

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 20 MARCH 2007

HEALTH AND SAFETY ACTION PLAN 2007/08

Report by Executive Director of Educational and Social Services

1. PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the 2007/08 Health and Safety Action Plan for Education.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan for 2007/08 will be submitted to the Corporate Governance Committee on 29 March 2007.

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

- to continue the monitoring of Health & Safety performance through the ROSPA quality safety audits;
- continue to raise awareness of violence at work to all employees;
- implement a pro-active health screening programme;
- implement a programme of stress management audits; and
- implement the Health & Safety Executive framework document.

3. DEPARTMENTAL ACTION PLAN

- 3.1 The officer group continues to meet every second month to review Health and Safety and Risk Management issues. This group comprises officers from all aspects of Education service provision and representatives from the Trade Unions. The Department's Health and Safety Advisor provides support to the group

- 3.2 The 2007/08 Action Plan is detailed in Appendix 1 and reflects Council and Education Service priorities. Progress towards these annual targets will be monitored by the officer safety group.

- 3.3 The key priorities for the 2007/08 Action Plan are :-

- Ensuring that all staff are provided with appropriate Health and Safety training. It will be compulsory for establishment Heads and principal Officers to complete the Managing Safely course;
- Training on risk assessments for all core business activities, and in particular excursions, will be provided to appropriate staff;

- The program of ROSPA audits will continue to ensure that evidence of Health & Safety practices can be assessed and improved; and
- Preparation of regular Health and Safety reports for senior management.

3.5 It is essential that service staff will take the lead role in developing and improving the Health and Safety culture within Education, although activities will be closely supported by the Department's Health and Safety Advisor and service Health and Safety Co-ordinator.

4. TRADE UNIONS

4.1 The Trade Unions have been fully consulted throughout the preparation of the 2007/08 Action Plan. As members of the service safety group 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. COMMUNITY PLAN IMPLICATIONS

7.1 Adoption of the 2007/08 Action Plan will assist the Council in meeting the following objectives :-

- Improving Community Learning; and
- Improving Community Safety

8. RISK MANAGEMENT IMPLICATIONS

8.1 By following this Action Plan the Education Service will promote safety for its staff and service users.

9. RECOMMENDATIONS

9.1 It is recommended that the Education Committee:

- approve the 2007/08 Health and Safety Action Plan as appended to this report; and
- otherwise note the contents of this report.

Graham Short
Executive Director of Educational and Social Services

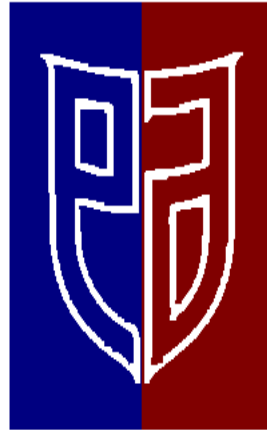
EC/JBS
2 March 2007

LIST OF BACKGROUND PAPERS

Corporate Governance Committee – February 2007
(Agenda Item – 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 – HEALTH AND SAFETY ACTION PLAN 2007/08

PRIORITY ACTION POINTS FOR 2007 – 2008 : SUMMARY

ACTION	LEAD OFFICER/ RESPONSIBILITY
<p>Promotion of Health & Safety culture throughout all areas of the Education Service</p>	<p>Heads of Service / Principal Officers</p> <p>Background : To build on the existing good practice within Education, each service area will operate a Health & Safety sub committee. This group will comprise of officers from the service and be chaired by Heads of Service or Principal Officers. Minutes of these quarterly meeting will be distributed to the Education H&S Committee.</p>
<p>Fire Prevention Techniques and Awareness Training programme</p>	<p>Head Teachers / Senior Managers in conjunction with Head of Resources and Safety Advisors</p> <p>Background: New regulations October 2006 identifies the need for a robust risk assessment and staff awareness training programme</p>
<p>Violence and Aggression Prevention programme for all Educational Services Employees</p>	<p>Head Teachers / Senior Managers in conjunction with Head of Resources</p> <p>Background: Legal requirement to ensure the health, safety and wellbeing of staff whilst at work. Training on crisis management (CPI) is ongoing for all staff groups.</p>
<p>Safety Training Programmes for all staff groups</p>	<p>Head Teachers / Senior Managers in conjunction with Head of Resources and Safety Advisors</p> <p>Background: All Head Teachers and Principal Officers will attend IOSH Managing Safely courses throughout 2007; other staff groups have a range of safety training courses (appropriate to their remit) available throughout the year.</p>

