

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 14 SEPTEMBER 2004

HEALTH AND SAFETY ACTION PLAN

Report by Executive Director (Educational and Social Services)

1. PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the 2004/05 Departmental Health and Safety Action Plan for Education Services.

2. BACKGROUND

- 2.1 The Corporate Health and Safety Action Plan was agreed by the Corporate Governance Committee at its meeting of 1 June 2004.

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

- review and update key strategy standards;
- identification of deficiencies in safe working procedures;
- duplication in time when investigating incidents; and
- poorly prioritised Health and Safety training.

3. DEPARTMENTAL ACTION PLAN

- 3.1 As reported to Education Committee in September 2003 Education Services has its own Safety Committee, comprising Head Teachers, senior officers 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 Appendix 1 (attached) details the Action Plan for Education. The plan 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 Safety Committee.

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. FINANCIAL IMPLICATIONS Nil.

6. LEGAL/POLICY IMPLICATIONS

6.1 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.

7. RECOMMENDATIONS

7.1 It is recommended that the Education Committee:

- i) approve the recommended Service Health and Safety Action Plan for 2004-05 as appended to this report;
- ii) invite the Director of Educational and Social Services to provide further reports on the Department's response to the Action Plan; and
- iii) otherwise note the contents of this report.

John Mulgrew
Executive Director (Educational and Social Services)

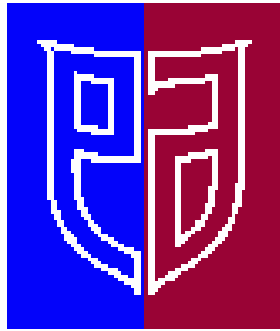
EC/JS
16 August 2004

LIST OF BACKGROUND PAPERS

Corporate Governance Committee – 1 June 2004 - (Agenda Item 5)

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 2004/05

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Distribution of Health and Safety Handbooks to all staff at all Establishments.	Head of Resource Support / Safety Officer	October 2004	All staff to have received and acknowledged receipt of Corporate Handbook.	Books being distributed through Personnel Section to each establishment.
Review and update Education Services outstanding Guidance documentation, using SRC, NHS and other good working practice sources.	Head of Resource Support / H&S Advisor	December 2004	The completion of a fully functioning information system which teaching staff and others can rely on to provide accurate advice	Temporary staff will undertake this task.
Update Education Services Safety Policy to reflect changes in responsibility	Head of Resource Support / H& S Advisor / H & S Manager*	January 2005	Safety Policy reflects organisational structure and policy changes.	Corporate update is being prepared by Health and Safety Manager to Corporate Policy. The Education policy will reflect those changes.

2. TRAINING ISSUES

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Establish H&S training requirements for all levels of staff through annual staff development and review schemes e.g. EAGER, Performance Review etc	Heads of Service / Heads of Establishments / Line Managers	On-going	H&S training needs to be identified by line managers and appropriate training courses to be investigated	Training requirements identified on annual basis through appraisal schemes.
Develop safety training material to be used in Education Service training.	H & S Advisor	On-going	All Heads of Establishments and senior officers to complete Managing Safely course or equivalent.	Training package has been purchased for use at local level. A pilot programme will be undertaken with HTs on the Service Safety Committee.
Safety briefings / Toolbox talks to continue to be developed for all groups within Education Services	H & S Advisor / Heads of Establishments / Line Managers	On-going	Suitable documentation to be prepared for use in Education Service. Staff to be aware of new H&S issues.	Service Safety Committee to monitor for effectiveness and review where necessary. Analysis of incident and accident statistics to be undertaken to establish common themes

3. INSPECTIONS AND OVERVIEW

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Twice yearly inspections to be carried out in all Education premises by appropriate officer.	Heads of Service / Head of Establishment / Principal Officers	On-going	Copies of inspection reports to be submitted to H& S section.	Officers to be reminded of their obligation to carry out 6 monthly inspections.
Risk assessments to be carried out for core business activities.	Heads of Service / Head of Establishment / Principal Officers	On-going	Assessments to be submitted to H & S Section for monitoring purposes.	Progress to be monitored by Safety Committee.
H & S Section to carry out 4 site inspections per month.	H & S Advisor	On-going	Record of visits to be maintained by H & S Section.	Findings to be reported through Safety Committee to identify common issues and recommend appropriate courses of action.
Stress Risk Assessments to be carried across a representative sample of staff.	Head of Personnel / Head of Resource Support	March 2005	A stress management risk assessment to be distributed to a sample of between 10%-20% to be carried out.	A standard questionnaire has been prepared by HSE. Responses will be monitored through the Safety Committee.

Liaise with PPP Unit on H & S matters and risk management issues	Head of Resource Support / H & S Advisor	On-going	Series of meeting to be established between H & S Section and PPP bidders.	Unresolved issues to be reported to PPP Manager and Safety Committee.
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4. CO-ORDINATION AND COMMUNICATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Continue to develop safety web site and quarterly newsletter.	Head of Resource Support / H & S Officer / Web Co-ordinator	October 2004	Ensure that the Safety web site contains up-to-date and relevant information.	A new service Web Co-ordinator will develop the service web site. First issue of the newsletter is scheduled for end of October 2004.
Increase staff awareness of the safety program, H&S requirements and new issues.	H & S Advisor / Education Representatives inc. Service Management	On- going	Increased awareness of safety program among both managers and employees.	Safety posters and newsflashes will continue to be issued to all staff.

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 2004	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 October 2004.