

## EAST AYRSHIRE COUNCIL

### CABINET – 14 JANUARY 2009

#### CORPORATE HEALTH AND SAFETY ACTION PLAN 2008/2009 – 6 MONTHLY PROGRESS

##### Report by Depute Chief Executive/Executive Director of Corporate Support

### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Cabinet with an update on progress against the 2008/2009 Corporate Health and Safety Action Plan. Departmental updates will be considered separately on this Cabinet agenda.

### 2. BACKGROUND

- 2.1 At its meeting on 2 April 2008, Cabinet, in approving the 2008-2009 Corporate Health and Safety Action Plan noted that progress reports would be submitted to Cabinet on a six monthly basis. This report conforms with that decision.

- 2.2 Separately at its meeting on 25 June 2008 the Cabinet, amongst other things, agreed that, where appropriate, utilisation would be made of the Members Information Portal (MIP) to provide additional performance information regarding health and safety. In that connection members should note that the following information has been posted on the MIP:-

- Analysis of Incidents (Accidents) recorded by ACC1 Forms (April to September 2007 & 2008)
- Analysis of Incidents (Violent Incidents) recorded by VIR1 Forms (April to September 2007 & 2008)

### 3. PROGRESS

- 3.1 The key progress information is contained in the departmental reports listed separately on the agenda of this meeting. However, there are certain matters relating specifically to the Corporate Action Plan 2008-2009 which should be noted. A complete copy of the Action Plan is attached as Appendix 1.

- 3.1.1 Departmental Health & Safety Action Plans were submitted to and approved by Cabinet on 2 April 2008 [Action Plan item 1].

- 3.1.2 A Master Safety File Standard B29 – Statutory & Critical Inspections has been issued [Action Plan item7].

- 3.1.3 The Chief Executive, Executive Directors and Heads of Service have attended or will attend shortly, training on the Corporate Homicide Act 2007 and the Institution of

Occupational Safety & Health (IOSH) on Health & Safety for Senior Executives [Action Plan item 8].

- 3.1.4 A number of elected members have also attended the training referred to in para 3.1.3 above and additional sessions are being arranged for those officers and elected members who have not yet been able to attend.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no financial implications arising from the content of this report.

#### **5. POLICY/LEGAL IMPLICATIONS**

- 5.1 Continued monitoring of health and safety performance allows the Council to ensure that its statutory obligations are met.

#### **6. TRADE UNIONS**

- 6.1 The Trade Unions are engaged on health and safety matters through their participation in the Chief Executive's Health & Safety Strategy Group and the Joint Consultative Committee arrangements as well as through day to day involvement of workplace stewards and safety representatives.

#### **7. RECOMMENDATIONS**

- 7.1 Cabinet is asked to note the content of this report.

**Elizabeth Morton**  
**Depute Chief Executive/  
Executive Director of Corporate Support**  
**5 January 2009**

#### **LIST OF BACKGROUND PAPERS**

Any person wishing further information should contact Martin Rose, Head of Human Resources (Telephone 01563 576092).

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**APPENDIX 1**

No	Target	Reason	Action	Date	Progress / Comments
1	Approval of Departmental Health & Safety Action Plans	To enable the Corporate Health & Safety Action Plan to be implemented	<p>Each Departmental Management Team to develop the Corporate Goals and support them with other local initiatives that integrate the management of health &amp; safety as a part of their business activities.</p> <p>Departmental Action Plans will be developed by/ in co-operation with the Corporate Safety Adviser.</p> <p>Executive Director to present Action Plan to relevant committee.</p>	April 2008	Departmental Health & Safety Action Plans approved by Cabinet 25 June 2008.
2	Continued monitoring of health & safety performance through RoSPA Quality Safety Audit	To measure progress and achievement of how health and safety is being managed within Services and Operating Business Units against the established baseline.	<p>Departmental Management Teams to consider and develop audit programme(s) through their Departmental Health &amp; Safety Action Plans.</p> <p>Departmental Health &amp; Safety Action Plans to identify audit programme(s).</p>	April 2008	Progress recorded in Departmental Action Plans.
			<p>Audit reports to identify recommendations for immediate &amp; longer-term actions.</p> <p>Summary reports will be presented by Executive Directors to the Chief Executive's Health &amp; Safety Strategy Group.</p>	March 2009	Work progressing to meet timescale.
3	Continue implementation of training in awareness to violence at work	To raise awareness in employee groups as to the protocols and procedures adopted by this Council to reduce violence and aggression in the workplace	<p>Departmental Management Teams to continue to facilitate employees' training in CPI Non-violent Crisis Intervention techniques, in the absence of other specialist techniques for 'at risk' work groups.</p> <p>Ensure all 'At Risk' employee groups have been identified and trained.</p> <p>Complete the remaining 50% of other employee group training in this technique – continuation of Corporate Health &amp; Safety Action Plan – 2007/ 08.</p>	March 2009	Good progress recorded in Departmental Action Plans.

