

EAST AYRSHIRE COUNCIL
DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - HEALTH & SAFETY ACTION PLAN 2009/ 2010

No	Goals	Target Date	Progress & Comments
OBJECTIVE 1 - ENCOURAGING A POSITIVE SAFETY CULTURE INVOLVING ALL EMPLOYEES			
ACTION AREA 1.1 - Services will ensure the implementation of corporate master safety file standards			
CORPORATE GOAL			
1.1.1	Corporate Safety Section will develop new or revise existing Master Safety Standards, to give direction as to how the organisation meets its legal obligations.	Within one month of implementation date	
DEPARTMENTAL GOALS			
1.1.1.1	New and updated MSF standards will be issued to all senior ESS managers and ESS Safety Committee (Policy Working Group) for comments and recommendations for amendments prior to final distribution.	Distribution of draft Standards, comments received and returned to Corporate Safety Section within one month	There were no new or updated standards released during this reporting period. MSF Standards will be monitored and discussed through ESS Safety Committees
1.1.1.2	It will be the responsibility of ESS Health & Safety Committee(s) to ensure compliance with these action areas.	Bi Monthly Meetings	The ESS Safety Committee constitution was amended to include this action point.
1.1.1.3	Distribution of new/amended Master Safety File Standards		
	1.1.1.3.1 Upon receipt of the finalised Standard, a copy will be included within the Master Safety File.	Within one month of receipt of new/ revised Standard	There were no new or reviewed MSF standards released during this period.
	1.1.1.3.2 It is the responsibility of Premises Managers or their delegates to ensure new or updated Standards are brought to the attention of staff groups.	Within one month of receipt of new/revised Standard	There were no new or reviewed MSF standards released during this period
	1.1.1.3.3 ESS Health & Safety Committee(s) will monitor compliance with Action areas.	Bi Monthly Meetings	There were no new or reviewed MSF standards released during this period

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ACTION AREA 1.2 – Senior Managers will lead by example and set the tone for the safe and healthy delivery of their service			
CORPORATE GOAL			
1.2.1	Establishment Heads and Section Managers will ensure that risk assessments and communications are proportionate and relevant to their services.	December 2009 & March 2010	
DEPARTMENTAL GOALS			
1.2.1.1	To ensure that suitable and sufficient risk assessments exist and pertain to the needs of the service ongoing review of risk assessments are required. Risk Assessments will be undertaken by staff who has attended an East Ayrshire Council, Risk Assessment Course.	As and when required	Risk assessments are currently viewed during safety tours and senior managers' visits. 14 members of ESS staff received training as Risk Assessors.
1.2.1.2	Contents of risk assessments will be discussed with those for whom they are being developed/ reviewed. Risk Assessments to be signed off by risk assessors and local manager.	As and when required	A monthly monitoring schedule is in place which will provide current information from ESS managers.
1.2.1.3	It will be the remit of ESS Safety Committees (The Risk Assessment Work Group) to ensure compliance with this action area.	Bi Monthly Meetings	The ESS Safety Committee constitution was amended to include this action point.
1.2.1.4	Compliance with the distribution of risk assessments and associated communications will be reported to the Chief Executive's Health & Safety Strategy Group.	Reporting to CE's H&S Strategy Group	Monitoring schedule in place to gain monthly information from all premises managers.
1.2.1.5	Six-monthly audits of the development/ amendment of risk assessments will be advised to ESS Safety Committee.	December 2009 & March 2010	The ESS Safety Committee constitution was amended to include this action point.

