1 SUMMARY

1.1 The purpose of this report is to provide an update of key health and safety activities, initiatives and improvements across the Council since the Panel met on 26 November 2012.

1.2 Service area health and safety updates, where applicable, have been included within this report.

2 RECOMMENDATION(S)

2.1 That the Panel notes the content of the Report, endorses the progress to date and supports a continued focus on health and safety and employee welfare issues across the Council.

3 CONSIDERATIONS

3.1 Significant health and safety activity continues across the Council and this remains a high priority. Service areas are continuing to progress a range of health and safety initiatives and improvements. Service area updates have been summarised in paragraphs below.

3.1.1 Assets & Support

Asbestos

A draft Asbestos Policy is a separate item on the Health & Safety Panel agenda, prior to submission to the Executive Committee.

Asbestos awareness training continues to be rolled out for the officers responsible for each Council building, officers who instruct building works, janitors and caretakers. Training for headteachers is on line.

Development continues of the Asbestos Management Plans for each building, as explained in the Asbestos Policy.
Water Quality

Training and awareness-raising in relation to Legionella continues.

Cleaning & Catering

Elementary health and safety certificate training continues for any employees who have not yet taken part, to give good all round basic health and safety knowledge.

Risk and Control of Substances Hazardous to Health

Assessments are renewed annually and updated when new Risk Assessments are required and safety data sheets are provided by suppliers/manufacturers.

New Risk Assessments have been completed for janitors, and will be included in the new Janitors Manual along with appropriate COSHH Assessments.

Fire Risk Assessments

Fire Risk Assessments are near completion for all school kitchens and serveries.

Incidents

It is good to report that incidents have remained static and that there have been no incidents with regard to School Crossing Patrols and car drivers going through points.

One incident involved a nursery school cleaner who hurt her wrist manoeuvring a bin, due to the weight of the contents. The bin had been filled with soil, weeds and other debris following parents working in the nursery grounds and over filling the bin.

DSE Policy

To ensure the health and safety of employees using display screen equipment, a draft DSE Policy is a separate item on the agenda for the Health and Safety Panel prior to submission to the Executive Committee. Because of a move to more flexible workstyles, all employees will receive training on self-assessment with regard to display screen equipment to ensure that they are able to self-assess when they move from one workstation to another.

3.1.2 Chief Executive’s Office

Following the Review of Employment, Communities and Youth the Communities Team (12.27 FTE) has joined the Chief Executive’s Office. Consultation and Service redesign is underway. The absence reporting information for the Communities team is now included in this report.

The Service Health & Safety action plan will be updated to include this team once Service redesign is completed.
Health and Safety Procedures

Chief Executive’s Office is a low risk service. There have been no accidents reported for the Service during the last quarter.

Health and Safety is discussed at Service Management Team and accident statistic reports provided by the Assets and Support Health and Safety Team are reviewed.

The Service accident statistics are reported to the Council Management Team as part of Performance Reporting.

Corporate Health and Safety policies are adopted and used as required.

Specific Risk Assessments and Training

94% of DSE Assessments now carried out with remainder scheduled.

Work Place Inspections are carried out and an action plan of work drawn up. Details of this reported at Service bipartite and considered at 1-2-1s and Executive Office Management Team.

Electrical testing for the Service was last carried out in 2011.

The Service absence information now includes the Communities Team from Employment, Communities and Youth. The year to date absence rate for the 2012/13 is 15.80 days lost per full time equivalent, in comparison to a rate of 12.84 days lost per full time equivalent in the year 2011/12. The total absence of 92 days is made up of 3 long-term absence cases amounting in total to 66 days, once case of 20 days resulting from hospitalisation and four other instances amounting to six days.

The Service is actively managing its attendance levels in accordance with the Council’s Supporting Attendance Policy and this is scrutinised regularly by the Service Management Team together with information on the levels/causes of absence. Patterns and levels of absence are also discussed with the Trade Union at monthly bipartite meetings.

Compliance with Specific Regulations

Provision and Use of Work Equipment Regulations, 1998 (PUWER). The scope of ‘work equipment’ is extremely wide and covers almost any equipment used at work. In relation to Chief Executive’s Office only the use of photocopiers by employees are within the scope of the PUWER regulations as a low risk activity. Photocopiers are maintained under a corporate contract.

