

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE – 15 SEPTEMBER 2004

HEALTH AND SAFETY ACTION PLAN

Report by Executive Director of Neighbourhood Services

1. PURPOSE OF REPORT

- 1.1 To update Members on the Department of Neighbourhood Services' progress against individual Health and Safety Action Plans 2003-04 for those sections that now constitute the Neighbourhood Services Department (i.e. Community Services, Housing and Building and Works).
- 1.2 To recommend a unified Neighbourhood Services Department Health and Safety Action Plan for 2004-05.

2. BACKGROUND

- 2.1 At the Corporate Governance Committee of 3 June 2003 it was requested that each service department submit a Health & Safety Action Plan 2003-04 to their next service committee.
- 2.2 Homes and Technical Services Department (Housing, Building & Works and Technical Services) submitted their Health & Safety Action Plan 2003-04 to Housing Committee on the 03 September 2003.
- 2.3 Community Services Department submitted their Health & Safety Action Plan 2003-04 committee report to Community Services Committee on the 17 September 2003.
- 2.4 This report brings together the Community Services, Housing and Building and Works Action Plan reports under the new structure of the Department of Neighbourhood Services as constituted on 1 April 2004.

3. PROGRESS AGAINST 2003-04 PLAN

- 3.1 Community Services
- 3.2 Fourteen out of the seventeen targets set out in the Community Services Health & Safety Action Plan in 2003-04 have been achieved or are ongoing.
- 3.3 Three targets were not fully achieved in 2003-04 and have been rolled over in to the Health & Safety Action Plan 2004-05.
- 3.4 Housing

3.5 Twenty out of the twenty two targets set out in the Homes & Technical Services Health & Safety Action Plan in 2003-04 have been achieved or are ongoing.

3.6 2 targets were not fully achieved in 2003-04 and have been rolled over in to the Health & Safety Action Plan 2004-05

3.7 Building and Works

3.8 Twenty seven out of twenty eight targets set out in the Building and Works Health & Safety Action Plan 2003-04 have been achieved or are ongoing.

3.9 Only one target was not achieved due to slippage in 2003-04 and this has been rolled over in to the Health & Safety Action Plan 2004-05.

4. **CORPORATE HEALTH & SAFETY ACTION PLAN 2004-05**

4.1 The key objectives of the Corporate Health & Safety Action Plan 2004–2005 are set out below. There are 9 Health and Safety objectives to be achieved in 2004/05

- Each Department to prepare and implement a departmental focussed action plan, reflecting and developing the corporate health and safety action plan goals.
- Further develop the employee information system in support of the employee health and safety handbooks, with the production of Employee Fact Sheets
- Review departmental risk assessments to ensure they may be deemed suitable and sufficient in accordance with statutory requirements.
- Implement a RoSPA Audit programme in each department to establish the baseline health and safety management performance to be reviewed by the Chief Executive's Strategy Group.
- Implement a series of local training initiatives to improve the quality of incident and near miss reporting using the form ACC 1.
- Directors and Heads of Service are to identify safety training needs as a part of EAGER review process and Educational Services equivalent Professional Review and Development process.
- Implement key requirements of the Control of Asbestos at Work Regulations 2002, including general awareness and the 'duty to manage'
- Develop a Standard for the Master Safety File to ensure due consideration may be given by management to construction projects that they may become involved with as a part of a CDM Project Team, excluding PFI and similar ventures
- Develop themed Management Workplace Safety Inspection sheets to be completed at regulated intervals

5. NEIGHBOURHOOD SERVICES HEALTH AND SAFETY ACTION PLAN 2004-05

5.1 The Neighbourhood Services Department seeks to achieve the corporate objectives as well as a number of specific departmental objectives for 2004-05. There are 25 objectives in the 2004-05 action plan, a full list of targets is contained in appendix 1. Some actions of note are set out below;

- Development of a departmental work instruction for working at height.
- Development of guidelines and an assessment programme to reduce noise at work.
- Development of guidelines and a HAVS assessment programme to reduce vibration at work.
- Monitor traffic management systems in all Neighbourhood Services locations.
- Development and implement of an avoidance of violence training programme for all “ at risk ” staff.
- Undertake a programme of DSE assessments within the department.
- Review existing departmental procedures for lone working.

6. TRADE UNIONS

6.1 The Trade Unions have been fully involved in the preparation of the 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.

8. RECOMMENDATIONS

8.1 It is recommended that the Committee:-

- (i) Note the achievements of the Health & Safety Action Plans 2003-04;
- (ii) Approve the recommended Health & Safety Action Plan 2004-05 (appendix 1); and
- (iii) Otherwise note the content of this report.

William Stafford
Executive Director Neighbourhood Services

WS/JC

23 August 2004

LIST OF BACKGROUND PAPERS

1. Report to Health & Safety Strategy Group – April 2004

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

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EAST AYRSHIRE COUNCIL
DEPARTMENT OF NEIGHBOURHOOD SERVICES
 Draft Action Plan 2004-2005

The following is a draft proposal for 2004/2005 Neighbourhood Services Action Plan.

