

## **STIRLING COUNCIL**

**MINUTES of MEETING of the HEALTH AND SAFETY PANEL held by Virtual Meeting on MICROSOFT TEAMS on MONDAY 5 OCTOBER 2020 at 1.00pm**

### **Present**

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS

Councillor Alasdair TOLLEMACHE

Councillor Graham HOUSTON

### **Trade Union Representatives**

Abigail Robertson, UNISON

Brian Wilson, GMB Branch Secretary

Lorraine Thomson, UNISON Branch Secretary

Frankie McCallum, UNITE

Daniel Auldjo, EIS

Ewan Grant, UNISON

David Sinclair, GMB

### **Officers**

Colin Bragg, Waste Collections Team Leader

Jim Dickie, Team Leader – Resilience & Risk

Michael Grassom, Safer Reducing Offending Service Manager

Kristine Johnstone – Chief Officer HR &OD

Kirsty Leishman, HR Business Partner (HR & OD)

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)

George Murphy, Accounting Operations Manager

Keir Stevenson, Place Development Manager

Mark Wilson, Senior Analyst (ICT)

Lesleyann Burns, Support Officer (Governance) (Minute)

Karen Swan, Committee Officer (Governance) (Clerk)

### **HS66 APOLOGIES & SUBSTITUTIONS**

Apologies were submitted on behalf of Ann Skillen, EIS representative; Marie Valente, Senior Manager – Children and Families; Stuart Oliver, Senior Manager Economic, Development & Communities and Eddie Love, SSTA. .

## **HS67 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **HS68 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There were no items of urgent business. The Chair remarked appreciation for staff going above and beyond as well as staff performing their normal duties which were just as important so thanks was given to all staff in the council.

## **HS69 MINUTES – 2 DECEMBER 2019**

The Minutes of the Meeting of the Health and Safety Panel held on 2 December 2019 were submitted for approval.

### **Decision**

The Minutes of the Meeting of the Health and Safety Panel held on 2 December 2019 were approved as an accurate record of proceedings.

## **HS70 HEALTH & SAFETY UPDATE: OCTOBER 2020**

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

The Health & Safety Team Leader advised that there was significant work that had been done on risk assessments and that ongoing guidance documents had been developed. The number of unwanted fire alarm signals had reduced since people had been working from home, which would continue to be monitored. He also updated that training had been picked up again and that OD were working on this with Lone Working being a large proportion of the ongoing work.

A member enquired about DSE assessments and whether these were getting kept up to date as some staff advised the lack of proper desks or chairs for homeworking. The Health & Safety Team Leader confirmed that Homeworking DSE self-assessments were ongoing that all staff were working with their line managers and required to complete the assessment when homeworking to ensure their needs are met and line managers are supporting staff as required when homeworking. Officers agreed that employees had a duty of care and that work was being done with managers and unions on this. H&S Team attend service H&S meetings and will prompt service areas as part of the agenda on the review and recording of the assessments.

### **Action: Norman McLeod**

A member queried about whether there was a category for having an accident at home and how this would be reported and officers confirmed that this would be instigated the same way as it would at work, as their home workspace is their normal workplace for now and should be treated the same way.

## **Decision**

The Health & Safety Panel agreed to note: -

1. the development and implementation of Health & Safety Improvement Plans, as set out at paragraphs 2.1 to 2.3 within the submitted report.
2. Health and Safety incident report for the period April to September 2020 with summary information at paragraphs 2.4 to 2.10 within the submitted report and at Appendix 1 to the submitted report;
3. recent relevant developments on Legal Update and National Health & Safety developments, as set out at paragraphs 2.11 to 2.12 within the submitted report;
4. internal developments in Health & Safety activities within the Council, as set out at paragraphs 2.13 to 2.23 within the submitted report;
5. Health & Safety Audits Major and Minor Non Conformity Reports (NCRs) identified in the course of previous audit findings, as set out at paragraphs 2.24 to 2.26 within the submitted report and at Appendix 2 to the submitted report; and
6. task based H&S Risk Assessments as well as other associated risk assessments in the workplace as set out in paragraphs 2.27 to 2.32 within the submitted report.

