

**The Highland Council**

**Central Safety Committee**

Minutes of Meeting of the Central Safety Committee held in Council Headquarters, Glenurquhart Road, Inverness on Friday 8 September, 2017 at 2.00 p.m.

**Present:**

**Employer's Representatives:**

Mr A MacKinnon  
Mr G Adam (substitute)

**Staff Side Representatives:**

Mr M Hayes, UNISON  
Mr D Morrison, UCATT (substitute)

**In attendance:**

Mr S Walsh, Head of People and Transformation, Corporate Development Service  
Ms G Falconer, Occupational Health, Safety and Wellbeing Manager, Corporate Development Service  
Mr Ian Jackson, Education Officer, Care and Learning Service  
Mr D MacLeod, Digital Services Manager, Chief Executive's Service  
Mr S Duncan, Property Risk Management Officer, Development & Infrastructure Service  
Mr W Munro, Inverness, Nairn and Badenoch & Strathspey Operational Area Health and Safety Working Group  
Mr G Mackenzie, Caithness, Sutherland & Easter Ross Health & Safety Working Group  
Mr A MacInnes, Administrative Assistant, Corporate Development Service

**1. Appointment of Chair and Vice Chair**

Members were advised that, in terms of the remit of the Committee, following an election of councillors, and annually thereafter, the Committee shall appoint from amongst their members a Chair and Vice Chair. If the Chair appointed be one of the Employer's representatives, the Vice-Chair shall be one of the Staff Side representatives and vice versa.

Mr M Hayes, seconded by Mr D Morrison, moved that Mr A MacKinnon be appointed as Chair. There being no other nominations, Mr MacKinnon was duly appointed, and took the Chair.

Mr A MacKinnon, seconded by Mr D Morrison, moved that Mr M Hayes be appointed as Vice Chair. There being no other nominations, Mr Hayes was duly appointed.

**2. Apologies for Absence**

Apologies for absence were intimated on behalf of Mr A Baxter, Mr R Laird and Mr R Gale of the Employer's Side and Mr A Wemyss, Mr D Griffiths and Mr M Murphy of the Staff Side.

### 3. **Declarations of Interest**

Mr A MacKinnon declared a non financial interest as his wife and daughter were employees of The Highland Council but, having applied the test outlined in Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, concluded that the interest did not preclude him from taking part in the discussion at the meeting.

### 4. **Terms of Reference**

There was circulated Report No. CSC/4/17 by the Head of People and Transformation which updated the terms of reference for the Central Safety Committee which was the formal Committee delegated with carrying out all of the functions outlined in Regulation 9 of the Safety Representative and Safety Committees Regulations 1977. The terms of reference had been updated to reflect changes in the Council's Committee Structure.

Following consideration, the Committee **APPROVED** the changes to the terms of reference for the Central Safety Committee.

### 5. **Minutes of Last Meeting**

There had been circulated Minutes of the last meeting of the Committee held on 20 January, 2017, the terms of which were **APPROVED**.

### 6. **Matters Arising from the Minutes**

There were no matters arising from the minutes.

*In accordance with Standing Order 18, with the consent of the meeting, item 10 on the agenda was taken at this point.*

### 10. **Update on CRM Reporting of Violence and Aggression Incidents**

There was circulated Report No. CSC/7/17 by the Digital Services Manager which provided an update on Customer Relationship Management System (CRM) used for reporting violence and aggression incidents against Highland Council staff. A new system had been introduced as a result of a change in CRM provider and a number of issues had been identified with the new system and how it works with the violent incident process. Remediation work was currently being carried out on these issues and technical testing was completed by 1<sup>st</sup> September, 2017.

In relation to the user acceptance testing carried out by the Health and Safety team, it was advised that there was not enough flexibility in transferring control measures into the incident report and this would require to be addressed. An update on this would be provided at the next meeting.

The Committee **NOTED** the report and that an update on the CRM Reporting of Violence and Aggression Incidents would be provided at the next meeting.

*In accordance with Standing Order 18, with the consent of the meeting, item 9 on the agenda was taken at this point.*

## **9. Property related health and safety issues**

There was circulated Report No. CSC/6/17 by the Director of Development & Infrastructure which provided an outline of the content for reporting property related health and safety issues to the Committee. The report provided updates on significant incidents/enforcement; overall compliance status, emerging and future risks that required forward planning, and an update on the development of property related policy, procedure and guidance.

In discussion, there were concerns regarding the standard and maintenance of Community Services depots and it was requested that a risk review of these depots be undertaken and reported back to this Committee. It was advised that Community Services were responsible for managing and maintenance of their depots and a depot rationalisation programme was currently being carried out which should address a lot of the maintenance issues with depots. The Council's Property Management Policy would be circulated at the next meeting for discussion.

An update was also provided at the meeting on action taken to address Improvement Notices served by the Health and Safety Executive on the Inverness Royal Academy project. An update on the Wick Campus project was also provided.

Thereafter, the Committee:-

- i **APPROVED** the proposed format of reporting of property related issues; and
- ii **AGREED** that the Council's Property Management Policy would be circulated at the next meeting for discussion.