CORPORATE GOAL			
1.2.2	Section Managers to liaise with Corporate Safety Adviser and Safety Co-ordinators and other work groups when considering or undertaking remedial or new works.	Monthly Section Management Meetings	
DEPARTMENTAL GOALS			
1.2.2.1	<p>Managers/ Supervisors development and delivery of Toolbox Talks (TBTs):</p> <p>1.2.2.1.1 TBTs to be developed to remind employees of the main corporate policies, procedures and objectives as well as the findings from (pertinent) risk assessments in respect to hazards and control measures.</p> <p>1.2.2.1.2 TBTs will also be developed as a result of the report of any near misses or incidents. <i>Examples included: Reporting of Incident/ Near Miss and Incidents of Violence; Display Screen Equipment; Working at Height/ Ladder Safety; Manual Handling; Stress Awareness. Assistance.</i></p> <p>1.2.2.1.3 Compliance will be monitored through the ESS Safety Committees with this action area.</p> <p>1.2.2.1.4 Compliance with the development & delivery of TBTs will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.</p>	<p>Every term or quarterly period.</p> <p>As necessary</p> <p>Monthly Section Management Meetings</p> <p>Reporting to CE's H&S Strategy Group.</p>	<ul style="list-style-type: none"> • A TBT presentation was developed for ESS Managers, advising on the main health and safety issues and documentation. • A range of PowerPoint toolbox talks were developed for ESS managers. <p>The ESS Safety Committee constitution was amended to include this action point.</p> <p>A monitoring schedule in place to gain monthly information from all premises managers.</p>

ACTION AREA 1.3 – Managers will communicate their expectations of health and safety performance with their employees			
CORPORATE GOAL			
1.3.1	New employees to receive Corporate Health & Safety Induction. Teaching staff and all other staff will receive Departmental and Local workplace Health & Safety Induction.	Within first two months of taking up appointment	
DEPARTMENTAL GOALS			
1.3.1.1	Employee and instructor to date & sign-off date(s) of induction training. Copy of contents of induction training programme to be retained.	Within first two months of taking up appointment	Monitoring schedule in place to gain monthly information from all premises managers.
1.3.1.2	Local Safety Committees will feed into Main Safety Committee to ensure compliance with Toolbox talks at local level.	Bi-monthly reports	ESS Safety Committee constitution was amended to include this action point.

CORPORATE GOAL			
1.3.2	Section managers and Premises Managers will establish Health & Safety Groups to review local health & safety issues with support from Corporate Safety Advisers and Safety Co-ordinators	December 2009	
DEPARTMENTAL GOALS			
1.3.2.1	The ESS Safety Committees constitutions will be updated to include dedicated Premises or Locality Safety Sub Groups who will feed into the main safety committees.	Bi-monthly meetings	Dedicated workgroups within the Safety committees will monitor information gained from the monitoring schedule.

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CORPORATE GOAL			
1.3.3	Section Managers and Premises Managers will establish Health & Safety Groups to develop & review risk assessments, procedure documents and other similar safety publicity with support from Corporate Safety Advisers and Departmental Safety Co-ordinator(s).	December 2009	
DEPARTMENTAL GOALS			
1.3.3.1	The ESS Safety Committee constitutions will be updated to include Work Groups for Risk Assessment review and Policy Standards Review. These work groups are in addition to the ongoing works of the group.	Bi-monthly meetings	Monitoring schedule in place to gain monthly information from all premises managers.
1.3.3.2	To ensure that a series of suitable & sufficient risk assessments exist and pertain to the needs of the service; subsequent, continual development and review of risk assessments is required.	Provide Bi-Monthly feedback to ESS Premises managers	Information will be extracted from the monthly monitoring schedule completed by all premises managers.
1.3.3.3	Contents of risk assessments to be discussed with those for whom they are being developed/ reviewed, to ensure that they are suitable & sufficient. Risk Assessments to be signed off by Risk Assessors and Managers.	Provide Bi-Monthly feedback to ESS Premises Managers	Monitored through audits, inspections and Managers Safety Visits/Tours.
1.3.3.4	Compliance will be monitored through the ESS Safety Committees with this action area.	Provide Bi-Monthly feedback to ESS Premises Managers	ESS Safety Committee constitution was amended to include this action point.
1.3.3.5	Compliance with the distribution of risk assessments and associated communications will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly Reports	The information extracted from the monthly monitoring sheets will be incorporated into the Executive Director's quarterly report.

