

# EAST AYRSHIRE COUNCIL

CABINET – 18 MAY 2011

## DEPARTMENTAL HEALTH AND SAFETY ACTION PLANS 2011- 2012

### Report by the Depute Chief Executive/Executive Director of Neighbourhood Services

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to set out the key themes which will feature within Departmental Health and Safety Action Plans for 2011/2012 and to seek Cabinet's approval for the Departmental Health and Safety Action Plans 2011/12.

#### 2. BACKGROUND

- 2.1 At its meeting on 23 March 2011 Cabinet agreed reports setting out the Corporate Health and Safety Strategy and Roadmap. Those reports set out the strategic vision and aims of the Council, with a Roadmap providing the actions which would be taken to meet the strategic vision and aims.
- 2.2 The Appendices to this report set out the actions which will be taken by Executive Directors in order to achieve the objectives set out in the Roadmap. The Appendices are as follows:-

Appendix 1 Department of Educational and Social Services

Appendix 2 Department of Finance and Corporate Support

Appendix 3 Department of Neighbourhood Services

#### 3. DEPARTMENTAL AIMS

- 3.1 The Departmental Action Plans for 2011/12 seek to meet the vision and strategic aims of the Roadmap by building on current activity through:-
- the continuing development of a positive Health and Safety culture across all service areas of Departments, which is led by managers, and which is informed and developed by all employees.
  - continuing to improve Health and Safety communication and its dissemination, to ensure that all employees receive relevant health and safety information at the earliest opportunity. This will involve the use of electronic communication via e-mail or intranet/internet where possible.
  - ensuring that all employees remain aware of their health and safety responsibilities and are appropriately supported and trained. The continued development of the Health and Safety training matrix will identify relevant courses, some mandatory, which all staff will be expected to attend to allow them to safely and effectively undertake their duties.

#### **4. DEPARTMENTAL ACTION PLAN THEMES**

4.1 Using the Health and Safety Roadmap as a framework, the Departmental Action Plans will focus on the following key areas:-

- Injury reduction;
- Attendance management;
- Reducing work related ill-health;
- Creating a positive health and safety culture; and
- Management arrangements

#### **5. LEGAL AND POLICY IMPLICATIONS**

5.1 Implementation of the Departmental Action Plans for 2011/12 will assist in demonstrating compliance with the statutory duties placed upon the Council under the Health and Safety at Work etc Act 1974 and its relevant statutory provisions.

5.2 Implementation will also support the requirements of the Policy for Health, Safety and Welfare at Work by ensuring the regular review of management information, the identification of appropriate training and the provision of a work environment that is safe and without significant risk.

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

6.1 Any costs arising from the adoption of the Departmental Health and Safety Action Plans will be met from within existing Departmental budgets.

#### **7. RISK MANAGEMENT IMPLICATIONS**

7.1 Adoption of the Departmental Health and Safety Action Plans will contribute to the Council meeting its statutory obligations under relevant Health and Safety legislation.

#### **8. COMMUNITY PLAN IMPLICATIONS**

8.1 Adoption of the 2011/12 Health and Safety Action Plans will assist the Council in:-

- Improving health and wellbeing;
- Promoting lifelong learning; and
- Improving community safety.

#### **9. RECOMMENDATIONS**

9.1 It is recommended that Cabinet:-

- (i) approves the content and implementation of the Departmental Health and Safety Action Plans attached as Appendices 1 to 3 to this report;
- (ii) agrees that Executive Directors monitor progress on each of the listed performance indicators on a quarterly basis; and

(iii) otherwise notes the content of this report.





**Elizabeth Morton**  
**Depute Chief Executive/Executive Director of Neighbourhood Services**  
**9 May 2011**



### **LIST OF BACKGROUND PAPERS**



1. Report by the Depute Chief Executive/Executive Director of Corporate Support – Health and Safety Roadmap – Cabinet 23 March 2011 (Agenda Item 3E).


