

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 17 MARCH 2004

### HEALTH AND SAFETY PROGRESS

#### Report by Director of Homes and Technical Services

#### 1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the Housing Committee of progress being made in the promotion of Health and Safety within the Department of Homes and Technical Services.

#### 2. BACKGROUND

2.1 In compliance with the Council's Corporate Health and Safety Policy the aim of the Department of Homes and Technical Services is to provide a safe environment for its employees, tenants and customers.

2.2 Health and Safety is subject to continual review throughout the various sections of the Department and this report details current progress.

#### 3. PROGRESS

##### 3.1 Departmental Safety Policy

In compliance with the Council's Corporate Health and Safety Policy, the Departmental Health and Safety Policy relating to Homes and Technical Services continues to be reviewed and updated regularly.

Copies of new and revised health and safety written standards, procedures and practices continue to be distributed throughout the Department for retention in master safety files.

##### 3.2 Risk Management Issues

##### 3.3 Health and Safety Monitoring

The Council's former Health and Safety Manager Mr Joe Rafferty left the employment of the Council in March 2003. His successor, Mr Mike Padley, took up post in April 2003. Competent Health and Safety continues to be provided to the Department of Homes and Technical Services by the Health and Safety Officer based within Technical Services and by the Safety Co-ordinator at Building and Works.

The Departmental Health and Safety Group, Departmental Risk Management Group, Asbestos Sub-working group and Building and Works Health and Safety Committee continue to hold regular meetings to discuss and promote health, safety and welfare initiatives.

A Departmental Health and Safety Action Plan for 2003-2004 complimented by Building and Works Health and Safety Plan for 2003-2004 have been prepared, the contents of which continue to be progressed and actioned.

### 3.4 Health Promotion Activities

A programme of activities has been identified at by the Corporate Safety Section in conjunction with the Department with Occupational asthma and the introduction of a male employee health initiative being target to run between April 2004 and March 2005.

### 3.5 Health and Safety Training and Other Developments

Training initiatives undertaken and other developments proposed, include:-

- "IOSH Managing Safety." Ongoing attendance by r Senior Officers & Supervisors.
- Ladder inspection course was attended by five employees from the three Departmental Sections and was completed by August 2003. As a result all ladders in use have now been inspected and received the appropriate safety markings.
- Personal Safety/Avoidance of Violence at Work training has now been provided to various key groups of employees within the Department. Building and Works employees to receive such training commencing April/May 2004.
- Hand and Arm Vibration Syndrome written Standard now produced and awaiting final approval before distribution
- Occupational Health Programme for noise, vibration and lung function issues within Building and Works to commence Mach/April 2004
- New Corporate Health and Safety handbook and Safety topic cards now produced in conjunction with the Department. Proposed issue date late March 2004.
- Lifting and handling training commenced within Building and Works in October 2003 and is being delivered on an ongoing basis.
- Portable Appliance Testing being undertaken on an annual basis within Departmental Sections.
- First Aid refresher training continues for all recognised Departmental First Aid personnel.
- Asbestos Awareness refresher training for identified front line employees (Housing and Property sector officers) was delivered throughout the later part of 2003. Building and Works training continuing on an ongoing basis throughout 2004
- Sharps awareness training requirements being reviewed within the Departmental Sections with refresher training identified to commence April/May 2004

### 3.6 Risk Assessments

- Portable Appliance & Loler (lifting operative and lifting equipment regulations) testing continues to be undertaken on all plant, tools and equipment owned and used Building and Works.
- Quarterly ladder inspections continue to be carried out within Building and Works. Yearly inspections within Homes and Technical Services Sections were completed in December 2003.
- New Corporate Risk Assessment Form introduced (February 2004) and being used within Department.
- Risk assessments and surveys to ensure compliance with the requirements of the new Disability Discrimination Act now commenced on all Council owned public buildings by Technical Services staff.

### 3.7 Accidents

Accidents/incidents reported by the Department to the Corporate Safety Section for the period April 2003 - February 2004 are as follows:-

Homes - 2  
Technical Services - 4  
Building and Works - 81  
Number of these accidents/incidents reportable to HSE - 22

Others( e.g. members of the public) - 3  
Number of these accidents/incidents reportable to HSE - 1

### 3.8 Site Monitoring of Contractors

Ongoing. The task of monitoring contractors health and safety performance on projects is shared between Technical Services Health and Safety Officer and all Clerks of Works.

## 4. **FINANCIAL IMPLICATIONS**

4.1 Nil

## 5. **LEGAL IMPLICATIONS**

5.1 Nil

## 6. **POLICY IMPLICATIONS**

6.1 Nil

## **7. RECOMMENDATIONS**

It is recommended that the Committee:

- (i) note the contents of this update report.

**James Lavery**  
**Director of Homes and Technical Services**  
2 March 2004

## **LIST OF BACKGROUND PAPERS**

Nil

Anyone wishing further information please contact Bobby McConnachie, Health & Safety Officer on 01563 – 555236.

Implementation Officer: Bobby McConnachie, Health & Safety Officer