

**EAST AYRSHIRE COUNCIL**

**POLICY AND RESOURCES COMMITTEE  
8 FEBRUARY 2005**

**DEPARTMENT OF CORPORATE SUPPORT – HEALTH & SAFETY  
ACTION PLAN 2005/06**

**Report by Depute Chief Executive &  
Executive Director of Corporate Support**

**1. PURPOSE**

- 1.1 To present the Health and Safety Action Plan for the Department of Corporate Support for 2005/06, in response to item '1' of the Corporate Health & Safety Action Plan 2005/06.

**2. BACKGROUND INFORMATION**

- 2.1 The Corporate Health & Safety Action Plan was approved by the Corporate Governance Committee on 16 November 2004. In order to implement that Plan, each Executive Director must develop a Departmental Health & Safety Action Plan.
- 2.2 The proposed Health & Safety Action Plan for the Department of Corporate Support has reviewed the previous year's Plan and incorporated those additional targets that impact upon the activities of the services.

**3. LEGAL/POLICY IMPLICATIONS**

- 3.1 The implementation of this Plan will develop the positive growing culture of risk management within the Department of Corporate Support in addition to supporting the Government's *Revitalising Health and Safety* initiative.

**4. CONSULTATION**

- 4.1 The proposed Plan has been circulated to the members of the departmental JCC and no adverse comment has been received.

## **5. RECOMMENDATION**

- 5.1 The committee is asked to support the proposed Health and Safety Action Plan 2005/06 for the Department of Corporate Support as attached at Appendix 1.

Elizabeth Morton  
Depute Chief Executive &  
Executive Director of Corporate Support  
January 2005

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### **Background Papers**

Corporate Governance Committee 16 November 2004  
- Corporate Health & Safety Action Plan

**EAST AYRSHIRE COUNCIL**  
**Department of Corporate Support Health & Safety Action Plan**  
**2005 / 06**

Appendix 1

No	Target	Reason	Action	Date	Progress / Comments
1	Inform departmental staff of Health & Safety Action Plan	To encourage support and co-operation in the achievement of targets	<b>Each Service Head</b> to cascade brief this Health & Safety Action Plan at respective Team Meetings, delegating actions for compliance as appropriate.	May 2005	
2	Inform employees of topical health and safety information	To develop a positive safety culture within the Council and inform employee groups of safe working practices	<b>Health &amp; Safety Manager</b> to prepare regular articles for in-house publications including feature articles on health, safety and welfare at work.  <b>Head of Information Technology</b> to lead in the development of an Employee Fact Sheet on Display Screen Equipment	December 2006	
3	Review departmental risk assessments to ensure they remain suitable and sufficient.	To revise existing risk assessments into new format whilst ensuring compliance with statutory requirements	<b>Each Head of Service</b> to ensure appointment and training of staff member(s) so they may review existing risk assessments in accordance with Master Safety File standard B 24 Assessment of Risk.	April 2006	
4	Ensure implementation of RoSPA QSA system	To establish a baseline health and safety management performance indicator against other Council Departments	<b>Executive Head of Finance</b> to liaise with Corporate Safety Adviser to consider audit of Service. Report to be considered by Departmental Management Team with summary report presented to Chief Executives Strategy Group by Depute Chief Executive / Executive Director of Corporate Support.	August 2005	
5	Develop Master Safety File Standard for Training	To present a framework of health and safety training suitable for persons appointed to management	<b>Head of Personnel</b> to develop a framework standard identifying training courses and qualifications for supervisory and management staff.	October 2005	
6	Identify health & safety training needs through EAGER reviews	To enable a programmed provision of health and safety training that is appropriately recorded	<b>Each Head of Service</b> to identify health and safety training needs during EAGER review process. All health & safety training needs to be recorded through Departmental Training Plan.	March 2006	

No	Target	Reason	Action	Date	Progress / Comments
7	Identify persons with responsibility for buildings and/or contractors to enable training provision in asbestos awareness	To protect persons from risk of exposure to asbestos and meet statutory obligations	<b>Each Head of Service</b> will identify those persons under their remit that hold responsibility for buildings or interact with contractors to ensure they may receive asbestos awareness training. Such training to be identified in EAGER reviews and included within the departmental Training Plan	September 2005	
8	Develop a Master Safety File Standard for the management of construction projects	To protect persons involved in construction projects and ensure compliance with statutory requirements	<b>Health &amp; Safety Manager</b> to develop a standard for construction activities falling within scope of the proposed Construction (Design & Management) Regulations 2006 to clarify roles, responsibilities and statutory appointments.	August 2005	
9	Revise Master Safety File document B9 Management Workplace Safety Inspections	Revitalise document to allow themed inspection programmes	<b>Health &amp; Safety Manager</b> to revise standard B9 so as to present a series of inspection pro-forma that may be used to focus on management areas, e.g. COSHH, fire, workplace transport.	May 2005	
10	Revise Master Safety File document B1 Incident / Near Miss Reporting	Revision to ACC 1 Incident / Near Miss report form and scope of Near Miss reporting	<b>Health &amp; Safety Manager</b> to revise the Standard to include reference to reporting of fires. <b>Each Head of Service</b> to identify those persons nominated to complete Incident/Near Miss Report Forms to ensure they receive training in the revised reporting requirements	June 2005	
11	Develop Master Safety File standard for the assessment of occupational stress	To enable the identification and management of occupational stress	<b>Head of Personnel</b> to review existing information and revise into Master Safety File document. Audit and management tools and information to be included as a part of the documentation.	August 2005	
12	Develop Master Safety File standard for working at height	To assess and manage risks associated with working at height in compliance with statutory requirements	<b>Health &amp; Safety Manager</b> to develop a Master Safety File standard providing guidance on statutory requirements	March 2006	

No	Target	Reason	Action	Date	Progress / Comments
13	Identify Drivers of Council Vehicles to ensure they are assessed and issued with Permits to Drive	To ensure compliance with corporate Vehicle Policy	<b>Each Head of Service</b> will identify those persons under their remit that drive Council Vehicles to ensure they may receive driver assessment and issue of a Drivers Permit.	September 2005	
14	Review Pre-employment medical protocols	To protect persons entering service with the Council and to protect the Council from inherited civil claims	<b>Head of Personnel</b> to review the pre-employment protocols and develop a standard for Occupational Health Screening with support from the Occupational Health provider AHS.	August 2005	