

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

29 MARCH 2007

**CORPORATE HEALTH AND SAFETY ACTION PLAN 2006/2007 AND
2007/2008**

Report by Chief Executive

1. PURPOSE

- 1.1** To report progress on Corporate Health & Safety Action Plan 2006 / 07 and propose a new Corporate Health & Safety Action Plan for the period 2007 / 08.

2. BACKGROUND INFORMATION

- 2.1** The Council'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. Progress reports have been positive throughout the year with minor slippage identified on some targets.
- 2.3** Legislative changes identified in the previous year have also impacted upon one target requiring its continued postponement until the proposed 2007 / 08 Plan.
- 2.4** The Corporate targets have again been limited to allow the new management teams an opportunity to develop working arrangements as well as allowing for the inclusion of local initiatives in the Departmental Action Plans that have come about as the result of the continued successful implementation of the RoSPA Quality Safety Audit programme.

3. Consultation

- 3.1** The Trade Unions have been consulted with this proposed Health & Safety Action Plan through the Health & Safety Strategy Group. This Action Plan has their support.

4. Financial Implications

- 4.1** The management of health and safety in the workplace is met from existing budgets. The proposals within this Action Plan further organise existing arrangements of the Council's Health & Safety Policy and standards to permit consideration for the provision of appropriate financial resources.

5. Legal / Policy Implications

- 5.1** The recommendation to adopt this Corporate Health & Safety Action Plan 2007 / 08 will assist the Council in fulfilling its statutory duty of care for the health and safety of its employees and those other persons who may be affected by the activities of the Council.
- 5.2** Each Executive Director will submit a Service related Health & Safety Action Plan to the appropriate Service Committee by May 2007, in support of the attached Corporate Health & Safety Action Plan.

6. Recommendations

- 6.1** The Committee is asked to: -
- a) approve the proposed Health & Safety Action Plan 2007/ 08; and
 - b) to ask each Executive Director to submit a Departmentally related Health & Safety Action Plan to the appropriate committee before May 2007.

Fiona Lees
Chief Executive

March 2007

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No	Target	Reason	Action	Date	Progress / Comments
1	Approval of Departmental Health & Safety Action Plans	To enable the Corporate Health & Safety Action Plan to be implemented	Each Departmental Management Team to develop the Corporate Goals and support them with other local initiatives that integrate the management of health & safety as a part of their business activities	April 2007	Departmental Action Plans will be developed by in co-operation with the Corporate Safety Adviser. Executive Director to present Action Plan to relevant committee.
2	Continued monitoring of health & safety performance through RoSPA Quality Safety Audit	To establish a baseline health and safety management performance indicator for Services and Operating Business Units	Departmental Management Teams to consider and develop an audit programme through their Departmental Health & Safety Action Plans.	April 2007	Departmental Health & Safety Action Plans to identify the audit programme
			Summary reports will be presented by Executive Directors to the Chief Executive's Health & Safety Strategy Group	March 2008	Audit reports to have suggested immediate and longer term targets identified
3	Continue implementation of training in awareness to violence at work	To raise awareness in employee groups as to the protocols and procedures adopted by this Council to reduce violence and aggression in the workplace	Departmental Management Teams to continue to facilitate employee training in CPI Non-violent Crisis Intervention techniques, in the absence of other specialist techniques for 'at risk' work groups	March 2008	Ensure all 'At Risk' employee groups have been identified and trained.
					Complete at least 50% of other employee group training in this technique
4	Induct Occupational Health Provider into business of the Council	To enlighten the provider in relation to the business activities, including demands and penalties for failure in service provision	Departmental Management Teams to identify those activities/ work groups where Occupational Health advice may impact significantly upon service delivery.	June 2007	
			Corporate Safety Adviser to liaise with Departmental Management Team to develop suitable induction programme for Occupational Physician and Nurse Adviser	August 2007	
5	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	Service and Departmental Management Teams to identify through the risk assessment process, including assessments undertaken for substances hazardous to health, those employee groups exposed to risks that require occupational health surveillance/ monitoring	June 2007	Identification of 'At Risk' Groups
				March 2008	Complete at least 50% of Occupational Health Surveillance/ monitoring

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No	Target	Reason	Action	Date	Progress / Comments
6	Implement a programme of Occupational Stress Audits, using HSE Stress Management Tool	To identify potential stressors within the work environment and manage the effects more effectively	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.	August 2007	Identify and programme employee target groups for audit
				March 2008	Complete identified audits
7	Provide training for key roles identified in the Management of Construction Standard B22	To enable the identified individuals to undertake their roles and accept their responsibilities so as to discharge their duty	Service and Departmental Management Teams to identify those of their employees requiring training in the roles identified.	August 2007	Training to be identified in co-operation with Departmental Training Plan
				December 2007	Key personnel to be trained
8	Management of Road Risk	To encourage safer standards of driving amongst drivers on official business	Service and Departmental Management Teams to ensure all drivers of Council vehicles are assessed and authorised in accordance with the Vehicle Policy B21	September 2007	
			Drivers of private vehicles on official business to be identified and paperwork checks completed to ensure appropriateness in accordance with the Vehicle Policy B21	December 2007	Executive Directors to confirm compliance at January 2008 meeting of the Chief Executive's Health & Safety Strategy Group
9	Implement the HSE/ SPDS Health & Safety Framework Document	The framework document was developed through the SPDS to ensure a consistent approach was developed to manage and monitor health & safety performance within Scottish Local Authorities	Corporate Management Team to review the seven key issues against the identified actions	June 2007	
			Corporate Management Team to identify shortfalls in the Action so as necessary action plans can be developed and implemented	March 2008	