ACTION	LEAD OFFICER/ RESPONSIBILITY – CONTINUED
Implementation of Maintenance and Inspection regime under PUWER	<p>Head Teachers / Senior Managers in conjunction with Head of Resources</p> <p>Background: Legal requirements made under PUWER (Provision and Use of Work Equipment) to ensure annual maintenance on items such as electrical and gas appliances, machinery and items of equipment.</p>
Risk Assessment programme	<p>Head Teachers / Senior Managers in conjunction with Head of Resources</p> <p>Background: Legal requirement made under the Management of Health and Safety at Work Regulations 1999. Senior Managers will ensure competent members of staff undertake risk assessments for work related activities this will include the safety of others who may be affected by the Service(s) activities.</p>
Health and Safety Awareness module to be included in Induction programme for New employees	<p>Head Teachers / Senior Managers</p> <p>Aim: Improved communication on and knowledge of Health & Safety issues. Within first week on employment, new employees will receive information, instruction and training on local activities which may impact on their safety. These will include: First Aid, Fire Prevention, Risk Assessment etc.,</p>
Head Teachers and Property Managers will initiate bi-monthly safety sub-committee within all premises	<p>Head Teachers / Senior Managers</p> <p>Aim: To ensure that staff have safety representation and an opportunity to voice any local safety concerns. Premises Managers will ‘set up’ safety sub-groups who will liaise on local safety concerns with Educational Services main Safety Committee.</p> <p>The main safety committee as a hierarchical body will receive local minutes and ensure staffs views are identified and outstanding safety concerns are resolved.</p>

ACTION	LEAD OFFICER/ RESPONSIBILITY – CONTINUED
Stress Management programme developed for all staff groups	Head Teachers / Senior Managers in conjunction with Head of Resources and Safety Advisors. Background: All members of Educational Services staff will be invited to complete the HSE's Stress questionnaire over the period 2007-2008. HSE have designed the assessment tool as a starting point for the Stress Risk Assessment programme.

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER/ RESPONSIBILITY	DUE DATE	PERFORMANCE MEASURE	STATUS
Senior managers will identify and prepare Health and Safety Fact Sheets which are relevant to their service areas.	All Senior Officers.	On-going	Copies of proposed Fact Sheets will be sent to Head of Resources for ratification. Database will identify participation. Safety staff will monitor records when visiting establishments	Progress to be monitored by Education Safety Committee.
Review and update Education Services outstanding Guidance documentation, using SRC, NHS and other good working practice sources.	Senior Officers in conjunction with Health and Safety staff	On-going	The completion of a fully functioning information system which teaching staff and others can rely on to provide accurate advice. Update of documentation is currently an ongoing process	New documentation available to date: 7 Guidance Documents 6 Risk Assessments 3 Information Sheets 2 Policies

2. HEALTH AND SAFETY COMMUNICATION

ACTION	LEAD OFFICER/ RESPONSIBILITY	DUE DATE	PERFORMANCE MEASURE	STATUS
Heads of Service will organise a Safety Committee for their service areas	Heads of Service	Immediate, then quarterly thereafter	Minutes will be submitted to main Safety committee to identify progress.	Compliance will be monitored by Safety Committee
Health and Safety procedural and supporting documents i.e. Off-Site Activities and Risk Assessment guidelines	Information Technology Officer in conjunction with Safety Advisor	September 2007	Individual documents will be entered when available and index will identify NEW or AMENDED documents.	Progress to be monitored by Safety Committee.