## **7. Minutes of Area Health and Safety Groups**

There had been circulated, for information, the Minutes of the:-

- i. Inverness, Nairn, Badenoch & Strathspey Joint Health and Safety Working Group held on 22 March and 21 June, 2017;
- ii. Caithness, Sutherland and Easter Ross Health and Safety Working Group held on 2 March and 25 May, 2017; and
- iii. Ross, Skye and Lochaber Health and Safety Group held on 9 March and 8 June, 2017.

Arising from the Minutes the following matters were raised:-

- i In relation to the Inverness, Nairn, Badenoch & Strathspey minute of 21 June, 2017, reference was made in the minute to a self referral in-house initiative which was an alternative to counselling. It was advised that this was incorrect as the mental health representatives were there to listen and direct employees to where help could be received and they were not there for counselling.

Also, in relation to defibrillators, the minute stated that the app for locating defibrillators would not be available on Highland Council devices. This was incorrect as the app was now installed on all Council issued smartphones.

ii In relation to the Caithness, Sutherland & Easter Ross minute of 25 May, 2017 which stated that an incident (failure of water pipes) in 2016 in Noss Primary School should have been reported to HSE (RIDDOR) but had not been. This was incorrect as the incident was not RIDDOR reportable.

The Committee otherwise **NOTED** the Area Health and Safety Group Minutes.

## **8. Care and Learning Service – Annual Health and Safety Report**

There was circulated Report No. CSC/5/17 by the Director of Care and Learning which advised of the Service's performance during 2016/17 in respect of the health, safety and wellbeing of staff, and outlined the priorities for the forthcoming year. The Committee's agreement was also sought to submit the report to the next Corporate Resources Committee meeting.

It was advised that on occasion there were health and safety inspection reports where pupils' names and personnel information were included and for reasons of confidentiality the reports could not be released to trade union safety representatives. It was queried if pupils' names and personal information could be redacted from these reports in order that safety representatives could then see them. It was confirmed that this could be done.

There was a concern across all Local Authorities in Scotland that violence and aggression in schools was an increasing trend. In this respect, the Health and Safety Executive were to review all RIDDOR reports from schools in Scotland to look at which ones were as a result of violence and aggression incidents and of these which ones they should be investigating. This was a positive step forward as all school staff required to be protected from violence and aggression.

It was advised that all staff were encouraged to report incidents of violence and aggression and to share this information between services for safety purposes. There were four ways of reporting violence in the Care and Learning Service and this process had to be streamlined to make it easier for staff to report incidents.

The Committee:-

- i **NOTED** the content of the report; and
- ii **AGREED** that the report be submitted to the next Corporate Resources Committee meeting.

## **11. Update on Occupational Health, Safety and Wellbeing Issues**

There was circulated Report No. CSC/8/17 by the Head of People and Transformation which provided an update on health and safety issues and developments for the Council. It reviewed activities arising from Health and Safety Executive interventions; changes made to the health and safety management system and other activities undertaken since the last meeting.

In particular, it was advised that following an unplanned visit by the Health and Safety Executive to Kilvean Crematorium the Council was issued with a Notice of Contravention with regards to risk assessment, control of substances hazardous to health, manual handling and lifting equipment. A report on the actions taken to address the issues would be submitted to the next meeting.

The Staff Side welcomed the emergency planning and safety and security site on the Council's Intranet. One of the safety measures to be introduced in the unlikely event of a firearms or weapons attack was for safe havens to be identified 300 metres away from the workplace. This was a significant undertaking given the number of Council premises there were and would require risk assessments to be carried out.

The Committee:-

i **NOTED** the updated information on health, safety and wellbeing issues and developments contained in this report;

ii **APPROVED** the changes to the health and safety management system; and

iii **NOTED** that a report on Kilvean Crematorium would be submitted to the next meeting.

## 12. Annual Health and Safety Report 2016/17

There was circulated Report No. CSC/9/17 by the Depute Chief Executive/Director of Corporate Development which presented the Council's Occupational Health, Safety and Wellbeing (OHSW) performance, achievements and progress in 2016/2017 and presented the OHSW plan for 2017/18.

In particular it was advised that there would be a presentation at the next meeting of the Committee on a worker engagement project in the waste management team.

The Committee:-

i **NOTED** the achievements and performance for 2016/17;

ii **APPROVED** the OHSW Annual Report;

iii **AGREED** that the report be submitted to Corporate Resources Committee; and

iv **NOTED** that there would be a presentation at the next meeting of the Committee on a worker engagement project in the waste management team.

## 13. Occupational Health Service Update

There was circulated Report No. CSC/10/17 by the Head of People and Transformation which provided an overview of the work undertaken by Iqarus, the Council's Occupational Health provider, for the period December 2016 to June 2017.

In particular, the report stated that two members of staff had refused health surveillance in May. This was incorrect and it was advised that they did not attend on medical advice.

There had been previous concerns regarding the service provided by Iqarus and this report showed that there had been a clear improvement in service delivery by Iqarus.

The Committee having reviewed the report, otherwise **NOTED** the Occupational Health activity for the last 7 months.

**14. Date of Next Meeting**

The Committee **AGREED** that the next meeting of the Committee would take place on Thursday, 2 November, 2017 commencing at 12 noon.

The meeting ended at 3.20 p.m.