OBJECTIVE 2 – REDUCING INCIDENTS AND ILL-HEALTH AT WORK			
ACTION AREA 2.1 - Setting specific, measure-able, attainable, relevant, time bound (SMART) targets for health and safety performance including incident and ill-health reporting.			
CORPORATE GOAL			
2.1.1	Section Managers will review incident data with Corporate Safety Adviser and Safety Co-ordinator to consider trends or hot spots and ensure the review of risk assessment and procedure paperwork.	July 2009 then Monthly Management Section Meetings	
DEPARTMENTAL GOAL			
2.1.1.1	ESS Premises and Section Managers will be provided on a monthly basis with incident data. They should review trends and 'hot spots'. Risk Assessments will be reviewed and updated. The review will take account of further training issues.	Within four weeks of reported incident	ESS Health and Safety team will provide premises managers with incident data on a monthly basis to improved awareness of 'hot spots' within their work areas.
2.1.1.2	Incident data will be further reviewed monthly at ESS Directorate meetings and at senior management meetings to identify 'hot spots'.	Monthly review	ESS Senior Managers will use monthly incident data reports to identify immediate or urgent issues.
2.1.1.3	Development and delivery of associated toolbox talk to reduce areas identified as 'hot spots' shown in 2.1.1.2	Within four weeks of incident review	Toolbox Talks will be rolled out to Head Teachers during HT meetings in December 2009 and disseminated through the offices of Social Work Senior Managers.
2.1.1.4	Compliance will be monitored through the ESS Safety Committees with this action area.	Quarterly Meetings	ESS Safety Committee constitution was amended to include this action point.

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ACTION AREA 2.2 - Heads of Service will include Occupational Stress Audits within their Action Planning processes.			
CORPORATE GOAL			
2.2.1	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 Co-ordinators.	December 2009 for programme	
DEPARTMENTAL GOAL			
2.2.1.1	ESS Managers and HR staff will continue rolling out the Stress Audit programme for Teachers. Other ESS staff groups are scheduled for audit throughout 2010.	Ongoing 2009 - 2010	Stress audits continue to be rolled out to teaching staff. 67 Educational and Social Services premises have undertaken the audit with a further 11 premises currently working through the stress audit process. A total of 78 ESS premises have undertaken a stress audit
2.2.1.2	Stress awareness training will support the stress management audits	Ongoing 2009 - 2010	Identification of those who require training is identified in the Training Matrix. Courses are shown in the training matrix and the training calendars.
2.2.1.3	The development of a Wellbeing Strategy for ESS Staff	Nov 2009	A Wellbeing Strategy was developed. A first draft of the Wellbeing Strategy is out for consultation through ESS Health and Safety Committees.
	2.2.1.3.1 ESS intranet sites will carry a Stress Management Wellbeing Section with information leaflets and links to NHS and other wellbeing sites.	Nov 2009	Staff Information was prepared to link in with <i>Stress Awareness Day</i> and features booklets on Nutrition, positive mental wellbeing and a range of NHS awareness booklets.

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CORPORATE GOAL			
2.2.2	Implement interventions identified following the reporting of the HSE Stress Management Toolkit.	Identify first interventions: February 2010	
DEPARTMENTAL GOAL			
2.2.1.1	Premises Managers will work with HR Staff when setting up focus groups to discuss workable interventions at local levels.	Ongoing 2009 – 2010	Focus Groups are currently on hold until further training is provided for HR staff.
2.2.1.2	Number of Audits and Focus groups will be monitored through the ESS Safety Committees	Bi-Monthly Meetings	ESS Safety Committee Constitution was amended to include this action point.
2.2.1.3	Analysis of staff response will continue to identify common themes for which control measures are designed and implemented.	4 weeks from questionnaire return	Premise Managers will receive an interim report. A comprehensive report will follow after focus group meetings and issued to ESS Senior Managers

CORPORATE GOAL (Not in present Corporate Action Plan)			
2.2.3	Health Surveillance – Determine that health hazards and conditions that could cause harm to the body and implement control measures to minimise if not eliminate effects.	Not identified	
DEPARTMENTAL GOAL			
2.2.3.1	Head Teachers and other Premises Managers will ensure the development of suitable & sufficient risk assessments, by competent persons. Subjects include: DSE, COSHH, Stress; Asbestos and Dust resulting from work activities or environmental issues.	Ongoing	Audits of current risk assessment status are ongoing.
	2.2.3.1.1 Risk Assessments and health surveillance will be measured through the ESS Safety Committee Work Groups	Ongoing Bi-monthly Meetings	ESS Safety Committee Constitution amended to include this action point.

