

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 23 MAY 2006

HEALTH AND SAFETY ACTION PLAN 2006/07

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 2006/07 Health and Safety Action Plan for Education.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan for financial year 2006/07 was agreed by the Corporate Governance Committee at its meeting of 16 February 2006.

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

- to implement a programme of occupational health audits;
- to continue to improve communication of Health & Safety issues to all employees;
- to ensure that appropriate training needs are identified and actioned through staff performance and review schemes;
- to review and improve existing training in relation to violence at work; and
- to implement the (RoSPA) Royal Society for the Prevention of Accidents, and (QSA) Quality Safety Audit system.

3. DEPARTMENTAL ACTION PLAN

- 3.1 Within Education an officer group meets 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 group is chaired by the Head of Resource Support, under whose remit Health and Safety matters lie. This structure ensures a co-ordinated development of the corporate procedures throughout the whole Department, whilst allowing service specific issues to be addressed at local level.
- 3.3 The 2006/07 Action Plan is detailed in Appendix 1 and 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 the officer safety group.

3.4 The priorities for the 2006/07 Action Plan will focus on :-

- Updating guidance documentation;
- Establish Health and Safety training requirements for all staff through the annual review and development processes;
- Update and complete risk assessments for all core business activities;
- Undertake one ROSPA audit per quarter; and
- Preparation of regular Health and Safety reports for senior management.

3.5 Throughout this process service staff will take the lead role, 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 2006/07 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 The Health and Safety Action Plan will assist in meeting the improving health and improving community safety aspects of the Community Plan.

8. RECOMMENDATIONS

8.1 It is recommended that Committee:

- i) approve the 2006/07 Health and Safety Action Plan as appended to this report; and
- ii) otherwise note the contents of this report.

Graham Short
Executive Director of Educational and Social Services

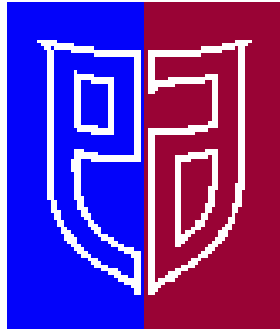
EC/JBS
27 April 2006

LIST OF BACKGROUND PAPERS

Corporate Governance Committee – 16 February 2006
(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 2006/07

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Service will issue 4 safety related topics per year to staff	Education Services Administration Section	Quarterly	Measured by safety staff when visiting establishments and discussing with staff	Progress to be monitored by Safety Committee.
Review and update Education Services outstanding Guidance documentation, using SRC, NHS and other good working practice sources.	Education staff in conjunction with Health and Safety staff	October 2006	The completion of a fully functioning information system which teaching staff and others can rely on to provide accurate advice	

2. TRAINING ISSUES

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
<p>Establish H&S training requirements for all levels of Staff</p> <p>See, Draft Education Training policy, <i>Appendix A</i></p> <p>2006 Training Calendar, <i>Appendix B</i></p>	Heads of Service / Heads of Establishments / Line Managers	On-going	H&S training will be identified by line managers and appropriate training courses to be investigated	<p>Training requirements identified on annual basis through appraisal schemes.</p> <p>Course uptake will be monitored by Safety Committee with quarterly report issued by Safety section.</p>

3. INSPECTIONS AND RISK ASSESSMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Senior Management to identify an appropriate person to undertake twice yearly inspections	Heads of Service / Head of Establishment / Principal Officers	June 2006	Copies of inspection reports to be submitted to H& S section.	Progress to be monitored by Safety Committee.
Risk assessments to be carried out for core business activities.	Heads of Service / Head of Establishment / Principal Officers	Quarterly submission thereafter on-going	Each establishment's assessments to be submitted to H & S Section on a quarterly basis for monitoring purposes.	Progress to be monitored by Safety Committee.
Identification of staff groups for Stress Risk Assessments to be undertaken.	Heads of Services	April 2006	A stress management risk assessment to be distributed to a sample of between 10%-20% to be undertaken.	A standard questionnaire has been prepared by HSE. Responses will be monitored through the Safety Committee.
1 x RoSPA Audit to be undertaken per quarter	Education Services RoSPA Auditor 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.

4. HEALTH AND SAFETY COMMUNICATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Managers will include Health and Safety as a standing item on meeting agenda's	Establishment Managers	Immediate effect	Copy of agenda's included with 6 monthly inspection reports	Progress to be monitored by Safety Committee.

5. REPORTING REQUIREMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
All Educational establishments to have a nominated officer to complete ACC01 and VIR forms and submit within the set timescales..	Heads of Establishment / Principal Officers	September 2006	Contact names will be held on a database. Information will be collated for the submission of incident forms.	Safety Committee to monitor progress.
Preparation of a quarterly safety report for Executive Director and Heads of Service.	H & S Advisor / H & S Co-ordinator	3 rd week of each quarter	Report prepared in timely manner and provides accurate representation of safety conditions within the Education Services.	First report due July 2006.