Lifting Operations and Lifting Equipment Regulations, 1998. (LOLER). These regulations state that employers must arrange for any lifting equipment, for which they are responsible, to be thoroughly examined by a competent person.

Control of Substances Hazardous to Health Regulations, 2002. (COSHH) There are no implications for Chief Executive’s Office from these regulations.

Control of Vibration at Work Regulations, 2005. There are no implications for Chief Executive’s Office from these regulations.
Control of Noise at Work Regulations 2005. There are no implications for Chief Executive’s Office from these regulations.

Dangerous Substances and Explosive Atmosphere Regulations 2002. There are no implications for Chief Executive’s Office from these regulations.

**Action Required**

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<th>Issue</th>
<th>Action</th>
<th>Action By</th>
<th>Timescale</th>
</tr>
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<tbody>
<tr>
<td>Staff training</td>
<td>Health &amp; Safety refresher training to be arranged</td>
<td>Team Leaders</td>
<td>On waiting list for next available course</td>
</tr>
<tr>
<td></td>
<td>Fire/Depute Fire Warden training to be arranged as appropriate</td>
<td>Members &amp; Management Services Admin</td>
<td>ASAP – next available course</td>
</tr>
<tr>
<td>DSE Assessments</td>
<td>Complete final 6%</td>
<td>Members &amp; Management Services Admin</td>
<td>Already scheduled</td>
</tr>
<tr>
<td>Work Place Inspections</td>
<td>Carry out outstanding work</td>
<td>Manager/ Assets &amp; Support</td>
<td>March 2013</td>
</tr>
<tr>
<td>Lifting and Handling</td>
<td>Training provided as appropriate</td>
<td>All staff</td>
<td>As required</td>
</tr>
</tbody>
</table>

3.1.3 **Economy, Planning & Regulation**

Health and Safety Management

Management of health and safety within Economy, Planning & Regulation continues within all service areas.
Accident/Incident Reporting

The main cause of accidents and incidents during two-month period November 2012 – December 2012 (inclusive):

- Injured by an animal – one reportable (RIDDOR) accident (1 x Environmental Health) – member of the public, who was taken to hospital.

Accident and incident statistics are reported to service management meetings, and improvement actions identified and implemented.

Employee Wellbeing

Supporting Attendance at Work – pro-active management action taken to support employees return to work in accordance with policy/procedures.

3.1.4 Education

The Assistant Business Support Officer submits an analysis of Health and Safety issues and reports to a meeting of the Education Management team on a monthly basis.

There is a meeting of the Education Health and Safety Committee later this month and every school cluster is represented on this group either by headteachers or school resource officers.

All secondary schools have Health and Safety Committees, which meet on a regular basis.

There is ongoing work across all secondary schools with Technical, Science and PE staff, to update and review risks assessments.

All headteachers in schools where the possibility of asbestos being present, are undertaking asbestos awareness training to ensure that all staff are aware of the potential presence of asbestos, particularly in classrooms.

The Service continues to be aware of incidents of challenging behaviour from children within our Additional Support Needs establishments and takes action as appropriate. An example of this was recently when the Service worked with the parents of a young child who was habitually pushing adults and children. This support involved engaging the services of an external consultant who was previously head of a residential school for children with autism.

On behalf of Youth Service one of the Operational Leaders holds the high level portfolio for Health and Safety and is an experienced Civil Emergency Planner, Civil Emergency Rest Centre Manager, Child Protection Officer (Higher National Cert level), Property Fire Risk & Assessment trained by Zurich Municipal and Adventurous Activities Advisor. She has recently been trained to an IOSH Working & Managing Safety standard. Her remit includes the maintenance of a Health & Safety Forum on Youth Services Staffzone, Adventurous Activity Licence compliance and a Health & Safety training overview.
3.1.5 Environment

ROADS, TRANSPORT & LAND SERVICES

Health & Safety Management

Service Managers have put in place a rigorous Integrated Quality Management and Health and Safety System which complies with both ISO 9001:2008 and OHSAS 18001:2007. Through this System internal and external audit of the services is undertaken in a structured and routine way and quality management & Health & Safety is embedded at all levels with the Service. The external audit is conducted by the British Standards Institute BSI every 6 months and provides an external validation of compliance.