2.2.3.2	Programme of health checks and health surveillance assessments will be monitored through the ESS Safety Committees.	Bi-monthly meetings	ESS Safety Committee Constitution amended to include this action point.
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OBJECTIVE 3 - UNDERTAKING CONSISTENT AND PROPORTIONATE AUDITS AND INSPECTIONS

ACTION AREA 3.1 - Executive Director will report active monitoring outcomes and resultant action plan progress to demonstrate safety management performance

CORPORATE GOAL

3.1.1	Heds of Service and Section Managers will ensure six-monthly workplace inspections are undertaken and action plans developed to rectify failures.	At six-monthly intervals	
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DEPARTMENTAL GOALS

3.1.1.1	All ESS Premises Managers will be reminded of the need to submit workplace inspections by 30 April and 31 October each year.	Six monthly intervals	The Health and Safety team monitor the inspections requirements and remind managers if a delay occurs in the submission of documentation.
	3.1.1.1.1 Prompt letters will be sent to Premises Managers who fail to meet the required submission dates.	As necessary	To date <u>98%</u> of Social Services Managers have returned the 6 monthly inspection forms. <u>70%</u> of Educational Services Managers have returned their inspection forms, with a <u>100%</u> return from CL&D premises.
3.1.1.2	ESS Managers will undertaken an annual self audit	April 2010	To date pilot audits have proved successful. It is anticipated that all ESS Managers will undertake an annual health and safety self audit. Monitoring will be by the health and safety team and ESS Safety Committees.

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3.1.1.3	Heads of Service will meet with Health and Safety colleagues to identify and audit the performance of health and safety management.	Quarterly	Joint meetings are scheduled for 2009 -2010
3.1.1.4	Chief Officers and senior managers will each undertake an H&S monitoring visit to an ESS premise	Monthly	Safety Visits/Tours have commenced.
3.1.1.5	Compliance with the undertaking of H&S inspections will be monitored, and reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly Meetings	The information extracted from the monthly monitoring sheets will be incorporated into the Executive Director's quarterly report.
3.1.1.6	Further to manager's inspections, the Health and Safety Team also undertake a wide range of premises and management inspections including incident investigations within the Services.	Quarterly	

CORPORATE GOAL

3.1.2	Executive Directors will work with Corporate Safety Advisers and Safety Co-ordinators to identify and audit the performance of the safety management of their activities.	September 2009 for programme	
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DEPARTMENTAL GOAL

3.1.2.1	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-Monthly Meetings	The ESS Safety Committee Constitution was amended to include this action point.
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OBJECTIVE 4 - TRAINED, COMPETENT EMPLOYEES			
ACTION AREA 4.1 - Departmental Management Teams to ensure appropriate training is provided for employees to enable them to work safely.			
CORPORATE GOAL			
4.1.1	Section Managers will ensure their employees receive appropriate training to enable them to carry out their tasks safely.	Nov 2009	
DEPARTMENTAL GOAL			
4.1.1.1	A training Matrix has been developed for all posts within ESS. This training Matrix is available on EAC web sites to assist managers.	Quarterly Updates	ESS Managers are advised of the Training Matrix through the ESS Safety committees, EAGER, PDR's and The Managers Health and Safety Workbook.
4.1.1.2	Training is undertaken as part of the staff PRD and Eager review process.	As required	ESS manager's monthly monitoring sheet will provide details of staff training.
CORPORATE GOAL			
4.1.2	Section Managers will ensure their employees receive specific training for any additional functions they are assigned e.g. Fire Warden, First Aider, Risk Assessor, DSE Assessor.	As necessary	
DEPARTMENTAL GOAL			
4.1.2.1	Managers will ensure staff receives appropriate training to meet the criteria of their nominated roles.	As necessary	Monitored through health and safety audits and training data.

