

# **EAST AYRSHIRE COUNCIL**

## **CABINET - 17 JUNE 2009**

### **CORPORATE HEALTH & SAFETY ACTION PLAN 2009 - 2010**

#### **Report by Chief Executive**

#### **1. PURPOSE**

- 1.1 The purpose of this report is to report progress on the Corporate Health and Safety Action Plan 2008-2009, submit for approval the Corporate Health and Safety Action Plan for 2009-2010 and bring to Cabinet's attention certain other matters relating to Health and Safety.

#### **2. BACKGROUND INFORMATION**

- 2.1 As agreed previously by Cabinet six monthly progress reports will be submitted on the Action Plans. The progress report on the 2008/09 Action Plan was considered by Cabinet on 14 January 2009.
- 2.2 The Chief Executive's Health and Safety Strategy Group meets on a quarterly basis. Its membership comprises Executive Directors and Trade Union representatives. At its meetings the group considers the following matters:-
- Health and Safety Manager's Progress Report
  - Corporate Action Plan Progress
  - Departmental Action Plans Progress Report
  - Analysis of incidents by ACC1 forms
  - Analysis of incidents by submission of VIR1 forms (violent incidents)
  - Any current Health and Safety issues

#### **3. HEALTH AND SAFETY ACTION PLAN 2008 - 2009**

- 3.1 The programme of ROSPA Audits within all Services is on-going; it is supported by the 6 monthly Management Workplace Inspections.
- 3.2 A programme of Statutory Examination and Critical Inspections for 2009 included a programme of slice audits which provided a benchmark or baseline for action by premises managers. A further programme of Statutory Examination and Critical Inspections, including slice audits, will be undertaken during 2009-2010. These slice audits allow compliance and where necessary, improvement to be assessed.
- 3.3 Good progress has been made on item 3 'implementation of training and awareness of potential situations of violence at work', with Services adopting the Crisis Prevention Institute (CPI) model for employee personal safety training. During 2008-2009, 104 employees undertook the training.
- 3.4 Services are undertaking health and safety training needs analysis for their own employee groups and support the Corporate Programme with external and job specific courses.

- 3.5 During 2008-2009 briefing sessions were held on the Corporate Manslaughter and Corporate Homicide Act 2007 for Elected Members and Senior Managers and a programme of courses designed to raise awareness on water hygiene requirements and the prevention of Legionella. This course was rolled out to nominated employee groups.
- 3.6 Occupational Health and Wellbeing:- Good progress is being made in implementing pro-active health screening.
- 3.7 As part of the revised Absence Management Policy and Procedures the management of stress has received particular attention. Proposed actions will build on the work which is already being carried out within Education, Neighbourhood Services and Corporate Support. In particular a programme of stress audits will be rolled out across the authority with the objective of addressing issues before they result in the absence of employees.

#### **4. HEALTH AND SAFETY ACTION PLAN 2009 - 2010**

- 4.1 The Corporate Health and Safety Action Plan for 2009 - 2010 identifies 5 objectives to be addressed over the coming year. The Action Plan has been developed utilising the action plan structure used by the Health and Safety Executive. Each objective has a series of Action Areas and Departmental Health and Safety Action Plans will be developed to ensure that the corporate objectives are met through the departmental actions.
- 4.2 The five key objectives are: -
- 4.2.1 Encouraging a positive culture involving all employees;
  - 4.2.2 Reducing incidents and ill health at work;
  - 4.2.3 Undertaking consistent and proportionate audits and inspections;
  - 4.2.4 Provision of trained and competent employees; and
  - 4.2.5 Identify key risk areas and identify appropriate actions.
- 4.3 The objectives for the 2009 - 2010 Corporate Health and Safety Action Plan building upon previous progress, aim to strengthen the developing positive safety culture of the organisation and to provide measurable targets and outcomes.
- 4.4 The Corporate Health and Safety Action Plan is a strategic document and the Chief Executive and each Executive Director, in respect of their departmental responsibilities will require to develop a Departmental Health and Safety Action Plan which will detail the specific actions which will be taken to support the Corporate Health and Safety Action Plan 2009 – 2010; these will be submitted to Cabinet in early course.

