

EAST AYRSHIRE COUNCIL

CABINET – 25 JUNE 2008

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - HEALTH AND SAFETY ACTION PLAN 2008/09

Report by the Executive Director of Educational and Social Services

1. PURPOSE

- 1.1 The purpose of this report is to seek Cabinet approval for the 2008/09 Department of Educational and Social Service Health and Safety Action Plan.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan for 2008/09 was approved by Cabinet on 2 April 2008.

- 2.2 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.

3. 2007/08 ACTION PLAN PROGRESS

- 3.1 Much progress has been made against the current annual plan. It is now compulsory for all staff who have a management responsibility to undergo the Managing Safely course, which is certified by the Institute of Safety and Health (IOSH). In 2007/08 51 Heads of Educational Establishments and 18 Social Service managers attended this course. By 31 December 2008 all remaining Heads of Educational Establishments, and Departmental 4th tier officers will have been allocated a place to attend this course.
- 3.2 RoSPA audits were carried out in Silverwood Primary, Dalmellington Primary, Cumnock Academy, Community Learning and Development and onsite services. The results of this audit were very favourable in terms of the implementation of Health and Safety practices, although where required improvements have been made to working practices.
- 3.3 In house training, led by the Health and Safety section, on Social Work and Onsite staff inductions, risk assessment completion, has been delivered on the completion of accident reporting forms, fire warden training, stress awareness and a number of tool box talks were delivered to staff.

In addition cross departmental training has been delivered in relation to moving and handling.

4. 2008/09 DEPARTMENTAL ACTION PLAN

4.1 The Health and Safety Groups (Education and Social Work) continue to meet every second month, reviewing progress against the annual plan and raising Health and Safety issues within services across the Department. The groups comprise officers from all aspects of the Department's service provision and representatives from the Trade Unions. The Department's Health and Safety Advisor provides updates on training provision and advice to the group on Health and Safety related topics.

4.2 The 2008/09 Action Plan is detailed in Appendix 1 and reflects both Council and Departmental priorities. Progress towards these annual targets will be monitored by the officer safety groups.

4.3 The priorities for the Department in 2008/09 will focus on :-

- The continued improvement of the health and safety culture across all aspects of the Department;
- Continue the monitoring of health and safety performance at departmental premises;
- Ensure that risk assessments are updated on an annual basis
- Continue the implementation of stress awareness questionnaires to staff;
- Ensure that staff training in Health and Safety matters are identified through PRD /EAGER process that appropriate training courses are sourced; and
- Ensure that required inspections are conducted timeously.

5. TRADE UNIONS

5.1 The Trades Unions have been fully consulted throughout the preparation of the Departmental Action Plan. As members of the Service Safety Committee they will also be involved in the monitoring of the Plan.

6. LEGAL/POLICY IMPLICATIONS

6.1 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.

7. FINANCIAL IMPLICATIONS

7.1 Nil.

8. COMMUNITY PLAN IMPLICATIONS

8.1 Adoption of the 2008/09 Action Plan will assist the Council in meeting the following objectives :-

- Improving Community Learning; and
- Improving Community Safety

9. RISK MANAGEMENT IMPLICATIONS

8.1 By following this Action Plan the Department of Educational and Social Services will promote safety for its staff and service users.

9. RECOMMENDATIONS

9.1 It is recommended that Cabinet:

- i) approve the recommended 2008/09 Educational and Social Services Health and Safety Action Plan, as appended to this report; and
- ii) otherwise note the contents of this report.

Graham Short
Executive Director (Educational and Social Services)

EC/JBS
11 June 2008

LIST OF BACKGROUND PAPERS

Nil

Any person who wishes any further information on this report should contact Euan Couperwhite, Head of Resources, Tel (01563 576090) or Liz Burley, Health and Safety Advisor, Tel (01563) 554895.

IMPLEMENTATION OFFICER : Euan Couperwhite, Head of Resources

EAST AYRSHIRE COUNCIL

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

HEALTH AND SAFETY ACTION PLAN 008/09

No	Target	Reason	Action	Date	Comments
1.	Continue to promote the Health & Safety Culture across all areas of Educational and Social Services	To ensure that all managers and staff are aware of their responsibilities in relation to Health & Safety.	<p>1. Use of intranet to promote awareness of and disseminate H&S information;</p> <p>2. All senior managers and Heads of establishment to have attended IOSH Managing Safely course;</p> <p>3. All managers and Heads will ensure that H&S is a standing item at meetings;</p> <p>4. Workplace inspections to be carried out every 6 months, with the findings sent to the Departmental H&S section;</p> <p>5. Where appropriate managers will deliver Toolbox Talks to staff on H&S matters;</p> <p>6. Service based staff to identify 6 H&S topics</p>	<p>May 2008</p> <p>March 2009</p> <p>on-going thereafter</p> <p>April 2008</p> <p>April 2008</p> <p>March 2009</p> <p>On-going</p>	<p>1. A H&S page is to be created in the ESS intranet pages;</p> <p>2. The H&S section are preparing for generic risk assessments to be uploaded to the intranet for staff use;</p> <p>3. Managing Safely courses are run throughout the year;</p> <p>4. Workplace inspections require to be carried out under Council instructions;</p> <p>5. H&S team visits to establishments will assess the H&S culture in each premise and report accordingly;</p> <p>6. Quarterly reports on performance issues will be presented to the Directorate and H&S</p>

