

**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 June 2018 at 10.00am.

**Present:**                   **Representing Perth and Kinross Council**  
Councillor K Baird  
Councillor E Drysdale  
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)

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
M Blacklaws, SSTA  
L McLaren, Unite  
S Peddie, EIS (Substituting for M Swan)  
S Hope (UNISON)

**In attendance:**       S Crawford, Head of Property Services, The Environment Service  
J Handling, Health, Safety and Wellbeing Manager, The Environment Service  
L McGeorge, Property Compliance Team Leader, Environment Service  
K Molley, Professional Trainee, Corporate and Democratic Service

**Apologies:**           Councillor P Barrett, M Swan EIS, J Dickson, the Environment Service, T Todd, Unite.

**1.     DECLARATIONS OF INTEREST**

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

**2.     MINUTES**

The Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 12 March 2018 was submitted and approved as a correct record.

### **3. MATTERS ARISING**

#### **(i) Corporate Health Safety and Wellbeing Consultative Committee Review on Constitution and Remit Update**

In response to a query from Councillor Drysdale, Councillor McCole stated that the constitution and remit review meeting had been rescheduled to after the Consultative Committee meeting and a further update would be brought back to the next committee meeting.

### **5. HEALTH AND SAFETY PERFORMANCE INDICATORS – QUARTERLY REPORT**

There was submitted a report by the Health, Safety and Wellbeing Manager (Housing & Environment) (G/18/64) to inform and assist the Corporate Health, Safety & wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council and (2) the report asks for the progress to be noted.

#### **Resolved:**

- (i) An overview of the Performance Monitoring Review outcomes for Quarter 4, 2017/2018, be noted.
- (ii) A summary of incidents reported to the Health and Safety Executive (HSE) for the period 1 January to 31 March 2018, be noted.
- (iii) Graph 1 summarises the cause of these reportable incidents and provides a comparison with incidents reported in the same period for 2016/17 and 2015/16. Four reportable incidents on Quarter 4 2017/18, be noted.
- (iv) A comparison of all employee reported incidents for Quarters 4 from 2017/18, 2016/17 and 2015/16, be noted.
- (v) An overview of the types of violence and aggression incidents reported by employees and non-employees, be noted.
- (vi) With regard to incidents reported by individuals who are not employees of the Council, Graph 3 shows neither a decrease nor increase in the number of incidents in comparison to Quarter 3 of 2016/17 however a decrease compared with Quarter 3 of 2015/16, be noted.
- (vii) The highest numbers of non-employee incidents were in relation to sharp objects incidents followed by Slip, Trip, Falls on same level, and explosion/fire/flammable materials. The majority of non-employee incidents involved Pupils, be noted.

### **6. FIRE SAFETY QUARTERLY REPORT**

There was submitted a report by the Health, Safety and Wellbeing Manager (G/18/63) preparing to inform and assist the Corporate Health, Safety & Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) proving the Committee with the Fire Safety Key Performance Indicators for Quarter 4 of 2017/18 for noting.

**Resolved:**

- (i) Four reported incidents of fire in Council premises, be noted.
- (ii) Twenty-two premises have outstanding actions from previous quarters' fire risk assessments, be noted.
- (iii) Scottish Fire and Rescue Service carried out 3 audits of Council premises, be noted.
- (iv) Five premises have outstanding actions from previous quarters' Scottish Fire and Rescue Audits, be noted.
- (v) Seven premises with outstanding actions from previous quarters, be noted.
- (vi) Three numbers of premises with outstanding actions from previous Scottish Fire and Rescue Service Audits, be noted.
- (vii) Four reported incidents of fire during Quarter 4 2017/18, be noted.

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