

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE

16 November 2004

HEALTH AND SAFETY ACTION PLAN

Report by Depute Chief Executive/ Executive Director of Corporate Support

1. PURPOSE

- 1.1** To revise the timetabling of the Health & Safety Action Planning process for 2005/06 to permit departmental Health & Safety Action Plans to be submitted timeously in accord with the Financial year.

2. BACKGROUND INFORMATION

- 2.1** The Council's Health & Safety Strategy Group, involving Executive Directors and trade union representatives, agreed to a revision in the timetabling of the Corporate Health & Safety Action Plan for 2005 / 06, at their meeting of 22 September 2004. This was to enable departmental Health & Safety Action Plans to be developed and more appropriately resourced within the given Financial year.
- 2.2** The attached 2005/06 Corporate Health & Safety Action Plan contains those targets previously identified with additional clarification in respect of development of the Master Safety File.

3. Consultation

- 3.1** The Trade Unions have been consulted with this proposed Health & Safety Action Plan through the Chief Executive's Strategy Group. The revision to 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 and safety Policies and standards and 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 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 2005, in support of the attached Corporate Health & Safety Action Plan.

8. Recommendations

8.1 The committee is asked to: -

- a) approve the proposed Health & Safety Action Plan 2005/06; and
- b) ask each service director to submit a service related Health & Safety Action Plan to the appropriate committee before March 2005.

Elizabeth Morton
Depute Chief Executive &
Executive Director of Corporate Support
November 2004

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EAST AYRSHIRE COUNCIL
Corporate Health & Safety Action Plan
2005 / 06

No	Target	Reason	Action	Date	Progress / Comments
1	Develop Departmental Health & Safety Action Plans	To enable the Corporate 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 2005	Departmental Action Plans to be presented by March 2005 Committee cycle
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 2006	Eastwards & Departmental Newsletters to include suitable articles on safety performance At least 4 Fact Sheets to be developed
3	Ensure risk assessments are suitable and sufficient.	To review existing risk assessments and ensure compliance with statutory requirements	Each service to review existing risk assessments in accordance with Master Safety File standard B 24 Assessment of Risk. Training needs for assessors to be identified and presented through Departmental Training Plans.	April 2006	
4	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. Programme to be agreed with and supported by Corporate Safety Advisers. Summary reports to Chief Executives Strategy Group.	March 2006	New auditors to receive Managing Safely training prior to RoSPA QSA Auditor training.
5	Develop Master Safety File Standard for Training	To present a framework of health and safety training for management	Personnel Services to develop a framework standard identifying training courses and qualifications for supervisory and management staff.	October 2005	
6	To focus health & safety training needs through EAGER reviews	To enable a programmed provision of health and safety training	Departmental Management Teams to identify health and safety training needs during EAGER review process. All health & safety training needs to be identified through Departmental Training Plans.	March 2006	First Aid, Fire Warden, Asbestos awareness and skills training should be identified through Departmental Training Plan

Progress Codes : ■ No Progress ■ Progressing ■ Complete

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2005 / 06

No	Target	Reason	Action	Date	Progress / Comments
7	Implement requirements of 'duty to manage' under the Control of Asbestos at Work Regulations 2002	To protect persons from risk of exposure to asbestos and meet statutory obligations	The Asbestos Co-ordinator to develop and oversee delivery of Asbestos Awareness Training. The Asbestos Co-ordinator to develop and maintain register of asbestos surveys. Asbestos Co-ordinator to oversee employee training in Modus (asbestos information management system). Development & Property Services Department to ensure resources are provided to maintain / administer Modus.	September 2005	Asbestos Co-ordinator is based within Technical Services to liaise with Health & Safety Manager
8	Develop a Master Safety File Standard for the management of construction projects	To protect persons involved in construction projects and ensure compliance with statutory requirements	Corporate Safety Team to develop a standard for construction activities falling within scope of Construction (Design & Management) Regulations 1994 to clarify roles, responsibilities and statutory appointments.	May 2005	Standard document to be supported by 'Toolkit'. Standard will not apply to PFI and similar projects.
9	Revise Master Safety File document B9 Management Workplace Safety Inspections	Revitalise document to allow themed inspection programmes	Corporate Safety Team to revise standard B9 so as to present a series of inspection pro-forma that may used to focus on management areas, e.g. COSHH, fire, workplace transport.	May 2005	
10	Revise Master Safety File document B1 Incident / Near Miss Reporting	Revision to ACC 1 Incident / Near Miss report form and scope of Near Miss reporting	Corporate Safety Team to revise Standard to include reference to reporting of fires.	June 2005	
11	Develop Master Safety File standard for the assessment of occupational stress	To enable the identification and management of occupational stress	Head of Personnel to review existing information and revise into Master Safety File document. Audit and management tools and information to be included as a part of the documentation.	August 2005	
12	Develop Master Safety File standard for working at height	To assess and manage risks associated with working at height in compliance with statutory requirements	Corporate Safety Team to develop a Master Safety File standard providing guidance on statutory requirements	March 2006	

Progress Codes : ■ No Progress ■ Progressing ■ Complete