

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 23 MARCH 2005

DEPARTMENTAL HEALTH AND SAFETY ACTION PLAN

Report by Executive Director Of Neighbourhood Services

1. PURPOSE OF REPORT

- 1.1 To update Members on the progress of the Department of Neighbourhood Services' Health & Safety Action Plan 2004-05.
- 1.2 To recommend a Departmental Health & Safety Action Plan for 2005-06.

2. BACKGROUND

- 2.1 The Council's Health & Safety Strategy Group is chaired by the Chief Executive. The Group is attended by the four Executive Directors, one from each of the Council's departments.

The Strategy Group recommended the establishment of long-term strategic health & safety objectives, whereby each department is to outline their health & safety objectives within their own departmental Health & Safety Action Plan. Each Health & Safety Action Plan requires to be continually monitored and reviewed, with a subsequent development of a new Plan on an annual basis.

Departmental Health & Safety Action Plans are to complement and support the corresponding annual Corporate Health & Safety Action Plan, against which is set planned actions and target dates.

- 2.2 The Corporate Governance Committee of 3 June 2003 requested that all new service departments constituted on 1 April 2004 are to submit their departmental Health & Safety Action Plan to their respective Service Committee.
- 2.3 The Department of Neighbourhood Services reported to the Community Services Committee on 15 September 2004 requesting the approval of their new Health & Safety Action Plan 2004/05, which brought together one Plan for all four service units of this Department.

3. PROGRESS AGAINST 2004-05 PLAN

- 3.1 Eighteen out of the twenty-four targets set out in the Health & Safety Action Plan 2004-05 have been fully achieved.
- 3.2 Six targets that were not fully achieved during this period have been rolled over into the Departmental Health & Safety Action Plan 2005-06.
- 3.3 Six targets not achieved during the targets identified within the 2004-05 Plan are:

1. *Develop Working at Height, Work Guidance and Instruction for the Department*

Comments

The Health & Safety Commission are introducing amendments to legislation relating to the 'two-metre rule'. Subsequently, it is necessary to delay work on

Guidance & Instruction until the HSC make a decision – now expected to be July 2005.

2. *Develop Departmental Guidelines on HAV to reduce Vibration at Work*

Comments

Draft copy is now prepared and submitted for approval; five employees have been trained within the field of HAVs Assessments with associated HAVs Assessment Meters now been purchased.

3. *Develop Departmental Guidelines on Noise to Reduce Noise at Work*

Comments

Draft copy is now prepared and submitted for approval; four employees will be attending Noise Assessors' training during March 2005; training provider is HSE Solutions, Glasgow.

The training will provide the Department of Neighbourhood Services with a valuable asset within the field of noise assessment by utilising a bank of fully trained and qualified personnel; on advice from Dr. Kenneth Hill, HSE Solutions, Glasgow appropriate Noise Meter(s) will be purchased from KAD Detection Systems.

4. *To focus Health & Safety training needs through EAGER reviews*

Comments

Departmental Management Teams will continue to identify Health & Safety Training Needs during EAGER reviews, with the preparation and implementation of a Departmental Training Plan.

5. *Risk Assessment – Reformat existing documents in line with Assessment of Risk Standard (B24), contained within Master Safety File*

Comments

Each of the four services is to ensure that they are continually reviewing risk assessments, ensuring that their content is suitable and sufficient. Due to the release of the Assessment of Risk Standard, risk assessments are to be transferred onto and now be recorded upon the proforma within this Standard.

6. *Review Fire Risk Assessments of premises under the control of Department of Neighbourhood Services*

Comments

Fire Risk Assessments are presently being undertaken and will continue into 2005-06's Health & Safety Action Plan.

Due to alterations to the Administration Block of Building & Works, Burnside Street, Kilmarnock the assessment of the risk of fire in this complex will help to determine the locations and numbers of emergency lighting systems; appropriate signage to be displayed; protected zones; ramps and location and number of fire doors. Completion of these works will lead a new and updated fire risk assessment being undertaken on this site.

