

EAST AYRSHIRE COUNCIL

CABINET MEETING

2 APRIL 2008

CORPORATE HEALTH & SAFETY ACTION PLAN 2008/ 09

Report by Chief Executive

1. PURPOSE

- 1.1 To report progress on Corporate Health & Safety Action Plan 2007 / 08 and propose a new Corporate Health & Safety Action Plan for the period 2008 / 09.

2. BACKGROUND INFORMATION

- 2.1 The Chief Executive'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.
- 2.2 It is acknowledged that the corporate aims can only be achieved by the effective implementation of the Departmental Health & Safety Action Plans. Progress reports have been positive throughout the year with actions remaining on target.

3. 2008 / 09 HEALTH & SAFETY ACTION PLAN

- 3.1 The Corporate Health & Safety Action Plan identifies 8 targets to be addressed over the coming year. Departmental Health & Safety Action Plans will develop the corporate goals and supplement them with local initiatives.
- 3.2 The Corporate targets for the 2008/ 09 Health and Safety Action Plan build upon previous progress and aim to strengthen the developing positive safety culture of the organisation.

3. CONSULTATION

- 3.1 The Trade Unions have been consulted with this proposed Health & Safety Action Plan through the Chief Executive's Health & Safety Strategy Group. This Action Plan has their support.

4. FINANCIAL IMPLICATIONS

- 4.1 The management of health and safety in the workplace is met from existing budgets. The proposals within this Corporate Health & Safety Action Plan further organise existing arrangements of the Council's Policy for Health, Safety and Welfare at Work.

5. LEGAL / POLICY IMPLICATIONS

- 5.1 The recommendation to adopt this Corporate Health & Safety Action Plan 2008 / 09 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.
- 5.2 Each Executive Director will submit a Service related Health & Safety Action Plan to the appropriate Service Group during April 2008, in support of the attached Corporate Health & Safety Action Plan.

8. RECOMMENDATIONS

- 8.1 The cabinet is asked to: -
- a) approve the proposed Health & Safety Action Plan 2008/ 09; and
 - b) to ask each Executive Director to submit a Departmentally related Health & Safety Action Plan to Cabinet during April 2008.

Fiona Lees
Chief Executive

April 2008

Implementing Officer: mike.padley@east-ayrshire.gov.uk

Background Papers

Nil

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Corporate Health & Safety Action Plan
2008 / 09

No	Target	Reason	Action	Date	Progress / Comments
1	Approval of Departmental Health & Safety Action Plans	To enable the Corporate Health & Safety Action Plan to be implemented	<p>Each Departmental Management Team to develop the Corporate Goals and support them with other local initiatives that integrate the management of health & safety as a part of their business activities.</p> <p>Departmental Action Plans will be developed by/ in co-operation with the Corporate Safety Adviser.</p> <p>Executive Director to present Action Plan to relevant committee.</p>	April 2008	
2	Continued monitoring of health & safety performance through RoSPA Quality Safety Audit	To establish a baseline health and safety management performance indicator for Services and Operating Business Units	<p>Departmental Management Teams to consider and develop audit programme(s) through their Departmental Health & Safety Action Plans.</p> <p>Departmental Health & Safety Action Plans to identify audit programme(s).</p>	April 2008	
			<p>Audit reports to identify recommendations for immediate & longer-term actions.</p> <p>Summary reports will be presented by Executive Directors to the Chief Executive's Health & Safety Strategy Group.</p>	March 2009	
3	Continue implementation of training in awareness to violence at work	To raise awareness in employee groups as to the protocols and procedures adopted by this Council to reduce violence and aggression in the workplace	<p>Departmental Management Teams to continue to facilitate employees' training in CPI Non-violent Crisis Intervention techniques, in the absence of other specialist techniques for 'at risk' work groups.</p> <p>Ensure all 'At Risk' employee groups have been identified and trained.</p> <p>Complete the remaining 50% of other employee group training in this technique – continuation of Corporate Health & Safety Action Plan – 2007/ 08.</p>	March 2009	

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4	Implement a pro-active Occupational Health Screening Programme	To reduce the risk of occupationally related ill-health to employees and meet the requirements of relevant statutory provisions	<p>Service and Departmental Management Teams to identify through the risk assessment process, including assessments undertaken for substances hazardous to health, those employee groups exposed to risks that require occupational health surveillance/ monitoring.</p> <p>Identification of 'At Risk' Groups</p> <p>Complete the remaining 50% of Occupational Health Surveillance/ monitoring – continuation of Corporate Health & Safety Action Plan – 2007/ 08</p>	<p>June 2008</p> <p>March 2009</p>	
5	Implement a programme of Occupational Stress Audits, using HSE Stress Management Tool	To identify potential stressors within the work environment and effectively manage their effects	<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>Identify and programme employee target groups for audit – Continuation of Corporate Health & Safety Action Plan – 2008/09.</p> <p>Complete identified audits.</p>	<p>August 2008</p> <p>March 2009</p>	
6	Management of Road Risk	To encourage safer standards of driving amongst drivers on official business	<p>Service and Departmental Management Teams to ensure all drivers of Council vehicles are assessed & authorised in accordance with the Vehicle Policy – Standard B21 (Master Safety File).</p> <p>Drivers of private vehicles on official business to be identified and paperwork checks completed to ensure appropriateness in accordance with the Vehicle Policy - Standard B21.</p> <p>Where applicable, management of road risk should be addressed within traffic routes/ areas being traveled as well as within in car parking areas adjoined to premises occupied by employees of EAC.</p> <p>Executive Directors to confirm compliance at January 2009 meeting of the Chief Executive's Health & Safety Strategy Group.</p>	<p>September 2008</p> <p>December 2008</p>	

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7	Statutory Examinations and Inspections	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 with/ by competent persons with respect to the co-ordinating and consequent undertaking of suitable and timely inspections & thorough examinations and subsequent maintenance of records, on items such as:</p> <ul style="list-style-type: none"> ❖ Gas checks – piped and CO monitoring ❖ Fixed electrical installations ❖ Legionella/ water checks (e.g. thermostats) ❖ Fire alarm and emergency access/ egress systems ❖ Fire extinguishers, fire blankets & sprinkler systems ❖ Ladders, step ladders & associated equipment ❖ Equipment for working at height ❖ Tools & equipment ❖ Portable appliance testing ❖ Monitoring of areas where hazardous substances are used/ pumped or piped in to other areas ❖ Passenger lifts and hoists (persons) ❖ Other lifts (e.g. dumb waiters) ❖ Lifting operations & their associated lifting equipment ❖ 6-monthly workplace inspections (B9 Standard) <p>Consequently, there must 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 must 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 must be reported to senior management. Immediate remedial action must be taken where they are deviations from schedules of inspections and thorough examinations.</p>	March 2009	

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No	Target	Reason	Action	Date	Progress / Comments
8	Chief Executive and Directors & Heads of Service (senior management team) to attend a briefing session on the Corporate Homicide Act 2007	<p>Senior Management Team must be made aware of & appreciate how the Act sets out this new statutory offence.</p> <p>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 Health & Safety Manager will co-ordinate the delivery of one-day training session(s) to be delivered to senior management team.</p> <p>Progress on delivery and so attendance of senior management teams on arranged sessions, to be reported on to the Chief Executive's Health & Safety Strategy Group.</p>	September 2008	