Implementation Officer: Martin Rose, Head of Human Resources






**EDUCATIONAL & SOCIAL SERVICES  
DEPARTMENTAL HEALTH & SAFETY ACTION PLAN: 2011/ 2012**




AIM	REQUIREMENT	OUTCOME	TARGET	PERFORMANCE INDICATOR	STATUS
<b>INJURY REDUCTION</b>					
1	Fire Risk Assessments to be developed for all non-domestic property occupied by ESS personnel.	<ul style="list-style-type: none"> <li>• Identification of establishments that have &amp; require a Fire Risk Assessment to be developed</li> <li>• Draw up a timetable for developing/reviewing Fire Risk Assessments, based on a priority-basis</li> <li>• Completion of initial Fire Risk Assessments by E&amp;SS' Safety Section</li> </ul>	<p><b>October 2011</b></p> <p><b>October 2011</b></p> <p><b>October 2011</b></p>	<p>Confirm departmental property lists against Asset Improvement Service List</p> <p>Fire Risk Assessments are to be completed by Health and Safety Staff. These will include Action Plans which detail the responsibilities of Asset Improvement Service and the Premise Manager and the required timescale. They will be copied to the Executive Director for information.</p> <p>Departmental Management Team to be informed of the number of action points which have been completed, and those which remain outstanding, on a quarterly basis.</p> <p>Health &amp; Safety Manager will report on a quarterly basis to Cabinet, on those initial Fire Risk Assessments developed.</p>	   


	<p>Fire Risk Assessments for educational establishments will be reviewed at intervals no greater than every 5 years.</p> <p>Fire Risk Assessments for Residential Establishments and Day Centres will be reviewed annually and every 2 years, respectively. Otherwise, other establishments will have their Fire Risk Assessments reviewed at intervals not exceeding 2 years.</p>	<ul style="list-style-type: none"> <li>• Draw up a timetable for identifying those premises that require their Fire Risk Assessments to be reviewed and, their target assessment dates.</li> </ul>	<p><b>October 2011</b></p>	<p>The review of Fire Risk Assessments will be presented to the Asset Improvement Service and premise manager, and copied to the Executive Director for information.</p> <p>Departmental Management Team to be informed of the findings of Fire Risk Assessments, on a quarterly basis.</p> <p>Health &amp; Safety Manager will report on a quarterly basis to Cabinet, on those reviewed Fire Risk Assessments.</p>	
<p><b>2</b></p>	<p>Identification of individual employees with a 'Safety Critical' role.</p>	<p>Management Teams working with Corporate Safety Advisor to confirm employees with Safety Critical role.</p> <p>Senior managers to review the Training Matrix to ensure the delivery of relevant level of training to those employees identified as having a 'Safety Critical' role.</p>	<p><b>October 2011</b></p> <p><b>October 2011</b></p>	<p>All premises to have the correct number of safety critical staff e.g. Fire Wardens; First Aiders; Risk Assessors – Activity/ Location; DSE, Manual/ Moving &amp; Handling; Preparation of Foods – as identified in Training Matrix.</p> <p>%age of relevant staff trained to be reported to DMT on a quarterly basis.</p>	




AIM	REQUIREMENT	OUTCOME	TARGET	PERFORMANCE INDICATOR	STATUS
<b>ATTENDANCE MANAGEMENT</b>					
3	Develop and maintain a competent workforce.	<p>Management Teams with support from Corporate Safety Advisor, Organisational Development Advisers, as well as HR Officers will review the services' Training Matrices, for accuracy and adequacy.</p> <p>Consequently, Training Plans will be developed by Management Teams, including all identified safety critical roles and refresher training needs.</p>	<p><b>October 2011</b></p> <p><b>May 2011</b></p>	<p>Training Matrices will be reviewed by service managers and approved by Heads of Service.</p> <p>Departmental Management Team will monitor progress on the delivery of training &amp; refresher training, on a quarterly basis.</p> <p>The %age of relevant staff trained for each relevant course to be monitored and reported to the DMT on a quarterly basis.</p>	
4	All new employees to receive Corporate, Departmental and local workplace Health & Safety Induction.	Continue arrangements made between Human Resources Officers and Organisational Development for new employees to attend Corporate, Departmental and local workplace inductions.	<p><b>3 months of commencement of employment with EAC</b></p>	<p>Training records maintained by Organisational Development. Figures reported on to Cabinet and Chief Executive's Health &amp; Safety Strategy Group, on a quarterly basis.</p> <p>Number, and %age of, of new appointments attending corporate and local inductions to be recorded and reported to the DMT on a quarterly basis.</p>	



