

EAST AYRSHIRE COUNCIL

CABINET :25 JUNE 2008

HEALTH AND SAFETY ACTION PLAN

**Report by Depute Chief Executive/
Executive Director of Corporate Support**

1. PURPOSE

The purpose of the report is to present the Health and Safety Action Plan for the Department of Corporate Support for 2008/09 to Cabinet for approval in response to provisions of the Corporate Health Safety Action Plan 2008/09.

2. BACKGROUND INFORMATION

The Corporate Health & Safety Action Plan was approved by Cabinet at its meeting of 2 April 2008. In order to implement that Plan, each Executive Director was required to develop a Departmental Health & Safety Action Plan.

The key priorities and themes of this year's Corporate Plan are:-

- To continue the monitoring of Health & Safety performance through the ROSPA quality safety audits
- Continue training programmes which raise awareness to violence at work
- Implement a pro-active health screening programme
- Implement a programme of stress management audits
- Improve safer driving standards amongst staff driving on Council business; and
- Ensure timeous completion of statutory examinations and inspections

The proposed Health & Safety Action Plan for the Department of Corporate Support builds upon the progress of the previous year and aims to further integrate the management of health and safety into daily business practice while responding to and meeting the requirements of the Corporate Plan.

3. 2007/08 ACTION PLAN PROGRESS

Much progress has been made against the 2007/08 annual plan.

Targets have been achieved in the activity areas of:-

- Auditing the Management of Health & Safety
- Risk Assessment
- Provision of in-house training and toolbox talks on specified subjects
- ROSPA Quality Safety Audits
- Workplace Management Inspections
- Vehicle policy inspection and document checks

There has also been ongoing activity in respect of the Development & Review of COSHH Assessments, Health Surveillance and the Management of Asbestos.

4. 2008/09 ACTION PLAN

The Departmental Risk Management Health & Safety Group, reflecting all services within the Department, meets quarterly to review progress against the annual plan (as well as the Departmental Risk Register for which it also has a remit) and has been instrumental in the preparation of the 2008/09 Action Plan.

The 2008/09 Action Plan is attached (Appendix 1) and as stated above, reflects both the Council's and the Department's priorities. Progress will be monitored by the Departmental, the Departmental Management Team, the Departmental JCC and the Corporate Health & Safety Group.

This year we seek to:-

- Continue to improve the health & safety culture of the Department
- Continue to improve performance against targets
- Ensure that all employees are appropriately trained in all Health & Safety matters
- Ensure that we meet our statutory responsibilities as defined in the Corporate Health & Safety Policy
- Implement a Programme of Occupational Stress Audits

5. LEGAL/POLICY IMPLICATIONS

The Health and Safety at Work Etc Act 1974 places specific responsibilities on the Council in terms of its duty of care for the health and safety of its employees and others who may be affected by its activities. The Council is recognised as taking its health and safety responsibilities seriously and the continuation of an action planning process will support that key objective.

6. FINANCIAL IMPLICATIONS

Nil

7. COMMUNITY PLAN IMPLICATIONS

Adoption of the 2008/09 Action Plan will assist the Council in meeting the objectives of the Community Plan as they relate to the services of the Department of Corporate Support.

8. RISK MANAGEMENT IMPLICATIONS

By following this Action Plan, the Department of Corporate Support will promote safety for its staff and service users.

9. CONSULTATION

This Health & Safety Action Plan has been the subject of discussion at Departmental JCC meetings during its preparation and will be presented to the next available Department JCC for full consideration and monitoring. This Departmental Plan will implement those key corporate elements as they impact upon the Department of Corporate Support.

