

# **EAST AYRSHIRE COUNCIL**

**CABINET – 14 JANUARY 2009**

## **EDUCATIONAL AND SOCIAL SERVICES – 2008/09 HEALTH AND SAFETY ACTION PLAN – 6 MONTHLY PROGRESS**

### **Report by the Executive Director of Educational and Social Services**

#### **1. INTRODUCTION**

- 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 Educational and Social Services.

#### **2. BACKGROUND**

- 2.1 Cabinet approved the annual Action Plan for Educational and Social Services at its meeting of 25 June 2008.

- 2.2 The Action Plan consisted of 8 main points of action, each of which had a range of measures to be taken. The purpose of the annual plan is to :-

- to continue the monitoring of Health & Safety performance through the ROSPA quality safety audits;
- continue training programmes which raise awareness to violence at work;
- implement a pro-active health screening programme;
- implement a programme of stress management audits;
- improve safer driving standards amongst staff driving on Council business; and
- ensure timeous completion of statutory examinations and inspections.

It should be noted that the ultimate aim of the annual Action Plan is to continually drive up Health and Safety standards across all service areas of Educational and Social Services.

#### **3. 2008/09 HEALTH AND SAFETY STATISTICS**

- 3.1 ESS Health and Safety statistics are shown in Appendix 1. Since April 2008 there have been 548 Incident and Accident forms submitted for Social Services and Education. This compares to 598 for the respective service elements in the same 2007 period.

- 3.2 Since April 2008 a further 25 Heads of establishment have completed the IOSH Managing Safely course. There are 11 Heads who have yet to complete the course, including newly appointed Head Teachers, however these

individuals have been allocated courses dates early in 2009. Other training course attendances are detailed in Appendix 1.

#### **4. 2008/09 ACTION PLAN PROGRESS**

- 4.1 Progress against each element of the Action plan is detailed in Appendix 2. A key component of the plan is to improve the communication of health and Safety issues within ESS. This will be achieved by ensuring that all staff have easy access to relevant materials and guidance. In this respect the approved Action Plan was e-mailed to all staff and managers were instructed to locate the Action Plan on their premises Health and Safety notice board. To assist staff further a number of generic risk assessments have been procured and these will be shortly uploaded onto the ESS intranet site.
- 4.2 In relation to training the Departmental policy is for all Heads of establishment and other senior staff to have undergone the IOSH Managing Safely course. From January 2009 the Health and Safety team have agreed to hold 3 half day sessions per week to train all ESS senior officers on risk assessment. This will include Heads of establishment, Deputes and Principal Teachers.
- 4.3 In addition to senior staff all staff should have their Health and Safety training needs assessed through EAGER for APT&C staff or the PRD process for teachers. As needs are identified the Health and Safety section have been most proactive in organising suitable courses and tool box talks.
- 4.4 Stress and muscle skeletal injuries have long been identified as the greatest cause of staff absence within ESS. To assist in the management of staff absence the Department continues to roll out the HSE stress audit. In addition the Department's Movement and Handling team not only provide training in this area for relevant staff but have also recently prepared draft policy guidance which is being disseminated to staff as best practice.
- 4.5 All establishments have submitted their latest round of 6 monthly inspections. These inspections are supplemented by visits, both scheduled and unannounced, by both the Health and Safety team and chief officers. The visits play a key role in monitoring safety standards across the Department's services.

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

- 5.1 As agreed at the Cabinet meeting of 25 June 2008, this report meets the policy objective of providing a 6 monthly update on Health and Safety matters.

#### **6. FINANCIAL IMPLICATIONS**

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

#### **7. COMMUNITY PLAN IMPLICATIONS**

7.1 The annual Action Plan assists the Council in meeting the following objectives of the Community Plan :-

- Improving Community Learning; and
- Improving Community Safety

## **8. RISK MANAGEMENT IMPLICATIONS**

8.1 By following this Action Plan the Department of Educational and Social Services will promote safety for its staff and service users.

## **9. RECOMMENDATIONS**

9.1 It is recommended that Cabinet :-

- i) Note the progress being made in relation to the 2008/09 Health and Safety Action Plan for Educational and Social Services.

