

## **EAST AYRSHIRE COUNCIL**

### **CORPORATE GOVERNANCE COMMITTEE - 16 February 2006**

### **CORPORATE HEALTH AND SAFETY ACTION PLAN 2005/2006 AND 2006/2007**

#### **Report by Depute Chief Executive/Executive Director of Corporate Support**

#### **1. PURPOSE**

- 1.1** To report progress on Corporate Health & Safety Action Plan 2005 / 06 and submit for approval a new Corporate Health & Safety Action Plan for the period 2006-07.

#### **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 have also impacted upon one target requiring it be postponed and included within the proposed 2006 / 07 Plan.
- 2.4** The Corporate targets have been defined having regard to the need to allow the inclusion of local initiatives in the Departmental Action Plans that have come about as the result of the successful implementation of the RoSPA QSA auditing process and the revised Management Workplace Inspections.

#### **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 and Policy Implications**

- 5.1** The recommendation to adopt this Corporate Health & Safety Action Plan 2006 / 07 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 March 2006, 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 2006/07; and
  - b) to ask each Executive Director to submit a Departmental Health & Safety Action Plan to the appropriate committee before March 2006.

**Elizabeth Morton**  
**Depute Chief Executive &**  
**Executive Director of Corporate Support**  
**8 February 2006**

## **BACKGROUND PAPERS**

Nil

Anyone wishing further information should contact Martin Rose, Head of Personnel,  
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**EAST AYRSHIRE COUNCIL**  
**Proposed Corporate Health & Safety Action Plan**  
**2006 / 07**

No	Target	Reason	Action	Date	Progress / Comments
1	Develop Departmental Health & Safety Action Plans	To enable the Corporate Health & Safety Action Plan to be implemented	Each Departmental Management Team to develop the Corporate Targets and support them with local initiatives that integrate the management of health & safety as a part of their business objectives.	March 2006	Departmental Action Plans to be developed in conjunction with Corporate Safety Adviser and submitted to respective Committees, to enable implementation within Financial Year
2	Inform employees of topical health and safety information	To develop a positive safety culture within the Council and inform employee groups of safe working practices	Corporate Health & Safety Section to prepare regular articles for in-house publications including feature articles on health, safety and welfare at work.  For each Service to focus the development of Employee Fact Sheets in areas they consider higher risk activities.	March 2007	
3	Ensure implementation of RoSPA QSA system	To establish a baseline health and safety management performance indicator throughout the Council	Departmental Management Teams to consider audit programme of Services and outline in Departmental Action Plan. Programme will be supported by Corporate Safety Section as appropriate.  Summary reports to Chief Executives Strategy Group.	March 2007	Following Audit, the developed Action Plan should be included as a part of the Departmental Health & Safety Action Plan with appropriate targets identified.
4	Ensure implementation of New Corporate Standard – Management of Construction	Revisions to construction legislation identify clearer responsibilities for those involved in construction.	Corporate Safety Section to develop Construction Standard for Master Safety File.  Departmental management Teams to identify key posts with responsibility for construction work and ensure training identification through EAGER	May 2006  September 2006	This target was suspended from the previous Action Plan due to significant legislative change
5	Ensure implementation of training in awareness to violence at work	Increased awareness and reporting of verbal and physical violence against staff.	Corporate Safety Section to review existing Standard B19 Violence at Work.  Departmental Management Teams to identify & address training needs of employees recording such through EAGER.	September 2006  March 2007	Training to be programmed by Target Date.
6	Implement an Occupational Health Screening Programme	To meet the requirements of current statutory obligations for those activities or plant presenting a risk of ill health	Departmental Management Teams to identify through Risk & COSHH assessment those employees exposed to risks to their health and ensure appropriate Occupational Health monitoring.	March 2007	'At risk' employees to be identified and health screening programmed by Target Date, with at least 30% target achievement.

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No	Target	Reason	Action	Date	Progress / Comments
7	Implement a programme of Occupational Stress Audits	To identify potential stressors within work environment and manage effects more effectively	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.	August 2006 April 2007	Identify programme by target date and implement up to April 2007.
8	Review current fire precautionary advice and guidance	Changes to Master Safety File Standards and other influences require review of existing arrangements	Corporate Safety Section with Insurance & Risk Manager to review & revise Master Safety File Standard B3 Fire Precautions.	December 2006	