

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 9 September 2019 at 10.00am.

Present: **Representing Perth and Kinross Council**
Councillor A Coates
Councillor P Barrett
Councillor E Drysdale
Councillor S McCole
G Boland (on behalf of Executive Director (Education and Children's Services))
P Johnstone (on behalf of Corporate Human Resources Manager)
C Flynn (on behalf of the Chief Executive)
R Turner, Health and Safety Team Leader, Housing and Environment Service

Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees
M Blacklaws (SSTA)
M Swan (EIS)
S Hope (Unison)

In attendance: K Molley, Assistant Committee Officer, Corporate and Democratic Services

Apologies: S Crawford, Head of Property Services, Housing and Environment
R Lyle, on behalf of Executive Director Housing and Environment

S Hope in the Chair

1. APPOINTMENT OF CONVENER AND VICE-CONVENER

(i) Nominations were sought for the appointment of Convener.

M Blacklaws, seconded by M Swan nominated S Hope. There being no other nominations, S Hope was appointed Convener for the Trade Union Representatives.

(ii) Nominations were sought for the appointment of Vice-Convener.

Councillor Barrett, seconded by Councillor Drysdale nominated Councillor McCole. Councillor McCole was appointed Vice-Convener for the Elected Members.

2. DECLARATIONS OF INTEREST

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

3. ROLE OF COMMITTEES

Resolved:

- (i) A review of the current Committee structure of the three remits: Corporate Health, Safety and Wellbeing Consultative Committee, Joint Negotiating Committee for Teaching Staff and the Employees Joint Consultative Committee, be noted.
- (ii) The establishment of a Short Life Working Group, be approved.

4. MINUTE OF PREVIOUS MEETING

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 10 June 2019 was submitted and approved.

5. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT

There was submitted a report by the Regulatory Service Manager (Housing and Environment) (G/19/132) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

M Blacklaws suggested when reviewing the Health and Safety Framework, it would be beneficial if the ECS statistics were reported elsewhere, as this seems to skew the results in table 2 for the number of outstanding actions. R Turner stated that this idea would be noted and advised that ECS outstanding action plans are usually higher as property services can only access school premises at certain times of the year. S McCole suggested adding another column to table 2 with the title completion date.

In response to a question from Councillor Drysdale on what level of priority is given to results (0-50%), R Turner advised that her team are currently looking at reviewing priority risk assessments. In response to a question from Councillor McCole regarding child injuries whilst at school and if discussions are held with parents, P Johnstone advised that if a child injures themselves frequently in a short period of time, a risk assessment will be carried out for that individual child which parents will be involved in.

In response to a question from Councillor McCole, regarding the table of No. of Employees and if this includes third parties on site such as janitors and school crossing patrol officers, R Turner advised that these types of employee incidents would be recorded by the employees manager and not by the Health and Safety team. M Blacklaws stated that these members of staff can often be subject to verbal abuse. He added that it is important for staff to act in a professional manner and let a senior member of staff know about these incidents.

Under paragraph 2.16, Councillor Drysdale suggested that it would be beneficial for the section on work related stress incidents to include narrative on trends, to see if services across the Council are experiencing the same level of work-related stress incidents. Under 2.17, Councillor McCole raised the incident of a pupil who had tripped over an uneven paving stone. She requested that property services report back on how this incident was addressed and if the pavement has been fixed since the accident occurred.

Resolved:

The contents of the report, be noted.

4. FIRE SAFETY QUARTERLY REPORT

There was submitted a report by the Health, Safety and Wellbeing Team Leader (G/19/133) informing and assisting the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance indicators for Quarter 1 of 2019/20 for noting.

In response to a question from S Hope regarding timescales of training for the new Fire Safety adviser, R Turner advised the new Fire Safety adviser is currently undergoing Fire, Health and Safety training which should be completed by January 2020. She added that in the meantime, her team still offer fire safety advice and support. R Turner ensured that her team have the resources to prioritise any business if need be.

In response to a question from Councillor Barrett regarding the absence of fire risk audits over the last two quarters, R Turner advised that this is not an issue and reinforced the idea that the Fire and Rescue Service prioritise their business.

Councillor McCole stressed the importance of officers' attendance at committee meetings. She suggested the idea of a mechanism in place to ensure that a representative is sent if an officer is unable to attend.

Resolved:

The contents of the report, be noted.

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