

To: Management Committee
From: Corporate Services and HR Manager
Subject: Health and Safety Report

1. Introduction / Purpose

- 1.1 The purpose of this report is to update Committee with current Health and Safety activities/issues within the organisation.

2. Background

- 2.1 Employers are required to provide all staff, including sub-contracted workers, with a safe working environment, in line with the Health and Safety at Work Act 1974, and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006.

3. Recent Incident

- 3.1 On the evening of Friday 7th June 2024, our Housing Services Manager was notified by our intruder alarm contractor that the Fire Service had contacted them as they had forced access to the office as a result of a medical emergency.
- 3.2 It transpired that our office cleaner had been locked in the building and made the 999-call for assistance.
- 3.2 On Monday 11th June 2024, we were advised by Ocean Cleaning, our cleaning contractor, that the office cleaner locked themselves in the reception area and could not get back through to the main office.
- 3.3 The door from the main office to the reception area is on a snib and the cleaner forgot to turn this off and did not have their keys or mobile phone on them.
- 3.4 This resulted in the cleaner being locked in the building until after 11pm, when emergency services attended to let her out of the office door.
- 3.5 The cleaner was able to reach through the reception desk and access the works main phone line to contact the emergency services.

4. Follow up actions

- 4.1 Following on from the incident, Ocean Cleaning carried out a welfare check on the employee.
- 4.2 All cleaning staff were reminded of the requirement to have the office key and their mobile phones on them at all times.
- 4.3 The door between the main office and reception area is now keypad entry as opposed to being on a snib. We have notified Ocean Cleaning of the code.
- 4.4 All cleaning staff will be issued with an additional key that covers the 2 fire doors within the building. They will be required to follow the steps of office staff in ensuring when entering the building, that the top lock on both fire doors is left unlocked to ensure that it is just the thumb lock they are required to use in the event of escaping a fire. They will then be required to ensure both doors are double locked when exiting the building.
- 4.5 A meeting is being scheduled between myself and Ocean Cleaning to carry out a lesson learned session, and to jointly review our current lone working risk assessment to ensure that all risks are identified and mitigated for, as much as possible.
- 4.6 Committee are ensured that every step will be taken to reduce the risk, as much as possible, of a similar incident occurring.

5. Risk

- 5.1 When considering the matter of Health and Safety, we have identified the main risks under the following risk categories and the measures we have taken to mitigate such risks.

<u>Risk Category</u>	<u>Mitigating Measure</u>
Health and Safety at Work	H&S Manual; Programme of H&S Training including e-learning; Risk Assessments; Health & Safety matters dealt with at Staffing and H&S Sub; Health & Safety matters covered at monthly team meetings; Health & Safety is a standard agenda item at Mgt Comm meetings;

	Current Fire Risk Assessment; Current H&S Audit.
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6. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Fire Safety	4. Be innovative and risk aware 7. Achieve the highest standards in all that we do

7. Delivery of our Core Values

Area	Related Core Value(s)
Fire Safety	<ul style="list-style-type: none"> • Engaged and Responsive • Accountable and Compliant • Efficient and Responsible • Excellent and Committed

8. Compliance and Assurance

8.1 Compliance is a requirement under the Health and Safety at Work Act 1974 and Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006.

8.2 In addition, it means that we are meeting our Regulatory requirements with reference to the following:

Compliance Source	Details
Standard 5 - The RSL conducts its affairs with honesty and integrity.	GS5.1 - The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL.

8.2 Evidence Bank

Evidence	Assurance Exercise Location
Cover Report	Regulatory Standard 5 – GS 5.1

8.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

9. Summary

9.1 The Sub-Committee is asked to note the contents of this paper.