CORPORATE GOAL			
4.1.3	Section Managers should ensure PRD and EAGER identifies training to complement the competencies required to undertake their work safely.	Nov 2009	
4.1.3.1	Managers will use EAGER and the PRD processes to ensure appropriate training is identified for all ESS staff groups.	Quarterly	Monitored through health and safety audits and inspections.
4.1.3.2	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-Monthly	The ESS Health and Safety Committee constitution was amended to include this action point.

ACTION AREA 4.2 - Departmental Management Teams to ensure relevant management and safety training is undertaken by employees			
CORPORATE GOALS			
4.2.1	Each Head of Service and their Section Managers will identify supervisory employees to undertake management development programmes, e.g. IOSH Managing Safety and Stress Management.	Nov 2009	
DEPARTMENTAL GOAL			
4.2.1.1	All Establishment managers, Principal Officers and Service Managers will undertake the IOSH Managing Safety (or equivalent) course.	Ongoing	Health and Safety courses are ongoing and a schedule for 2010 is under development.
4.2.1.2	An annual programme of Health and Safety training courses will be made available on ESS Web pages and via a Training brochure.	January 2010	A training program is currently under development for 2010

CORPORATE GOALS			
4.2.2	<p>Section Heads to identify employees requiring general health, safety & welfare awareness training, e.g.:</p> <ul style="list-style-type: none"> ◆ Personal Stress Awareness ◆ Lifting & Handling ◆ Ladder Safety ◆ COSHH Awareness ◆ Asbestos Awareness ◆ Sharps/ Blood-borne Viruses ◆ Non-violent crisis intervention training (CPI). 	Nov 2009	

DEPARTMENTAL GOALS			
4.2.1.1	Using the Training Matrix, ESS Managers will identify appropriate courses for staff groups.	Ongoing	Managers can locate the Health and Safety Training Matrix on the Health and Safety and Services web pages.
4.2.1.2	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-Monthly	The ESS Health and Safety constitution was amended to include this action point.
4.2.1.3	Compliance with the training topics delivered, expected numbers and numbers of those who attended will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly meetings	The information extracted from the monthly monitoring sheets will underpin the Executive Director's quarterly report.

ACTION AREA 4.3 - Departmental Management Teams to ensure adequate resources are provided to enable training of employees.			
CORPORATE GOAL			
4.3.1	Section Managers will ensure adequate cover is available to support employee attendance at training courses.	Nov 2009	
DEPARTMENTAL GOALS			
4.3.1.1	Absence cover is budgeted for Teachers and other staff groups who required to be released for training. Appropriate cover will be provided.	As necessary	Attendance on courses monitored through the managers monthly report.
4.3.1.2	Compliance with the training topics delivered, expected numbers and numbers of those who attended will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly Meetings	Information extracted from the monthly monitoring sheets will be integrated into the Executive Director's quarterly report.
4.3.1.3	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-monthly meetings	The ESS Health and Safety Committee constitution was amended to include this action point.

OBJECTIVE 5 – KEY RISK AREAS			
ACTION AREA 5.1 - Management of Road Risk			
CORPORATE GOAL			
5.1.1	Each Head of Service will report to Executive Director their compliance with Master Safety File Standard B21 – <i>Vehicle Policy</i> to Chief Executive's Health & Safety Strategy Group.	Quarterly as per Meetings Grid	
DEPARTMENTAL GOALS			
5.1.1.1	Need to undertake suitable & sufficient risk assessments	As and when required	Risk Assessments will monitored through the managers monthly report and the ESS Safety Committees

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5.1.1.2	Identification of number of fleet vehicles; number of persons with permits and number of persons driving private vehicles. It must be ensured that personnel driving fleet vehicles have been appropriately trained and are undertaking daily log checks, recording them in the log book. ESS Transport Section will maintain records and compliance.	Verified annually or when changes effected	Details will be monitor through the manager's monthly report and the ESS Safety Committees.
5.1.1.3	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-monthly meetings	The ESS Health and Safety constitution was amended to include this action point.