#### **5. HEALTH AND SAFETY EXECUTIVE – INVESTIGATIONS**

- 5.1 As Members will be aware there have been 2 fatal accidents within the Council's workforce since March 2009. Both of these accidents are currently being investigated by the Health and Safety Executive and the outcome of these investigations are awaited. A further report will be submitted to Cabinet in due course on these matters.

## **6. CONSULTATION**

- 6.1 The Trade Unions have been consulted with this proposed Health and Safety Action Plan 2009 – 2010 through the Chief Executive's Health and Safety Strategy Group.

## **7. REVIEW OF HEALTH AND SAFETY**

- 7.1 As part of the commitment to continuous improvement, it is proposed to engage an external "critical friend" to review the Council's current arrangements for the management of health and safety, in particular:-

- a. to ensure that there is alignment between policy and practice;
- b. the efficacy of current corporate and departmental action plans;
- c. the adequacy of the Council's current dedicated health and safety staffing resource.

- 7.2 Following the review it is intended to report to Cabinet any revisions or amendments needed to current management arrangements for health and safety.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There are no direct financial implications arising from this report. Any expenditure required as a result of implementing any aspect of the Action Plan will be met from departmental budgets.

## **9. LEGAL / POLICY IMPLICATIONS**

- 9.1 The recommendation to adopt this Corporate Health and Safety Action Plan 2009 - 2010 will assist the Council in fulfilling its statutory duty of care for the health, safety and welfare of its employees and those other persons who may be affected by the activities of the Council.

## **10. COMMUNITY PLAN**

- 10.1 This Corporate Health and Safety Action Plan supports the implementation of the Community Plan by enabling the safe provision of services to the community.

## **11. RECOMMENDATIONS**

- 11.1 Cabinet is asked to: -

- a) note progress on the Corporate Health and Safety Action Plan 2008 – 2009;
- b) approve the proposed Corporate Health and Safety Action Plan 2009 - 2010;
- c) note the involvement of the "critical friend" as outlined in section 6 above; and
- d) otherwise note the report.

**Fiona Lees**  
**Chief Executive**  
**4 June 2009**

## **BACKGROUND PAPERS**

1. Corporate Health and Safety Action Plan 2008-2009 – Report to Cabinet 2 April 2008.

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<b>OBJECTIVE 1 – Encouraging a positive safety culture involving all employees</b>				
<b>No</b>	<b>Action Area</b>	<b>Goal</b>	<b>Target Date</b>	<b>Progress &amp; Comments</b>
1.1	Services will ensure the implementation of Corporate Master Safety File Standards.	Corporate Safety Section will develop new or revise existing Master Safety File Standards to give direction as to how the organisation meets its legal obligations.	Within one month of implementation date.	
1.2	Senior Manager and Managers will lead by example and set the tone for the safe and healthy delivery of their service.	Section Managers will ensure that risk assessments and communications are proportionate and relevant to their services.	Oct 2009 and March 2010	
		Section Managers will liaise with Corporate Safety Advisers and Safety Coordinators and other work groups when considering or undertaking remedial or new works.	Monthly Section Management Meetings	
1.3	Managers will communicate their expectations of health and safety performance with their employees.	All new employees to receive Corporate and local workplace Induction.	Within first two months	
		Section Managers and Premises Managers will initiate employee work groups to review local health and safety issues with support from Corporate Safety Advisers and Safety Coordinators.	Oct 2009	
		Section Managers and Premises Managers will initiate employee work groups to develop and review risk assessments, procedure documents and other similar safety publicity with support from Corporate Safety Advisers and Safety Coordinators.	Oct 2009 Provide monthly feedback to Section and Premises Managers	

