

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 29 MARCH 2006

HEALTH AND SAFETY ACTION PLAN – 2006/2007

Report by Executive Director of Neighbourhood Services

1. PURPOSE OF REPORT

- 1.1. To report on progress of the department's Health and Safety Action Plan 2005/2006, and to advise the Committee of the content of the department's Health and Safety Action Plan 2006/2007.

2. BACKGROUND

- 2.1 Corporate Governance Committee at its meeting of 16 February 2006 approved the Corporate Health and Safety Action Plan for 2006/ 2007, requesting that a Departmental Health and Safety Action Plan be developed and submitted to this Committee for approval.
- 2.2 The Department of Neighbourhood Services' Health and Safety Action Plan has been prepared to compliment and support the Corporate Health and Safety Action Plan, setting out to progress planned actions within their target dates.

3. PROGRESS OF HEALTH AND SAFETY ACTION PLAN – 2005/2006

- 3.1 Neighbourhood Services' Health and Safety Action for the financial year of 2005/2006 identified fourteen items to be addressed. An update on these items is provided, with some being amalgamated under one heading:-
 - i. Monitoring of Plan – updates on progress attained every three months for reporting on to the Chief Executive's Health and Safety Strategy Group, as well as the requirements set for this Committee.
 - ii. Development and distribution of Health & Safety Information – production and distribution of Fact Sheets will be achieved by April 2006. Fact Sheets to be added to employees' Health & Safety Handbooks.
 - iii. Risk Assessments – continual delivery of one-day Risk Assessment courses, dovetailing those requirements set within the *Assessment of Risk Standard* (B24) of the Master Safety File and the 'newer' style of risk assessment pro-forma.

- iv. Continual review of risk assessment – those developed on the 'old style' pro-forma, now being transferred on to the newer style pro-forma.
- v. Specific risk assessments will be undertaken with respect to fire; Fire Risk Assessments being undertaken on the main, significant properties.
- vi. RoSPA Quality Safety Audits – one audit has been undertaken to date. A further audit has still to be undertaken by the end of this financial year. The audit undertaken related to the Museums, Arts & Theatre service.
- vii. The audit is both qualitative and quantitative; the top rating that can be achieved is that of five. A rating of three for Museums, Arts & Theatre was achieved.
- viii. Museums, Arts & Theatres resulted in the development of an Action Plan and key topics to be addressed, within a set time period. Each of those identified items has either been suitably addressed or is currently being addressed.
- ix. The remaining audit to be undertaken and passed to the Executive Director and appropriate Head of Service is that for Library and Local Offices.
- x. Identification of Health & Safety Training Needs – all sections within services meet with the Departmental Training & Development Officer and/or Co-ordinator to discuss training needs; dialogue also takes place with the department's Health & Safety Co-ordinators and Adviser. Training either being delivered by in-house, competent persons or sought from external agencies.
- xi. Development of procedures/guidelines for managing Hand Arm Vibration and Noise are being currently being drawn up, making reference to their associated Standards (B26 and B17, respectively) of the Master Safety Files. These procedures/guidelines are expected to be ready for release for the end of this financial year, 2005/2006.
- xii. Development and delivery of an avoidance of violence training programme – between September 2005 and February 2006 twelve employees working within/on behalf of Neighbourhood Services successfully completed the Non-Violent Crisis Intervention Instructors' course. It is proposed that eleven, one-day courses will be delivered at Lugar between end-April and end-June 2006, by pairs of these instructors. Further courses will be scheduled, with the intention of eventually providing training to all those within this department; of course, those who are deemed most at risk will attend earlier sessions.

- xiii. Traffic Management Systems – traffic management is currently being addressed at Western Road complex, Kilmarnock. This site has seen the provision of additional road markings; signage; barriers and is awaiting the installation of a fire alarm system for the whole site, which will lead on to the development of fire procedures.