In December 2012 Land Services were awarded the OHSAS 18001:2007 Certification following a lot of hard work and effort from Land Services Management Team, Staff, Operatives & Health & Safety/Business System Staff.

With the scope of the certificate now including Land Services, all of Environment Services (Roads, Transport & Land Services) will be operating and continually improving their H&S performance in line with this BSI standard, integrating H&S at all levels across the service.

A follow up audit within Land Services will take place on 12th February 2013 with the audit assessing the ongoing effectiveness of the organisations management system in delivering the certified scope of activities and in meeting regulatory requirements.

The next Roads & Transport OHSAS 18001 audit takes place on 14th & 15th February 2013 in the following areas:

- Roads Maintenance – Roads & Commercial
- Roads Maintenance – Street Lighting
- Roads Support – New Road and Streetworks
- Roads Maintenance – Springkerse Depot

Management System
Objectives & Programmes
Incident Investigations

Health & Safety Developments - Service Area Specific

Roads Maintenance

Ice and Snow cleat trial continuing for work boots.

Lung Function (Spirometry) Health Surveillance programme progressing well.

Land Services


Lung Function (Spirometry) Health Surveillance programme progressing well.
Electronic ‘Out of Office’ staff monitoring system to be implemented, planned implementation will take place after ‘The Big Move’.

Working at height system solution being investigated for the removal & cleaning of the screens on the Johnson road sweeper vehicles. Various avenues being pursued.

Support & Public Transport

New bus station ticket office layout incorporating new intercom communication and security features planned 2013.

Roads Improvement & Development

Quarterly meetings planned to include all Improvement and Development teams, H&S Co-ordinator and Business Systems Officer to help with compliance of OHSAS/ISO requirements.

Roads, Transport and Land Services (all)

Lone Working

Lone Working System contract for a further year (2013) approved. Further system implementation will incorporate new e-learning package and improved operating platform together with existing lone worker devices being fitted with cameleon sim cards (roaming sims) to reduce fragmented signal quality.

Fire Risk Assessment Review

Fire risk assessments action plans nearing completion across the service, planned completion, Jan 13.

COSHH Assessment Review

Review ongoing with planned completion, Dec 12. Roads and Transport complete. Land Services will be completed Jan 2013.

Head of Service (HoS) Workforce Presentations

HoS communicating back to all service personnel on the continual improvements being made & the latest developments within Environment Services and Stirling Council as a whole. Planned Jan 13.

Training

The new training system, ‘Training Manager’ is now populated and fully operational across all services. Detailed planned training programmes are now developed for 12/13 focussing on core skill training needs, specific training needs and refresher training as required. (All areas)

Land Services

Sharps/Needlestick & Graffiti Removal training program being developed for 2013.
Face Fit Testing (Qualitative) for Disposable Respiratory Face Masks, Oct 12 – Feb 13.

**Support & Public Transport**

H&S Team carrying out Qualitative Face Fit Testing within Land Services Planned completion Feb 13.

H&S Team carrying out tailored Manual Handling refresher training for RMS operatives. Planned completion Apr 13.

**Roads Maintenance**

Manual Handling for RMS operatives, planned Nov 12 – Apr 13.


**Roads Improvement & Development**


**General Training (all areas)**

Across the Service some specific training needs have been identified which has led to the Env Services H&S Team liaising with Organisational Development (OD) Team Leader Suzan Duffus and Learning & Development Advisor Jean Beagley.

The training identified is:

Office Based Manual Handling.

A constructive meeting has taken place and work is on going to establish if this training need is only specific to this service or if they apply to other service areas across Council. It may lead to the training being either facilitated through Organisational Development or delivered within the service.

Internal CDM training, planned 2013.

Blood Borne Virus training (BBV), planned Feb 13.

Dealing with Difficult & Demanding Customers/People training, planned 2013.

**Incident Statistics**

All incidents and statistics are provided in the information presented by Governance Health and Safety as all incidents are reported from RT& LS Health & Safety Team.

