

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 27 AUGUST 2018 at 2.00pm

Present

Councillor Douglas Dodds (in the Chair)

Councillor Jim Thomson

Councillor Alasdair Tollemache

Trade Union Representatives

Ewan Grant, UNISON
Frankie McCallum, Unite
Kate Porter, EIS Health & Safety Representative
Abigail Robertson, UNISON
Lorraine Thomson, UNISON Branch Secretary
Brian Wilson, GMB Branch Secretary

Officers

David Bright, Risk & Resilience Team Leader
Kristine Johnson, Chief Officer - HR
Kirsty Leishman, HR Business Partner
Norman McLeod, Compliance Health & Safety Team Leader
George Millar, Health & Safety Co-ordinator
Kevin O'Kane, Audit Manager & Data Protection Officer
Barry Spence, Insurance Officer
Marie Valente, Senior Manager, Children & Families (CSWO)
Steuart Whitfield, Compliance Health & Safety Co-ordinator
Karen Swan, Committee Officer (Clerk)

HS17 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Councillor Danny Gibson and Councillor Graham Houston. Councillor Jim Thomson was in attendance as a substitute for Councillor Graham Houston.

Apologies were also submitted on behalf of Ann Skillen and Aileen More.

Appointment of Chair

In the absence of Councillor Danny Gibson, Councillor Jim Thomson and Councillor Alasdair Tollemache agreed that Councillor Douglas Dodds would Chair the meeting of Health & Safety Panel on the 27 August 2018.

HS18 DECLARATIONS OF INTEREST

There were no declarations of interest.

HS19 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no matters of urgent business.

HS20 MINUTES – 11 JUNE 2018

The Minutes of the Meeting of the Health and Safety Panel held on 11 June 2018 were submitted for approval.

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 11 June 2018 were approved as an accurate record of proceedings with the following amendments: -

HS12 – Paragraph 3 to be amended to “Lorraine Thomson, Unison noted that the point that was previously made was that Stirling Council had previously only needed to employ a member of staff 10hrs per week to take on the responsibility for first day absence reporting”.

HS13 - Paragraph 3 to be amended to “physical assaults on both teachers and school support staff within education,” and “2:1 ratio for both teachers and school support staff should be”.

HS16 – Amendment to note that “All matters had been raised within previous items discussed in the meeting.”

HS21 CORPORATE HEALTH & SAFETY UPDATE: AUGUST 2018

Norman McLeod, Compliance Health & Safety Team Leader provided an update of progress in developing and implementing Health & Safety Improvement Plans (both Corporate and Services), workplace incident statistics across the Council, external and internal developments on Health & Safety and progress of the Health & Safety compliance audit programme.

The summary at Appendix 1 to the submitted report set out the service plans in place and their current status. The plans were developed following Health & Safety Executive intervention: development and implementation of these plans had been ongoing since April 2018 with support and guidance from the Corporate Health & Safety Team.

The Panel discussed at length the concern of physical assaults on both teachers and support staff. The increase in figures was attributed to a better reporting mechanism for such incidents. The Members received clarity from officers that sanctions for such incidents and the relevant coping mechanism for teachers and support staff were in place.

In response to Members’ concerns and Panel discussion on the number of physical assaults on teachers and support staff, it was agreed that it would be beneficial to review a confidential case study of one of the incidents to note the details and what action had been done to address the issues raised. **Action: Marie Valente, Kevin Kelman and Bryony Monaghan.**

The Panel also noted that figures for Service Overview Figures and Person Type Pre Incident on two different pages of the agenda were not calculating the same. **Action: Norman McLeod to review.**

Following a Members' question, the Compliance Team Leader for Health & Safety confirmed that he would forward on details of the case involved with "Exposure to Needles/Sharps. **Action: Norman McLeod.**

It was also noted that the number of injury and near miss referrals to the Integrated Joint Board for Adult Social Care and requested that a report that detailed the actions be brought to a future Health & Safety Panel. **Action Caroline Cherry.**

The Audit Manager & Data Protection Officer updated the meeting of the work involved with the Health & Safety Audit summaries. He noted the request from the Panel to include in the breakdown of the Audit summaries with the length of time the summaries had been open and the status of them. **Action: Kevin O'Kane/ Norman McLeod.**

