

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 803(iii) (Appendix II))
30 NOVEMBER 2016

**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 Hay Room, Dewar's Centre, Glover Street, Perth on Monday 13 June 2016 at 10.00am.

Present: **Representing Perth and Kinross Council**
Councillor H Stewart
Councillor A Younger
G Boland, Senior Business and Resource Manager (on behalf of Director (Education and Children's Services))
C Flynn, Democratic Services Manager, Corporate and Democratic Services
S MacKenzie, Head of Performance and Resources (on behalf of Director (Environment))
P Steel, Human Resources Manager – Operations (on behalf of the Corporate Human Resources Manager)
A Taylor, Head of Corporate IT and Revenues (on behalf of Director (Housing and Community Care))

Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees
M Blacklaws, SSTA
L McLaren, UNITE (T&G)
S Peddie, EIS
A Thomas, UNITE (AMICUS)
T Todd, UCATT

In attendance: J Handling, Health, Safety and Wellbeing Manager and S Crawford, Head of Property, both the Environment Service and C Irons, Committee Officer, Corporate and Democratic Services.

Apologies: Councillors P Barrett and B Ellis.

L McLaren in the Chair.

1. DECLARATIONS OF INTEREST

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

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 803(iii)) (Appendix II)
30 NOVEMBER 2016

2. MINUTES

- (i) The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 14 March 2016 was submitted and approved as a correct record.
- (ii) The minute of the meeting of the Corporate Health, Safety and Wellbeing Member/Officer Working Group of 17 May 2016 be noted.

3. MATTERS ARISING

There were no matters arising.

4. HEALTH AND SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted a report by the Head of Performance and Resources, the Environment Service (G/16/123) providing the Committee with the Health and Safety Key Performance Indicators for quarter 4 of 2015/16, 1 January to 31 March 2016.

J Handling advised that there were 2 RIDDOR incidents reported which was a 75% reduction from the same quarter last year.

The total number of employee incidents was 258 which was an increase from the previous year but this was due to the inclusion of violent and aggressive incidents within schools. The number of violent and aggressive incidents covering employees and non-employees was 228 within the quarter. Overall the number of non-employee incidents remained consistent at 19.

Councillor H Stewart stated it was excellent to see there was a 75% reduction in reportable incidents and although there had been an increase in the number of violent and aggressive incidents it was noted that this was due to the inclusion of incidents in schools and it was hoped that all violence and aggression could be reduced with the implementation of the Violence and Aggression Management Arrangement and guidance.

L McLaren agreed that the 75% reduction was excellent.

S Peddie queried why the format of graph 2 showing the type of incident involving employees differed from the other graphs within the report and J Handling advised the different format was to enable the smaller figures to be shown as well as the larger violence and aggression figure.

Resolved:

- (i) There were two reportable incidents in the quarter.
- (ii) The highest number of employee incidents was violence and aggression.
- (iii) The total number of incidents involving non-employees was 19.

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 803(iii)) (Appendix II)
30 NOVEMBER 2016

- (iv) The violence and aggression figures only be shown in a different graph format in future reports.

5. FIRE SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted a report by the Head of Performance and Resources, the Environment Service (G/16/124) on the monitoring of fire safety performance across Perth and Kinross Council in quarter 4 of 2015/16.

S Crawford advised that preliminary work to Perth Academy, Perth High School and Robert Douglas Memorial Primary School would be undertaken during the summer holiday period 2016. S Crawford added that although 20 actions had been completed and 49 were in progress, there were 116 outstanding with 76 historic actions and 40 new actions. Property Services were endeavouring to complete all outstanding actions.

L McLaren asked if new actions could take priority over historical actions and S Crawford confirmed that could be the case as some historical actions would take years to complete due to funding.

J Handling referred to the one audit undertaken during the quarter by the Scottish Fire and Rescue Service at Blairgowrie Community Campus and noted that no recommendations were given.

J Handling then referred to the 4 incidents of fire and near misses. In relation to the incident at Perth Museum and Art Gallery, L McLaren asked if it was normal practice for an alarm to be covered to avoid triggering during works. S Crawford confirmed it was normal practice to cover an alarm to prevent dust obscuring the detector but extra vigilance was then needed and alternative arrangements to alert any staff remaining in the building. Where possible only the area being worked in would be isolated from the alarm.

Resolved

- (i) Nine Council premises had their Fire Risk assessment reviewed during quarter 4 of 2015/16.
- (ii) Forty-four Council premises had outstanding actions from the previous quarter's fire risk assessment reviews, however, no outstanding actions presented an immediate risk in terms of fire safety to either occupants or visitors to Council premises.
- (iii) The Scottish Fire and Rescue Service carried out one audit of Council premises during this quarter.
- (iv) Seven Council premises had outstanding actions from the Scottish Fire and Rescue audits carried out in previous quarters and these would be addressed during 2016/17.
- (v) There were three reported incidents of fire at Council owned or operated premises during the quarter.

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE (Art. 803(iii) (Appendix II))
30 NOVEMBER 2016

6. MANAGEMENT ARRANGEMENT DOCUMENTS AND GUIDANCE

It was noted that following discussion at the Member/Officer Working Group, the undernoted documents were now available on the Council's intranet (ERIC) :-

1. Construction (Design and Management) (CDM) Management Arrangement and Guidance
2. Violence and Aggression Management Arrangement, Guidance document and Violent Warning Marker Guidance.

These documents were in addition to the twenty-seven management arrangement documents approved by this committee on 15 December 2014 and 15 June 2015.

Resolved:

- (i) The Management Arrangement documents and supporting guidance for Construction (Design and Management) be approved for immediate implementation.
- (ii) Approval of the Violence and Aggression Management Arrangement, Guidance Document and Violent Marker Guidance be deferred to the next meeting of the Consultative Committee for further discussion with the Violence and Aggression Group. If the terms of the documents were fundamentally altered from those considered by the Member/Officer Working Group, a further meeting of the Working Group be arranged prior to the next Consultative Committee on 12 September 2016.

7. ANY OTHER COMPETENT BUSINESS

There were no other items of competent business.

8. DATE OF NEXT MEETING

It was noted that the next meeting would be held on Monday 12 September 2016 at 10.00am at the Dewar's Centre, Glover Street, Perth.

~~~~~