

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 3 JUNE at 1.30pm

Present

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS

Councillor Jim THOMSON

Councillor Jeremy MCDONALD

Trade Union Representatives

Ewan Grant, UNISON

Frankie McCallum,

Abigail Robertson, UNISON

Ann Skillen, EIS

Brian Wilson, GMB Branch Secretary

Lorraine Thomson, UNISON Branch Secretary

Officers

Lorna Cameron, Chief Officer – Housing

Scott Campbell, Procurement Specialist

Caroline Cherry, Service Manager, Adult Assessment & Partnership

Christina Cox, Service Manager, Planning & Building Standards

David Crighton, Land Services Manager

Janice Fanning, Catering and Cleaning Manager

Pamela Forsyth, HR Business Partner and Team Leader

Carol Herity, Corporate Complaints & Customer Feedback Manager

Kristine Johnson, Chief Officer - HR

Kevin Kelman, Senior Manager Schools & Learning (CEdO)

Steven MacDonald, Economic Development Team Leader

Lorraine MacGillivray, Service Manager

Kevin McCormick, Waste Services Interim Team Leader (Environment & Place)

Norman McLeod, Compliance Health & Safety Team Leader (HR)

Tracey Mills, Asset Compliance & Strategy Team Leader (Infrastructure)

Aileen More, Education Team Leader (Schools & Learning)

Bruce Reekie, Senior Manager, Environment & Place

Scott Ross, Portfolio and Business Manager

Louise McDonald, Committee Officer (Governance) (Clerk)

HS42 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Councillor Graham Houston and Councillor Alasdair Tollemache. Councillor Jim Thomson was in attendance as substitute for Councillor Houston and Councillor Jeremy McDonald was in attendance as substitute for Councillor Tollemache. Apologies were also received from Barry Spence, Insurance Officer.

HS43 DECLARATIONS OF INTEREST

There were no declarations of interest.

HS44 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business.

HS45 MINUTES – 11 MARCH 2019

The Minutes of the Meeting of the Health and Safety Panel held on 11 March 2019 were submitted for approval.

Following a member query regarding cleaning supplies within offices it was agreed that supplies would be provided to offices once assured that there were no allergies to the wipes.

Action: Janice Fanning

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 11 March 2019 were approved as an accurate record of proceedings with the following amendments:-

HS41 – Amendment to note “Main issues were raised during the context of the meeting and there were no additional updates”.

HS46 CORPORATE HEALTH & SAFETY UPDATE: MARCH 2019

The report provided the Health & Safety Panel with an update of the Corporate and Services’ Health and Safety activity undertaken since the last Panel report.

Discussion took place around lone working devices, there were not enough devices for every staff member who required one. In some areas, devices were shared between employees. Trade Unions advised that in some areas shared devices were locked away and were unable to be accessed and were not being charged. It was agreed that this would be reviewed.

Action: Caroline Cherry

Concern was raised about there being no central record for risk assessments as they were kept and reviewed by services. It was noted that work was ongoing to establish a corporate systems repository for all business and Health & Safety documentation which would allow access to service held risk assessments and other Health & Safety documentation. Officers agreed to work together to tackle this.

Action: Kristine Johnson and Norman McLeod

Following a further discussion around lone working devices, it was agreed for a report to be presented to panel around how individual services planned to utilise devices, risk assessments and ensuring staff were using the correct device.

Action: All Service Managers

Following a Member query around the use of weed killer in schools, officers agreed to provide a report to the next meeting focussing on the use of pesticides.

Action: David Crighton

Decision

The Health & safety Panel agreed to: -

1. consider and comment on the development and implementation of Health & Safety Improvement Plans, as set out at paragraphs 2.1 to 2.6 and at Appendix 1;
2. consider and comment on the contents of the statistical report on Health & Safety Incidents for the period April 2018 to March 2019 and April 2019 with summary information at paragraphs 2.7 to 2.14 and at Appendix 2;
3. consider and comment on the recent relevant developments in terms of National Health & Safety legislation developments and Health & Safety cases in the public domain, relevant to all across Council, as set out at paragraphs 2.15 to 2.18 and at Appendix 3;
4. consider and comment on other recent internal developments in Health & Safety activities within the Council, as set out at paragraphs 2.19 to 2.30 and Health & Safety Policy Sign Off summary at Appendix 4;
5. consider and comment on information on the delivery of the planned programme of Health & Safety Compliance Audits from 1 Oct 2017 to 31 January 2019, including Major and Minor Non Conformity Reports (NCRs) identified in the course of those audit findings, as set out at paragraphs 2.31 to 2.41 and at Appendix 5; and
6. consider and comment on the information provided in the summary of the risk assessment status by service, which encompass any required safe working methods (SWMs) and Personal Protective Equipment (PPE Guidance Form (PGF) associated with the risk assessments as set out in paragraphs 2.42 to 2.45 and at Appendix 6.

(Reference: Report by Chief Officer - HR, dated 23 May 2019, submitted)

HS47 OCCUPATIONAL HEALTH ACTIVITY REPORT

The report by the Chief Officer – HR provided information relating to Stirling Council's Occupational Health (OH) provision.

The health surveillance programme had begun to even out due to review timescales. There had been an increase in other Occupational Health input, such as counselling and physio, which helps to prevent employee ill health. The service was working with Occupational Health to understand themes for referring to counselling to try to support staff further.

Decision

The Health and Safety Panel agreed to note the occupational health provision from April 2018 to April 2019.

(Reference: Report by Chief Officer - HR, dated 22 May 2019, submitted)

HS48 OFFICE ACCOMMODATION AND SECURITY

The report provided a summary of work carried out to date through the Reception Safety & Security Review Group. The report also provided an overview of how the capital allocation of £100,000 would be spent over 2019/2020.

The Reception Safety and Security Review group felt that a lock down of reception areas would ensure that other non-reception staff members could inadvertently walk into a dangerous situation. The Review group would continue to work with the Resilience teams to progress a formal policy and protocol around lock down of operational properties.

Following a Member query around CCTV it was advised that the service were currently obtaining details on price and the work would be completed as soon as possible.

Following a Member query around fire alarms within non-operational properties being connected to Customer First it was confirmed that Langgarth and vacant schools were connected to Customer First.

Officers confirmed that the service were working with libraries separately on a programme around CCTV and lone working.

Decision

The Health and Safety Panel agreed :

1. consider and comment on the content of the Report; and
2. approve the detailed spend for 2019/202.

(Reference: Report by Chief Officer - HR, dated 22 May 2019, submitted)

HS49 TRADE UNION/WORKFORCE UPDATE – JTUC

Unison and GMB noted that trade union representatives were facing barriers from some services when requesting risk assessments. They felt that there should be a more robust approach from services as representatives were entitled to access those documents and should not be made to wait weeks for a response. There should be more collaborative working around Health & Safety and there were services where staff had not fully engaged and participated in risk assessments, therefore may not be fully up to speed with the hazards, risks and controls measures contained. The Compliance Health & Safety Team Leader explained that all detail was contained in the Health & Safety Policy and Risk Assessment Policy, with risk assessment status reflected in Service Level Health & Safety Improvement Plans.

GMB queried whether statistics around disciplinary action due to breach of Health & Safety was available and the Chief Officer HR confirmed that this could be discussed at Tripartite.

Following a Member query around staff understanding of Health & Safety it was agreed that questions relating to Health & Safety would be included in the next staff survey which was due at the end of September 2019.

Action: Kristine Johnson

The Chair declared the meeting closed at 2.45pm