

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 17 MARCH 2004

HEALTH AND SAFETY ACTION PLAN - UPDATE

Report by the Director of Homes and Technical Services

1. PURPOSE OF REPORT

- 1.1 To advise the Committee of progress made in respect of the implementation of action points contained within Departmental Health and Safety Action Plan for 2003/2004.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Governance Committee at its meeting on 3 June 2003 approved a Corporate Health and Safety Plan for 2003-04 and requested that updated Departmental Action Plans be submitted to the relevant service Committees.
- 2.2 At its meeting on 3 September 2003 the Housing Committee approved the updated Department of Homes and Technical Services Health and Safety Action Plan for 2003/2004

3. DEPARTMENTAL ACTION PLAN

- 3.1 The Department of Homes and Technical 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 progress report 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

4. RECOMMENDATIONS

- 4.1 The Committee is asked to:-
- a) note the Action Plan progress contained in Appendix.1 of this report; and
 - b) invite the Director of Homes and Technical Services to provide continued progress reports on its contents.

James Lavery
Director of Homes and Technical Services
1 March 2004

LIST OF BACKGROUND PAPERS

Nil

For further information please contact Bobby McConnachie, Health & Safety Officer on 01563 – 555236

Implementation Officer: Bobby McConnachie, Health & Safety Officer

Appendix.1.

2003-2004 HEALTH AND SAFETY ACTION PLAN:- PROGRESS REPORT				
NO	DETAILS	ACTION BY	TARGET	UPDATE AS AT FEB 2004
1	Review documents contained within Master Health and Safety File (MSF) to reflect both organisational and legislative changes insofar as they affect the Department of Homes and Technical Services.	Departmental Health and Safety Officer/ B & W Safety Co-ordinator in conjunction with the Corporate Health and Safety Section.	Ongoing from August 2003-throughout year 2004.	Following documents have been prepared or reviewed or introduced. 1. Asbestos Policy, Aug 03 2. Display Screen Equipment; Violence at Work; Health and Safety Reports Sept 03. 3. Vehicle Policy Jan 04
2	Provision of Lone working/ Avoidance of violence at work training for all staff considered to be at risk from acts of violence and/or aggression from members of the public.	Departmental Health and Safety Officer in conjunction with Departmental Personnel Officer and Training and Development Section.	December 2004.	B&W Staff now identified with training 4/5 training sessions arranged to commence in March 2004
3	Continue development of toolbox talks to include – Tube and fitting scaffolding, slips trips and falls, good housekeeping, hand and arm vibration syndrome (HAVS), noise, hypodermic needles and syringes.	Departmental Health and Safety Officer/ B & W Safety Co-ordinator along with charge hands, forepersons and supervisors within Building and Works Section.	Ongoing.	Training provided on an ongoing basis mainly within Building and Works Section as and when the need arises.
4	Develop Corporate Guidelines and HAVS assessment programme aimed at reducing vibration at work.	B & W Safety Co-ordinator in conjunction with Corporate Safety Section.	March 2004.	HAVS "Draft" Corporate standard now produced to be distributed after final approval. Pilot programme of assessments in conjunction with Occ Health Section established to commence with B/Smith's trade during Mar-April 04
5	Assist in the development of an Occupational Health Programme to cover pre-employment and "at risk groups" employed within HATS where noise, vibration and lung function issues are impacting.	Departmental Health and Safety Officer/ B & W Safety Co-ordinator in conjunction with the Corporate Health and Safety Section	October 2003.	As above in Item No.4
6	Management workplace safety inspections.	Managers.	Six Monthly.	Ongoing within all three Sections of HATS.
7	Development of an employee information system (Health and Safety Topic Cards) in support of a corporate Health and Safety employee handbook.	Corporate Health and Safety Section/ Departmental Health and Safety Officer/ B & W Safety Co-ordinator.	Commenced and to be completed December 2003.	Corporate H&S handbook now prepared and ready for issue. H&S topic cards printed Dept numbers required placed with Corporate Safety Section.

