

**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 Chambers, Council Building, 2 High Street, Perth on Monday 13 March 2017 at 10.00am.

- Present:**
- Representing Perth and Kinross Council**
 Councillor P Barrett
 Councillor A Parrott (substituting for A Younger)
 G Boland, Senior Business and Resource Manager (on behalf of Director (Education and Children's Services))
 P Steel, Human Resources Manager – Operations (on behalf of the Corporate Human Resources Manager)
 A Taylor, Head of Finance and Support Services (on behalf of the Acting Executive Director (Housing and Community Safety))
- 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,
 L McGeorge, Property Compliance Team Leader and S Nicoll, Business Support Manager, all the Environment Service and C Irons, Committee Officer, Corporate and Democratic Services.
- Apologies:** Councillors B Ellis, H Stewart and A Younger; S Topen-Cooper, C Flynn and S MacKenzie.

L McLaren in the Chair.

1. DECLARATIONS OF INTEREST

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

2. MINUTES

The minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 12 December 2016 was submitted and approved as a correct record.

3. MATTERS ARISING

- (i) Fire Safety Key Performance Indicators – Quarterly Report (Item 5)
With regard to Beechgrove House, it was noted that there was ongoing discussion regarding the decanting of the residents in order for works to progress.

4. HEALTH AND SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted and noted a report by the Head of Performance and Resources, the Environment Service (G/17/34) providing the Committee with the Health and Safety Key Performance Indicators for quarter 3 of 2016/17, 1 October to 31 December 2016.

J Handling advised that there were 4 RIDDOR incidents reported which was an increase of 2 from the same quarter last year.

The total number of employee incidents was 185 which was an increase from the previous year.(171) The number of violence and aggression incidents was 156 within the quarter: 151 employees and 5 non-employees. Slips, trips and falls were the second most common cause of incidents and it was noted there were no work-related stress incidents in the quarter.

The total number of non-employee incidents was 15, a decrease from the previous year.(23) In this category the main cause of incidents was violence and aggression, followed by incidents by sharp objects.

5. FIRE SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted a report by the Head of Performance and Resources, the Environment Service (G/17/35) on the monitoring of fire safety performance across Perth and Kinross Council in quarter 3 of 2016/17.

J Handling advised 3 premises had their Fire Risk Assessments reviewed; 57 premises had outstanding actions from previous quarters' fire risk assessments; there had been 3 audits carried out by the Scottish Fire and Rescue Service and 6 premises had outstanding actions from previous audits. J Handling also advised there had been no reported incidents of fire or near misses during the quarter.

It was noted that there had been a Fire Risk Assessment Review of the Council Building at 2 High Street and no actions were identified.

In response to a question from Councillor P Barrett, L McGeorge advised of 4 actions identified at Portmoak Primary School, 3 were recorded as complete but it was likely the 4th action had been completed since the report was prepared.

L McLaren asked about the situation at Blairgowrie High School as although the action plan had been issued in September 2014, it stated there was an outstanding action and design work was progressing.

L McGeorge advised that asbestos removal had to be undertaken prior to the fire safety compliance works being carried out. As asbestos removal had to be undertaken when the school was empty and with sufficient time to do the works, this would be done during the summer holidays.

J Handling assured members there were no outstanding actions which posed a significant risk.

Resolved

- (i) Three Council premises had their Fire Risk assessment reviewed during quarter 3 of 2016/17.
- (ii) Fifty-seven 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 three audits of Council premises during this quarter.
- (iv) Six 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 no reported incidents of fire at Council owned or operated premises during the quarter.

6. ANY OTHER COMPETENT BUSINESS

- (i) **Health and Safety Delivery Model Update**
J Handling advised that following approval of the Health and Safety policy and new Delivery Model by the Strategic Policy and Resources Committee in 2013, topic specific Management Arrangements and Guidance documents had been prepared. These provided managers with a breakdown of their responsibilities and guidance on how they can achieve and maintain compliance. Each service had undergone a risk profiling exercise with identified risks listed in a Performance Monitoring Record. These records were issued and were now being used by managers to evidence and monitor their compliance.

The delivery model was now in the last phase of implementation. Following a sample of interim reviews on high risk services, the Health, Safety and Wellbeing Team would start a programme of reviews in April 2017.

Review reports showing areas of good practice and areas of non-compliance will be submitted to the Service Health and Safety Committees. The Service Committees will ensure that outstanding actions were addressed and best practice shared across the Council. A summary report will be included with the key performance indicators report to the next and subsequent Consultative Committee meetings.

7. DATE OF NEXT MEETING AND EXTENSION OF APPOINTMENT OF CONVENER

It was noted that the next meeting would be held on Monday 11 September 2017 at 10.00am in the Council Building, 2 High Street, Perth.

The appointment of Convener be extended to the next meeting on 11 September when the appointment of Convener and Vice-Convener will be determined. This would allow the appointment of elected members at the Strategic Policy and Resources Committee on 21 June 2017 following the Local Government elections on 4 May 2017.

The Convener noted it was the last meeting prior to the Local Elections and thanked Councillor Bob Ellis in his tenure as Vice-Convener.

The Convener also thanked the other Councillors for their contribution and that he would be pleased to see some of the current Council members back to have some continuity at the Consultative Committee.

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