Graham Short  
Executive Director (Educational and Social Services)  
5 January 2009

## **LIST OF BACKGROUND PAPERS**

Nil

Any person who wishes any further information on this report should contact Euan Couperwhite, Head of Resources, Tel (01563 576090) or Liz Burley, Health and Safety Advisor, Tel (01563) 554895.

**IMPLEMENTATION OFFICER** : Euan Couperwhite, Head of Resources

## APPENDIX 1

### HEALTH AND SAFETY STATISTICS

#### TRAINING STATS : Jan- Dec (\*to Date)

Risk Assessment	94 delegates (60 education / 34 social)
Fire Safety	61 delegates (20 education / 41 social)
Accident and Incident Reporting	97 delegates (all social services)
Corporate Induction	5 delegates (all social services)
CPI	3 delegates (all social services)
Ladder Safety	47 delegates (all education)
Accident and Incident Reporting	65 delegates (all education)

#### INCIDENTS/ACCIDENTS: Jan- Dec (\*to Date)

	Social Services		Education	
Jan	15	0 Reported to HSE	40	4 Reported to HSE
Feb	34	1	46	4
Mar	23	0	61	3
Apr	32	1	36	2
May	19	0	51	4
June	20	1	57	4
July	32	3	18	3
Aug	26	0	16	0
Sept	18	0	52	1
Oct	16	1	52	1
Nov	16	1	70	1
Dec*	5	0	12	1

Children and Families	20	Secondary schools	136
C.E Family Worker	1	Primary schools	212
Comm. Care Adults	50	Early Education	103
Comm. Care Locality	49	Special schools / units	39
Comm. Care Older	117	Community Learning	21
Comm. Support	3		
Criminal Justice	6		
North West Centre	6		
Resources	4		

**APPENDIX 2**

<b>No</b>	<b>Target</b>	<b>Action</b>	<b>Progress Update – December 2008</b>
1.	Continue to promote the Health & Safety Culture across all areas of Educational and Social Services	<p>1. Use of intranet to promote awareness of and disseminate H&amp;S information;</p> <p>2. All senior managers and Heads of establishment to have attended IOSH Managing Safely course;</p> <p>3. All managers and Heads will ensure that H&amp;S is a standing item at meetings;</p> <p>4. Workplace inspections to be carried out every 6 months, with the findings sent to the Departmental H&amp;S section;</p> <p>5. Where appropriate managers will deliver Toolbox Talks to staff on H&amp;S matters;</p> <p>6. Service based staff to identify 6 H&amp;S topics which can be developed into handbook leaflets;</p>	<p>1. Discussions have taken place with IT colleagues and a web page will be created by January 2009, within the ESS intranet pages. The page will have with links to H&amp;S documentation, H&amp;S advice and risk assessments.</p> <p>2. Programme discussed at Safety Committee. Manger attendance is part of induction programme for new employees.</p> <p>3. 100% response to last return date. Senior managers and the safety team will monitor through discussion and on site audits.</p> <p>4. 100% response to last return date On target, all premises monitored during site visits for accuracy of reporting.</p> <p>5. Managers need more encouragement and confidence, as only a few managers are currently including talks. Use of E-learning and DVD's will be assessed to assist future delivery.</p> <p>6. Topics have been put forward by service staff, and leaflets are now under development with the assistance of the H&amp;S team.</p>

		<p>7. Managers will ensure that a copy of the corporate policy statement is displayed in their premise and that staff are aware of its contents;</p> <p>8. Managers will develop and review procedural documents to ensure that consistent and clear guidelines are developed;</p>	<p>7. Measured through visits and audit programme with no recorded instances of non compliance.</p> <p>8. A revised Moving and Handling Policy has been prepared by service managers and is currently in draft form. Service staff have been provided with copies for comment and to use a good practice.</p>
2.	Continued monitoring of Health and Safety performance	<p>1. Plans for areas for audit to be agreed by H&amp;S committees;</p> <p>2. Continuation of audit programme by H&amp;S team and appropriately qualified individuals;</p>	<p>1. Programme of premises visits agreed. H&amp;S staff have visited a number of ESS premises. Further site inspection visits involving H&amp;S staff and senior managers have been put in place from January 2009.</p> <p>2. See above comments.</p>
3.	Risk assessments to be reviewed and updated on an annual basis	<p>1. Generic risk assessments to be uploaded to the intranet;</p> <p>2. Managers to ensure that risks are recorded and reviewed for all areas of operation and that staff are aware of the assessment;</p>	<p>1. Generic Risk Assessments will be on the intranet system by January 2009.</p> <p>2. Records of each premises' risk assessments has been collated. Further guidance will be available once risk assessments are online.</p>