NO	DETAILS	ACTION BY	TARGETS	UPDATE AS AT FEB 04
8	Ladder Inspection Course. Training Providers, Clow Group Glasgow.	B & W Safety Co-ordinator.	August 2003.	2 staff from Homes , 2 from B&Ws and 1 from Tech Serv. attended course. All stepladders /ladders held within Homes and Tech Serv now inspected. On going inspections within B&Ws take place.
9	Updating and reviewing of Risk assessments.	Departmental Managers Health and Safety Officer/ and B & W Safety Co-ordinator.	Ongoing.	New Risk assessment format drafted to replace existing Risk assessment forms. All Departmental Risk assessments currently being reviewed and updated within HATS.
10	Fire Risk Assessments.	Managers/ Departmental Health and Safety Officer/ B & W Safety Co-ordinator.	Ongoing.	Now completed and actioned within Building and Works and at Lugar Offices.
11	First Aid Training	Departmental Training Co-ordinator in conjunction with three HATS sections.	Ongoing.	Lists confirm all up-to date within Homes. First Aid training and certificate renewals currently being organised within B&Ws and Technical Services.
12	Review of the Asbestos Policy and Asbestos Management Guidelines and Procedure document.	Departmental Health and Safety Officer and Asbestos Co-ordinator in conjunction with Corporate Health and Safety Section.	September 2003.	Review completed. Updated document distributed to all Hat Sections for placing in Health and Safety File. (December 03)
13	Provision of refresher Asbestos awareness training for key employees within HATS.	Departmental Health and Safety Officer, Asbestos Co-ordinator and B & W Safety Co-ordinator.	March 2004.	Appropriate manual trades within B&Ws currently receiving training on an ongoing basis. Housing and Property officers attended awareness training during Sept 03. New staff within Tech Serv to receive awareness training during March 04
14	Manual Handling training. Review lifting and handling training for all employees within Building and Works Section.	B & W Safety Co-ordinator in conjunction with managers.	Ongoing.	Commenced within B&Ws Oct 03 and being delivered on an on-going basis

NO	DETAILS	ACTION BY	TARGET	UPDATE AS AT FEB 2004
15	<p>Ensuring COSHH assessments have been carried out on hazardous substances.</p> <p>Development of a COSHH awareness training course and trade booklet within B & W Section.</p>	<p>Departmental Health and Safety Officer.</p> <p>B & W Safety Co-ordinator/ and section managers.</p>	<p>Ongoing.</p> <p>March 2004.</p>	<p>Delay as result of major system breakdown of external data provider.</p> <p>System now up and running as from Jan 04 with Generic COSHH assessment now being prepared for both Homes and Technical Services.</p>
16	Portable Appliance Testing.	Managers.	<p>Completed within Tech Services and B & Ws.</p> <p>Ongoing within Homes.</p>	All now completed within Section
17	Develop training and guidance on safe driving.	HATS in conjunction with Corporate Health and Safety Section.	December 2003.	<p>Corporate Vehicle Policy and guidance document produced and distributed to Sections. Jan 04</p> <p>Fleet care officer now appointed by Council (Jan 04) part of remit to now identify and develop training for departments.</p>
18	Preparation, purchase and provision of health, safety and welfare promotional information within HATS.	Departmental Health and Safety Officer/B & Ws Safety Co-ordinator in conjunction with Section managers and internal safety groups.	Ongoing.	New health and safety notice boards purchased and installed. Information being provided for display on an ongoing basis.
19	Maintaining effective communication of Health and Safety within Department.	Senior managers "via" Departmental Risk Management Group, Asbestos Working Group and Section Health and Safety Representative Groups.	Ongoing.	All internal Health and Safety Groups firmly established within HATS. Regular meetings of all groups taking place.
20	Monitoring of Contractors working on Council Contracts - Unsafe acts/omissions.	Departmental Health and Safety Officer/B & Ws Safety Co-ordinator.	Ongoing.	Regular and increased inspection of appointed Contractor's health and safety performance on EAC contracts.
21	Health and Safety Induction Training within HATS.	Departmental Health and Safety Officer/B & Ws Safety Co-ordinator.	Ongoing.	All departmental new starts continue to receive appropriate health and safety induction, both corporately and within B & Ws.

NO	DETAILS	ACTION BY	TARGET	UPDATE AS AT FEB 04
22	IOSH Managing Safely Course – Health and Safety qualification for supervisors and managers.	Managers/ Corporate Health and Safety Section.	Ongoing.	<p>Successful past completion of course by Section managers and supervisors</p> <p>Course attendance actively encouraged by all three HATS Sections. HATS staff in attendance at current course running from Feb-March 04</p> <p>.</p>