

## **EAST AYRSHIRE COUNCIL**

### **CABINET MEETING – 14 JANUARY 2009**

#### **DEPARTMENT OF CORPORATE SUPPORT HEALTH AND SAFETY ACTION PLAN 2008/09 – 6 MONTHLY PROGRESS**

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

### **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 Department of Corporate Support.

### **2. BACKGROUND INFORMATION**

- 2.1 At its meeting of 25 June 2008, Cabinet approved the 2008/09 Corporate Support Health and Safety Action Plan.
- 2.2 The 2008/09 Action Plan builds upon the progress of the previous year and aims to further integrate the management of health and safety into daily business practice.
- 2.3 The Departmental Risk Management Health and Safety Group, reflecting all services within the Department, meets quarterly to review progress against the annual plan (as well as the Departmental Risk Register for which it also has a remit).
- 2.4 The Council's Health & Safety Strategy Group, involving the Chief Executive, Executive Directors and trade union representatives, have 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 against each of the ten actions in the 2008/09 Department of Corporate Support Health and Safety Action Plan is outlined at Appendix 1.
- 3.2 All actions are being progressed and will be completed within the timescale of the plan. To date, there have been no issues that could pose a significant impact upon our overall safety performance.

### **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.

4.2 The implementation of this Plan will continue developing the positive growing culture of risk management within the Department of Corporate Support, in addition to supporting the Government's *Revitalising Health and Safety* initiative.

## **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 Department of Corporate Support.

## **6. FINANCIAL IMPLICATIONS**

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

## **7. CONSULTATION**

7.1 The Health and Safety action plan has been the subject of discussion at Departmental JCC meetings and will be presented to the next available Departmental JCC. This Departmental Plan implements those key corporate elements as they impact upon the Department of Corporate Support.

## **8. RECOMMENDATION**

8.1 Cabinet is asked to note progress in relation to the Health and Safety Action Plan 2008/ 09 for the Department of Corporate Support as outlined in Appendix 1.

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

### **LIST OF BACKGROUND PAPERS**

1. Cabinet 25 June 08 – Agenda Item 3.2 – Department of Corporate Support Health & Safety Action Plan 2008/09

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Anyone person who wishes any further information on this report should contact Pauline Minnery, Policy and Project Development Officer, on 01563 576144.

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Corporate Support 2008 / 09**

Update Status December 2008

No	Target	Reason	Action	Date	Progress/Comments June 2008	Progress Update December 2008
1	<p><b>Corporate Homicide Act 2007</b></p> <p>Chief Executive and Directors &amp; Heads of Service (senior management team) to attend a briefing session on the Corporate Homicide Act 2007</p>	<p><b>Training Session – Executive Director &amp; Heads of Service</b></p> <p>Senior Management Team must be made aware of &amp; appreciate how the Act sets out a new statutory offence. 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 new offence is intended to complement, not replace, other forms of accountability such as prosecutions under health &amp; safety legislation and is specifically linked to existing health &amp; safety requirements.</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>September 2008</p>	<p>Progress on delivery and attendance of the senior management teams on arranged session, to be reported on to the Chief Executive's Health and Safety Strategy Group</p>	<p>Status updates included within Health &amp; Safety Strategy Group reports covering Quarters 1 and 2 of 2008/09</p> <p>Training sessions undertaken within November 2008 at which all members of the Senior Management Team were in attendance</p>

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No	Target	Reason	Action	Date	Progress/Comments June 2008	Progress Update December 2008
2	<p><b>Auditing the Management of Health &amp; Safety</b></p> <p>Undertaking of the RoSPA Quality Safety Audit (QSA) system. (In accordance with Health &amp; Safety Reports Standard (B19) of Master Safety File).</p>	<p><b>Determination of and Subsequent Improvement of the Management of Health &amp; Safety</b></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><b>Program of RoSPA QSAs</b></p> <ul style="list-style-type: none"> <li>o RoSPA QSAs to be undertaken by trained auditors.</li> <li>o Audit schedules to be developed per Service</li> <li>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.</li> </ul>	<p>March 2009</p>		<ul style="list-style-type: none"> <li>o Trained auditors are located within appropriate service units and locations</li> <li>o Schedules reviewed and established within original service units as Best Practice and adopted by the newly formed and integrated Skills Development &amp; Employability Unit</li> <li>o Audit findings reported to Heads of Service on receipt of final reports; thereafter integrated into Action Plans; Executive Director reviews the quarterly, updated H &amp; S matrix which informs the Health &amp; Safety Strategy Group report</li> </ul> <p><i>As reported within 07/08 Action Plan, 6 service units within the Department are classified as being such a low risk that no audit is required (confirmed by Departmental H &amp; S officer on 12/9/07)</i></p>