4. **CORPORATE HEALTH & SAFETY ACTION PLAN 2005-06**

4.1 The key objectives of the Corporate Health & Safety Action Plan 2005-06 are set out below:-

- Topical information to be prepared and cascaded to all employees, through a variety of mediums
- Development and review of risk assessments to ensure that their content is suitable and sufficient
- Undertaking of audits to assess how health and safety is being managed, by means of trained auditors using the RoSPA Quality Safety Audit system, in association with Health & Safety Reports Standard (B20), contained within the Master Safety File
- A framework standard identifying training courses and qualifications for supervisory and management staff
- Programmed provision of health and safety training needs through the EAGER review system
- Implementation of requirements of “duty to manage” under the Control of Asbestos at Work Regulations 2002, in accordance with the Asbestos Policy (B6), contained within the Master Safety File
- Development of a Standard for inclusion into the Master Safety File on the management of construction projects
- Revision of Management Workplace Inspections Standard (B9), contained within the Master Safety File, to allow for themed inspection programmes
- Revision of Incident/ Near Miss Reporting Standard (B1), within Master Safety File
- Development of Standard, for inclusion into Master Safety File, on the identification and management tools to be used in assessing and managing occupational stress
- Development of Working at Height Standard, for inclusion into Master Safety File

5. DEPARTMENTAL HEALTH AND SAFETY ACTION PLAN 2005-06

5.1 The Corporate Governance Committee, at its meeting of 16 November 2004, approved a Corporate Health & Safety Action Plan for 2005-06 and requested that updated Departmental Action Plans be submitted to the relevant Service Committees.

As such, a Departmental Health & Safety Action Plan has been prepared to complement and support those items identified within the Corporate Health & Safety Action Plan as well as making it pertinent to the needs of the Department of Neighbourhood Services.

5.2 Linked to the key objectives of the Corporate Health & Safety Action Plan are a number of specific departmental actions for 2005/06 contained in Appendix 1. Some actions of note are set out below:-

- Inform employees of topical health & safety information by the use of Fact Sheets to be inserted into their Employee Health & Safety Handbook
- Further develop guidance and arrange delivery of appropriate training for those employees who have the potential of experiencing violence at work, in accordance with the Violence at Work Standard (B19) contained within the Master Safety File

- Continual development and review of risk assessments to ensure that they are suitable and sufficient, in accordance with the Assessment of Risk Standard (B24) contained within the Master Safety File
- Develop a schedule whereby business units would be audited in how they manage health and safety; trained auditors' use of the RoSPA Quality Safety Audit system, in accordance with the Health and Safety Reports Standard (B20) contained within the Master Safety File
- To focus Health & Safety training needs through EAGER and to be co-ordinated through the Departmental Training Plan
- Development of departmental guidance on Working at Height, with dissemination of information to pertinent personnel
- Review traffic management systems in all Neighbourhood Services locations
- Development of guidelines and associated assessment programme in reducing exposure to noise, at work
- Development of guidelines and assessment programme to reduce exposure to vibration and vibrating tools and equipment, at work
- Continual development and review of COSHH Assessments and their information being cascaded to pertinent, affected persons
- Development of Toolbox Talks and arrangements for their delivery
- Implement requirements of duty to manage under The Control of Asbestos at Work Regulations 2002, in accordance with the Asbestos Corporate Policy (B6) contained within the Master Safety File
- Review Fire Risk Assessments of premises under the control of the Department of Neighbourhood Services

6. TRADE UNIONS

- 6.1 The Trade Unions have been fully involved in the preparation of this Departmental Health & Safety Action Plan and support its direction.

7. FINANCIAL/LEGAL/POLICY IMPLICATIONS

- 7.1 The Health & Safety at Work 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. The management of health and safety in the workplace is met from existing budgets. The proposals within this Action Plan further organises existing arrangements of the department's Health & Safety Policies and Standards and permits consideration for the provision of appropriate financial resources.