ITEM	DETAILS	ACTION BY	KEY MILESTONE	COMMENTS
1	Monitor Plan through Health and Safety Committee	Heads of Service / Trade Union	March 2005	To improve Health and Safety performance under each target by March 2005
2	Develop an organisational structure for the delivery of Health and Safety Policy.	H&S Manager Corporate Safety Advisor	March 2005 2004	Agreed to develop Neighbourhood Services Health & Safety Policy
3	Review Asbestos Service Procedure & Guidance	Heads of Service & H&S Co-ordinator	Nov 2004	Agreed to amend local procedures in line with (Modus) Management database System
4	Deliver Employee Health & Safety Handbook to each employee & support with introduction talk Develop four topic cards relevant to the Services activities	Heads of Service & H&S Co-ordinators	July 2004 for issue - Dec 2004	Agreed to further develop employee information systems - Continue to develop employee safety topic cards
5	Develop working at height, Work Instruction for Department	Safety Advisor and Safety Co-ordinators	Dec 2004	Agree to review and issued to personnel at risk
6	Master Safety File	Line Managers & Safety Co-ordinators	ongoing	Ensure all M.S.F. are up-to-date with correct Policy, Standards and Procedures
7	H &S Audit RoSPA Quality Systems to identify Strengths and Weaknesses within the Business units of the Department Audit schedules to be developed	Line Managers & Safety Co-ordinators	March 2005	Agreed that Audits be carried out by trained Assessors

ITEM	DETAILS	ACTION BY	KEY MILESTONE	COMMENTS
8	Review Departmental Risk Assessments, Reformat existing documents in line with Master Safety File standard B22	Senior Management / Supervisors assisted by Safety Co-ordinators	ongoing	Agree that Risk Assessment review should be carried out by trained assessors
9	Incident/Near Miss & Investigation Reporting – Awareness Training – Encourage “near miss” reporting	Heads of Service	March 2005	Agreed to identify key Managers and Supervisors to undergo basic awareness training in Investigation and reporting using the ACC 1 Incident/Near Miss Report Form. Managers to identify employees for training.
10	Develop Departmental Guidelines HAVS Assessment programme to reduce Vibration at Work	Line Management / Competent Assessors	ongoing	Competent assessors will undertake survey programme to determine exposure levels.
11	Develop Departmental Guidelines For Noise assessment programme to reducing Noise at Work	Line Management / Competent Assessors	ongoing	Competent assessors will undertake noise assessments to determine exposure & recommend control measures
12	Develop an Occupational Health Programme, for all personnel within the Department i.e. Lung Function, Hearing Tests, HAVS & HGV Drivers, Forklift Drivers, Hep B Inoculation	Occupational Health / Safety Advisor	March 2005	Line Managers to identify staff requiring inclusion Occ Health / Health Advisor & Safety Manager to Co-ordinate programme
13	Develop and implement an avoidance of violence training programme for at ‘risk staff’ as per Corporate guidance	Training Co-ordinator Safety Section	March 2005	Line Managers to identify staff at risk and liaise with Training Co-ordinator
14	Review Fire Risk Assessment of premises under control of Neighbourhood Services	Safety Advisor & Safety Co-ordinators	ongoing	Review Fire Risk Assessments of main significant premises
15	Monitor COSHH Assessments	Line Management / H&S Co-ordinators	ongoing	Monitor and Review COSHH Assessments from Corporate system (SYPOL)

ITEM	DETAILS	ACTION BY	KEY MILESTONE	COMMENTS
16	Monitor Management Workplace H&S Inspections to be undertaken every six months	Line Managers	ongoing	Inspections to be monitor through Departmental Health & Safety Committee
17	Control of Asbestos at Work Regulations 2002 Ensure the continuation of Asbestos Awareness Training	Asbestos Co-ordinator Safety Co-ordinators	ongoing	Agreed to continue programme of asbestos awareness training for relevant staff.
18	Manual Handling Training Course Review Lifting and Handling training for employees	Training Co-ordinator	ongoing	Agreed to continue with refresher courses for employees
19	Review First Aid Training requirements for appropriate Employees	Line Management / Training Co-ordinator	ongoing	Review first aid requirement in line with Risk assessment revisions. Ensure current qualifications (where appropriate) remain valid
20	Monitor traffic management systems within premises under control of Neighbourhood Services	Line Management	March 2005	Review traffic management systems in depots
21	Undertake programme of D.S.E. Assessments within Department	Trained Assessors	March 2005	Senior Administration Officers would attend training
22	Toolbox Talks to continue to be developed and delivered	Line Management / Supervisors	ongoing	Continue to develop and deliver Tool Box Talks Agreed to develop, record and deliver In-house toolbox talks on a regular basis and monitor as a performance indicator
23	Develop a Safety Promotion campaign relevant to Neighbourhood Services activities	Safety Advisor / H&S Co-ordinators	ongoing	Agreed to produce a Quarterly safety poster.
24	Lone Workers within the Department review existing procedures	Line Management Safety Advisor & H&S Co-ordinators	Nov 2004	Agreed to review local procedures in line with Corporate guidelines

ITEM	DETAILS	ACTION BY	KEY MILESTONE	COMMENTS
25	Undertake a programme of driver assessments 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 the appropriate driving permit.