

# STIRLING COUNCIL

## MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 11 JUNE 2018 at 2.00pm

### Present

Councillor Danny Gibson (in the Chair)

Councillor Douglas Dodds

Councillor Alasdair Tollemache

### Trade Union Representatives

Lorraine Thomson, UNISON Branch Secretary  
Brian Wilson, Branch Secretary GMB  
Kate Porter, EIS Health & Safety Representative

### Officers

David Bright, Risk & Resilience Team Leader  
David Crichton, Service Manager, Roads & Land  
Pamela Forsyth, HR Advice & Policy Manager  
Ewan Grant, Solicitor  
Janice Fanning, Catering & Cleaning Manager  
Lindsey Hepburn, Waste Operations Team Leader  
Kristine Johnson, Chief HR Officer  
Isabel McKnight, Chief Officer, Strategic, Commissioning & Customer Development  
Kirsty Leishman, HR Business Partner  
Norman McLeod, Compliance Team Leader – H&S Team Leader  
George Millar, Health & Safety Co-ordinator  
Aileen More, Education Team Leader  
Kevin O’Kane, Audit Manager & Data Protection Officer  
Stuart Oliver, Economic Growth Service Manager  
Nicole Paterson, Senior Manager, Environment & Place  
Barry Spence, Insurance Officer  
Marie Valente, Senior Manager, Children & Families (CSWO)  
Steuart Whitfield, Compliance Health & Safety Co-ordinator  
Mary Love, Committee Officer (Clerk)

### HS6 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Councillor Graham Houston, Abigail Robertson, Unison, Ann Skillen, EIS Representative and George Murphy, Accounting Operations Manager

### HS7 DECLARATIONS OF INTEREST

There were no declarations of interest.

## **HS9 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There was no urgent business brought forward by the Chair.

## **HS10 MINUTES – 26 MARCH 2018**

The Minutes of the Meeting of the Health and Safety Panel on 26 March 2018 were submitted for approval.

### **Decision**

The Panel approved the Minutes of the Meeting of the Health & Safety Panel on 26 March 2018 as an accurate record of proceedings subject to Brian Wilson, being removed from the attendance list.

## **HS11 HEALTH & SAFETY IMPROVEMENT PLANS**

Norman McLeod, Compliance Health & Safety Team Leader provided an overview of the Health & Safety Improvement Plans submitted by each service. He noted that the process was coming together, on the back of intervention by HSE. It was noted that when items on the plan are closed off, they will be checked by HSE.

Members noted that they were happy that service plans were being monitored, and that there needs to be confidence that processes are being adhered to correctly.

Concerns were noted at the Unison Trade Union Branch Executive meeting today around a lack of staff training, particularly risk assessment training, in terms of competence and confidence and it was highlighted that a robust training procedure needs to be in place.

## **HS12 OCCUPATIONAL HEALTH & HEALTH SURVEILLANCE UPDATE**

Kirsty Leishman, HR Business Partner, provided an update on the Council's Health Surveillance and Occupational Health programmes. It was noted that spending of health surveillance activity through the Occupational Health Contract cost approximately £139k in 2017/18. It was also noted that the Healthy Working Live Group had received confirmation in May this year that they had maintained the criteria for the Bronze Award. A further meeting with the NHS Keepwell Nurse was due to be held in July to arrange dates for new clinics for the remainder of 2018.

Discussion took place around the types of services involved. It was noted that doctors and nurses were not employed in-house, therefore this service had to be provided and paid for through the Occupational Health Contract, which covered a variety of different types of service including pre-employment health screening, first day absence, physiotherapy and counselling. Kristine Johnson, Chief Officer, HR also informed the group that any costs incurred followed the employee, therefore came out of each service budget. There was no direct connection with the NHS.

Lorraine Thomson, Unison, highlighted that a saving could be sourced if first day reporting was brought back in-house, rather than through PAM, which would save 10 hours per week and runs alongside council policy. Kristine Johnson provided an explanation of how the process was introduced, which was mainly due to delay in staff absence being reported, with some delays as long as many months, which caused

problems when trying to ensure employees received support during their absence. It was noted that staff could also access advice from trained nurses, which could not be provided in-house with the engagement rate being 94%. Reasons for absence were also flagged up to managers, with work related stress being closely monitored, which enabled staff to be fast tracked and received support accordingly.

Brian Wilson, GMB, noted that Trade Union representatives had been advised that absence figures would be received quicker with the introduction of the new reporting system, however, he described the process as being tardy. Pamela Forsyth highlighted that statistics for first day reporting differed from the figures mentioned by Brian and that the benefit of gathering this data was that accurate information could then be fed through to Bipartite and local service meetings.

