

## EAST AYRSHIRE COUNCIL

### DEVELOPMENT SERVICES COMMITTEE – 9 MARCH 2005

#### HEALTH AND SAFETY ACTION PLAN

##### Report by Executive Director of Development and Property Services

#### 1. PURPOSE OF REPORT

- 1.1 To recommend to the Committee an updated Departmental Health and Safety Action Plan for 2005/2006.

#### 2. BACKGROUND INFORMATION

- 2.1 The Corporate Governance Committee at its meeting on 16<sup>th</sup> November 2004 approved a Corporate Health and Safety Plan for 2005-06 and requested that updated Departmental Action Plans be submitted to the relevant service Committees.

#### 3. DEPARTMENTAL ACTION PLAN

- 3.1 The Department of Development and Property Services Health and Safety Action Plan has been prepared to compliment and support the Corporate Health and Safety Plan and sets out progress to date against the planned actions and target dates.
- 3.2 The Departmental Action Plan is attached (Appendix.1.) for member's consideration. The Plan aims to compliment the Council's priorities in respect of the promotion of an effective Council wide health and safety culture
- 3.3 Key objectives for the year include:-
  - ◆ Developing, in conjunction with the Corporate Health and Safety Section four additional Fact Sheets on health and safety topics specific to services within the Department for inclusion into employee Health and Safety handbooks distributed to all employees during 2004.(See *Action Plan, Item No 1*).
  - ◆ Appointment and training of additional Departmental Risk Assessors to undertake work related risk assessments relevant to each service within the Department of and Property Services along with the continual review of existing risk assessments. (See *Action Plan, Item No.2*).

- ◆ Identification, development and continuing delivery of training to enhance employee skills and health and safety awareness. Areas targeted include – First Aid training, Fire Warden training, DSE and general risk assessment training, Lifting and handling training, Incident investigation procedures, Noise and Hand/Arm vibration training, Personal safety awareness training and IOSH Managing safely. (See *Action Plan, Item No.5*).
- ◆ Continual development and delivery of health, safety and welfare toolbox talks to employee groups on subjects of a corporate nature and specific to the Department's functions. (See *Item No.6*).
- ◆ Continual development, in conjunction with the Corporate Health and Safety Section and the Occupational Health Service, an occupational health programme for groups identified within The Department of Development and Property Services who may be recognised as being at risk as a result of the impact of Display screen equipment, noise, stress, vibration and lung function issues.(See *Action Plan, Item No 7*).

#### **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 organises existing arrangements of the department's Health and Safety Policies and Standards and permits consideration for the provision of appropriate financial resources..

#### **5 RECOMMENDATIONS**

- 5.1 The Committee is asked to:-
- a) note the Action Plan contained in Appendix.1 of this report; and
  - b) invite the Executive Director of Development and Property Services to provide regular progress reports on its contents.

James Lavery  
Executive Director of Development and Property Services

18 February 2005

#### **LIST OF BACKGROUND PAPERS**

Nil

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**Health & Safety Action Plan – Department of Development and Property Services**  
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No	Target	Reason	Action	Date	Progress / Comments
1	<p><b>Fact Sheets</b></p> <p>Develop four Fact Sheets for Employee Health &amp; Safety Handbook.</p>	<p><b>Dissemination of information</b></p> <p>Health and safety topics specific to services within the department are to be created. Salient points of information to be displayed on within Fact Sheets, distributed to employees for them to include in the contents of their Employee Health &amp; Safety Handbook.</p>	<p><b>Development of Fact Sheets (x4) by:</b></p> <ul style="list-style-type: none"> <li>o Health and Safety Co-ordinator</li> <li>o Safety Officer</li> <li>o Corporate Safety Adviser</li> </ul>	<p>March 2006</p>	
2	<p><b>Risk Assessments</b></p> <p>a) Appointment &amp; training of Risk Assessors for the development of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p><b>Assessment of Risk</b></p> <p>Further to the development and distribution of the Assessment of Risk Standard (B24), there is the requirement for the appointment and training of risk assessors to undertake suitable and sufficient risk assessments; contents of risk assessments to be cascaded to pertinent persons.</p> <p>To ensure that a series of valid and suitable &amp; sufficient risk assessments exist and pertain to the needs of the service, continual review and development of risk assessments will be required. The management of health and safety is an organic &amp; dynamic process and with risk assessments, a continual process.</p>	<p><b>Development and Review of Risk Assessments</b></p> <ul style="list-style-type: none"> <li>o Heads of Service and Principal Officers to appoint those to be trained as Risk Assessors</li> <li>o Once appointed, details of those to be trained to be passed onto Health &amp; Safety Co-ordinator and Training &amp; Development Officer</li> <li>o Commencement of the development and review of risk assessments to be undertaken by Risk Assessors with the assistance, as required, of the Health &amp; Safety Co-ordinator/ Safety Officer/ Corporate Safety Adviser</li> </ul>	<p>June 2005</p> <p>August 2005</p> <p>April 2005 &amp; onwards</p>	