			<p>which can be developed into handbook leaflets;</p> <p>7. Managers will ensure that a copy of the corporate policy statement is displayed in their premise and that staff are aware of its contents;</p> <p>8. Managers will develop and review procedural documents to ensure that consistent and clear guidelines are developed;</p>	<p>May 2008</p> <p>March 2009</p>	<p>committees;</p>
2.	Continued monitoring of Health and Safety performance	To establish a baseline Health and Safety management performance indicator for services and operating business units.	<p>1. Plans for areas for audit to be agreed by H&S committees;</p> <p>2. Continuation of audit programme by H&S team and appropriately qualified individuals;</p>	<p>May 2008</p> <p>March 2009</p>	<p>1. H&S team presently audit all secondary schools twice per year. All other premises are audited once per year.</p>
3.	Risk assessments to be reviewed and updated on an annual basis	To ensure that all risk assessments remain valid, providing staff with awareness of risk and that risks are minimised	<p>1. Generic risk assessments to be uploaded to the intranet;</p> <p>2. Managers to ensure that risks are recorded and reviewed for all areas of operation and that staff are aware of the assessment;</p>	<p>May 2008</p> <p>April 2008</p> <p>on-going thereafter</p> <p>April 2008</p>	<p>1. The H&S team will arrange training courses on request</p>

			3. Where necessary staff to be nominated to attend training courses on undertaking risk assessment;	on-going thereafter	
4.	Continuation of occupational stress audits, using HSE stress management tool	To identify potential stressors within the working environment and effectively manage their causes and symptoms	<p>1. Service areas for the continued programme to be identified by senior management and/or H&S Committees;</p> <p>2. Identified areas to be audited;</p> <p>3. Managers to complete a stress risk assessment for any staff who identify work placed stressors;</p> <p>4. Managers to attend the Managing Stress course to ensure their understanding and competence in completing stress risk assessments;</p>	<p>April 2008</p> <p>March 2009</p>	<p>1. H&S Committees have identified areas for audit;</p> <p>2. H&S team have conducted a series of audits during 2007/08 and will continue this work in 08/09;</p>
5.	Fire risk assessments		<p>1. A programme of visits to premises is to be developed by the H&S team;</p> <p>2. Managers and Heads of establishment to conduct 6 monthly inspections and identify fire related hazards;</p>	<p>April 2008</p> <p>June 2008</p> <p>6 monthly thereafter</p>	<p>1. The H&S team will continue with their inspection of premises on a prioritised basis – secondary schools and residential locations, followed by day centres and all other teaching establishments,</p>

			3. Continued liaison to take place with the Fire Service;	On-going	followed by community facilities and offices; 2. Data will be presented to the Directorate and H&S committees on performance;
6.	Improved staff uptake of Health and Safety training courses	To ensure that staff have access to and receive appropriate training on health and safety matters.	1. Managers and staff to identify relevant training needs through the annual performance reviews and the EAGER process; 2. The H&S team to assess whether training needs can be met in-house or via external providers; 3. Depute Heads and Depute Unit managers to attend IOSH Managing Safely courses; 4. All relevant staff to have attended the CPI Non violent crisis intervention training course	On-going On-going March 2009 March 2009	1. The H&S team will prepare training courses and materials when requested;
7.	Statutory examinations and inspections	Undertaking of timely inspections and thorough examinations, as directed by legislation and / or best practice	1. Arrangements to be made for suitably qualified individuals to conduct timely	March 2009	1. Performance in this area is to be reviewed by the Directorate and the H&S committees.

			<p>inspections and maintenance of records on :-</p> <ul style="list-style-type: none"> - Portable appliance testing; - 6 monthly workplace inspections; - fixed electrical installations; - fire extinguishers, fire blankets and sprinkler systems; - fire alarms and emergency access; - tools and equipment; - equipment for working at height; 		
8.	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>1. Using risk assessments identify employee groups exposed to risk that may require occupational health monitoring;</p> <p>2. Develop procedures which can reduce the risk exposure for these staff groups;</p>	<p>August 2008</p> <p>March 2009</p>	<p>1. Stress and musculo-skeletal reasons are the main causes of absence amongst ESS staff;</p>