safety and wellbeing of employees.
3. **Community Planning-** This report and plan supports the objectives contained within the community and council plans.
4. **Legal –** The council will continue to comply with current health and safety legislation.
5. **Property/Assets –** Having a robust health and safety management system in place and an effective risk control system should ultimately reduce the risk of property damage and potential loss of premises which could be caused by fire for example.
6. **Information Technology –** The health and safety databases are currently supported by the Councils servers.

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 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. The results of the assessment will be published on the Council's website.

8. **Health & Safety** – This report supports and demonstrates the Service's commitment to ensuring effective health and safety management systems are in place and the Director, Heads of Service and managers commitment to health safety and wellbeing.

9. **Procurement** – Finance and Resources, HR and Organisational Development, health and safety section have substantial input to the Council's procurement system.

10. **Risk** – This report supports the overarching management of risk within Renfrewshire Council.

11. **Privacy Impact**- None

12. **Cosla Policy Position** - not applicable

List of Background Papers

(a) None

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