

EAST AYRSHIRE COUNCIL

CABINET – 14 JANUARY 2009

CHIEF EXECUTIVE'S OFFICE, FINANCE & ASSET MANAGEMENT HEALTH AND SAFETY ACTION PLAN 2008/09 – 6 MONTHLY PROGRESS

Report by Chief Executive

1. PURPOSE

- 1.1 The purpose of this report is to advise Cabinet of progress in relation to the 2008/09 Health and Safety Action Plan for the Chief Executive's Office and Finance & Asset Management.

2. BACKGROUND INFORMATION

- 2.1 At its meeting of 2 April 2008, Cabinet approved the 2008/09 Corporate Health and Safety Action Plan and this progress report for the Chief Executive's Office, Finance & Asset Management takes account of the key elements of the Corporate Health and Safety Action Plan.
- 2.2 The Council's Health & Safety Strategy Group, chaired by the Chief Executive and involving Executive Directors and trade union representatives, has met regularly to review the progress of both Corporate and Departmental Health & Safety Action Plans.

3. 2008/09 ACTION PLAN PROGRESS

- 3.1 Details of progress made by the Chief Executive's Office, Finance & Asset Management against each of the ten actions in the 2008/09 Corporate Health and Safety Action Plan are outlined at Appendix 1.

4. LEGAL/POLICY/RISK IMPLICATIONS

- 4.1 The Health and Safety at Work etc Act 1974 places specific responsibilities on the Council in terms of its duty of care for the health and safety of its employees and others who may be affected by its activities. The Council is recognised as taking its health and safety responsibilities seriously and the action planning approach contributes to the achievement of effective health and safety management.

5. COMMUNITY PLANNING IMPLICATIONS

- 5.1 The 2008/09 Action Plan assists the Council in meeting the objectives of the Community Plan as they relate to the services of the Chief Executive's Office, Finance & Asset Management.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications in relation to this report.

7. RECOMMENDATION

- 7.1 Cabinet is asked to note progress in relation to the Health and Safety Action Plan 2008/ 09 for the Chief Executive's Office, Finance & Asset Management as outlined in Appendix 1.

**Fiona Lees
Chief Executive
5 January 2009**

LIST OF BACKGROUND PAPERS

1. Cabinet 2 April 2008 – Agenda Item 12 –Corporate Health & Safety Action Plan 2008/09

EAST AYRSHIRE COUNCIL
HEALTH AND SAFETY ACTION PLAN 2008/09 – CHIEF EXECUTIVE’S OFFICE, FINANCE & ASSET MANAGEMENT
6 MONTHLY PROGRESS

N o	Target	Reason	Action	Date	Progress / Comments
1	<p><i>Corporate Homicide Act 2007</i></p> <p>Chief Executive, Directors, Heads of Service & Senior Managers (senior management team) to attend a briefing session on the Corporate Homicide Act 2007</p>	<p><i>Training Session – Executive Director & Heads of Service</i></p> <p>Senior Management Team must be made aware of & appreciate how the Act sets out a new statutory offence. In essence, an organisation is guilty of the offence if the way in which its activities are managed or organised causes a death and amounts to a gross breach of a relevant duty of care, to the deceased. A substantial part of the breach must have been in the way activities were managed by senior management.</p> <p>The new offence is intended to complement, not replace, other forms of accountability such as prosecutions under health & safety legislation and is specifically linked to existing health & safety requirements.</p>	<p>The Health & Safety Manager will co-ordinate the delivery of one-day training session(s) to be delivered to senior management team.</p>	September 2008	Chief Executive and Heads of Service attended training session held in November 2008.
2	<p><i>Auditing the Management of Health & Safety</i></p> <p>Undertaking of the RoSPA Quality Safety Audit (QSA) system. (In accordance with Health & Safety Reports Standard (B19) of Master Safety File).</p>	<p><i>Determination of and Subsequent Improvement of the Management of Health & Safety</i></p> <p>To measure progress and achievement of how health and safety is being managed within Services of this department against the established baseline.</p>	<p><i>Program of RoSPA QSAs</i></p> <ul style="list-style-type: none"> o RoSPA QSAs to be undertaken by trained auditors. o Audit schedules to be developed per Service. o Findings of audits to be presented to the associated Head of Service and/or Executive Director; items identified, to be addressed and appropriately tackled. 	March 2009	Audit was undertaken in 2007 next audit due 2010.