<p>5</p>	<p>Develop and maintain a competent workforce</p>	<p>Managers/ supervisors to develop and deliver Toolbox Talks (TBTs):</p> <ul style="list-style-type: none"> <li>• TBTs to be developed on the main corporate policies, procedures and objectives as well as the findings from (pertinent) risk assessments with respect to identified hazards and associated control measures. TBTs will also be promptly delivered, as a result of the report of any near misses or incidents. TBTs have already been prepared for :-</li> </ul> <ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Working at Height</li> <li>• Reducing Stress</li> <li>• DSE Assessment</li> <li>• Violence and Aggression</li> </ul> <p>Managers will work with the Corporate Safety Advisor to refine these TBTs for their own service areas.</p>	<p><b>Delivery of TBTs – as required</b></p> <p><b>September 2011</b></p>	<p>Number and topic of TBTs to be reported to DMT by service area on a quarterly basis.</p> <p>Numbers and percentage of relevant staff attending TBTs to be recorded and reported to DMT every 3 months.</p> <p>Review of Training Matrices and agreed Training Plans.</p> <p>Training records maintained by Organisational Development.</p> <p>Managers to present those TBTs which have already been prepared.</p> <p>Figures to be reported to Cabinet and Chief Executive's Health &amp; Safety Strategy Group on a quarterly basis.</p>	
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AIM	REQUIREMENT	OUTCOME	TARGET	PERFORMANCE INDICATOR	STATUS
<b>REDUCING WORK RELATED ILL-HEALTH</b>					
6	Identification of individual employees engaged in general & specific assessor roles, e.g. Moving/ Manual Handling; DSE; New & Expectant Mothers; Person Emergency Evacuation Plan (PEEP); Care Plans and general risk assessments for activities and locations.	Employees identified as having to undertake these functions in a suitable & sufficient manner. As such, they will have received the appropriate training & refresher training to allow them to competently do so.	<b>October 2011</b>	All trips and excursions to be appropriately risk assessed.	
	EVOLVE System in place for trips & excursions by educational establishments and CLAD for their pupils, staff, service users and volunteers. EVOLVE can be expanded for use throughout all Council services.	Nominated persons within Educational Services to attend EVOLVE Twilight Sessions.	<b>May 2011</b>	Number and %age of relevant staff trained to be reported on a quarterly basis	
		Nominated persons within Social Services to attend EVOLVE training sessions	<b>September 2011</b>	Number and %age of relevant staff trained to be reported on a quarterly basis	
7	Management of Stress in The Workplace on accordance with the same-titled B25 Standard of Master Safety File.	Management Teams to identify those areas for implementation of Stress Management Tool, as appended within the B25 Standard.	<b>May 2011</b>	Service areas to be identified for 2011/12 by senior management	
			<b>October 2011</b>	First round of stress audits to be completed with outcome reported to DMT	
8	Managers to review incident data and with the assistance of Safety Co-ordinator/ Safety Adviser.	Incident data to be reviewed to consider trends and ensure the development and/ or review of risk assessments and procedural paperwork & identification of any further training issues.	<b>April 2011 &amp; beyond</b>	Incident trends, by service area / location, to be reported to DMT on a quarterly basis.  Records of remedial measures taken to be collated and reported to DMT quarterly.	

AIM	REQUIREMENT	OUTCOME	TARGET	PERFORMANCE INDICATOR	STATUS
<b>CREATING A POSITIVE HEALTH &amp; SAFETY CULTURE</b>					
9	Corporate Safety Section will develop new or revise existing Master Safety File Standards, with the assistance of relevant, interested partners.	<p>Draft Standards to be circulated to the Director and Heads of Services, for them to cascade down to their teams, for feedback, so that they can be suitably amended before going to the Head of Service, HR and onto CMT.</p> <p>ESS management to identify topics to be included within revised or new safety standards.</p> <p>Master Safety File Standards will be reviewed by the Corporate Safety Section by February, of each year.</p>	<p><b>4 weeks of issue of draft Standard</b></p> <p><b>March 2012</b></p>	<p>Number of draft standards which are returned to the Safety Section with ESS comments within the 4 week timescale to be reported quarterly.</p> <p>Number of topics raised by ESS staff for inclusion in a revised / new Safety Standard to be reported quarterly.</p> <p>Cabinet Report each March by Depute Chief Executive.</p>	 
10	New or revised Safety Standards to contents to be disseminated to the attention of all relevant staff.	Mangers must bring the presence & content of the revised or new Standard to all staff's attention at team meetings.	<b>Within one month of receipt of new/ revised Standard</b>	Heads of Service to report to Departmental Management Teams of the adherence to this requirement – new/ revised Standard(s) brought to the attention of all groups of employees.	

