

EAST AYRSHIRE COUNCIL

CABINET MEETING - 25 JUNE 2008

**NEIGHBOURHOOD SERVICES
HEALTH & SAFETY ACTION PLAN 2008/09**

Report by Executive Director of Neighbourhood Services

1. PURPOSE

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

2. BACKGROUND

- 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.

3. PROGRESS AGAINST HEALTH & SAFETY ACTION PLAN 2007/08

Progress reports have been positive throughout the year with all actions completed or remaining on target.

4. NEIGHBOURHOOD SERVICES HEALTH & SAFETY ACTION PLAN 2008/09

- 4.1 The Corporate Health & Safety Action Plan identifies 8 targets to be addressed over the coming year.
- 4.2 The Neighbourhood Services Health & Safety Action Plan 2008/09 (attached as Appendix 1 to this report) has 10 targets and has been developed using the corporate targets supplement with local initiatives.
- 4.3 The targets for the Neighbourhood Services Health and Safety Action Plan 2008/09 build upon our previous progress and aim to strengthen the developing positive safety culture of the organisation.

5. CONSULTATION

- 5.1 The Trade Unions have been consulted on the proposed Health &

Safety Action Plan through the Chief Executive's Health & Safety Strategy Group. This Action Plan has their support.

6. FINANCIAL IMPLICATIONS

- 6.1 The management of health and safety in the workplace is met from existing budgets. The proposals within the 2008/09 Neighbourhood Services Health & Safety Action Plan further organise existing arrangements to support the Council's Policy for Health, Safety and Welfare at Work.

7. LEGAL / POLICY IMPLICATIONS

- 7.1 The adoption of the Neighbourhood Services 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.
- 7.2 The Neighbourhood Services Health & Safety Action Plan 2008/09 supports the Corporate Health & Safety Action Plan 2008/09.

8. RECOMMENDATIONS

- 8.1 The Cabinet is asked to: -
- i) approve the proposed Neighbourhood Services Health & Safety Action Plan 2008/09; and
 - ii) otherwise note the content of this report.

William Stafford
Executive Director Neighbourhood Services

18 June 2008

LIST OF BACKGROUND PAPERS

1. Cabinet Report - 2 April 2008
2. Corporate Health & Safety Action Plan 2008/ 09

Any person wishing to inspect the background papers listed above should telephone 01563 576023 and ask for William Stafford, Executive Director of Neighbourhood Services.

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No	Target	Reason	Action	Date	Progress / Comments
1	<p>Corporate Homicide Act 2007</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>Training Session – Executive Director & Heads of Service</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 so attendance of the senior management teams on arranged session, to be reported on to the Chief Executive's Health & Safety Strategy Group.
2	<p>Auditing the Management of Health & Safety</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>Determination of and Subsequent Improvement of the Management of Health & Safety</p> <p>To establish a baseline indication of how health and safety is being managed within Services of this department.</p>	<p>Program of RoSPA QSAs</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	

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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 and 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>	

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5	Identification of Training Needs	<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"> o Heads of Services and Managers to identify health & safety training needs with the use of EAGER or other continuous improvement/ employee review systems. o 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. 	Continual development	<p>Additional functions and skills may be required of personnel and must be identified within the Training Plan such as:</p> <ul style="list-style-type: none"> o Construction (Design & Management) Regulations 2007 – Roles and Functions of those persons appointed and involved in all construction and demolition projects, where applicable. o First Aiders & Appointed Persons o Fire Warden o Asbestos awareness o DSE Assessor o Lifting and Handling o COSHH Awareness o Working at Height o Ladder Safety o Sharps Awareness/ Blood-borne viruses o Risk Assessors o Non-Violent Crisis Intervention (CPI) o IOSH Managing Safely/ Working Safely
6	<p>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"> o Development of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser. o Delivery of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser. 	Continual development & delivery	<p>Examples of such TBTs:</p> <ul style="list-style-type: none"> o Content of Master Safety File o Incident/ Near Miss Reporting o Violent Incident Reporting o Display Screen Equipment o COSHH o Risk Assessment o Working at Height/ Ladder Safety o Manual Handling o Stress Awareness o Vehicle and pedestrian safety

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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>	<ul style="list-style-type: none"> o Personnel involved in works where asbestos can be encountered, or indeed, their contractors. o Asbestos Co-ordinator o Personnel involved in works where asbestos has the potential to be encountered.
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>	<p>Identify and programme employee target groups to be audited.</p> <p>Complete identified audits.</p>

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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	