10. RECOMMENDATION

Cabinet is asked to support and approve the proposed Health & Safety Action Plan 2008/09 for the Department of Corporate Support as attached at Appendix 1.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support
19 June 2008

BACKGROUND PAPERS

Corporate Health & Safety Action Plan 2008/09

Any person who wishes any further information on this report should contact Pauline Minnery, Policy & Projects Development Officer, on 01563 576144

EAST AYRSHIRE COUNCIL
Health & Safety Action Plan – Department of Corporate Support
2008 / 09

No	Target	Reason	Action	Date	Progress / Comments
1	<p><i>Corporate Homicide Act 2007</i></p> <p>Chief Executive and Directors & Heads of Service (senior management team) to attend a briefing session on the Corporate Homicide Act 2007</p>	<p><i>Training Session – Executive Director & Heads of Service</i></p> <p>Senior Management Team must be made aware of & appreciate how the Act sets out a new statutory offence. In essence, an organization is guilty of the offence if the way in which its activities are managed or organized causes a death and amounts to a gross breach of a relevant duty of care, to the deceased. A substantial part of the breach must have been in the way activities were managed by senior management.</p> <p>The new offence is intended to complement, not replace, other forms of accountability such as prosecutions under health & safety legislation and is specifically linked to existing health & safety requirements.</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>	September 2008	Progress on delivery and attendance of the senior management team on arranged session, to be reported on to the Chief Executive's Health & Safety Strategy Group.
2	<p><i>Auditing the Management of Health & Safety</i></p> <p>Undertaking of the RoSPA Quality Safety Audit (QSA) system. (In accordance with Health & Safety Reports Standard (B19) of Master Safety File).</p>	<p><i>Determination of and Subsequent Improvement of the Management of Health & Safety</i></p> <p>To establish a baseline indication of how health and safety is being managed within Services of this department.</p>	<p><i>Programme of RoSPA QSAs</i></p> <ul style="list-style-type: none"> o RoSPA QSAs to be undertaken by trained auditors. o Audit schedules to be developed per Service o Findings of audits to be presented to the associated Head of Service and/or Executive Director; items identified, to be addressed and appropriately tackled. 	March 2009	

No	Target	Reason	Action	Date	Progress / Comments
3	<p>Risk Assessments</p> <p>a) Appointment & training of Risk Assessors for the development and consequent review of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p>Assessment of Risk</p> <p>Assessment of Risk Standard (B24) requires the appointment and training of risk assessors to undertake suitable and sufficient risk assessments.</p> <p>To ensure that a series of valid, suitable & sufficient risk assessments exist and pertain to the needs of the service, continual review and development of risk assessments will be required.</p> <p>The management of health and safety is an organic & dynamic process and with risk assessments, a continual process.</p>	<p>Development and Review of Risk Assessments</p> <ul style="list-style-type: none"> o Heads of Service and Senior Managers to appoint those to be trained as Risk Assessors o Once appointed, details of those to be trained to be passed onto Training & Development Officer and Corporate Safety Adviser o Commencement of the development and review of risk assessments to be undertaken by Risk Assessors. Contents of risk assessments to be discussed with those for whom they were developed, to ensure that they are suitable and sufficient and that there will be nothing 'new' in those control measures to be implemented. Risk Assessments to be signed off by Risk Assessors and Managers. <p>Assistance in the development and review of risk assessments can be sought from the department's Health & Safety Co-ordinator and/or Corporate Safety Adviser.</p>	<p>June 2008</p> <p>August 2008</p> <p>April 2008 & onwards</p>	
4	<p>Development & Review of COSHH Assessments</p> <p>(In accordance with Control of Substances Hazardous to Health Standard (B5) of Master Safety File).</p>	<p>Substances & their Emissions Hazardous to Health</p> <p>To protect and preserve the health, safety and welfare of employees and anyone/ anything that comes into contact with their activities and environment.</p>	<ul style="list-style-type: none"> o Managers/ Supervisors to pass on data sheets and systems of work to Health & Safety Co-ordinator or Corporate Safety Adviser on the purchase/ acquirement of substances. If there is a choice of substances that can be purchased/ acquired or there are concerns regarding the safety of the product, then a COSHH Risk Assessment will be promptly undertaken prior to its acquirement. o Health & Safety Co-ordinator or Corporate Safety Adviser will undertake a COSHH Assessment using the Sypol database system; where applicable, the need and type of health surveillance will be identified and so communication with Occupational Health will then follow. o Substances must be COSHH-assessed prior to their use and must be followed, with respect to their safe disposal. 	<p>Continual development</p> <p>Continual development</p> <p>Continual development</p>	