AIM	REQUIREMENT	OUTCOME	TARGET	PERFORMANCE INDICATOR	STATUS
<b>MANAGEMENT ARRANGEMENTS</b>					
11	Head of Service will nominate Premises Managers.	Premises Managers will ensure co-ordination & implementation of health & safety issues and the Council's Policy for Health, Safety & Welfare at Work	<b>April 2011</b>	Number and percentage of premise managers identified by DMT	

	Criteria identified within Statutory & Critical Inspections, B29 Standard of Master Safety File	<p>Premises Manager will:</p> <ul style="list-style-type: none"> <li>• Have overall responsibility for the co-ordination of emergency arrangements, including fire &amp; first aid.</li> <li>• Co-ordinate meetings with other employers/ agencies occupying the same identified premises.</li> <li>• Be responsible for day-to-day running of their premises and for all health &amp; safety issues in connection with the structure &amp; fabric of the building, as it may affect upon all who use the premises.</li> <li>• Advise the Asset Manager if there are changes in circumstances of the premises that may result in the serious or catastrophic failure of a system under the management of the Asset Manager.</li> </ul>	<b>April 2011 &amp; beyond</b>	Number and percentage of Premise Managers to have received appropriate training to be reported to DMT on a quarterly basis.	
<b>12</b>	Six-monthly workplace inspections are undertaken and documentation returned to the Safety Section	Section Managers will ensure that identified shortcomings & deficiencies are suitably & promptly rectified by competent persons.	<b>April 2011 &amp; beyond</b>	Number and percentage of inspection returns which are submitted to the Safety Section within the set timescales.	
<b>13</b>	ESS Directorate to demonstrate a lead in H&S activities through planned visits to ESS establishments.	Senior Management Team visiting establishments on a regular basis.	<b>April 2011 &amp; beyond</b>	The number of a location of visits to be recorded and reported to the DMT, Cabinet and Chief Executive's Health & Safety Strategy Group on a quarterly basis	

AIM	REQUIREMENT	ACHIEVEMENT	TARGET	PERFORMANCE INDICATOR	STATUS
14	Road risk to be managed in and around premises – in accordance with Vehicle Policy, B21 Standard of Master Safety File.	Need to undertake suitable & sufficient risk assessments, with respect to road risk	April 2011 & beyond	Number of road risks completed to be recorded and reported to the DMT on a quarterly basis.	
15	Review and development of ESS' Action Plan, on an annual basis.	Executive Director will review and develop ESS' Action Plan in line with Roadmap – 2011/12	April 2011 & 12 monthly	<p>ESS' Action Plan to be agreed by Departmental Management Team by 30 April each year.</p> <p>Action Plan to be approved by Cabinet and Chief Executive's Health &amp; Safety Strategy Group.</p> <p>Progress on Action Plan to be reported by Executive Director to Cabinet and Chief Executive's Health &amp; Safety Strategy Group, on a quarterly basis</p>	