4. HEALTH AND SAFETY ACTION PLAN – 2006/2007

4.1 Key objectives for the year include:-

- i. Developing, in conjunction with the Corporate Health and Safety Section additional Fact Sheets on health and safety topics specific to services within the department for inclusion into employees' Health & Safety Handbooks.
- ii. Appointment and training of additional Departmental/Service Risk Assessors to undertake work-related risk assessments, coupled with the review of those currently in place.
- iii. Development and review of COSHH Assessments.
- iv. Undertaking further RoSPA Quality Safety Audits within the department.
- v. Development of Training Plans to identify training that requires disciplines to be established – that which may be legally-driven or will enhance skills and awareness in the management of health and safety.
- vi. Development and delivery of toolbox talks; short & sharp training sessions to remind personnel of the main corporate policies, procedures and objectives and/or as a reminder of the hazards they face and their corresponding control measures which are to be implemented.
- vii. The need for health surveillance, as determined via the development of suitable and sufficient risk assessments and in consultation with the Occupational Health Section.
- viii. Review of welfare facilities whereby minimum standards are to be attained and maintained.
- ix. Implementation of a programme of Occupational Stress Audits so as to identify potential stressors within work environments and how their effects can be more effectively managed.

5. FINANCIAL IMPLICATIONS

- 5.1 The management of health and safety in the workplace is met from existing budgets.

6. LEGAL/POLICY IMPLICATIONS

- 6.1 The Health & 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 & Safety responsibilities seriously and the continuation of an action planning process will support that key objective.

7. RECOMMENDATIONS

- 7.1 The Committee is asked to:-

- (i) approve in respect of its interest the Action Plan contained in Appendix 1 of this report; and
- (ii) invite the Executive Director of Neighbourhood Services to provide regular progress reports on its contents.

William Stafford
Executive Director of Neighbourhood Services

WS/IS

1 March 2006

LIST OF BACKGROUND PAPERS

Nil

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No	Target	Reason	Action	Date	Progress / Comments
1	<p>Fact Sheets</p> <p>Develop Fact Sheets for Employee Health & Safety Handbook.</p>	<p>Dissemination of information</p> <p>Health and safety topics specific to services within the department are to be created. Salient points of information to be displayed on within Fact Sheets, distributed to employees for them to include within their <i>Employee Health & Safety Handbook</i>.</p> <p>Developed and issued Fact Sheets will be found in the Health & Safety pages of the intranet. Employees will be encouraged to access this site via the provision of PAT Terminals being provided.</p>	<p>Development of Fact Sheets by:</p> <ul style="list-style-type: none"> o Senior Management o Health and Safety Co-ordinator o Corporate Safety Adviser 	<p>March 2007</p>	
2	<p>Risk Assessments</p> <p>a) Appointment & training of further Risk Assessors for the development of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p>Assessment of Risk</p> <p>Further to the development and distribution of the Assessment of Risk Standard (B24), there is the requirement for the appointment and training of risk assessors to undertake suitable and sufficient risk assessments; contents of risk assessments to be cascaded to pertinent persons.</p> <p>To ensure that a series of valid and suitable & sufficient risk assessments exist and pertain to the needs of the service, continual review and development of risk assessments will be required. 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 Principal Officers to appoint those to be trained as Risk Assessors o Once appointed, details of those to be trained to be passed onto Health & Safety Co-ordinator and Training & Development Officer o Commencement of the development and review of risk assessments to be undertaken by Senior Management and Risk Assessors with the assistance, as required, of the Health & Safety Co-ordinator; Safety Officer and/or Corporate Safety Adviser 	<p>June 2006</p> <p>August 2006</p> <p>April 2006 & onwards</p>	

