

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held by Virtual Meeting on MICROSOFT TEAMS on MONDAY 6 SEPTEMBER 2021 at 1.00pm

Present

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS

Councillor Alasdair TOLLEMACHE

Councillor Graham HOUSTON

Trade Union Representatives

Daniel Auldjo, EIS

Gavin Black, UNISON

Ewan Grant, UNISON

Stephen Ross, UNISON

Lorraine Thomson, UNISON Branch Secretary

Brian Wilson, GMB Branch Secretary

Officers

Christina Cox, Planning & Building Standards Manager

Janice Fanning, Catering & Cleaning Manager

Richard Hayes, Service Manager (Temporary) Operations

Kirsty Leishman, HR Business Partner (HR & OD)

Kevin McCormick, Waste Services Manager

Kirsty MacLeod, Fleet Manager

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)

Bruce Reekie, Senior Manager Environment & Place

Rikki Sneddon, Fieldwork North & youth Justice & Business Support

Stephen Swan, Service Manager – Housing Property & Asset Management

Judy Stein, Hospital Locality Manager

Marie Valente, Senior Manager (CSWO)

Lesleyann Burns, Support Officer (Governance) (Minute)

Karen Swan, Committee Officer (Governance) (Clerk)

HS85 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Pamela Forsyth, HR Advice & Policy Manager and Ann Skillen, EIS.

HS86 DECLARATIONS OF INTEREST

There were no declarations of interest.

HS87 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no items of urgent business.

HS88 MINUTES – 21 JUNE 2021

The Minutes of the Meeting of the Health and Safety Panel held on 21 June 2021 were submitted for approval.

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 21 June 2021 were approved as an accurate record of proceedings.

HS89 HEALTH & SAFETY UPDATE: JUNE 2021

This 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. Update on H&S Improvement Plans in Services' Progression to Online MS Team Power App.
4. Update on the ongoing development of H&S specific guidance documents.
5. Update on Lone Working System Usage & Training status.
6. Update on Incidents Reported 1 Jan – 12 Aug 2021.

The Health & Safety Team Leader updated on the good progress being made with services that was ongoing around service level H&S Risk Assessments. He confirmed that further HSE Covid spot checks had taken place in person at Council premises and via telephone interview and these went well with no follow up actions, HSE satisfied with COVID arrangements at time of checks. Member commented that this was encouraging and voiced that it was due to the good work by employees and Health & Safety team.

A Member asked how the gaps in risk assessments are audited/monitored and whether employees were doing their own risk assessments, the Health & Safety Team Leader confirmed that auditing and monitoring was taking place with summary report getting reported to monthly Operational Governance Board meetings. General risk assessment populated draft templates have been created with basics outlined on these templates to help services to then bespoke with service level requirements pertinent to their work tasks which were ongoing and more robust. Continued monitoring and reporting will continue around the service risk assessments. It was

concluded that guidance had been issued to all services regarding risk assessments, a bespoke elearning module and monthly risk assessments training sessions delivered by H&S Officers are available to be booked via MyLO.

A Member raised the issue of a worker standing up in the back of a pick-up truck and asked if this was acceptable. The Health & Safety Team Leader made it clear that this was not acceptable and stated that they would discuss the specifics of the incident offline.

Offline discussion regarding pick-up truck incident.

Action – Norman McLeod

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 were revised, completed and uploaded to SharePoint (Paragraphs 2.1-2.5 within the submitted report);
2. note the latest HSE COVID Secure Spot Checks. (Paragraphs 2.6-2.8 within the submitted report);
3. note that H&S Improvement Plans form part of Service Improvement Plans and that exception reports would be presented monthly to the Operational Governance Board. (Paragraphs 2.9-2.11 within the submitted report);
4. note the ongoing development and implementation of H&S specific guidance documents. (Paragraphs 2.12-2.14 within the submitted report);
5. note that all services use the Lone Working system as set out in approved internal guidance, complete their outstanding Lone Working Device specific training facilitated by H&S Team by 03 September 2021 and continually improve system usage. (Paragraphs 2.15-2.18 within the submitted report); and
6. note the Health & Safety Incident report summary for the period 1 Jan to 12 Aug 2021. (Paragraphs 2.19-2.23 within the submitted report).

(Reference: Report by Senior Manager – Environment & Place, dated 20 August 2021, submitted)

HS90 OCCUPATIONAL HEALTH ACTIVITY REPORT

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

Officers expressed the view that they were working to reduce non-attendance at Occupational Health appointments. A Member examined whether this was to do with incorrect appointments or if it was a mistake and asked whether the employee had been given the incorrect appointment. Member also asked if that was a large trend or occasional, officer reported that this wasn't being tracked but would start tracking and confirmed that employees were getting given a time but discussions were happening with Occupational Health regarding contacting employees on time and that managers were giving employees adequate time to receive the calls. It was also confirmed that

tracking would be done. Trade Union enquired about Health & Welfare resources getting sent to Education staff.

Clarity on the circulation of the Health & Welfare resources within Education to be followed up with Lisa Dunlop and information to be circulated to EIS Union.

Action – Kirsty Leishman

Trade Unions welcomed the work done by Human Resources for employees who had Covid.

Decision

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

(Reference: Report by Chief Operating Officer Communities & Performance, dated 25 August 2021, submitted)

HS91 FIRE AND SECURITY MANAGEMENT ACROSS THE OPERATIONAL ESTATE

The Asset Compliance & Strategy Team Leader delivered this report.

The purpose of this report was to provide the following:-

- an overview on Local Authorities responsibilities under Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006;
- how Stirling Council responds to the duties as detailed in the regulations across the operational estate; and
- detail the impact of the COVID 19 Pandemic in relation to how Stirling Council discharge these duties.

An update was given on fire wardens and false alarms. A Member enquired about the response that was sent from the Fire & Rescue Consultation and requested it to be shared with panel members. Clarity to be sought on whether Stirling Council had responded to the Fire & Rescue Consultation, if so, details to be circulated to Members of the Health & Safety Panel.

Action – Norman McLeod

Decision

The Health & Safety Panel agreed to note the content of this report.

(Reference: Report by Senior Manager - Infrastructure, dated 19 August 2021, submitted)

HS92 TRADE UNION/WORKFORCE UPDATE – JTUC

Panel was made aware of a ballot for strike action that would impact Health & Safety.

Schools were undergoing CO2 assessments and it was enquired what action would be taken if levels were high, panel was assured that extractors would be installed or even closure of building/area. It was confirmed that as Primary Schools were smaller buildings that their monitors would go to the High Schools once exercise was completed.

The Chair declared the meeting closed at 13:49.