## Key



Target achieved





Progressing on target









Behind target



## FINANCE AND CORPORATE SUPPORT


## DEPARTMENTAL HEALTH &amp; SAFETY ACTION PLAN: 2011/ 2012





AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>INJURY REDUCTION</b>					
<b>1</b>	Fire Risk Assessments to be developed on all non-domestic property occupied by Finance and Corporate Support employees.	<ul style="list-style-type: none"> <li>• Identification of establishments that have &amp; require a Fire Risk Assessment to be maintained</li> <li>• Draw up a timetable for development/review of Fire Risk Assessments, based on a priority-basis</li> <li>• Completion of Fire Risk Assessments by Corporate Safety Adviser.</li> </ul>	<p><b>May 2011</b></p> <p><b>June 2011</b></p> <p><b>October 2011</b></p>	<p>Corporate Safety Adviser in conjunction with Head of Service to confirm premises requiring Fire Risk Assessments against Asset Improvement Service List</p> <p>As Fire Risk Assessments are being completed, they will be copied to the Executive Director, as well as the Premises Manager.</p> <p>Executive Director will inform his Departmental Management Team of the presence &amp; findings of Fire Risk Assessments, at monthly Team Meetings.</p> <p>Health &amp; Safety Manager will report on a quarterly basis to Cabinet, on Fire Risk Assessments developed.</p>	
<b>2</b>	Identification of individual employees with a 'Safety Critical' role.	<p>Management Teams working with Corporate Safety Adviser to confirm employees with Safety Critical role.</p> <p>Reviewing the Training Matrix and so the delivery of relevant training to those employees identified as having a 'Safety Critical' role.</p>	<p><b>August 2011</b></p> <p><b>October 2011</b></p>	<p>Fire Wardens; First Aiders; Risk Assessors – Activity/ Location; DSE, to be identified in Service Training Matrices</p>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>ATTENDANCE MANAGEMENT</b>					
3	All new employees to receive Corporate, Departmental and local workplace Health & Safety Induction.	Arrangements to be made between Human Resources Officers and Organisational Development for new employees to attend Corporate Induction to continue.	<b>Within 3 months of commencement of employment</b>	Training records maintained by Organisational Development. Figures reported to Cabinet and Chief Executive's Health & Safety Strategy Group, on a quarterly basis.	
4	Develop and maintain a competent workforce.	<p>Training Plans will be developed by Heads of Service, including all identified safety critical roles and refresher training needs.</p> <p>Heads of Service with support from Corporate Safety Adviser, Learning &amp; Development Officers and Human Resources Officers will review the Services' Training Matrices, for accuracy and adequacy.</p>	<p><b>August 2011</b></p> <p><b>October 2011</b></p>	<p>Reviewed Training Matrices by Services will be agreed and progress reported at Departmental Management Team</p> <p>Heads of Service will report, on a monthly basis to Departmental Management Team on progress of the delivery of training / refresher training, as identified in Training Plan(s).</p>	
		<p>Managers/ supervisors to continue to deliver Toolbox Talks / Workplace Briefings:</p> <ul style="list-style-type: none"> <li>• Presentations should remind employees of the main corporate policies, procedures and objectives as well as the findings from (pertinent) risk / fire assessments and audits</li> <li>• Presentations will be promptly delivered, as a result of the report of incidents or near misses. Examples include the reporting of incidents/ near misses; fire; display screen equipment.</li> </ul>	<b>Delivery of Tool Box Talks / Workplace Briefings as required</b>	<p>Reports by Heads of Service to Departmental Management Team.</p> <p>Records maintained by Organisational Development.</p> <p>Statistics reported to Cabinet and Chief Executive's Health &amp; Safety Strategy Group, on a quarterly basis.</p>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>REDUCING WORK RELATED ILL-HEALTH</b>					
<b>5</b>	Identification of individual employees engaged in Assessor roles, e.g. DSE or Risk.	Employees nominated to undertake these roles should receive appropriate training & refresher training.	<b>August 2011</b>  <b>October 2011</b>	Training Matrices and related Training Plans should be agreed & implemented.  Review of Training Matrices and Training Plans must take cognisance of this new risk assessment & procedural database.	
<b>6</b>	Management of Stress in The Workplace in accordance with the Master Safety File Standard B25 of the same name.	Heads of Service to identify those areas for implementation of Stress Management Tool.	<b>June 2011</b>	Departmental Management Team minutes to record outcomes.	
<b>7</b>	Managers to review incident data with the assistance of Corporate Safety Adviser.	Incident data to be reviewed to consider trends or hot spots and subsequently, ensure the review or development of risk assessments and procedural paperwork & identification of any further training issues.	<b>Monthly</b>	Heads of Service to report monthly at Departmental Management Team regarding incidents, their investigation and remedial measures.	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>CREATING A POSITIVE HEALTH &amp; SAFETY CULTURE</b>					
8	Corporate Safety Section will develop new or revise existing Master Safety File Standards, with the assistance of relevant, interested partners.	<p>New or revised Master Safety File Standards, in their draft format, will be circulated to Executive Directors and Heads of Service, for them to cascade down to their teams, for feedback.</p> <p>Final Draft will be presented to Head of Human Resources prior to Corporate Management Team paper for their endorsement.</p> <p>Master Safety File Standards will be reviewed on an annual basis by the Corporate Safety Section.</p>	<p><b>4 weeks from issue of draft Standard</b></p> <p><b>3 weeks from receipt of draft</b></p>	<p>Executive Director will report presence, content and any particular interest to specific Services through Departmental Management Team.</p> <p>Head of Human Resources will review Final draft within three weeks of receipt.</p>	
9	<p>Head of Human Resources to issue Master Safety File Standards through Per Circulars to Heads of Service to disseminate to designated document holders.</p> <p>Heads of Service and Section Managers will bring to their teams' attention Master Safety File Standards when they are issued.</p>	<p>On approval by the Corporate Management Team, Head of Human Resources to issue Per Circular.</p> <p>New or revised Master Safety File Standards to be discussed at Service and Section Management Team Meetings.</p>	<p><b>Within one month of CMT endorsement.</b></p> <p><b>Within one month of receipt of Per Circular</b></p>	<p>Per Circular list accessed via Intranet, Corporate Human Resources Link.</p> <p>Heads of Service to report to Departmental Management Teams of the adherence to this requirement – new/ revised Standard(s) brought to the attention of all groups of employees.</p>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>MANAGEMENT ARRANGEMENTS</b>					
10	<p>Corporate Management Team/ Heads of Service will review and update list of Premises Managers.</p> <p>Criteria identified within Master Safety File Standard B29 Statutory &amp; Critical Inspections shall be achieved.</p>	<p>Identified Premises Managers who will co-ordinate the implementation of the Council's Policy for Health, Safety &amp; Welfare at Work.</p> <p>The Premises Manager:</p> <ul style="list-style-type: none"> <li>• Has overall responsibility for the co-ordination of emergency arrangements, including fire &amp; first aid.</li> <li>• Co-ordinates meetings with other users, employers or agencies occupying the same identified premises.</li> <li>• Is responsible for day-to-day running of their premises and for all health &amp; safety matters in connection with the structure &amp; fabric of the building, as may impact upon all users of the premises.</li> <li>• Will advise the Asset Manager if there are changes in circumstances of the premises that may result in the serious or catastrophic failure of a system under the management of the Asset Manager.</li> </ul>	<p>May 2011</p> <p>June 2011</p> <p>July 2011</p> <p>June 2011</p> <p>June 2011</p>	<p>Premises Managers will report to Heads of Service the achievement or progress towards compliance with the requirements of Master Safety File standard B29 Statutory and Critical Inspections. Heads of Service will then report on this to the Departmental Management team.</p>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>MANAGEMENT ARRANGEMENTS</b> Cont.					
11	Heads of Service and Section Managers will ensure six-monthly workplace inspections are undertaken.	Section Managers will ensure that identified shortcomings & deficiencies are suitably & promptly rectified by competent persons.	October 2011	Six-monthly workplace returns are reported to the Cabinet, Chief Executive's Health & Safety Strategy Group and the Departmental Management Team on a quarterly basis.	
12	A programme of planned visits to establishments to be implemented by Executive Director and Heads of Service	Senior Management Team visiting establishments on a regular basis.	May 2011	Location of visits reported to Cabinet, Chief Executive's Health & Safety Strategy Group and Departmental Management Team on a quarterly basis	
13	Road risk to be managed in and around premises – in accordance with Master Safety File Standard B21 Management of Road Risk.	Risk assessments, with respect to road risk to be developed and reviewed. Assistance can be sought from Road Safety Section Corporate Safety Adviser	June 2011	Heads of Service to report to Executive Director on their compliance through Departmental Management Team.	
14	Review and development of Action Plan for the Department of Finance & Corporate Support on an annual basis.	Executive Director will review and develop Action Plan in line with Roadmap – 2011/12	April 2011	Action Plan to be agreed by Departmental Management Team.  Action Plan to be endorsed at Cabinet and Chief Executive's Health & Safety Strategy Group.  Progress on Action Plan to be reported by Executive Director to Chief Executive's Health & Safety Strategy Group, on a quarterly basis following consideration at the Departmental Management Team.	