Environment Services H&S Team has developed the internal incident recording database to streamline recording and further improve incident trend analysis. Proactive corrective actions can then be planned to address trends and reduce incidents occurring to protect personnel.
Near Miss Reporting Initiative

New near miss form has been developed in line with the new internal injury/near miss database.

This pilot is designed to encourage pro-active near miss reporting across the service.

The pilot has been discussed with Corporate Governance H&S Advisor Nick Sabo. The pilot, which began on 12 December 2012 will run for 6 months then be reviewed to see what impact it has had on reporting.

WASTE SERVICES

Wheel Safety

Following an investigation by an independent Service Manager into the reported wheel loss incident (as reported H&S Panel, Nov 2012 – Agenda item 6):

- Disciplinary action is being considered against a Waste Collection Driver following a failure to follow vehicle check procedures.
- Improvements to the wheel torque process have been implemented as noted below.
- A fail safe system of red wheel nut ties and wing mirror/trailer tags has been implemented with drivers not moving marked vehicles until permitted by a Line Manager.
- Line Manager communicates retorque requirements to Fleet Management Services who instruct retorque to be undertaken.
- A weekly retorque is being carried out on all Waste Services vehicles regardless of wheel removal.

HSE: Visit 10 January 2013

The HSE undertook an unscheduled site inspection at Lower Polmaise on Thursday 10th January 2013. The inspection was prompted by a defect report issued for one of the forklift trucks following a routine LOLER inspection in November 2012. The HSE inspectors also requested a tour of the new facility and the Household Waste Recycling Centre.

No material breach was observed and a number of 'good practices' were noted during the inspection, in particular to the layout and operation of the new facility. However, a number of minor procedural issues were raised as 'not best practice' and as such need to be addressed. An e-mailed response has been sent to the HSE within the 7 day deadline as to what actions have been taken and are planned to improve these areas.

Incident Reporting: 1 Nov 2012 to 31 December 2012

From start of November to end of December 2012, 22 incidents have been reported, none of which were reported to the HSE under RIDDOR.

- Cut Injury x 1
• Fire (false alarm) x 2
• Near miss x 4
• Slips/trips/falls x 2
• Struck by x 2
• Vehicle accident (minor) x 11

As part of the incident reporting process, all have been reviewed and further investigation and action is triggered if deemed necessary.

3.1.6 Governance & Resources

There have been no accidents or incidents to members of the public or employees.

The Service is working with the Corporate Health and Safety Adviser to arrange health & safety training and refresher training as required for Governance and Resources employees.

Manual handling training has been provided to Records and Information Compliance employees. This will be revisited after the move to the new premises at Back O’ Hill to ensure relevance to new arrangements.

3.1.7 Housing & Customer Service

Housing Service has had no changes or significant issues since the last update. The Service has now recruited a new Health and Safety Assistant and workforce training has been scheduled over the course of the next year.

There has been one ad hoc visit to a housing construction site in Riverside by the Health & Safety Executive. Everything was found to be in order with no further action required.

3.1.8 Social Care

Guardian 24

A total 130 Social Services staff have been added to the Guardian 24 system. Information sessions are continuing on a regular basis. Managers will receive quarterly reports in 2013 advising of the usage of the system.

Criminal Justice

Criminal Justice Team Leader and Health & Safety Support Officer recently met and consulted with Unpaid Work Supervisors and discussed the risks pertaining to their role. All risk assessments, systems and processes are currently being updated as agreed at the meeting.

Sunnybank – Care at Home Base

Due to an increase in Incident Reports being received from this base, Julie Gallagher, Care at Home Manager and Health & Safety Support Officer,
Susan Lyon, met and consulted with, Care at Home Seniors and Carers regarding security in Sunnybank.

We also contacted the Police and arrangements were made by the Police to carry out a site security survey. Areas for improvement were identified and these were passed to Facilities Management.

Facilities Management have arranged for the following work to be undertaken:

- The lighting around the building and car park will be improved and all lights will include dusk to dawn photo cells.
- An issue with the fire door is being addressed and the maintenance officer has arranged for the metal door to be removed and a new locking system to be installed.
- The control for shutting the roller shutters is being re-located to the front door.