The Panel noted the lack of service representation at the meeting and requested that officers for all relevant service should attend future meetings of the Health & Safety Panel. **Action: Senior Managers to identify representation.**

Decision

The Health & Safety Panel agreed to:

1. note progress on the development and implementation of Health & Safety Improvement Plans, as set out at paragraphs 2.1 to 2.5 within the submitted report and at Appendix 1 to the submitted report;
2. note the contents of the statistical report on Health & Safety Incidents for the period April to July 2018, with the summary information at paragraphs 2.6 to 2.13 within the submitted report and at Appendix 2 to the submitted report;
3. note the recent relevant developments in terms of national Health & Safety legislation developments and Health & Safety cases in the public domain, relevant across the Council, as set out in paragraphs 2.23 to 2.37 within the submitted report and at Appendix 4 to the submitted report; and
4. note progress on the delivery of the planned programme of Health & Safety Compliance Audits from 1 Oct 2017 to 1 July 2108, including key issues identified in the course of those audit finds, as set out at paragraphs 2.38 to 2.48 within the submitted report and at Appendix 5 to the submitted report.

(Reference: Report by Chief Officer - Governance, dated 20 August 2018, submitted)

HS22 OCCUPATIONAL HEALTH ACTIVITY REPORT

The report outlined progress of the Council's Health Surveillance and Occupational Health programmes.

Details of Health Surveillance appointments for 2016-2017 showed a total of 1308 appointments were undertaken by Stirling Council employees. The Appendix to the submitted report showed a breakdown of the individual type of Health Surveillance

(HS) appointments that had been provided by People Asset Management (PAM) and undertaken by Stirling Council.

Details of Occupational Health appointments undertaken from April to July 2108 and previous financial years were outlined in the appendices to the submitted report. There included medical and physiotherapy appointments.

From April to July 2018, 229 appointments were held with an Occupational Health Adviser, 229 appointments were held with an Occupational Health Adviser and 255 Counselling appointments had taken place.

Following a question from GMB Union representative, the Chief Officer - HR confirmed that a breakdown of Occupational Health Appointments for counselling appointments would be forwarded to Membership of the Health & Safety Panel. **Action: Chief Officer – HR.**

Decision

The Health & Safety Panel agreed to note the Health Surveillance and Occupational health activity undertaken annually since 2014 and from April to July 2018.

(Reference: Report by Chief Officer - HR, dated 16 August 2018, submitted)

HS23 TRADE UNION/WORKFORCE UPDATE – JTUC

Unison noted that a number of matters had been raised within previous items in the meeting, with the following raised specifically: -

a. Health & Safety – Costings from Stirling Council

In response to the Unions request for clarity on exact spend for health & safety use/products from the whole of Stirling Council, the Chief Officer HR confirmed that details would be collated and forwarded to the Membership of the Health & Safety Panel. **Action: Chief Officer- HR.**

b. Health & Safety Panel Meeting – Item for Inclusion

Recently Unison had completed a walk round of one of the office buildings and noted some discrepancies. The Panel agreed that the Trade Union Inspection report should be included in the next scheduled meeting of the Health & Safety Panel. **Action – Lorraine Thomson/ Clerk.**

The Compliance Health & Safety Co-ordinator explained that following a building inspection, a list of actions to be completed were recorded. To date, the majority had been actioned and completed. The Panel noted that the Portable Appliance Testing (PAT) for Fire Extinguisher had been delayed due to serve backlog caused by lack of resources.

The Panel noted that staff, although discouraged from doing so, bring in their own equipment (fans), were required to be fully Portable Appliance Testing (PAT) tested to be Health & Safety compliance.

c. Health & Safety Panel Meeting – Invite

The Health & Safety Panel agreed that it would be beneficial to invite Fraser Sinclair, Office Asset Management Officer to the next meeting to discuss the Building Users Group for the Council offices. **Action: Clerk.**

d. Personal Protective Equipment (PPE)

The Panel noted that new Personal Protective Equipment (PPE) orders were being collated and PPE pack would be distributed to all staff members whose job required such items.

The Compliance Health & Safety Team Leader advised the meeting that the PPE clothing had been thoroughly researched to ensure the best standard of PPE was sourced. Higher quality PPE would be provided going forward.

The Chair declared the meeting closed at 3.20 pm