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<b>OBJECTIVE 2 – Reducing incidents and ill-health at work</b>				
<b>No</b>	<b>Action Area</b>	<b>Goal</b>	<b>Target Date</b>	<b>Progress &amp; Comments</b>
2.1	Setting specific, measurable, attainable, relevant, time bound (SMART) targets for health and safety performance including incident and ill-health reporting.	Section Managers will review incident data with Corporate Safety Advisers and Safety Coordinators to consider trends or hot spots and ensure the review of risk assessments and procedure paperwork.	July 2009 then Monthly Section Management Meetings	
2.2	Heads of Service will include Occupational Stress Audits within their Action Planning processes.	Heads of Service and their Section Managers will work with Human Resources Officers to implement a series of Occupational Stress Audits using the HSE Stress Management Toolkit, facilitated by Corporate Safety Advisers and Safety Coordinators.	June 2009 for programme	
		Implement interventions identified following the reporting of the HSE Stress Management Toolkit.	Sept 2009 identify first interventions	

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<b>OBJECTIVE 3 – Undertaking consistent and proportionate audits and inspections</b>				
<b>No</b>	<b>Action Area</b>	<b>Goal</b>	<b>Target Date</b>	<b>Progress &amp; Comments</b>
3.1	Executive Directors will report active monitoring outcomes and resultant action plan progress to demonstrate safety management performance.	Heads of Service and Section Managers will ensure six monthly workplace inspections are undertaken and action plans developed to rectify failures.	At six monthly intervals	
		Executive Directors will work with Corporate Safety Advisers and Safety Coordinators to identify and audit the performance of the safety management of their activities.	July 2009 for programme	
3.2	Depute Chief Executive will report safety performance of the council following an active monitoring programme.	The Corporate Safety Section will undertake bespoke slice audits of activities or premises to confirm safety performance reporting.	May 2009 and Nov 2009	
		The Corporate Safety Section will undertake active monitoring through review audits of the workplace inspections implemented locally.	March 2010	

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<b>OBJECTIVE 4 – Trained, competent employees</b>				
<b>No</b>	<b>Action Area</b>	<b>Goal</b>	<b>Target Date</b>	<b>Progress &amp; Comments</b>
4.1	Departmental Management Teams to ensure appropriate training is provided for employees to enable them to work safely.	Section Managers will ensure their employees receive appropriate training to enable them to carry out their tasks safely.	Nov 2009 for EAGER returns to Organisational Development	
		Section Managers will ensure their employees receive specific training for any additional tasks they may be assigned, e.g. Fire Warden, First Aider, DSE Assessor.	Nov 2009 for EAGER returns to Organisational Development	
		Section Managers should ensure EAGER identifies training to complement the competencies required to undertake their work safely.	Nov 2009 for EAGER returns to Organisational Development	
4.2	Departmental Management Teams to ensure relevant management and safety training is undertaken by employees	Heads of Service and Section Managers will identify supervisory employees to undertake management development programmes, Managing Safely and Stress Management	Nov 2009 for EAGER returns to Organisational Development	
		Section Heads to identify employees requiring general safety awareness, personal stress awareness and CPI.	Nov 2009 for EAGER returns to Organisational Development	
4.3	Departmental Management Teams to ensure adequate resources are provided to enable training of employees.	Section Managers will ensure adequate cover is available to support employee attendance at training courses.	Nov 2009 for EAGER returns to Organisational Development	

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<b>OBJECTIVE 5 – Key risk areas</b>				
<b>No</b>	<b>Action Area</b>	<b>Goal</b>	<b>Target Date</b>	<b>Progress &amp; Comments</b>
5.1	Management of Road Risk	Executive Directors to report compliance with Master Safety File Standard B21 – <i>Vehicle Policy</i> to Chief Executive’s Health & Safety Strategy Group	Quarterly as per Meetings Grid	
5.2	Personal Safety	Section Managers will ensure that risk assessments identify suitable control measures for lone working or where there is a risk of violence and that effective communications are in place.	July 2009	
		Section Managers will ensure control measures identified in risk assessments are understood and implemented by employees.	July 2009	
5.3	Statutory and Critical Examinations	Premises Managers will undertake an annual review of compliance by completing a bespoke self check report.	Mar 2010	
		Identified statutory and critical inspections exceeding their programmed review by a competent person and where they are out-with the control of the Premises Manager, will be reported to the Head of Service.	Mar 2010	
		Upon notification of a failed statutory or critical examination, Head of Service will raise matter with Asset Improvement Manager and agree suitable timescale for rectification	Within one month of notification	