2. HEALTH AND SAFETY COMMUNICATION (CONTINUED)

Each establishment will set up a Bi-monthly safety sub-group.	Head Teacher/Senior Manager	Immediately, Bi-monthly thereafter	Minutes will be submitted to main Safety committee to ensure staff concerns are monitored and identified.	Compliance will be monitored by Safety Committee
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3. TRAINING

ACTION	LEAD OFFICER/ RESPONSIBILITY	DUE DATE	PERFORMANCE MEASURE	STATUS
<p>Establish H&S training requirements for all levels of Staff.</p> <p>Completion of the IOSH Managing Safely course is mandatory for all Head Teachers and Senior Managers.</p> <p>Nominating several members of staff for Risk Assessment (including DSE) training is compulsory for each establishment.</p>	Head Teachers / Senior Managers	On-going	<p>H&S training will be identified by Establishment and Line Managers and staff will be nominated for appropriate training courses.</p> <p>Quarterly reports will identify the number of staff trained in each category i.e. Risk Assessment, IOSH, COSHH etc</p> <p>Training details will be entered in Safety Database.</p>	Course uptake will be monitored by Safety Committee.

3. TRAINING (CONTINUED)

Implementation of an Awareness and Prevention programme; Violence and Aggression.	Head Teachers / Senior Managers will submit staff names for inclusion in the CPI training to QIT	On-going	Nominees for CPI training will be identified by Establishment and Line Managers. Training details will be entered in Safety Database.	Numbers of staff trained will be monitored and details submitted to Safety Committee
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4. AUDITS & STATUTORY INSPECTIONS

ACTION	LEAD OFFICER/ RESPONSIBILITY	DUE DATE	PERFORMANCE MEASURE	STATUS
RoSPA Audits to be undertaken across service areas (1 per quarter).	Education Services RoSPA Auditors in conjunction with Safety Personnel	Quarterly	Copies of inspection reports to be submitted to H& S section.	Copies of inspection reports to be submitted to H& S section for inclusion on the Health and Safety Database.
Bi annual workplace inspections to be completed and submitted to the Health & Safety section	Senior Managers / Establishment Heads	By 30 April and 31 October each year	Each property's inspection report will be lodged in the H&S database.	Progress to be monitored by Safety Committee.
Identification of items and Implementation of Maintenance and Statutory Inspection regime under PUWER and appropriate regulations.	Heads of Service / Establishment Heads	Annually	Managers will ensure Gas, Electrical, Pressure Boilers, LEV and Equipment and Machinery is maintained annually by competent persons as made under safety regulations	Copies of inspection reports to be submitted to H&S section for inclusion on the Health and Safety Database.

5. RISK ASSESSMENTS

ACTION	LEAD OFFICER/ RESPONSIBILITY	DUE DATE	PERFORMANCE MEASURE	STATUS
<p>Risk assessments to be carried out for all core business activities, including:</p> <ul style="list-style-type: none"> • Educational Activities • Off-Site Excursions • Fire Assessment • DSE Assessment • New/Expectant Mothers • Noise Assessment • First Aid <p><i>The above list is not exhaustive</i></p>	<p>Heads of Service / Head of Establishment / Principal Officers</p>	<p>Quarterly submission thereafter on-going</p>	<p>Each establishment's assessments to be submitted to H & S Section on a quarterly basis for monitoring purposes.</p>	
<p>Identification of staff groups for Stress Risk Assessments to be undertaken.</p>	<p>Heads of Service</p>	<p>April 2007</p>	<p>A stress management risk assessment to be distributed to a sample of between 10%-20% to be undertaken.</p>	<p>A standard questionnaire has been prepared by HSE. Responses will be monitored through the Safety Committee.</p>