No	Target	Reason	Action	Date	Progress / Comments
3	<p>Risk Assessments</p> <p>a) Appointment & training of Risk Assessors for the development and consequent review of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p>Assessment of Risk</p> <p>Assessment of Risk Standard (B24) requires the appointment and training of risk assessors to undertake suitable and sufficient risk assessments.</p> <p>To ensure that a series of suitable & sufficient risk assessments exist and pertain to the needs of the service; subsequent, continual review and development of risk assessments will be required.</p> <p>The management of health and safety is an organic & dynamic process and with risk assessments, a continual process.</p>	<p>Development and Review of Risk Assessments</p> <ul style="list-style-type: none"> o Heads of Service and Senior Managers to appoint those to be trained as Risk Assessors. o Once appointed, details of those to be trained to be passed onto Training & Development Officer and Corporate Safety Adviser o Commencement of the development and review of risk assessments to be undertaken by Risk Assessors. Contents of risk assessments to be discussed with those for whom they were developed, to ensure that they are suitable and sufficient and that there will be nothing 'new' in those control measures to be implemented. Risk Assessments to be signed off by Risk Assessors and Managers. 	<p>June 2008</p> <p>August 2008</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p>
4	<p>Development and Review of COSHH Assessments</p> <p>(In accordance with Control of Substances Hazardous to Health Standard (B5) of Master Safety File).</p>	<p>Substances & their Emissions Hazardous to Health</p> <p>To protect and preserve the health, safety and welfare of employees and anyone/ anything that comes into contact with their activities and environment.</p>	<ul style="list-style-type: none"> o Managers/ Supervisors to pass on data sheets and systems of work to Health & Safety Co-ordinator or Corporate Safety Adviser on the purchase/ acquirement of substances. If there is a choice of substances that can be purchased/ acquired or there are concerns regarding the safety of the product, then a COSHH Risk Assessment will be promptly undertaken prior to its acquirement. o Health & Safety Co-ordinator or Corporate Safety Adviser will where appropriate undertake a COSHH Assessment using the Sygol database system; where applicable, the need and type of health surveillance will be identified and so communication with Occupational Health will then follow. o Substances must be COSHH-assessed prior to their use and their content adhered, including their safe disposal. 	<p>Ongoing</p>	<p>Service grouping regarded as low risk. Any substances requiring assessment are passed to departmental Adviser/Co-ordinator for inclusion in the SYPOL database.</p>

No	Target	Reason	Action	Date	Progress / Comments
5	Identification of Training Needs	Development and Growth of Competence Development of Training Plans, in association with the departmental training co-ordinator/ officer which will identify and co-ordinate the delivery of health & safety training. The requirements for health and safety training may be legally-driven or, that by enhancing skills and awareness, will naturally lead on to the fostering, promotion and so greater appreciation in the management of health & safety, within and by all levels, within teams.	Identifiers of Training Needs <ul style="list-style-type: none">○ Heads of Services and Managers to identify health & safety training needs with the use of EAGER or other continuous improvement/ employee review systems.○ Co-ordination with Training Officer and Corporate Safety Adviser with respect to the delivery of training by competent bodies, together with the maintenance of Registers of Training.	Ongoing	Training has been provide on a range of issues including Legionella Awareness, Safety for Senior Executives, Asbestos Awareness and Managing Safely.
6	Toolbox Talks Development of Toolbox Talks (TBTs) and their delivery.	Delivery of short, sharp refresher training TBTs to be developed so as to remind personnel of the main corporate policies, procedures and objectives and/ or as a reminder of the hazards faced through those observations gleaned from the utilization of active and reactive monitoring tools.	Development and Delivery of TBTs <ul style="list-style-type: none">○ Development of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser.○ Delivery of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser.	Ongoing	As above.
7	Health Surveillance	Minimise Detriments to Health Determine those hazards which could cause harm to the body and implement control measures to minimize effects.	<ul style="list-style-type: none">○ The development of suitable and sufficient risk assessments, by competent persons to determine how exposure to hazards can cause harm and impact upon the body – DSE, COSHH, Noise, Stress, HAV/ Whole Body Vibration, Asbestos and other physical, chemical, biological & ergonomic hazards encountered in and/ or as a result of the work activity and/ or environment.	Ongoing	There are no significant health surveillance issues affecting the employee groups within the service other than DSE assessments which are carried out on an as required basis.

No	Target	Reason	Action	Date	Progress / Comments
8	Management of Asbestos	<p>Exposure to Asbestos</p> <p>To protect persons from risk of exposure to asbestos and to meet statutory obligations.</p>	<p>Management of Asbestos</p> <ul style="list-style-type: none"> ○ Compliance and adherence of Asbestos Policy contained within Master Safety File – with relation to use of Modus Asbestos Management System, for identifying presence of asbestos and consequent action to be implemented, as required and subsequent information being passed back to Asbestos Co-ordinator, for updating System and any other associated files. Further information and assistance can be gleaned from the Asbestos Co-ordinator, in the first instance. ○ Attendance by those who have the potential to encounter asbestos as a result of their work, attending an asbestos awareness programme, as delivered by the Asbestos Co-ordinator. 	<p>Continual progress</p> <p>October 2008</p>	<p>Following retiral of previous incumbent, a new appointment has been made to the post of Asbestos Co-ordinator.</p>
9	Implement a Programme of Occupational Stress Audits	<p>To identify potential stressors within work environments and the means by which their effects can be more effectively managed.</p>	<p>Service and departmental management teams to identify those areas where occupational stress is considered to have the potential to affect the efficient delivery of Council services.</p> <p>To achieve this action point, occupational stress audits will be undertaken using the HSE Stress Management Tool.</p>	<p>March 2009</p>	<p>Assessment being made currently of absence statistics which indicate incidence of stress absence. Following this analysis appropriate steps will be taken in accordance with the HSE Stress Management tool which is currently being reviewed.</p>
10	Statutory Examinations and Inspections	<p>Undertaking of timely inspections and thorough examinations, as directed by legislation and/ or best practice</p>	<p>In accordance with such legislation and so, where appropriate, arrangements must be made for/ with competent persons/ bodies, with respect to the co-ordination and so undertaking of timely inspections & thorough examinations and their subsequent maintenance of records.</p>	<p>Ongoing</p>	<p>A programme of inspections has commenced in accordance with the guidance contained in Master Safety File Standard 29 – Statutory and Critical Inspections.</p>