

## **EAST AYRSHIRE COUNCIL**

### **EDUCATION COMMITTEE – 1 FEBRUARY 2005**

#### **HEALTH AND SAFETY ACTION PLAN 2005/06**

##### **Report by Executive Director (Educational and Social Services)**

### **1. PURPOSE**

- 1.1** The purpose of this report is to seek Committee approval for the 2005/06 Departmental Health and Safety Action Plan for Education Services.

### **2. BACKGROUND INFORMATION**

- 2.1** The Corporate Health and Safety Action Plan for financial year 2005/06 was agreed by the Corporate Governance Committee at its meeting of 16 November 2004.

- 2.2** The key priorities and themes of this new corporate plan are :

- review and update key Health and Safety documentation;
- continue to improve communication of Health & Safety Issues to all employees;
- ensure that appropriate training needs are identified and actioned through staff performance and review schemes;
- review and improve existing risk assessment procedures; and
- implement the RoSPA QSA system.

### **3. DEPARTMENTAL ACTION PLAN**

- 3.1** Committee will be aware from previous reports that the Service has its own Safety Committee, comprising senior officers, officers from the Health & Safety section and representatives from the Trade Unions. The Committee is chaired by the Head of Resource Support, under whose remit Health and Safety lies, and the structure ensures a co-ordinated development of the corporate procedures throughout the Department, whilst allowing service specific issues to be addressed at local level.

- 3.2** The 2005/06 Action Plan, detailed in Appendix 1, reflects the Council priorities as determined by the Corporate Health and Safety Group and approved by Corporate Governance Committee. Progress towards these annual targets will be monitored by each Service Safety Committee. The priorities for 2005/06 remain similar to those identified for 2004/05.

#### **4. TRADE UNIONS**

- 4.1** The Trade Unions have been fully consulted throughout the preparation of the Departmental Action Plan. As members of the Service Safety Committee they will also be involved in the monitoring of the Plan.

#### **5. LEGAL/POLICY IMPLICATIONS**

- 5.1** The Health and Safety at Work Etc 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 and safety responsibilities seriously and the continuation of an action planning process will support that key objective.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1** Nil.

#### **7. RECOMMENDATIONS**

- 7.1** It is recommended that the Education Committee:
- i) approve the recommended Education Service Health and Safety Action Plan 2005/06 as appended to this report;
  - iii) invite the Executive Director (Educational and Social Services) to provide further reports on the Department's response to the 2005/06 Action Plan; and
  - iv) otherwise note the contents of this report.

John Mulgrew  
Executive Director (Educational and Social Services)

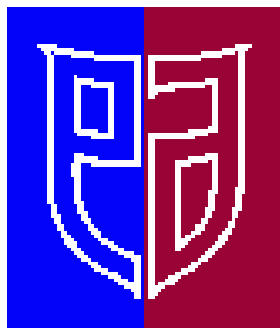
EC/JBS  
14 January 2005

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

Corporate Governance Committee – 16 November 2004 - (Agenda Item 12 – Health and Safety Action Plan )

Any person who wishes any further information on this report should contact Euan Couperwhite, Head of Resource Support, Tel (01563 576090) or Liz Burley, Health and Safety Advisor, Tel (01563) 554895.

**IMPLEMENTATION OFFICER** : Euan Couperwhite, Head of Resource Support



**East Ayrshire**  
COUNCIL

**DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES**

**EDUCATION SERVICES**

**HEALTH & SAFETY ACTION PLAN 2005/06**

No	Target	Reason	Action	Date	Progress / Comments
1	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	Service to focus the development of Employee Fact Sheets in areas considered to be higher risk activities.	March 2006	<p>At least 4 Fact Sheets to be developed for Education Services</p> <p>Corporate use of Eastwords &amp; Departmental Newsletters to include suitable articles on safety performance</p>
2	Ensure risk assessments are suitable and sufficient.	To review existing risk assessments and ensure compliance with statutory requirements	Services 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.	March 2006	<p>Risk assessments have been carried out throughout the service.</p> <p>This target will ensure that all risk assessments comply with the new corporate standard.</p>
3	Ensure implementation of RoSPA QSA system	To establish a baseline health and safety management performance indicator throughout the Council	Service Management Team 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	<p>New auditors to receive Managing Safely training prior to RoSPA QSA Auditor training. This training is scheduled for w/c 28 February 2005.</p> <p>A programme of service areas to be reviewed is being compiled by the Departmental H&amp;S Committee</p>

No	Target	Reason	Action	Date	Progress / Comments
4	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	Chief officers have undergone Safety for Executives training. Senior Officers will have training requirements assessed and suitable courses developed.
5	To focus health & safety training needs through PRD reviews	To enable a programmed provision of health and safety training	Departmental Management Teams to identify health and safety training needs during PRD review process. All health & safety training needs to be identified through Departmental Training Plans.	March 2006	Training will be identified through Departmental Training Plan
6	Revise Master Safety File document B9 Management Workplace Safety Inspections	Revitalise document to allow themed inspection programmes	Service 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	Inspections to be tailored to specific service requirements.
7	Develop Master Safety File standard for the assessment of occupational stress	To enable the identification and management of occupational stress	Service Safety Team to develop a Master Safety File standard providing guidance on statutory requirements.	August 2005	This will be rolled out to every section by the implementation date.