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3	<p><b>Risk Assessments</b></p> <p>a) Appointment &amp; training of Risk Assessors for the development and consequent review of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p><b>Assessment of Risk</b></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 valid, suitable &amp; sufficient risk assessments exist and pertain to the needs of the service, continual review and development of risk assessments will be required.</p> <p>The management of health and safety is an organic &amp; dynamic process and with risk assessments, a continual process.</p>	<p><b>Development and Review of Risk Assessments</b></p> <ul style="list-style-type: none"> <li>o Heads of Service and Senior Managers to appoint those to be trained as Risk Assessors</li> <li>o Once appointed, details of those to be trained to be passed onto Training &amp; Development Officer and Corporate Safety Adviser</li> <li>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.</li> </ul> <p>Assistance in the development and review of risk assessments can be sought from the department's Health &amp; Safety Co-ordinator and/ or Corporate Safety Adviser.</p>	<p>June 2008</p> <p>August 2008</p> <p>April 2008 &amp; onwards</p>		<ul style="list-style-type: none"> <li>o Risk assessors appointed and trained for established service units.</li> <li>o Appropriate officers notified of nominees</li> </ul> <p>These procedures are followed as established protocols within each Service, with the advice and support of H &amp; S officers</p> <ul style="list-style-type: none"> <li>o Progress, frequency and requirements within each service unit are reviewed and monitored within the quarterly, updated H &amp; S matrix which informs the Health &amp; Safety Strategy Group report (reviewed by the Executive Director/ Departmental Management Team)</li> </ul>



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5	<p><b>Identification of Training Needs</b></p>	<p><b>Development and Growth of Competence</b></p> <p>Development of Training Plans, in association with the departmental training co-ordinator/ officer which will identify and co-ordinate the delivery of health &amp; safety training. The requirement 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 and safety, within and by all levels, within teams.</p>	<p><b>Identifiers of Training Needs</b></p> <ul style="list-style-type: none"> <li>o Heads of Services and Managers to identify health &amp; safety training needs with the use of EAGER or other continuous improvement/ employee review systems.</li> <li>o 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.</li> </ul>	<p>Continual Development</p>		<ul style="list-style-type: none"> <li>o Use of EAGER/Continuous Professional Development/HR Training Plans continue to be utilised by each Service area</li> <li>o Effective liaison with HR and Safety Adviser reinforces the development of appropriate training delivery and ongoing maintenance of Registers of Training</li> </ul>
6	<p><b>Toolbox Talks</b></p> <p>Development of Toolbox Talks (TBTs) and their delivery.</p>	<p><b>Delivery of short, sharp refresher training</b></p> <p>TBTs to be developed 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 reactive and active monitoring tools.</p>	<p><b>Development and Delivery of TBTs</b></p> <ul style="list-style-type: none"> <li>o Development of TBTs by Managers, Supervisors with the aid of the Health &amp; Safety Co-ordinator/ Corporate Safety Adviser.</li> <li>o Delivery of TBTs by Managers, Supervisors with the aid of the Health &amp; Safety Co-ordinator/ Corporate Safety Adviser.</li> </ul>	<p>Continual development &amp; delivery</p>		<ul style="list-style-type: none"> <li>o Development and delivery of Toolbox Talks within service units is undertaken with the support and assistance of the Departmental H &amp; S Adviser.</li> <li>o Progress, frequency and requirements are reviewed and monitored within the quarterly, updated H &amp; S matrix which informs the Health &amp; Safety Strategy Group report (reviewed by the Executive Director/Departmental Management Team)</li> </ul>

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7	<b>Health Surveillance</b>	<p><b>Minimize Detriments to Health</b></p> <p>Determine those hazards which could cause harm to the body and implement control measures to minimize effects.</p>	<ul style="list-style-type: none"> <li>○ 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 &amp; ergonomic hazards encountered in and/or as a result of the work activity and/or environment.</li> <li>○ Co-ordination of health surveillance techniques with Occupational Health.</li> </ul>	<p>Continual development</p> <p>March 2008</p>		<ul style="list-style-type: none"> <li>○ Refer to Issues 3 &amp; 4 (Risk Assessments/ Development &amp; Review of COSHH Assessments)</li> </ul>

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8	<b>Management of Asbestos</b>	<p><b>Exposure to Asbestos</b></p> <p>To protect persons from risk of exposure to asbestos and to meet statutory obligations.</p>	<p><b>Management of Asbestos</b></p> <ul style="list-style-type: none"> <li>o 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.</li> <li>o 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.</li> </ul>	<p>Continual progress</p> <p>October 2008</p>		<ul style="list-style-type: none"> <li>o Master Safety File Policy and reporting procedures referenced within Service H &amp; S protocols</li> <li>o Updated figures, for those who have undertaken training within the relevant quarter, are provided for the quarterly Health &amp; Safety Strategy Group report by the 3 service units for whom Management of Asbestos is an issue. (Reviewed by Executive Director/ Departmental Management Team)</li> </ul>



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			<ul style="list-style-type: none"> <li>❖ Equipment for working at height</li> <li>❖ Vehicular checks</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 &amp; hoists &amp; other lifts (e.g. dumb waiters)</li> <li>❖ Lifting operations &amp; their associated lifting equipment</li> <li>❖ Six-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>			<ul style="list-style-type: none"> <li>○ Executive Director/Departmental Management Team)</li> </ul> <p>While baseline information is held by appropriate designated officers within the Department, it is recognised that the support and guidance of H &amp; S officers in the development of this issue is essential</p>