

## **STIRLING COUNCIL**

**MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 2 DECEMBER 2019 at 2.00pm**

### **Present**

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS

Councillor Alasdair TOLLEMACHE

### **Trade Union Representatives**

Abigail Robertson, UNISON

Brian Wilson, GMB Branch Secretary

Lorraine Thomson, UNISON Branch Secretary

### **Officers**

Carolyn Cooper, Senior Environmental Health Officer

Dristi D'Cruze, HR Intern

Janice Fanning, Facilities Management Service Manager (Environment & Place)

Michael Grassom, Safer Reducing Offending Service Manager

Kirsty Leishman, HR Business Partner (HR & OD)

Drew Leslie, Infrastructure Delivery Manager (Infrastructure)

Louise Logan, HR Business Partner

David Love, Development Management Team Leader

Kevin Kelman, Chief Operating Officer – Education (CEdO)

Kevin McCormick, Waste Services Manager (Environment & Place)

Jimmy McGrory, Team Leader Property Management Technical

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

George Millar, Health & Safety Co-ordinator (HR & OD)

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

Aileen More, Education Team Leader (Schools & Learning)

David Niven, Programme Manager (Business Improvement & Customers)

Graeme Shirlaw, Waste Co-Ordinator

Alanna Sloan, Resilience and Risk Team Leader

Kenny Snedden, Team Leader

Keir Stevenson, Place Development Manager

Louise McDonald, Committee Officer (Governance) (Clerk)

### **HS58 APOLOGIES & SUBSTITUTIONS**

Apologies were submitted on behalf of Councillor Graham Houston, Kristine Johnson, Chief Officer HR & OD, Stuart Oliver, Senior Manager – Economic Development & Communities, Ewan Grant, UNISON Representative, Anne Skillen, EIS Representative and Eddie Love SSTA Representative.

## **HS59 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **HS60 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There were no items of urgent business.

## **HS61 MINUTES – 9 SEPTEMBER 2019**

The Minutes of the Meeting of the Health and Safety Panel held on 9 September 2019 were submitted for approval.

### **Decision**

The Minutes of the Meeting of the Health and Safety Panel held on 9 September 2019 were approved as an accurate record of proceedings.

## **HS62 CORPORATE HEALTH & SAFETY UPDATE: DECEMBER 2019**

The report provided the Health & Safety Panel with an update of the Corporate and Services' progress since the last Health & Safety Panel.

Statistics were now being collated for the new recently developed incident reporting database. There was a slight backlog on incident report upload on to the new database but this had now lessened and staff were in place to catch up with data upload.

The Health & Safety Team Leader advised that services were improving on reporting and additional guidance would be created regarding reporting and investigatory information required from services for Health & Safety to obtain more detail on incidents from the services and what they are doing to reduce reoccurrence. There was better guidance at a National Level for incidents within Education and a lessons learned log would be created to ensure a consistent approach to circulating good practice across the school estate is maintained.

Following a discussion around risk assessments and ensuring procedures were being followed, it was agreed that a briefing would be held with the Health & Safety Team Leader and Health & Safety Panel Councillor's in advance of the next Health & Safety Panel Meeting, regarding risk assessments within services, incident follow through and mitigation within services.

**ACTION: Normal McLeod**

A Member queried the asbestos review within schools and Officers agreed to provide a report to the next Health & Safety Panel Meeting on the asbestos review within Stirling schools.

**ACTION: Drew Leslie**

A Discussion took place around reception security within Council buildings and Officers agreed to provide a breakdown of work completed at Council receptions to Panel Members.

**ACTION: Drew Leslie**

A Member queried Building Security and Fire Security, specifically where alarm notifications were sent. Officers agreed to provide a report to the Health & Safety Panel on Building and Fire Security.

**ACTION: Drew Leslie**

Following a discussion around physical assault incidents within Education establishments it was agreed that a briefing would be held with the ASN team regarding physical/verbal incidents within Schools, Learning & Education.

**ACTION: Kevin Kelman**

It was highlighted that assault incidents were faced by staff at all levels not just within Education and there were long timescales involved to reach a conclusion within investigations. An update on warning markers was also requested and officers agreed that representatives from the CODO team and Business Transformation would be invited to attend the next meeting of the Health & Safety Panel to provide an update on systems.

**ACTION: Kerray Dawson/Scott Ross**

A discussion took place around risk assessments and it was agreed that further detail would be obtained from all services and included in future reporting on progress of service risk assessment sign off by staff.

**ACTION: Norman McLeod**

## **Decision**

The Health & Safety Panel agreed to: -

1. note the progress on the development and implementation of Health & Safety (H&S) Improvement Plans, as set out at paragraphs 2.1 to 2.2.
2. note the contents of the statistical report on Health & Safety Incidents for the period stated with summary information at paragraphs 2.3 to 2.8 and at Appendices 1, 1a & 1b;
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 2.9 to 2.10 and at Appendix 2;
4. note other recent internal developments in Health & Safety activities within the Council, as set out at paragraphs 2.11 to 2.23;
5. note information on the delivery of the planned programme of Health & Safety Audits from 1 Oct 2017 to 6 Nov 2019, including Major and Minor Non Conformity Reports (NCRs) identified in the course of those audit findings, as set out at paragraphs 2.24 to 2.25 and at Appendix 3;
6. note 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 2.26 to 2.27.

(Reference: Report by Chief Officer – HR, dated 25 November 2019, submitted)

## HS63 OCCUPATIONAL HEALTH ACTIVITY REPORT

The report provided information relating to Stirling Council's Occupational Health (OH) provision.

Health and Safety were working closely with Occupational Health to minimise the number of employees who failed to attend their health surveillance appointments. Individual service areas were informed when employees failed to attend and work was being undertaken to continue to reduce these numbers.

There was an increase in referrals to Occupational Health compared to 2018 figures and this was mainly due to an increase in referrals for Counselling and Physio.

The UNISON Branch Secretary highlighted that a breakdown of statistics would be welcomed as UNISON would wish to support staff with work related stress.

A Member queried whether flu inoculation was recorded and it was confirmed that it was but as these were still being completed the information was not available for the current reporting period.

### **Decision**

The Health and Safety Panel agreed to note the Occupational Health provision from April 2018 to March 2019 and April 2019 to October 2019.

(Reference: Report by Chief Officer HR, dated 19 November 2019, submitted)

## HS64 TRADE UNION/WORKFORCE UPDATE - JTUC

Abigail Robertson highlighted security issues within the Wolfcraig building, specifically issues with the automatic door and door fobs. Officers agreed that these issues would be dealt with urgently.

**ACTION: Tracey Mills**

A Member queried the access to the car park at the rear of the Wolfcraig building and Officers agreed that detail on access rights would be provided to Councillor Gibson.

**ACTION: Drew Leslie**

Brian Wilson requested that when a safety representative requests risk assessment information that this would be provided in a timely manner.

Lorraine Thomson noted that the UNISON website could be used to notify staff of any closures.

## HS65 FUTURE MEETING DATES

The future meeting dates were agreed.

The Chair declared the meeting closed at 3.20pm