No	Target	Reason	Action	Date	Progress / Comments
5	<p align="center">Identification of Training Needs</p>	<p>Development and Growth of Competence</p> <p>Development of Training Plans, in association with the departmental training co-ordinator/ officer which will identify and co-ordinate the delivery of health & safety training. The requirement for health and safety training may be legally-driven or that by enhancing skills and awareness, will naturally lead on to the fostering, promotion and so greater appreciation in the management of health and safety, within and by all levels, within teams.</p>	<p>Identifiers of Training Needs</p> <ul style="list-style-type: none"> ○ Heads of Services and Managers to identify health & safety training needs with the use of EAGER or other continuous improvement/ employee review systems. ○ Co-ordination with Training Officer and Corporate Safety Adviser with respect to the delivery of training by competent bodies, together with the maintenance of Registers of Training. 	<p align="center">Continual Development</p>	
6	<p align="center">Toolbox Talks</p> <p>Development of Toolbox Talks (TBTs) and their delivery.</p>	<p>Delivery of short, sharp refresher training</p> <p>TBTs to be developed to remind personnel of the main corporate policies, procedures and objectives and/or as a reminder of the hazards faced through those observations gleaned from the utilization of reactive and active monitoring tools.</p>	<p>Development and Delivery of TBTs</p> <ul style="list-style-type: none"> ○ Development of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser. ○ Delivery of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser. 	<p align="center">Continual development & delivery</p>	

No	Target	Reason	Action	Date	Progress / Comments
7	Health Surveillance	<p>Minimize Detriments to Health</p> <p>Determine those hazards which could cause harm to the body and implement control measures to minimize effects.</p>	<ul style="list-style-type: none"> o The development of suitable and sufficient risk assessments, by competent persons to determine how exposure to hazards can cause harm and impact upon the body – DSE, COSHH, Noise, Stress, HAV/ Whole Body Vibration, Asbestos and other physical, chemical, biological & ergonomic hazards encountered in and/or as a result of the work activity and/or environment. o Co-ordination of health surveillance techniques with Occupational Health. 	<p>Continual development</p> <p>March 2008</p>	
8	Management of Asbestos	<p>Exposure to Asbestos</p> <p>To protect persons from risk of exposure to asbestos and to meet statutory obligations.</p>	<p>Management of Asbestos</p> <ul style="list-style-type: none"> o Compliance and adherence of Asbestos Policy contained within Master Safety File – with relation to use of Modus Asbestos Management System, for identifying presence of asbestos and consequent action to be implemented, as required and subsequent information being passed back to Asbestos Co-ordinator, for updating System and any other associated files. Further information and assistance can be gleaned from the Asbestos Co-ordinator, in the first instance. o Attendance by those who have the potential to encounter asbestos as a result of their work, attending an asbestos awareness programme, as delivered by the Asbestos Co-ordinator. 	<p>Continual progress</p> <p>October 2008</p>	
9	Implement a Programme of Occupational Stress Audits	<p>To identify potential stressors within work environments and the means by which their effects can be more effectively managed.</p>	<p>Service and departmental management teams to identify those areas where occupational stress is considered to have the potential to affect the efficient delivery of Council services.</p> <p>To achieve this action point, occupational stress audits will be undertaken using the HSE Stress Management Tool.</p>	<p>August 2008</p> <p>March 2009</p>	

No	Target	Reason	Action	Date	Progress / Comments
10	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 for/with competent persons/ bodies, with respect to the co-ordination and so undertaking of timely inspections & thorough examinations and their subsequent maintenance of records, in areas 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 ❖ Vehicular checks ❖ Tools & equipment ❖ Portable appliance testing ❖ Monitoring of areas where hazardous substances are used/ pumped or piped in to other areas ❖ Passenger lifts & hoists & other lifts (e.g. dumb waiters) ❖ Lifting operations & their associated lifting equipment ❖ Six-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	