

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 11 MARCH at 3.00pm

Present

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS

Councillor Alasdair TOLLEMACHE

Councillor Graham HOUSTON

Trade Union Representatives

Ewan Grant, UNISON

Frankie McCallum,

Abigail Robertson, UNISON

Ann Skillen, EIS

Brian Wilson, GMB Branch Secretary

Officers

Lorna Cameron, Chief Officer - Housing

Pamela Forsyth, HR Business Partner and Team Leader

Michael Grassom, Service Manager – Children's Services

Kristine Johnson, Chief Officer - HR

Kevin Kelman, Senior Manager Schools & Learning (CEdO)

Kirsty Leishman, HR Business Partner (HR)

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

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

George Millar, Health & Safety Co-ordinator

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

Aileen More, Education Team Leader (Schools & Learning)

Heather Robb, Technology and Information Manager

Barry Spence, Insurance Officer

Keir Stevenson, Place Development Manager

Mary Love, Committee Officer (Governance) (Clerk)

HS35 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Lorraine Thomson, UNISON Branch Secretary and Alanna Sloan, Resilience and Risk Officer.

HS36 DECLARATIONS OF INTEREST

There were no declarations of interest.

HS37 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

The Chair asked for an update on work being carried out on OVF reception. It was agreed that clarity would be sought regarding the Capital allocated funding for Council Offices – Security Enhancements (£100K) and an update would be provided at the next Health and Safety Panel Meeting.

Action: Tracey Mills

HS38 MINUTES – 3 DECEMBER 2018

The Minutes of the Meeting of the Health and Safety Panel held on 3 December 2018 were submitted for approval.

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 3 December 2018 were approved as an accurate record of proceedings.

HS39 CORPORATE HEALTH & SAFETY UPDATE: MARCH 2019

The report provided the Health & Safety Panel with an update of the Corporate and Services' progress in developing and updating their Health & Safety Improvement Plans, workplace incident statistics across the Council from 1 April 2018 to 31 January 2019, legal update on prominent Health & Safety legislation changes, together with current internal health and safety update and an overview of current Compliance Health & Safety Audit status.

The Compliance Health & Safety Team Leader provided an overview of the report. It was noted that reporting of incidents had improved, however near miss reporting remained slow. A significant rise in verbal abuse reporting was noted, which enabled measures to be put in place along with coping strategies, which was encouraging. A five-day audit process with BSI was commencing and would cover health and safety matters.

Ongoing discussions on Brexit had taken place and it was noted that CE marking would change and Britain would have its own dedicated marking, however, the legislative side of this matter would continue going forward. It was noted that the marking would more affect import and export companies.

The Compliance Health and Safety Team leader responded to various questions from the Panel. It was also noted that improvement plans were in place and Corporate Health and Safety could provide training where required, as there was the need for services to update all relevant risk assessment paperwork. Concerns were raised by the Panel regarding the outstanding completion of corporate tasks by some services, which could put employees and Stirling Council at risk. It was agreed by the Panel that Service Managers would be notified that all relevant documentation such as risk/COSHH assessments, safe working methods, as stated within the corporate plan status, were to be completed by 31 March 2019.

Action: Kristine Johnson

Discussion took place regarding health and safety work, in relation to the Integration Joint Board and it was noted that while a significant amount of health and safety work had been carried out in supporting the Bellfield Centre to open, staff in the Learning Disability Team were working in a low standard of conditions within Stirling Community

Hospital and that matters had not been resolved. It was also noted that managers within Forth Valley Health were apprehensive regarding the completion and logging of risk assessment paperwork. As a Member of the Integration Joint Board, Councillor Graham Houston offered to raise this matter at a future meeting of the Integration Joint Board.

Action: Councillor Houston

Discussion took place regarding the lack of cleaning supplies for office equipment and it was agreed that contact would be made with Integration Facilities Management to ask them about their strategies for supplying offices with the relevant materials.

Action: Tracey Mills

In response to a question from the Panel around the amount of containers available for using in relation to episodes involving vomit/blood, it was agreed that a request would be made to Janice Fanning, Catering and Cleaning Manager to provide a report, detailing the amount of equipment available and where it was located.

Action: Tracey Mills

Discussion took place around staff who were subject to verbal abuse and it was noted that staff were being encouraged to report such incidents. It was also noted that incoming calls were only recorded in the Contact Centre. A new acceptable behaviours policy was being introduced, which would come with warning markers.

It was noted that there were issues present regarding panic alarms in Wolfcraig, with no proper rota in use for staff response. All security was in the process of being reviewed and it was recognised that some services did not fit the location they were in. The CCTV system was deemed not robust enough and work was being carried out on how this could be managed on a locality basis.

Decision

The Health & safety Panel agreed to: -

1. note the progress 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. note the contents of the statistical report on Health & Safety Incidents for the period April 2018 to January 2019 with summary information at paragraphs 2.7 to 2.15 and at Appendix 2;
3. note 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 2.16 to 2.17 and at Appendix 3;
4. note other recent internal developments in Health & Safety activities within the Council, as set out at paragraphs 2.18 to 2.29 and Health & Safety Policy Sign Off summary at Appendix 4; and
5. note information on the delivery of the planned programme of Health & Safety Compliance Audits from 1 Oct 2017 to 31st January 2019, including Major and Minor Non Conformity Reports (NCRs) identified in the course of those audit findings, as set out at paragraphs 2.30 to 2.38 and at Appendix 5.

(Reference: Report by Chief Officer - HR, dated 28 February 2019, submitted)

HS40 OCCUPATIONAL HEALTH ACTIVITY REPORT

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

The HR Business Partner Team Leader outlined the content of the report and responded to questions from the Panel. It was noted that from April 2018 to January 2019 1314 health surveillance appointments were held, which was a decrease in comparison to 1695 over the previous year. There was also an increase of 108 employees who received the flu vaccination in comparison to last year. Positive feedback had also been received regarding massage sessions offered to staff. Menopause Talks sessions would be arranged by People Asset Management (PAM) and would be held in twilight sessions in high schools. Dates would be confirmed in the next few weeks.

Stirling Council had been selected to be part of a pilot study carried out by Stirling University whereby volunteer members of staff would take part in a minimum amount of exercise to achieve a maximum benefit, with a comparison being done with staff who had exercised against staff who had not. The pilot would begin in April 2019 and notification would be sent to all staff in March 2019, requesting volunteers.

In response to a question from the Panel, it was noted that Stirling Council did not employ doctors and nurses. A contract with PAM was in place and they dealt with all medical appointments.

Decision

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

(Reference: Report by Chief Officer - HR, dated 27 February 2019, submitted)

HS41 TRADE UNION/WORKFORCE UPDATE – JTUC

It was noted that there was no verbal update from Trade Unions.

The Chair declared the meeting closed at 4.15 pm.