

## **STIRLING COUNCIL**

### **MINUTES of MEETING of the HEALTH AND SAFETY PANEL held by Virtual Meeting on MICROSOFT TEAMS on MONDAY 6 DECEMBER 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, SSTA

Abigail Robertson, UNISON

Brian Wilson, GMB Branch Secretary

#### **Officers**

Janice Fanning, Catering & Cleaning Manager

Kirsty Leishman, HR Business Partner (HR & OD)

Kirsty MacLeod, Fleet Manager

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

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

Sean Moffatt, ICT Analyst (Communities & Performance)

Bryony Monaghan, Interim Head of Education

Aileen More, Education Team Leader (Schools & Learning)

Bruce Reekie, Senior Manager Environment & Place

Stephen Swan, Service Manager – Housing Property & Asset Management

Marie Valente, Senior Manager (CSWO)

Lesleyann Burns, Support Officer (Governance) (Minute)

Karen Swan, Committee Officer (Governance) (Clerk)

Prior to the start of the meeting, Councillor Gibson as Chair of the Health & Safety Panel welcomed and thanked everyone for attending the meeting via MS Teams. He updated the meeting on the procedures related to MS Teams and the protocols that both Members and Officers should adhere to throughout the meeting.

The Chair asked the Clerk to carry out a roll call of all Members participating in the meeting.

#### **HS93 APOLOGIES & SUBSTITUTIONS**

Apologies were submitted on behalf of Rikki Sneddon, Fieldwork North & Youth Justice & Business Support and Judy Stein, Hospital Locality Manager.

#### **HS94 DECLARATIONS OF INTEREST**

Councillor Danny Gibson declared a non-financial interest as a member of GMB and confirmed he was content to remain and participate in the meeting.

#### **HS95 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR**

There were no items of urgent business.

#### **HS96 MINUTES – 6 SEPTEMBER 2021**

The Minutes of the Meeting of the Health and Safety Panel held on 6 September 2021 were submitted for approval.

##### **Decision**

The Minutes of the Meeting of the Health and Safety Panel held on 6 September 2021 were approved as an accurate record of proceedings with the following amendment: Trade Union Representatives – Gavin Black, SSTA – not Unison.

#### **HS97 HEALTH & SAFETY UPDATE**

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 Health & Safety Executive (HSE) and H&S Team COVID Secure Spot Check Visits to Council premises.
3. Update on Service H&S Improvement Plans in Services' Online MS Team Power App.
4. Update on the revised H&S Policy and new guidance document.
5. Update on Lone Working System Usage & Training status.
6. Update on Incidents Reported 01 Jan 2021 – 25 Oct 2021.
7. Update on new Safety Signage.

The Health & Safety Team Leader updated on the Corporate and Service progress stating that service level H&S Risk Assessments were making very good progress in review and upload on to SharePoint to date and Health & Safety continue to help, support and guide management teams working with services to ensure they manage and monitor their risk assessments as required. He clarified that no further spot checks had taken place by HSE since the last panel meeting although internal COVID spot checks were being carried out weekly by H&S Team with Trade Union representatives supporting on a number of these across varied premises to guide, support and check that all reasonable COVID controls and safety controls were being maintained, these will continue for the foreseeable future.

It was confirmed that the Online MS Team Power App was now live and was doing well. The revised H&S Policy was approved at the Finance & Economy Committee on 25 November 2021, the policy would be backed up by new Management and Employee Guidance and tools in the form of a Toolbox/Safety Talk and PowerPoint presentation to provide service management teams with mechanisms to ensure employees are made aware and understand the H&S Policy requirements pertinent to them. This will be rolled out from February 2022.

An Elected Member asked the question on whether fire extinguishers were included in the spot checks and getting serviced, it was confirmed that they were. It was also asked if the Team Leader was confident with the resource arrangements that were in place when employees moved their place of work, he reported that work was done closely with service teams and that if there was any gaps assurances were given that they were followed up by service line managers with support from H&S where required.

A Union Member raised the issue that schools could not access risk assessments as they use Glow and SharePoint was not available to them. The Education Team Leader assured that these were getting set up on Glow, testing would be done then it would go live. The risk assessments would be generic to allow schools to share good practice.

It was raised that schools did not have access to improvement plans, the Health & Safety Team Leader confirmed that he would take steps so identified Trade Union members could access service area plans on the MS Team Powerapp to monitor and offer input in to the management of the Improvement Plans by those services .  
**ACTION – Norman McLeod.**

An Elected Member examined whether all of the Trade Unions had access to Reporting System, it was confirmed that they would be added. **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 by November/December 2021 (Paragraphs 2.1-2.8 within the submitted report);
2. note the latest HSE and H&S Team Internal COVID Secure Spot Checks (Paragraphs 2.9-2.18 within the submitted report);
3. note that H&S Improvement Plans form part of Service Improvement Plans and that Red, Amber and Green (RAG) reports would be presented to the Operational Governance Board from November 2021 on a quarterly basis for the foreseeable future (Paragraphs 2.19-2.21 within the submitted report);
4. note the ongoing development and implementation of the revised H&S Policy and specific guidance document (Paragraphs 2.22-2.24 within the submitted report);
5. note that all services use the Lone Working system as set out in approved internal guidance, complete any outstanding Lone Working Device specific training facilitated by H&S Team by 17 December 2021 and continually improve system usage (Paragraphs 2.25-2.28 within the submitted report);
6. note the Health & Safety Incident report summary for the period 01 Jan 2021 to 25 Oct 2021. (Paragraphs 2.29-2.35 within the submitted report); and

7. note that new bespoke Stirling Council safety signage aligned to Scottish Government Guidance around COVID would be erected across all workplace buildings over the coming weeks.(Paragraph 2.36 within the submitted report).

(Reference: Report by Senior Manager – Environment & Place, dated 22 November 2021, submitted)

## **HS98 OCCUPATIONAL HEALTH ACTIVITY REPORT**

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

It was emphasised that employees must be made available by managers to take calls from OH. Officers confirmed that this was included in part of the campaign to raise awareness. The issue of employees' health was raised as employees were now working from home and officers confirmed that managers had been encouraged to have meetings with staff alongside staff contacting one another to keep in touch.

It was enquired about the menopause programme and whether this would be a continued programme, it was anticipated that it would as long as there was ongoing interest.

### **Decision**

The Health & Safety Panel agreed to note the Occupational Health provision from April 2021 to October 2021 in comparison with the preceding 2 financial years.

(Reference: Report by Chief Operating Officer Communities & Performance, dated 24 November 2021, submitted)

## **HS99 TRADE UNION/WORKFORCE UPDATE – JTUC**

Panel was made aware that the staff shower units in land service were required to be checked to ensure cleanliness. The Senior Manager of Environment & Place confirmed that this would be looked into. **ACTION – Bruce Reekie.**

The issue was also raised that the Portacabin at Waste services was still not in place. The Senior Manager – Environment & Place advised that this was to do with finding a suitable location and getting power into it, he stressed that temporary arrangements were in place for winter and that this should be firmed up by next year.

The question was raised about day cleaners in schools and whether all the posts had been filled. The Catering and Cleaning Manager confirmed that all schools had been appointed although highlighted that some still had vacancies which were being filled by facilities management.

The Chair declared the meeting closed at 1.58pm.