(Reference: Report by Chief Officer – HR &OD, dated 23 September 2020, submitted)

## **HS71 OCCUPATIONAL HEALTH ACTIVITY REPORT**

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

Officers emphasised that Health & Wellbeing was the priority of both Human Resources and Health & Safety, and that they were working closely with Occupational Health. Occupational Health had been in touch with members of staff who had been shielding and had other health concerns, Consultation appointments were held via telephone. There had been a reduction in the amount of referrals but they were ensuring that employees were still offered support.

## **Decision**

The Health and Safety Panel agreed to note the Occupational Health provision from April to August 2020 in comparison with the proceeding 2 financial years.

(Reference: Report by Chief Officer HR & OD, dated 18 September 2020, submitted)

## **HS72 ASBESTOS REVIEW AT STIRLING SCHOOLS**

The report provided the following information:-

1. Detail of the legislation requirements, under the Control of Asbestos Regulations 2012;
2. Stirling Council's response to the Control of Asbestos Regulations 2012;

3. Specific detail around asbestos located within Stirling Council educational estate. This report includes Primary Schools, High School, Nursery and Special Provision.

Officers advised that correct Asbestos training would have taken place with staff before they turn up on any site with Asbestos in it. They updated that any Asbestos that had been left on site was low risk and ensured that a conscious effort had been made to remove all Asbestos.

A member enquired about the risk associated within the 26 establishments and whether there were any concerns on prioritisation or not being able to do the work. Officers confirmed that the places that had Asbestos were not accessible to people working in the properties so there were no concerns.

A member asked about the Asbestos in the estate being monitored and managed which was confirmed that the plan was to remove in all schools and whenever another project was planned the Asbestos removal was factored in for removal at the same time.

A member enquired about whether schools kept a record and the Asbestos was clearly marked and identified, officers confirmed that there was an electronic register kept, a site specific register and labelling put up in the establishments. In addition when a job was being raised a line was getting added to make the workman aware. It was confirmed that schools also have a copy of the log and a register that workmen should sign whether or not the school was open, this was kept in the reception areas.

### **Decision**

The Health and Safety Panel agreed to note on the detail within the report.

(Reference: Report by Senior Manager Infrastructure, dated 23 September 2020, submitted)

## **HS73 OFFICE ACCOMMODATION AND SECURITY UPDATE**

The report provided an update on how the capital allocation of £100,000 had been spent over 2019/2020.

Security work had been carried out pre COVID but had now been updated to incorporate protection in respect of COVID.

A member enquired as to whether reception staff were provided with a manual and it was confirmed that along with pre COVID processes and procedures, they were now regularly updated on an ongoing basis due to COVID.

A member asked about whether front facing staff had received conflict resolution training including the staff that provided cover for breaks as this was very important. Officers confirmed that only a few places had front facing staff and that pre COVID this had been arranged but now they were working with OD on bespoke training during COVID.

## **Decision**

The Health and Safety Panel agreed to consider and comment on the detail within the report.

(Reference: Report by Senior Manager Infrastructure, dated 23 September 2020, submitted)

### **HS74 TRADE UNION/WORKFORCE UPDATE – JTUC**

Lorraine Thomson updated the Panel that they had been working well with Corporate Health & Safety alongside HR although some concerns had been raised that Trade Unions had not been involved in some inspections and requested to be kept involved in all. Officers confirmed that there had been a few inspections without Trade Unions but confirmed they would endeavour to include in all. It was also asked if staff were getting time to do training as this was important and it was confirmed that OD were looking into the training. She also made an enquiry about first aid kits which was raised at the COVID working group and was ensured that this was being reviewed.

Brian Wilson echoed Lorraine's comment on Corporate Health & Safety stating that they are doing outstanding. He raised some specific issues that Kristine Johnstone agreed that they would meet offline to discuss. .

Frankie McCallum raised an issue about a shelter being required for Polmaise which officers have confirmed was getting worked on after delays but would update him.

Daniel Auldjo updated that teachers were still feeling anxious but Unions were working well with managers and risk assessments continued to be updated.

### **HS75 FUTURE MEETING DATES**

The Health & Safety Panel agreed to the future meeting dates in 2021 for the Panel.

The Chair declared the meeting closed at 2.00 pm.