**Key**



Target achieved




Progressing on target









Behind target




## NEIGHBOURHOOD SERVICES




## DEPARTMENTAL HEALTH &amp; SAFETY ACTION PLAN: 2011/2012



AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>INJURY REDUCTION</b>					
1	Ensure that Fire Risk Assessments (FRAs) for all non domestic property occupied by Neighbourhood Services Department personnel are completed	<p>Completion of fire risk assessments by Corporate Health &amp; Safety for all properties occupied by Neighbourhood Services</p> <p>Compilation of a timetable for developing/reviewing Fire Risk Assessments, based on a priority-basis by Corporate Health &amp; Safety</p> <p>Fire Risk Assessments reviewed at intervals not exceeding two years or sooner where other statutory or significant requirements apply</p>	<p>October 2011</p> <p>October 2011</p> <p>October 2011</p>	<p>Confirm those properties that require a fire risk assessment with the Asset Improvement Service.</p> <p>Neighbourhood Services Departmental Management Team to be informed of the number of Fire Risk assessments carried out on a quarterly basis by Corporate Health &amp; Safety.</p> <p>Neighbourhood Services Departmental Management Team to be informed of the number of Fire Risk Assessment action points that have been completed and those that remain outstanding on a quarterly basis.</p> <p>Fire Risk Assessments completed by Health &amp; Safety Staff. FRA's will include action plans detailing the responsibilities of the Asset Improvement Service, the Premise Manager and the required timescale. FRAs will be copied to the Executive Director for Information.</p>	




AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
				The Health and Safety Manager will report to Cabinet on a quarterly basis, those fire risk assessments developed.	
2	Identification of individual employees with a "Safety Critical Role"	<p>Employees with a Safety Critical role confirmed. Management Teams working with the Corporate Safety Adviser to identify staff with a safety critical role.</p> <p>Senior managers to review the Training Matrix to ensure the delivery of a relevant level of training to those employees identified as having a Safety Critical role</p>	October 2011	<p>All premises to have the correct number of safety critical staff i.e. Fire Wardens, First Aiders, Risk Assessors as identified in the training matrix.</p> <p>The % of relevant staff trained to be reported to Neighbourhood Services DMT on a quarterly basis.</p>	
3	Monitor, evaluate and minimise the most common causes of injuries / accidents that occur within the Neighbourhood Services Department i.e. slips, trips and falls; working at height and driving incidents	All sections within the Department completed and returned the IncVio 1, incident near miss and violent incident Report Form to the Corporate Health & Safety.	June 2011	<p>The Departmental Health &amp; Safety Co-ordinator will analyse and report to Neighbourhood Services Departmental Management Team on a monthly basis the number and category of injuries that have occurred and the remedial action taken to minimise further occurrences.</p> <p>The Health and Safety Manager will analyse and report to Cabinet on a quarterly basis, the number and category of injuries that have occurred and the remedial action taken to minimise further occurrences.</p>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
<b>ATTENDANCE MANAGEMENT</b>					
4	Develop and maintain a competent workforce	Management teams with the support of Corporate Safety, Learning & Development and Human Resources reviewed their training matrices for accuracy and adequacy.	August 2011	Training matrices will be reviewed by service managers and approved by Heads of Service.	
		Management teams developed training plans which will include all safety critical roles and refresher training needs.	October 2011	The percentage of staff trained for each relevant course to be monitored and reported to Neighbourhood Services Departmental Management Team on a quarterly basis	
		<p>Managers / Supervisors developed and delivered toolbox talks (TBTs)</p> <p>TBTs will continue to be developed on the main corporate policies, procedure and objectives as well as the findings from pertinent risk assessments with respect to identified hazards and associated control measures.</p> <p>TBTs will be delivered promptly as a result of any near miss or incident reporting. Examples of TBTs include the reporting of incidents / near misses and incidents of violence and aggression; fire; display screen equipment; working at height / ladder safety / manual handling; vehicle and pedestrian safety and stress awareness.</p>	October 2011 with delivery throughout the year	<p>Reports by Heads of Service to the NS Departmental Management Team on a quarterly basis.</p> <p>The number of TBTs and the number of attendees at TBTs to be reported to Cabinet and the Chief Executives Health &amp; Safety Strategy Group on a quarterly basis.</p>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
	All new employees to receive a Corporate, Departmental and Local workplace Health & Safety Induction	Arrangements will continue to be made between Neighbourhood Services Human Resource Team and Organisational Development for new employees to attend Corporate, Departmental and Local Inductions.	Within 3 months of commencement of employment with East Ayrshire Council	<p>Induction training records held by the Organisational Development section will be reported to Cabinet and the Chief Executives Health &amp; Safety Strategy Group on a quarterly basis.</p> <p>The number of new appointments attending Corporate, Departmental and Local inductions will be recorded and reported to NS DMT on a quarterly basis.</p>	
<b>REDUCING WORK RELATED ILL HEALTH</b>					
5	Identification of individual employees engaged in general, DSE and HAV's assessor roles and those engaged in focus type employee groups e.g. work place health and safety representatives / groups	Appropriate assessor training and refresher training provided to nominated employees and employee groups	October 2011	<p>The Departmental Health &amp; Safety Co-ordinator will report to Neighbourhood Services Departmental Management Team on a monthly basis the number of training courses delivered / attended, by Departmental staff against the agreed training matrix.</p> <p>The Health and Safety Manager will report to Cabinet on a quarterly basis, the number of training courses delivered / attended, by Departmental staff.</p>	
6	Management of Stress in the Workplace in accordance with the Master Safety file Standard B25	Implementation of the Stress Management tool within the Department of Neighbourhood Services. Service Management Teams to identified those areas to implement the stress management tool.	June 2011	<p>The following measures will be reported to Neighbourhood Services Departmental Management Team on a quarterly basis;</p> <ul style="list-style-type: none"> <li>- Number of workplaces / employee groups identified for implementation of stress tool.</li> <li>- Number of workplaces /</li> </ul>	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
				<p>employee groups that have undergone the stress management tool.</p> <ul style="list-style-type: none"> <li>- Number of actions arising and implemented as a result of the stress management tool.</li> </ul>	
7	Managers to review incident data with the assistance of Safety Co-ordinator / Safety Adviser	Incident data reviewed to identify trends or hot spots and subsequently ensured the development and / or review of risk assessments and procedural paperwork and identification of any further training issues	June 2011	<p>Incident trends, by service area / location, to be reported to Neighbourhood Services DMT on a quarterly basis.</p> <p>Records of remedial measures taken to be collated and reported to Neighbourhood Services DMT on a quarterly basis.</p>	
<b>CREATING A POSITIVE HEALTH AND SAFETY CULTURE</b>					
8	The Corporate Safety Section will develop new or revise existing Master Safety File Standards, with the assistance of relevant, interested partners.	<p>Master Safety File Standards, in their draft format, circulated to Executive Directors and Heads of Service, for them to cascade down to their teams, for feedback.</p> <p>Final Draft standards presented to the Head of Human Resources prior to Corporate Management Team paper for their endorsement.</p> <p>Master Safety File Standards reviewed by the Corporate Safety Section.</p>	<p>4 weeks from issue of draft Standard</p> <p>3 weeks from receipt of draft</p> <p>March 2012</p>	<p>Executive Director will report presence, content and any particular interest to specific Services through Departmental Management Team.</p> <p>Head of Human Resources will review Final draft within three weeks of receipt.</p> <p>Cabinet Report each March by Depute Chief Executive.</p>	
9	Head of Human Resources to release Per Circulars for issue of	Upon endorsement from Corporate Management Team,	Within one month of CMT endorsement.	Per Circular list accessed via Intranet, Corporate Human	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
	the Master Safety File Standards to Heads of Service to disseminate to designated document holders. Heads of Service and Section Managers will bring to their teams' attention the presence and particular interest the content may hold.	Head of Human Resources to issue Per Circular.  Service and Section Management Team Meetings have brought the existence and content of the Standard to everyone's attention.	Within one month of receipt of Per Circular	Resources Link.  Heads of Service to report to Departmental Management Teams of the adherence to this requirement – new/ revised Standard(s) brought to the attention of all groups of employees.	
10	Neighbourhood Services will support relevant Corporate Health & Safety Publicity campaigns to be developed highlighting key workplace days and national events	Articles for e-words and national campaign days developed. The Corporate Safety Section developed the articles with the support of the Neighbourhood Services Department.	March 2012	100% of relevant Corporate Health & Safety publicity campaigns will be supported by Neighbourhood Services Department.  The percentage of relevant Corporate Health & Safety events supported annually will be reported to the Neighbourhood Services Departmental Management Team	
<b>MANAGEMENT ARRANGEMENTS</b>					
11	Corporate Management Team/ Head of Service will nominate Premises Managers.  Criteria identified within Master Safety File Standard B29 Statutory & Critical Inspections shall be achieved.	Premises Managers will co-ordinate the implementation of the Council's Policy for Health, Safety & Welfare at Work.  Premises Manager: <ul style="list-style-type: none"><li>• Have overall responsibility for the co-ordination of emergency arrangements, including fire &amp; first aid.</li><li>• Co-ordinate meetings with other users, employers or agencies occupying the same identified premises.</li></ul>	May 2011  June 2011  July 2011	Premises Managers will report to Departmental Management Team the achievement or progress towards compliance with the requirements of Master Safety File standard B29 Statutory and Critical Inspections.	