Progress Codes : ■ No Progress ■ Progressing ■ Complete

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3	<i>Development and Review of COSHH Assessments</i>	<i>Identification of Substances &amp; their Emissions that are Hazardous to Health</i>  To protect and preserve the health, safety and welfare of employees and anyone who comes into contact with their activities and environment.	<ul style="list-style-type: none"> <li>○ Managers/ Supervisors to pass on data sheets and systems of work to Health &amp; Safety Co-ordinator or Safety Officer on the purchase/ acquirement of substances</li> <li>○ Health &amp; Safety Co-ordinator or Safety Officer will undertake a COSHH Assessment using Sypol database system; need and type of health surveillance will identified and so communication with Occupational Health.</li> <li>○ Substances must be COSHH-assessed prior to their use.</li> </ul>	Continual development  Continual development  Continual development	
4	<i>Auditing the Management of Health &amp; Safety</i>  Undertaking of RoSPA Quality Safety Audit (QSA) system	<i>Determination of and Subsequent Improvement of the Management of Health &amp; Safety</i>  To establish a baseline indication of how health and safety is being managed within Services of the department.	<i>Program of RoSPA QSAs</i> <ul style="list-style-type: none"> <li>○ RoSPA QSAs to be undertaken by trained auditors.</li> <li>○ One audit to be undertaken per service within the department.</li> <li>○ Findings of audits to be presented to the associated Principal Officer and the Executive Director; items identified, to be addressed and appropriately tackled.</li> </ul>	March 2006	

Progress Codes : ■ No Progress    ■ Progressing    ■ Complete

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<b>5</b>	<b><i>Identification of Training Needs</i></b>	<b><i>Development and Growth of Competence</i></b>  Develop Training Plans to identify training that requires disciplines to be established; those that are legally-driven and enhancement of skills and awareness that will encourage the appreciation & embodiment of health and safety, by all personnel.	<b><i>Identifiers of Training Needs</i></b>  <ul style="list-style-type: none"> <li>○ Heads of Services and Managers to identify health &amp; safety training needs with the use of EAGER or other continuous improvement/ employee review systems.</li> <li>○ Co-ordination with Training Officer and Safety Section with respect to the delivery of training by competent bodies, together with the maintenance of Registers of Training.</li> </ul>	Continual development	Additional functions and skills may be required of personnel and must be identified within the Training Plan such as:  <ul style="list-style-type: none"> <li>○ First Aiders &amp; Appointed Persons</li> <li>○ Fire Warden</li> <li>○ Asbestos awareness</li> <li>○ DSE Assessor</li> <li>○ Lifting and Handling</li> <li>○ Completion of ACC1s &amp; VIR1s; Workplace Inspection Reports;</li> <li>○ Incident investigation</li> <li>○ COSHH Awareness</li> <li>○ Ladder Safety</li> <li>○ Sharps Awareness</li> <li>○ Risk Assessors</li> <li>○ Noise Assessors</li> <li>○ HAV Assessor</li> <li>○ Personal Safety Awareness</li> <li>○ IOSH Managing Safely</li> </ul>
<b>6</b>	<b><i>Toolbox Talks</i></b>  Development of Toolbox Talks (TBTs) and their delivery.	<b><i>Delivery of short, sharp refresher training</i></b>  TBTs to be developed to remind personnel of the main corporate policies, procedures and objectives and/or as a reminder of the hazards faced through those observations gleaned from the utilization of reactive and active monitoring tools.	<b><i>Development and Delivery of TBTs</i></b>  <ul style="list-style-type: none"> <li>○ Development of TBTs by Managers, Supervisors with the aid of the Safety Section.</li> <li>○ Delivery of TBTs by Managers, Supervisors with the aid of the Safety Section.</li> </ul>	Continual development & delivery	

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