### **HS13 REPORT ON HEALTH & SAFETY INCIDENTS**

Norman McLeod, Compliance Team Leader, provided an overview of statistical information contained within a report provided for the Panel to view. It was noted that there was a lot of disparity in reporting styles within schools and nurseries, however, specific guidance has been developed within the Education Service for clarity.

It was also noted that HSE had looked at how we as a Council, were reporting incidents, which highlighted that some risks were not being reported under RIDDOR. This has greatly improved and the guidance document taken from HSE guidance was the key document for all staff to adhere to. Reporting was deemed good at local level but was not getting through to corporate level.

Discussion took place around physical assaults on teachers within education, which has marginally increased. It was noted that not enough information on guidance was accessible within education premises. Following a question from a Panel Member around provision of CCTV cameras within education premises, it was unclear as to how many CCTV cameras were present. Investigations following assaults highlighted that a 2:1 ratio for staff should be adhered to when risks were identified, however, this was not possible due to lack of funding.

In response to a question from the Panel as to whether there was confidence that all staff and management were carrying out risk assessment processes correctly, it was noted by Lindsay Hepburn, Waste Operations Team Leader, that all officers had received risk assessment training and the workforce were asked to read and sign to acknowledge that they understood the process, as the Council were in breach of health and safety law if risk assessments were not carried out correctly. A health & safety training session was available for staff on Vantage Point, however, due to lack of numbers, this was cancelled. It was also noted that risk assessment training was available through e-learning and that the training plan, when issued, would become mandatory. Not all staff were required to be trained as a risk assessor, however, they need to have an understanding as to why risk measures are in place and the reasons for following them. Staff do not, by law, have to be trained to carry out risk assessments but need to have skills, knowledge and experience to carry these assessments out, in order to understand the process.

It was agreed that Isobel McKnight, Norman McLeod and Kevin O'Kane would compile a report to be presented at the next Health & Safety Panel Meeting, to identify progress and gaps with regard to risk assessment training and risk mitigation.

**Action: Isobel McKnight, Norman McLeod, Kevin O'Kane.**

## **HS14 LEGAL UPDATE/HEALTH & SAFETY DEVELOPMENTS**

Discussion took place around defibrillators and it was noted that the Parent Teacher Council at St Ninians Primary School raised £1000 to purchase a defibrillator. Four defibrillators were currently in place in Stirling and have been communicated out to staff. Trossachs and Lomond Rescue Team have all their defibrillators located on a mobile app and have indicated that they are happy to work with our Health & Safety Team to enable the locations of Stirling's defibrillators to be added to their app, in order to improve coverage. Details of the defibrillators were also held within the NHS register, however, not all communities knew of their whereabouts. Discussion took place around ways of advertising the location of the defibrillators and it was noted that the Source would be the ideal facility to advertise this, with a dedicated area being set up. It was agreed that Kristine Johnson would liaise with Kirsty Scott in the first instance.

**Action: Kristine Johnson**

In response to a question on the implementation of safety around the reception area at Old Viewforth, which did not have CCTV present, Nicole Paterson, Senior Manager, Environment and Place noted that external audits of the building had been carried out which identified a number of actions required to be undertaken and were taken forward at the CMT meeting, however, measures would be taken to ensure they were implemented, with quarterly updates circulated to keep up the level of awareness.

Discussion took place around the use of seatbelts on school buses and it was noted that legislation was coming into use which would change the law and that seatbelts should be used at all times. Aileen More, Education Team Leader noted that the Public Transport department was responsible for contracts for school transport and that all coaches had seatbelts however, service buses did not use them and there was not a mandatory requirement for the Council to have them in use. It was agreed that the Education Team Leader would clarify this information. **Action: Aileen More**

## **HS15 HEALTH & SAFETY COMPLIANCE AUDITS UPDATE**

An update advised that 114 general health and safety compliance audits were planned in this calendar year, with 27 being completed out of the 47 planned for the first 6 months. Re-occurring issues included poor legal compliance towards matters such as fire safety, electrical safety, poor health and safety management, poor compliance to Council policies and lack of relevant health and safety training to suit role/position.

Corporate Health & Safety were working directly with Audit to provide robust solutions to many issues.

There was positive movement on the issues noted which were reflected in service specific Health & Safety Improvement Plans.

## **HS16 TRADE UNION/WORKFORCE UPDATE – JTUC**

There were no matters to report.

The Chair declared the meeting closed at 3.35 pm