AIM	REQUIREMENT	OUTCOMES	TARGET	PERFORMANCE INDICATOR	STATUS
		<ul style="list-style-type: none"> <li>• Are responsible for day-to-day running of their premises and for all health &amp; safety matters in connection with the structure &amp; fabric of the building, as may impact upon all users of the premises.</li> <li>• Advise the Asset Manager if there are changes in circumstances of the premises that may result in the serious or catastrophic failure of a system under the management of the Asset Manager.</li> </ul>	<p>June 2011</p> <p>June 2011</p>		
12	Heads of Service and Section Managers will ensure six-monthly workplace inspections are undertaken.	Work Place Inspections completed on a six monthly basis. Section Managers to ensure that workplace shortcomings and deficiencies are reported timeously to the Asset improvement Service for appropriate action.	October 2011	Six-monthly workplace returns are reported to the Cabinet and Chief Executive's Health & Safety Strategy Group on a quarterly basis.	
13	Planned visits on a monthly basis to establishments, by Executive Director and Heads of Service	Carry out monthly planned visits. Senior Management Team visiting establishments on a regular basis.	May 2011	The number of visits to be reported to Cabinet and Chief Executive's Health & Safety Strategy Group on a quarterly basis	
14	Development of the Neighbourhood Services Annual Safety Action Plans in accordance with the requirements of the Policy for Health, Safety and Welfare at Work	Neighbourhood Services Health & Safety Action Plan updated annually	May 2011	Neighbourhood Services Annual Health & Safety Action will be agreed by Cabinet	

### Key



Target achieved



Progressing on target



Behind target