

## **EAST AYRSHIRE COUNCIL**

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

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

##### **Report by Executive Director of Neighbourhood Services**

### **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 Neighbourhood Services.

### **2. BACKGROUND INFORMATION**

- 2.1 At its meeting of 25 June 2008, Cabinet approved the 2008/09 Neighbourhood Services' Health and Safety Action Plan.
- 2.2 The Council's Health & Safety Strategy Group, involving the Chief Executive, 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 against each of the ten actions in the 2008/09 Department of Neighbourhood Services Health and Safety Action Plan is outlined at Appendix 1.
- 3.2 The Action Plan is continually monitored through Neighbourhood Services Management Teams, Health and Safety Committees and Monitoring Groups.

### **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 Neighbourhood Services, 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 Neighbourhood Services.

**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 Department of Neighbourhood Services as outlined in Appendix 1.

William Stafford  
Executive Director of Neighbourhood Services  
5 January 2009

**LIST OF BACKGROUND PAPERS**

1. Cabinet 25 June 08 – Agenda Item 3.3 – Department of Neighbourhood Services Health & Safety Action Plan 2008/09

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Neighbourhood Services**  
**2008 / 09**

<b>No</b>	<b>Target</b>	<b>Reason</b>	<b>Action</b>	<b>Date</b>	<b>Progress / Comments</b>
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>	September 2008	Executive Director and all Heads of Service have attended training.
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>	March 2009	The rolling programme has seen 9 business units audited during the past 3 years. A further 4 units will be scheduled under the 2009/10 Action Plan.

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Neighbourhood Services**  
**2008 / 09**

No	Target	Reason	Action	Date	Progress / Comments
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>	<p>This Department has 146 persons trained in the assessment of risk. These trained assessors will also be reviewing the workplace assessments to ensure they remain suitable and sufficient.</p>
4	<p><b>Development and Review of COSHH Assessments</b></p> <p>(In accordance with Control of Substances Hazardous to Health Standard (B5) of Master Safety File).</p>	<p><b>Substances &amp; their Emissions Hazardous to Health</b></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"> <li>o Managers/ Supervisors to pass on data sheets and systems of work to Health &amp; 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.</li> <li>o Health &amp; Safety Co-ordinator or Corporate Safety Adviser will undertake a COSHH Assessment using the Sypol database system; where applicable, the need and type of health surveillance will be identified and so communication with Occupational Health will then follow.</li> <li>o Substances must be COSHH-assessed prior to their use and must be followed, with respect to their safe disposal.</li> </ul>	<p>Continual development</p> <p>Continual development</p> <p>Continual development</p>	<p>For the period of this Action Plan, 247 substances have been reviewed from the 1193 available for use. Reviews are undertaken for new materials or where a substance is to be used as a safer alternative from one in circulation. Brand name substances have also been reduced to slim-line the suppliers used and increase potential for bulk discounts. All assessments have to be reviewed every 5 years and a number of these reviews include materials in this category.</p>

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Neighbourhood Services**  
**2008 / 09**

No	Target	Reason	Action	Date	Progress / Comments
5	<b>Identification of Training Needs</b>	<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>	Continual development	A variety of safety training has been undertaken in conjunction with the requirements identified within the Departmental Training Plan. IOSH Managing Safely, CITB Scaffolding Inspection, Cable Avoidance Tool (CAT & GENNY) and Full Body Harness have been delivered to specific employees, whilst CPI Non Violent Crisis Intervention, Risk Assessment, Stress Awareness and Fire Warden have been delivered to a wider audience.
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>	Continual development & delivery	Tool Box Talks have been delivered on topics relevant to the Services. These include the Master Safety File, Incident/Near Miss Reporting, Display Screen Equipment, Work at Height, Vehicle Safety. Presentations have been given by both the Corporate Safety Section as well as local Managers.

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Neighbourhood Services**  
**2008 / 09**

No	Target	Reason	Action	Date	Progress / Comments
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>o 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>o Co-ordination of health surveillance techniques with Occupational Health.</li> </ul>	Continual development	Health Surveillance needs have been identified through the risk assessment process supported, in some cases, by the assessments of substances being used (COSHH). Surveillance may require lung function tests, audiometry (hearing), hand/arm vibration or a combination of these tests. In rare cases, blood serology is also required where a vaccination programme has been identified.

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Neighbourhood Services**  
**2008 / 09**

No	Target	Reason	Action	Date	Progress / Comments
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>	<p>Asbestos awareness training has been provided to employees likely to encounter asbestos as a part of their occupation. This might include a person specifying work to be undertaken or a craftsman engaged in the work being specified. Building &amp; Works, along with Outdoor Amenities have delivered such training to 60 employees this Action Plan Year. This training is cycled at three yearly intervals or sooner if it is necessary to amend the Management of Asbestos Standard (Master Safety File Document B6).</p>
9	<b>Implement a Programme of Occupational Stress Audits</b>	<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>August 2008</p> <p>March 2009</p>	<p>33 Building &amp; Works employees have received stress awareness training.</p>

**EAST AYRSHIRE COUNCIL**  
**Health & Safety Action Plan – Department of Neighbourhood Services**  
**2008 / 09**

No	Target	Reason	Action	Date	Progress / Comments
10	<b>Statutory Examinations and Inspections</b>	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 must be made for/with competent persons/ bodies, with respect to the co-ordination and so undertaking of timely inspections &amp; thorough examinations and their subsequent maintenance of records, in areas 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>❖ 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>	March 2009	In accordance with Legislation and Standard B29, Inspections have been undertaken by Neighbourhood Services totalling 157 premises and establishments across East Ayrshire Council.