ACTION AREA 5.2 - Personal Safety**CORPORATE GOAL**

5.2.1	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.	November 2009	
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DEPARTMENTAL GOALS

5.2.1.1	Premises Managers or their delegate will undertake suitable and sufficient risk assessment for Lone Working with appropriate control measures.	As necessary	Details will be monitor through the manager's monthly report and the ESS Safety Committees. ESS Services have developed Lone Working Risk Assessments and Manager and employee fact sheets.
5.2.1.2	Upon receipt of the new Personal Safety Standard, for inclusion within the Master Safety File, the document will be brought to employees' attention and be identified and discussed at team meetings.	Within one month of receipt of new/ revised Master Safety	The implementation of the new standard will monitored using the Managers Monthly Report.
5.2.1.3	Staff attending CPI, SCIP or similar intervention training models will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly meetings	The information extracted from the monthly monitoring sheets will be incorporated into the Executive Director's quarterly report.
5.2.1.4	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-monthly meetings	The constitution for ESS Health and Safety Committees was amended to include this action point.

CORPORATE GOAL			
5.2.2	Section Managers will ensure control measures identified in risk assessments are understood and implemented by employees.	July 2009	
DEPARTMENTAL GOAL			
5.2.2.1	Risk Assessments will be developed through staff working groups for each service.	Ongoing	<p>Safety Committee members will participate in workgroups to monitor risk assessments in services.</p> <p>Workgroups are set up to monitor and participate in:</p> <ul style="list-style-type: none"> • Risk Assessments • New Standards and Policies • The proposed website <p>As detailed in ESS Services constitution.</p>
5.2.2.2	Control measures will be discussed with staff at team meetings (<i>where appropriate</i>)	Ongoing	Toolbox Talks provide information on Control Measures which managers will relay to staff.
5.2.2.3	Further use will be made of ESS intranet site to promote the available of risk assessments and other Health and Safety information	Nov 2009	<p>ESS Health and Safety WebPages are under review, with a working party discussing the proposed layout and content of the website.</p> <p>Members of the ESS Safety Committees are included in the working partnerships.</p>
5.2.2.4	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-monthly meetings	ESS Safety Committee Constitution was amended to include this action point.

ACTION AREA 5.3 - Statutory and Critical Examinations – Timely inspections & thorough examinations as directed by legislation and best practice.

CORPORATE GOAL

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5.3.1	Premises Managers will undertake an annual review of compliance by completing a bespoke self-check report.	March 2010	
DEPARTMENTAL GOAL			
5.3.1.1	Premises managers will be advised of this requirement and guidance by ESS Safety team. Assistance will be provided is needed.	Mar 2010	Self Audits shall be distributed to HT and Social Work Managers in December '09.

CORPORATE GOAL			
5.3.2	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 appropriate Head of Service.	March 2010	
DEPARTMENTAL GOAL			
5.3.2.1	Premises Managers will ensure in a timeous manner that all statutory requirements are met and will report in first instance to Asset Management any outstanding statutory inspections, providing due dates etc.,	Within one month of contracted inspection	Information will be extracted from the monthly monitoring sheets and reported to the Executive Director on a quarterly basis.
CORPORATE GOAL			
5.3.3	Upon notification of a failed statutory or critical examination, Head of Service will raise matter with the Asset Manager and agree suitable timescale for rectification.	Within one month of notification	
DEPARTMENTAL GOAL			
5.3.3.1	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-monthly meetings	The ESS Safety Committee Constitution was amended to include this action point.
ACTION AREA 5.4 – WORK AT HEIGHT (Not in present Corporate Action Plan)			
DEPARTMENTAL GOALS			

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5.4.1.1	Ensure that suitable and sufficient risk assessments have been undertaken by competent persons	December 2009	Information will be extracted from the monthly monitoring sheets and reported to the Executive Director on a quarterly basis.
5.4.1.2	Where assistance is required regarding equipment and inspections and personal protective equipment ESS Managers should contact with the Departmental Safety Co-ordinator or Safety Adviser.	As and when required	Managers meetings will include invitations to ESS Health and Safety representatives on a regular basis to encourage joint working arrangements.
5.4.1.3	Compliance will be monitored through the ESS Safety Committees with this action area.	Bi-Monthly meetings	The ESS Safety Committee Constitution was amended to include this action point.