

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE : 30 MARCH 2006

HEALTH AND SAFETY ACTION PLAN

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 2006/07, in response to item '1' of the Corporate Health & Safety Action Plan 2006/07.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health & Safety Action Plan was approved by the Corporate Governance Committee on 16 February 2006. 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 builds upon the progress of the previous year's Plan and aims to further integrate the management of health and safety issues into daily business practice.

3. LEGAL/POLICY IMPLICATIONS

- 3.1 The implementation of this Plan will continue developing 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 key issues identified in the Corporate Plan have been presented to the Departmental JCC and no adverse comment has been received. This Departmental Plan will implement those key corporate elements as they impact upon the Department of Corporate Support.

5. RECOMMENDATION

- 5.1 The committee is asked to support the proposed Health and Safety Action Plan 2006/07 for the Department of Corporate Support as attached at Appendix 1.

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March 2006

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Background Papers

Corporate Governance Committee 16 February 2006
- Corporate Health & Safety Action Plan

EAST AYRSHIRE COUNCIL
Health & Safety Action Plan – Department of Corporate Support
2006 / 07

No	Target	Reason	Action	Date	Progress / Comments
1	<p>Fact Sheets</p> <p>Develop Fact Sheets for Employee Health & Safety Handbook.</p>	<p>Dissemination of information</p> <p>Health and safety topics specific to services within the department are to be created. Salient points of information to be displayed on within Fact Sheets, distributed to employees for them to include in the contents of their Employee Health & Safety Handbook.</p> <p>Developed and issued Fact Sheets will be found in the Health & Safety pages of the intranet. Employees will be encouraged to access this site via the provision of PAT Terminals being provided.</p>	<p>Development of Fact Sheets by:</p> <ul style="list-style-type: none"> o Corporate Safety Adviser 	<p>March 2007</p>	
2	<p>Risk Assessments</p> <p>a) Appointment & training of Risk Assessors for the development of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p>Assessment of Risk</p> <p>Further to the development and distribution of the Assessment of Risk Standard (B24), there is the requirement for the appointment and training of risk assessors to undertake suitable and sufficient risk assessments; contents of risk assessments to be cascaded to pertinent persons.</p> <p>To ensure that a series of valid and suitable & sufficient risk assessments exist and pertain to the needs of the service, continual review and development of risk assessments will be required. The management of health and safety is an organic & dynamic process and with risk assessments, a continual process.</p>	<p>Development and Review of Risk Assessments</p> <ul style="list-style-type: none"> o Heads of Service and Senior Managers to appoint those to be trained as Risk Assessors o Once appointed, details of those to be trained to be passed onto Training & Development Officer and Corporate Safety Adviser o Commencement of the development and review of risk assessments to be undertaken by Managers, signing-off risk assessments, along with Risk Assessors with the assistance, as required, of the Corporate Safety Adviser. 	<p>June 2006</p> <p>August 2006</p> <p>April 2006 & onwards</p>	

3	<p>Development and Review of COSHH Assessments</p> <p>(In accordance with Control of Substances Hazardous to Health Standard (B5) of Master Safety File).</p>	<p>Identification of Substances & their Emissions that are Hazardous to Health</p> <p>To protect and preserve the health, safety and welfare of employees and anyone who comes into contact with their activities and environment.</p>	<ul style="list-style-type: none"> o Managers/ Supervisors to pass on data sheets and systems of work to Corporate Safety Adviser on the purchase/ acquirement of substances. o Corporate Safety Adviser will undertake a COSHH Assessment using the Sypol database system; need and type of health surveillance will be identified and so communication with Occupational Health will follow, if required. o Substances must be COSHH-assessed prior to their use. 	<p>Continual development</p> <p>Continual development</p> <p>Continual development</p>	
4	<p>Identification of Training Needs</p>	<p>Development and Growth of Competence</p> <p>Develop Training Plans to identify training that requires disciplines to be established; those that are legally-driven and enhancement of skills and awareness that will encourage the appreciation & embodiment of health and safety, by all personnel.</p>	<p>Identifiers of Training Needs</p> <ul style="list-style-type: none"> o Heads of Services and Managers to identify health & safety training needs with the use of EAGER or other continuous improvement/ employee review systems. o Co-ordination with Training Officer and Corporate Safety Adviser with respect to the delivery of training by competent bodies, together with the maintenance of Registers of Training. 	<p>Continual development</p>	<p>Additional functions and skills may be required of personnel and must be identified within the Training Plan such as:</p> <ul style="list-style-type: none"> o First Aiders & Appointed Persons o Fire Warden o Asbestos awareness o DSE Assessor o Lifting and Handling o Completion of ACC1s & VIR1s; Workplace Inspection Reports; o Incident investigation o COSHH Awareness o Working at Height o Ladder Safety o Sharps Awareness o Risk Assessors o Non-Violent Crisis Intervention o IOSH Managing Safely
5	<p>Toolbox Talks</p> <p>Development of Toolbox Talks (TBTs) and their delivery.</p>	<p>Delivery of short, sharp refresher training</p> <p>TBTs to be developed to remind personnel of the main corporate policies, procedures and objectives and/or as a reminder of the hazards faced through those observations gleaned from the utilization of reactive and active monitoring tools.</p>	<p>Development and Delivery of TBTs</p> <ul style="list-style-type: none"> o Development of TBTs by Managers, Supervisors with the aid of the Safety Section/ Corporate Safety Adviser. o Delivery of TBTs by Managers, Supervisors with the aid of the Safety Section. 	<p>Continual development & delivery</p>	<p>Examples of such TBTs:</p> <ul style="list-style-type: none"> o Content of Master Safety File o Incident/ Near Miss Reporting o Violent Incident Reporting o Display Screen Equipment o COSHH o Risk Assessment o Working at Height/ Ladder Safety o Manual Handling o Stress Awareness

7	Management of Asbestos	Exposure to Asbestos To protect persons from risk of exposure to asbestos and to meet statutory obligations.	Management of Asbestos <ul style="list-style-type: none"> o Compliance and adherence of Asbestos Policy contained within Master Safety File – with relation to use of Modus Asbestos Management System, for identifying presence of asbestos and consequent action to be implemented, as required and subsequent information being passed back to Asbestos Co-ordinator, for updating System and any other associated files. Further information and assistance can be gleaned from the Asbestos Co-ordinator, in the first instance. o Attendance by those who have the potential to encounter asbestos as a result of their work, attending an asbestos awareness programme, as delivered by the Asbestos Co-ordinator. 	Continual progress August 2006	<ul style="list-style-type: none"> o Personnel involved in works where asbestos can be encountered, or indeed, their contractors. o Asbestos Co-ordinator o Personnel involved in works where asbestos has the potential to be encountered. o Asbestos Co-ordinator
8	Implement a Programme of Occupational Stress Audits	To identify potential stressors within work environments and the means by which their effects can be more effectively managed.	Departmental Management Teams to identify those areas where occupational stress is considered to have the potential to affect the efficient delivery of Council Services. Within these areas, implement the Stress Management Tool.	March 2007	Identify programme by target date and implement up to April 2007.