All risk assessments have now been updated.

Legionella

A Health & Safety visit took place in Residential Care Homes/Day Care facilities on week beginning 17th December 2012. The visits were undertaken in order to check compliance with The Control of Substances Hazardous to Health (COSHH) Regulations and with L8 - Approved Code of Practice (ACoP) & Guidance. "Legionnaires' disease: The control of legionella bacteria in water systems"

During the visit we observed several good practices including sampling/cleaning and disinfection being carried out on a regular basis. However, we also identified a number of areas that require to be addressed including risk assessments that require to be updated and recommendations from previous risk assessments that require to be acted upon. This conclusion has been reached by investigating the paper work available on site to substantiate compliance with the assessments.

The findings have been included in a Health & Safety Report and the report has been sent to Strategic Asset Management.

Further discussions have been held with Strategic Assets Management and further plans/meetings have been put in place in order to address the above issues.

Training

The Health & Safety Support Officer attends Social Services team meetings and promotes Health & Safety in the workplace. Staff are encouraged to report all incidents including verbal abuse and aggression from service users and members of the public.

Darren Hunter, Learning and Development Officer, also attends Social Services Team Meetings and promotes Safe Practice Courses throughout Social Services.
Lone working training has been arranged and will take place jointly across Clackmannan Council and Stirling Council. The training will cover both Councils’ policies.

The Service is currently utilising the clinical skills training room in the new Forth Valley campus to deliver Manual Handling training.

External providers and partner agencies are invited to attend sessions noted below and numbers of participants for these are not included in the figures below. All numbers refer to Stirling Council staff attendance.

**Manual Handling Assessments**
- November-December 2013: 16 Assessments

**Manual Handling Training**
- Client Handling Update: 10 Participants

**Safe Practice Training**
- Medication Course: 7 Participants
- Fire Safety: 15 Participants
- Emergency First Aid: 19 Participants
- Introduction to Health & Safety: 12 Participants
- Challenging Behaviour (CALM) Theory: 12 Participants
- Challenging Behaviour (CALM) Physical Intervention Session: 10 Participants

### 4. POLICY/RESOURCE IMPLICATIONS AND CONSULTATIONS

<table>
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<tr>
<th>Policy Implications</th>
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<tbody>
<tr>
<td>Equality Impact Assessment</td>
<td>Yes</td>
</tr>
<tr>
<td>Strategic Environmental Assessment</td>
<td>Yes</td>
</tr>
<tr>
<td>Single Outcome Agreement</td>
<td>Yes</td>
</tr>
<tr>
<td>Diversity (age, disability, gender, race, religion, sexual orientation)</td>
<td>No</td>
</tr>
<tr>
<td>Sustainability (community, economic, environmental)</td>
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<tr>
<td>Effect on Council’s greenhouse gas emissions</td>
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<td>Strategic/Service Plan</td>
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**Equality Impact Assessment**
4.1 The procedure presented in this report was considered under the Council’s Equalities Impact Assessment process and was assessed as not relevant for the purposes of Equality Impact Assessment.

Strategic Environmental Assessment

4.2 The procedure presented in this report was considered under the Environmental Assessment (Scotland) Act 2005 and a Strategic Environmental Assessment is not required.

Single Outcome Agreement

4.3 The procedure presented in this report has no impact on the objectives of the Single Outcome Agreement topics and themes.

Other Policy Implications

4.4 Following consideration of the policy implications of this report, no relevant issues have been identified.

Resource Implications

4.5 None

Consultations

4.6 Health and Safety Adviser, Trade Unions, Employee Representatives

4 BACKGROUND PAPERS

None.
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<thead>
<tr>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>Belinda Greer</td>
<td>Joint Head of Education Services</td>
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<tr>
<td>Kevin Robertson</td>
<td>Head of Economy, Planning &amp; Regulation</td>
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<tr>
<td>Val De Souza</td>
<td>Interim Head of Social Services (Clackmannanshire &amp; Stirling)</td>
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<tr>
<td>Les Goodfellow</td>
<td>Head of Environment</td>
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<td>John Risk</td>
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<td>Bob Jack</td>
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<tr>
<td>Tony Cain</td>
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Date: 28 January 2013