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3	<p><i>Development and Review of COSHH Assessments</i> (In accordance with Control of Substances Hazardous to Health Standard (B5) of Master Safety File).</p>	<p><i>Identification of Substances & their Emissions that are Hazardous to Health</i></p> <p>To protect and preserve the health, safety and welfare of employees and anyone who comes into contact with their activities and environment.</p>	<ul style="list-style-type: none"> ○ 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 ○ Health & Safety Co-ordinator/ Corporate Safety Adviser will undertake a COSHH Assessment using Sypol database system; need and type of health surveillance will identified and so communication with Occupational Health. ○ Substances must be COSHH-assessed prior to their use. 	<p>Continual development</p> <p>Continual development</p> <p>Continual development</p>	
4	<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>Program of RoSPA QSAs</i></p> <ul style="list-style-type: none"> ○ RoSPA QSAs to be undertaken by trained auditors. ○ Audit schedules to be developed per Service ○ Findings of audits to be presented to the associated Principal Officer and the Executive Director; items identified, to be addressed and appropriately tackled. 	<p>March 2007</p>	

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5	<i>Identification of Training Needs</i>	<i>Development and Growth of Competence</i> Develop Training Plans to identify training that requires disciplines to be established; those that are legally-driven and enhancement of skills and awareness that will encourage the appreciation & embodiment of health and safety, by all personnel.	<i>Identifiers of Training Needs</i> <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 Departmental Training & Development Officer and/or Co-ordinator and the Safety Section with respect to the delivery of training by competent bodies, together with the maintenance of Registers of Training. 	Continual development	Additional functions and skills may be required of personnel and must be identified within the Training Plan such as: <ul style="list-style-type: none"> ○ First Aiders & Appointed Persons ○ Fire Wardens and their Deputies ○ Asbestos Awareness ○ DSE Assessors ○ Lifting and Handling ○ Completion of ACC1s & VIR1s; Workplace Inspection Reports; ○ Incident investigation ○ COSHH Awareness ○ Working at Height ○ Ladder Safety ○ Woodworking machinery ○ Sharps Awareness ○ Risk Assessors ○ Noise Assessors ○ HAV Assessors ○ Non-Violent Crisis Intervention ○ IOSH Managing Safely
6	<i>Toolbox Talks</i> Development of Toolbox Talks (TBTs) and their delivery.	<i>Delivery of short, sharp refresher training</i> 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.	<i>Development and Delivery of TBTs</i> <ul style="list-style-type: none"> ○ Development of TBTs by Managers, Supervisors with the aid of the Safety Section. ○ Delivery of TBTs by Managers, Supervisors with the aid of the Safety Section. 	Continual development & delivery	Examples of such TBTs: <ul style="list-style-type: none"> ○ Content of Master Safety File ○ Incident/ Near Miss Reporting ○ Violent Incident Reporting ○ Display Screen Equipment ○ COSHH ○ Risk Assessment ○ Working at height/ ladder safety ○ Noise ○ Asbestos ○ Manual handling ○ Stress Awareness

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8	<i>Review of Welfare Facilities</i>	Ensuring that standards of workplace welfare facilities are adequate, suitable and sufficient and maintained in good order for the number of persons who would potentially use them, at any one time.	Use of Management Workplace Inspections (Management of Workplace Inspections Standard (B9) of Master Safety File) to aid in the determination of the suitability of welfare provisions, and where required, indeed their initial provision. The RoSPA Quality System Audit will also pick up on the adequacy, provision and maintenance of welfare provisions. Discussions at JCCs and meetings where Health & Safety is on the agenda must also pick up on the provision and maintenance of welfare facilities.	March 2007	<ul style="list-style-type: none"> ○ Managers / Trade Union representatives ○ RoSPA QS Auditors ○ Managers/ Trade Union Representatives & Safety Section
9	<i>Implement a Programme of Occupational Stress Audits</i>	To identify potential stressors within work environment and how these can be more effectively managed.	Departmental Management Teams to identify those areas where occupational stress is considered to have the potential to affect the efficient delivery of Council Services. Within these areas, implement the Stress Management Tool.	March 2007	Identify programme by target date and implement up to April 2007.