

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
CORPORATE HEALTH, SAFETY AND WELLBEING
CONSULTATIVE COMMITTEE

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 11 December 2017 at 10.00am.

Present: **Representing Perth and Kinross Council**
 Councillor C Ahern (substituting for K Baird)
 Councillor P Barrett
 Councillor S McCole
 G Boland (on behalf of Executive Director (Education and Children's Services))
 C Flynn (on behalf of the Chief Executive)
 P Steel (on behalf of Corporate Human Resources Manager)
 J Dixon (on behalf of the Director (Environment))
 A Taylor (on behalf of Director (Housing and Community Safety))

Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees
 M Blacklaws, SSTA
 L McLaren, Unite
 S Peddie, EIS
 A Thomas, Unite
 T Todd, UCATT

In attendance: S Crawford, Head of Property Services, The Environment Service
 R Turner, Health, Safety and Wellbeing, The Environment Service
 C Irons, Committee Officer, Corporate and Democratic Service
 L McGeorge, Property Compliance Team Leader, Environment Service
 K Molley, Professional Trainee, Corporate and Democratic Service

Apologies: Councillors K Baird and E Drysdale and J Handling

1. APPOINTMENT OF CONVENER

Nominations were sought for the appointment of Convener.

Councillor S McCole was nominated by Councillor P Barrett and seconded by L McLaren.

Resolved:

Councillor S McCole be appointed as Convener to September 2019.

Councillor S McCole took the chair.

2. APPOINTMENT OF JOINT SECRETARY

M Blacklaws was nominated by S Peddie and seconded by T Todd.

Resolved:

M Blacklaws be appointed as Joint Secretary on behalf of the Trade Unions.

3. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

4. MINUTES

The Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 September 2017 was submitted and approved as a correct record.

5. MATTERS ARISING

There were no matters arising from the previous minute.

6. HEALTH AND SAFETY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/203) providing an overview of (i) the Performance Reviews, (ii) the most serious incidents and (iii) a general summary of all incidents affecting employees and non-employees, during quarter 2 of 2017/18, 1 July – 30 September 2017.

It was noted that the Performance Reviews carried out by the Health, Safety and Wellbeing Team during quarter 2 were included in the report for the first time and would be reported to all future meetings.

M Blacklaws asked why Education and Children's Services were not given priority in the performance reviews as they had the highest number of incidents.

R Turner advised that Education and Children's Services had a good system in place for reporting of violence and aggression incidents with discussion at the service committee as well as at the Consultative Committee and in addition, there was a working group set up to consider the area.

P Steel confirmed the teaching unions were involved in the working group.

Resolved:

- (i) Five Performance reviews had been carried out in this quarter, be noted.

- (ii) Two reportable Incidents in the quarter, be noted.
- (iii) The total number of employee incidents was two hundred and thirty-eight, which was an increase compared to quarter 2 in 2016/17. The highest number of employee incidents in this quarter was violence and aggression followed by slips, trips and falls.
- (iv) The total number of non-employee incidents was twenty, which was a decrease compared to quarter 2 in 2016/17. The highest number of non-employee incidents in this quarter was slips, trips and falls followed by moving/falling objects.

7. FIRE SAFETY PERFORMANCE – QUARTERLY REPORT

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/17/204) to (1) inform members of the Fire Safety key performance for quarter 2 of 2017/18 and (2) assist the Committee to monitor the Fire Safety performance across Perth and Kinross Council's Estate.

S Crawford highlighted that the number of Education and Children's Services premises with outstanding actions from previous quarters had reduced from twenty-eight to eleven and provided an update on the work being undertaken.

It was noted that fire exit doors at Alyth Primary School had been locked when the audit was carried out by the Scottish Fire and Rescue Service and action had been taken to address this matter.

It was also noted that asbestos removal works had been undertaken at Perth Academy during the summer and October holidays of 2017 and the remaining work will commence in summer of 2018.

It was noted that the report was as at 25 October 2017 and that progress had been made since that date.

Resolved

- (i) Four Council premises had their Fire Risk assessment reviewed during quarter 2 of 2017/18.
- (ii) The Scottish Fire and Rescue Service carried out one audit of Council premises.
- (iii) There were no reported incidents of fire or near misses during the quarter.
- (iv) Consideration be given to more up-to-date information being provided to the committee on the outstanding actions.

8. CORPORATE ANNUAL HEALTH AND SAFETY REPORT

There was submitted and noted the Corporate Annual Health and Safety Report (G/17/205) reviewing Health and Safety management activities between 1 April 2016 and 31 March 2017.

J Dixon provided a summary of the report and referred to the highlights of the year.

9. FATAL ACCIDENT INQUIRY RECOMMENDATIONS – UPDATE ON PROGRESS

There was submitted and noted a report by the Corporate Human Resources Manager (G/17/206) on improvements to Council processes following the recommendations of the Fatal Accident Inquiry into the Glasgow Bin Lorry Crash.

10. DATE OF NEXT MEETING

It was noted that the next meeting will be held on Monday 12 March 2018 at 10.00am.

~~~~~