8. RECOMMENDATIONS

- 8.1 It is recommended that the Committee:-
- (i) Note the achievements of the Health & Safety Action Plan 2004-05;
 - (ii) Approve the recommended Health & Safety Action Plan 2005-06 as appended to this report; and
 - (ii) Otherwise note the content of this report.

William Stafford

Executive Director of Neighbourhood Services

WS/JW

2nd March 2005

LIST OF BACKGROUND PAPERS

1. Neighbourhood Services, Health & Safety, Action Plan 2005 / 2006
2. Report to Community Services Committee - 15 September 2004 Health & Safety Action Plan

Any person wishing to inspect the background papers listed above should telephone 01563 555501 and ask to speak to William Stafford, Executive Director of Neighbourhood Services.

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**EAST AYRSHIRE COUNCIL
DEPARTMENT OF NEIGHBOURHOOD SERVICES**

HEALTH & SAFETY – 2005 / 2006 ACTION PLAN

Progress Indicator:



= Complete



= Progressing



= Slippage

ITEM	DETAILS	ACTION BY	KEY MILESTONE	COMMENTS
1 <input type="checkbox"/>	Monitor Plan through Health and Safety Committee	Senior Management / Trade Union	March 2006	To improve Health and Safety performance under each target by March 2006
2 <input type="checkbox"/>	Inform employees of topical health & safety information	Senior Management / Safety Co-ordinators	March 2006	Develop at least 4 Fact Sheets in areas considered high risk activities
3 <input type="checkbox"/>	Ensure Risk Assessments are suitable and sufficient	Senior Management / Trade Union/ Trained Assessors	March 2006	Reformat existing documents in line with Master Safety File Standard B24. Agree that Risk Assessment review should be carried out by Trained Assessors
4 <input type="checkbox"/>	Ensure implementation of RoSPA QSA system	Senior Management / Safety Advisor/ Safety Co-ordinators	March 2006	Audit schedules developed for the Department
5 <input type="checkbox"/>	To focus health & safety training needs through EAGER reviews	Senior Management	March 2006	All health & safety training needs to be identified through Departmental Training Plan

ITEM	DETAILS	ACTION BY	KEY MILESTONE	LEAD OFFICER COMMENTS
6	Implement requirement under the Control of Asbestos at Work Regulations 2002 Ensure the continuation of Asbestos awareness training	Senior Management / Safety Advisor/ Safety Co-ordinators	March 2006	Agree to liaise with Asbestos Co-ordinator and to continue programme of Asbestos awareness training for relevant staff
7	Develop Departmental guidelines on HAVS Assessment programme to reduce Vibration at Work	Line Management/ Competent Assessors	November 2005	Agree that competent assessors will undertake survey programme to determine exposure levels
8	Develop Departmental guidelines for Noise Assessment programme to reduce Noise at Work	Line Management/ Competent Assessors	November 2005	Agree that competent assessors will undertake noise assessments to determine exposure & recommend control measures
9	Develop and implement an avoidance of violence training programme for at 'Risk Staff' as per corporate guidance	Line Management/ Training Co-ordinator	March 2006	Line Management to identify staff at risk and liaise with Training Co-ordinator
10	Develop Departmental guidance on Working at Height	Senior Management / Safety Co-ordinators	April 2005	Agree to develop guidance and issue to all relevant staff
11	Review Fire Risk Assessments of premises under control of Neighbourhood Services	Line Management/ Training Co-ordinator	June 2005	Review Fire Risk Assessments of main significant premises
12	Monitor traffic management systems within premises under control of Neighbourhood Services	Line Management	July 2005	Agree to review traffic management systems in depots
13	Undertake a programme of driver assessment for those employees driving council vehicles	Line Management/ Transport section	April 2006	All drivers of council vehicles to be identified for assessment and to be issued with appropriate driving permit
14	Review First aid training requirement for appropriate employees	Line Management/ Training Co-ordinator	June 2005	Review first aid requirement in line with risk assessment revisions. Ensure current qualifications remain valid