		3. Where necessary staff to be nominated to attend training courses on undertaking risk assessment;	3. It is now departmental policy that all senior managers, Heads, Deputes and Principal teachers will attend a half day session on risk assessment. These sessions will start in January 2009.
4.	Continuation of occupational stress audits, using HSE stress management tool	<p>1. Service areas for the continued programme to be identified by senior management and/or H&amp;S Committees;</p> <p>2. Identified areas to be audited;</p> <p>3. Managers to complete a stress risk assessment for any staff who identify work placed stressors;</p> <p>4. Managers to attend the Managing Stress course to ensure their understanding and competence in completing stress risk assessments.</p>	<p>1. Social Services to identify further staff groups to be surveyed at the next H&amp;S committee. The programme of schools to be audited is in place until June 2009</p> <p>2. As above</p> <p>3. Needs more consideration as there are training requirements to ensure that managers are competent in conducting this type of risk assessment.</p> <p>4. More courses required and encouragement from senior managers.</p>
5.	Fire risk assessments	<p>1. A programme of visits to premises is to be developed by the H&amp;S team;</p> <p>2. Managers and Heads of establishment to conduct 6 monthly</p>	<p>1. The H&amp;S team have a schedule of visits in place. All residential and day centres have been audited. Schools have been prioritised for audit and this work is being completed by appropriately qualified personnel with the H&amp;S team.</p> <p>2. Ongoing and compliant</p>

		<p>inspections and identify fire related hazards;</p> <p>3. Continued liaison to take place with the Fire Service;</p>	<p>3. Continuing liaison with the Fire service is in place.</p>
6.	Improved staff uptake of Health and Safety training courses	<p>1. Managers and staff to identify relevant training needs through the annual performance reviews and the EAGER process;</p> <p>2. The H&amp;S team to assess whether training needs can be met in-house or via external providers;</p> <p>3. Depute Heads and Depute Unit managers to attend IOSH Managing Safely courses;</p> <p>4. All relevant staff to have attended the CPI Non violent crisis intervention training course</p>	<p>1. The range of available courses is widely publicised to staff. Uptake on courses is detailed above.</p> <p>2. Close liaison with the H&amp;S team exists to discuss the most appropriate method of training delivery.</p> <p>3. As previously described this is on-going.</p> <p>4. Further courses need to be programmed to ensure compliance. Service based staff have played a key role in providing training.</p>
7.	Statutory examinations and inspections	<p>1. Arrangements to be made for suitably qualified individuals to conduct timely inspections and maintenance of records on :-</p>	

		<ul style="list-style-type: none"> <li>- Portable appliance testing;</li> <li>- 6 monthly workplace inspections;</li> <li>- fixed electrical installations;</li> <li>-</li> <li>fire extinguishers, fire blankets and sprinkler systems;</li> <li>- fire alarms and emergency access;</li> <li>- tools and equipment;</li> <li>- equipment for working at height;</li> </ul>	<p>Testing is up to date in community learning, secondaries schools, central offices and all social services premises. A programme of testing has been prepared by the School ICT Manager to cover primary, early years and special establishments.</p> <p>See comment above – 100% return at last due date.</p> <p>A corporate contract has been recently agreed to carry out fixed electrical inspections.</p> <p>All other areas are subjected to on-going inspection and maintenance</p>
8.	Implement a proactive Occupational Health screening programme	<ol style="list-style-type: none"> <li>1. Using risk assessments identify employee groups exposed to risk that may require occupational health monitoring;</li> <li>2. Develop procedures which can reduce the risk exposure for these staff groups;</li> </ol>	<ol style="list-style-type: none"> <li>1. Further consideration is required by senior managers and premises managers when employing new staff as to the likely causes of staff absence.</li> <li>2. A range of movement and handling courses have been delivered for appropriate staff throughout 08/09 and stress surveys continue to be rolled out across the Department.</li> </ol>