

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held by Virtual Meeting on MICROSOFT TEAMS on MONDAY 21 JUNE 2021 at 1.00pm

Present

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS
Councillor Graham HOUSTON

Councillor Alasdair TOLLEMACHE

Trade Union Representatives

Brian Wilson, GMB Branch Secretary
Lorraine Thomson, UNISON Branch Secretary
Daniel Auldjo, EIS

Officers

Colin Bragg, Waste Collections Team Leader
Janice Fanning, Catering & Cleaning Manager
Graeme Forrester, Lead Solicitor (Governance)
Michael Grassom, Safer Reducing Offending Service Manager
Tom Howden, Team Manager (Change Management)
Kirsty Leishman, HR Business Partner (HR & OD)
Norman McLeod, Health & Safety Team Leader (HR & OD)
Tracey Mills, Asset Compliance & Strategy Team Leader (Infrastructure)
Bryony Monaghan, Interim Head of Education
Aileen More, Education Team Leader (Schools & Learning)
John Steel, Team Leader – Road Operations
Stephen Swan, Service Manager – Housing Property & Asset Management
Yvonne Wright, Headteacher (SISS)
Lesleyann Burns, Support Officer (Governance) (Minute)
Karen Swan, Committee Officer (Governance) (Clerk)

HS76 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Stephen Clark, Chief Officer – Housing, Bruce Reekie, Senior Manager – Environment and Place, and Pamela Forsyth, HR Advice & Policy Manager.

HS77 DECLARATIONS OF INTEREST

There were no declarations of interest.

HS78 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business.

HS79 MINUTES – 5 OCTOBER 2020

The Minutes of the Meeting of the Health and Safety Panel held on 5 October 2020 were submitted for approval.

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 5 October 2020 were approved as an accurate record of proceedings.

HS80 PRESENTATION – REDUCING VIOLENCE AGAINST STAFF IN STIRLING COUNCIL SCHOOLS

The report related to a workstream in the ASN & Wellbeing Team that aimed to reduce violence towards staff in Stirling Council schools. In 2019, Corporate Health and Safety forms indicated a concerning level of violence towards staff in schools. The matter was raised by the professional associations and discussed at senior leadership level in the council. The report related to the work that had been done to address the issue.

A presentation was delivered on physical incidents in schools, ASN and Wellbeing were working with Health & Safety colleagues regarding this and regular audits were being performed. Managing Aggression & Potential Aggression (MAPA) programme had allowed for patterns and incidents to be identified. Issues were taken seriously and this process would continue as well as training and support.

At present escorts were not on the statistics of the presentation but all forms go to Health & Safety and would be shared with Members.

Incidents against school transport staff to be circulated to Members of the Health & Safety Panel.

Action: Bryony Monaghan/Norman McLeod

It was confirmed that incidents were resolved at school level and that only physical assaults were being looked at.

Norman McLeod thanks Yvonne Wright on the presentation and confirmed that a lot of learning could be done across the services and this would be taken forward with the Health & Safety team.

Decision

The Health & Safety Panel agreed to note and comment on the work being done in relation to violence to staff in Stirling Council schools.

(Reference: Report by Chief Operating Officer – People, dated 8 June 2021, submitted)

HS81 HEALTH & SAFETY UPDATE: JUNE 2021

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

1. Update on latest position and requirements of task based H&S Risk Assessments and other associated assessments.
2. Update on latest HSE COVID Secure Spot Check Visits to Council premises.
3. H&S Improvement Plans in Services' Progression.
4. Update on the ongoing development of H&S specific guidance documents.
5. Update on latest position of H&S Management Software System Project.
6. Update on HSE Formal Inspection to Council.
7. Update on Premise Manager Fire Management Arrangements.
8. Update on Incidents Reported 1 Jan – 25 May 2021.

The Health & Safety Team Leader advised that risk assessment was still ongoing and that Covid spot checks had taken place. Incident reports were higher in verbal incidents now.

Members asked for assurances that actions had been resolved with regards to building safety and fire management and it was agreed that a report would be brought forward.

Building Safety and Fire report to be brought to next meeting.

Action: Tracy Mills/Drew Leslie

Trade Union raised issues on the risk assessments being produced. It was confirmed that these were ongoing and that training was given as well as being made. Elected Member would catch up with the Health & Safety Team Leader offline.

Issues were raised again regarding working from home and whether staff had adequate equipment/support. It was highlighted that information was available on ERIN and equipment was available. If there were particular cases these could be raised as risk assessments were not being monitored so it was the responsibility of managers and employees.

Decision

The Health and Safety Panel agreed to:

1. note that service level H&S Risk Assessments and other associated general service H&S assessments should be completed and uploaded to SharePoint by 31 May 2021 for use and future review (Paragraphs 2.1-2.6 within the submitted report);
2. note the latest HSE COVID Secure Spot Check Visits to Council premises. (Paragraphs 2.7-2.9 within the submitted report);
3. note that H&S Improvement Plans would form part of Service Improvement Plans and that exception reports would be presented monthly to the

Operational Governance Board. (Paragraphs 2.10-2.14 within the submitted report);

4. note the ongoing development and implementation of H&S specific guidance documents. (Paragraphs 2.15-2.19 within the submitted report);
5. note the progress on the H&S Management Software System Project. (Paragraphs 2.20-2.25 within the submitted report);
6. note the HSE Formal Inspection to Council. (Paragraphs 2.26-2.29 within the submitted report);
7. note the Premise Manager Fire Management arrangement's needing a focus to help make improvements (Paragraphs 2.30-2.34 within the submitted report); and
8. note the Health & Safety Incident report summary for the period 1 Jan 2021 to 25 May 2021. (Paragraphs 2.35-2.39 within the submitted report).

(Reference: Report by Chief Officer HR, dated 1 June 2021, submitted)

HS82 OCCUPATIONAL HEALTH ACTIVITY REPORT

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

Officers outlined that there was no timeline for face to face appointments yet as PAM had no access to their Stirling premises. There would be a meeting next week and telephone consultations were still beneficial. Trade Union representation expressed the view that telephone appointments were not beneficial and members would prefer a personal appointment. Officer confirmed that they would take this forward with PAM regarding content and getting members to engage.

Decision

The Health & Safety Panel agreed to note the Occupational Health provision from April 2021 to May 2021 in comparison with the proceeding 3 financial years.

(Reference: Report by Chief Officer HR, dated 8 June 2021, submitted)

HS83 TRADE UNION/WORKFORCE UPDATE – JTUC

The issue was raised regarding cleaning in schools, officers confirmed that they were working on a survey to be issued to staff. Unions confirmed they were happy to work with officers on this and that the survey would need to be more specific on cleaning.

Cleaning Survey to be issued to all staff.

Action: Janice Fanning

HS84 FUTURE MEETING DATE - 2022

The Health & Safety Panel agreed to the future meeting date in 2022 for the Panel.

The Chair declared the meeting closed at 2.14 pm.