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4	Implement a pro-active Occupational Health Screening Programme	To reduce the risk of occupationally related ill-health to employees and meet the requirements of relevant statutory provisions	<p>Service and Departmental Management Teams to identify through the risk assessment process, including assessments undertaken for substances hazardous to health, those employee groups exposed to risks that require occupational health surveillance/ monitoring.</p> <p>Identification of 'At Risk' Groups</p> <p>Complete the remaining 50% of Occupational Health Surveillance/ monitoring – continuation of Corporate Health &amp; Safety Action Plan – 2007/ 08</p>	<p>June 2008</p> <p>March 2009</p>	Good progress recorded in Departmental Action Plans.
5	Implement a programme of Occupational Stress Audits, using HSE Stress Management Tool	To identify potential stressors within the work environment and effectively manage their effects	<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>Identify and programme employee target groups for audit – Continuation of Corporate Health &amp; Safety Action Plan – 2008/09.</p> <p>Complete identified audits.</p>	<p>August 2008</p> <p>March 2009</p>	Work progressing within departments to meet March 2009 timescale. Will be carried forward into 2009/2010 Action Plan supported by revised Master safety File Standard
6	Management of Road Risk	To encourage safer standards of driving amongst drivers on official business	<p>Service and Departmental Management Teams to ensure all drivers of Council vehicles are assessed &amp; authorised in accordance with the Vehicle Policy – Standard B21 (Master Safety File).</p> <p>Drivers of private vehicles on official business to be identified and paperwork checks completed to ensure appropriateness in accordance with the Vehicle Policy - Standard B21.</p> <p>Where applicable, management of road risk should be addressed within traffic routes/ areas being traveled as well as within in car parking areas adjoined to premises occupied by employees of EAC.</p> <p>Executive Directors to confirm compliance at January 2009 meeting of the Chief Executive's Health &amp; Safety Strategy Group.</p>	<p>September 2008</p> <p>December 2008</p>	<p>Completed</p> <p>Work progressing to meet this timescale.</p>

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7	Statutory Examinations and Inspections	Undertaking of timely inspections and thorough examinations, as directed by legislation and/ or best practice	<p>In accordance with such legislation and so, where appropriate, arrangements <b>must</b> be made with/ by competent persons with respect to the co-ordinating and consequent undertaking of suitable and timely inspections &amp; thorough examinations and subsequent maintenance of records, on items such as:</p> <ul style="list-style-type: none"> <li>❖ Gas checks – piped and CO monitoring</li> <li>❖ Fixed electrical installations</li> <li>❖ Legionella/ water checks (e.g. thermostats)</li> <li>❖ Fire alarm and emergency access/ egress systems</li> <li>❖ Fire extinguishers, fire blankets &amp; sprinkler systems</li> <li>❖ Ladders, step ladders &amp; associated equipment</li> <li>❖ Equipment for working at height</li> <li>❖ Tools &amp; equipment</li> <li>❖ Portable appliance testing</li> <li>❖ Monitoring of areas where hazardous substances are used/ pumped or piped in to other areas</li> <li>❖ Passenger lifts and hoists (persons)</li> <li>❖ Other lifts (e.g. dumb waiters)</li> <li>❖ Lifting operations &amp; their associated lifting equipment</li> <li>❖ 6-monthly workplace inspections (B9 Standard)</li> </ul> <p>Consequently, there <b>must</b> be effective means in place for addressing any issues, as identified, in a timely manner, by a competent person with records maintained.</p> <p>The above items (list not exhaustive) are statutory requirements and as such, there <b>must</b> also be effective means in place for monitoring that, indeed, these statutory inspections are taking place, in a timely manner by a competent person, with records maintained.</p> <p>Monitoring results <b>must</b> be reported to senior management. Immediate remedial action <b>must</b> be taken where they are deviations from schedules of inspections and thorough examinations.</p>	March 2009	A Master Safety File Standard B29 – Statutory & Critical Inspections was issued in June 2008. Premises Managers are responsible for ensuring that the Inspection Regime is implemented within their premises.

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No	Target	Reason	Action	Date	Progress / Comments
8	Chief Executive and Directors & Heads of Service (senior management team) to attend a briefing session on the Corporate Homicide Act 2007	<p>Senior Management Team must be made aware of &amp; appreciate how the Act sets out this new statutory offence.</p> <p>In essence, an organization is guilty of the offence if the way in which its activities are managed or organized 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 Health &amp; Safety Manager will co-ordinate the delivery of one-day training session(s) to be delivered to senior management team.</p> <p>Progress on delivery and so attendance of senior management teams on arranged sessions, to be reported on to the Chief Executive's Health &amp; Safety Strategy Group.</p>	September 2008	Training sessions held November 2008. Elected members were also included in the training provision.