

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE - 27 MARCH 2007

HEALTH AND SAFETY ACTION PLAN 2007/08 – DEPARTMENT OF CORPORATE SUPPORT

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 2007/08, in response to item '1' of the Corporate Health & Safety Action Plan 2007/08.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health & Safety Action Plan is subject to approval by the Corporate Governance Committee at their meeting of 29 March 2007. 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 and aims to further integrate the management of health and safety 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 will be presented to the next available Departmental JCC. 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 2007/ 08 for the Department of Corporate Support as attached at Appendix 1.

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Depute Chief Executive &
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March 2007

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Background Papers

Proposed Corporate Health & Safety Action Plan

EAST AYRSHIRE COUNCIL
Health & Safety Action Plan – Department of Corporate Support
2007 / 08

No	Target	Reason	Action	Date	Progress / Comments
1	<p><i>Welcome and Induction of Services New and or Modified to the Department of Corporate Support</i></p>	<p>The creation/ modification of new and transfer of existing services into this department may require the following, as induction tools:</p> <ul style="list-style-type: none"> o Welcome to Department of Corporate Support to ensure all employees and potentially any customers/ clients are aware of changes to the services and reporting structures that may affect them. o To ensure that corporate reporting mechanisms, in the management of health and safety and so in accordance with Standards within the Master Safety File, are maintained. This will minimise any slippage that could occur, due to being a new/ modified member of this department. 	<p><i>Information Sessions</i></p> <ul style="list-style-type: none"> o Personnel and Health and safety induction to all employees new to the Department <p>A new Service has been created – Democratic Services. Consequently, a new Head of Service has been appointed. For Heads of Service who have not attended the one-day, arrangements will be made by the Health & Safety Manager for them to attend the one-day, Safety for Senior Executives' course. Attendance on this course will provide them with the following information:</p> <ul style="list-style-type: none"> o Understand the health & safety role and responsibilities of senior executives o Recognise the importance of integrating health & safety objectives with other business objectives in order to minimise the overall risk. o Take account of health & safety aspects during strategic planning, decision making & effective supply chain management. o Know the consequences of failing to manage health & safety effectively. o Understand the principles of occupational safety and health management systems; continual improvement and annual reporting. 	<p>June 2007</p> <p>October 2007</p>	
2	<p><i>Auditing the Management of Health & Safety</i></p> <p>Undertaking of the RoSPA Quality Safety Audit (QSA) system. (In accordance with Health & Safety Reports Standard (B19) of Master Safety File).</p>	<p><i>Determination of and Subsequent Improvement of the Management of Health & Safety</i></p> <p>To establish a baseline indication of how health and safety is being managed within Services of this department.</p>	<p><i>Program of RoSPA QSAs</i></p> <ul style="list-style-type: none"> o RoSPA QSAs to be undertaken by trained auditors. o Audit schedules to be developed per Service o Findings of audits to be presented to the associated Principal Officer and the Executive Director; items identified, to be addressed and appropriately tackled. 	<p>March 2008</p>	

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3	<p>Risk Assessments</p> <p>a) Appointment & training of Risk Assessors for the development and consequent review of risk assessments</p> <p>b) Continual review of risk assessments.</p>	<p>Assessment of Risk</p> <p>Assessment of Risk Standard (B24), requires the appointment and training of risk assessors to undertake suitable and sufficient risk assessments.</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.</p> <p>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 Risk Assessors. Contents of risk assessments to be discussed with those for whom they were developed, to ensure that they are suitable and sufficient and that there will be nothing 'new' in those control measures to be implemented. Risk Assessments to be signed off by Risk Assessors and/or Managers. <p>Assistance in the development and review of risk assessments can be sought from the department's Health & Safety Co-ordinator and/or Corporate Safety Adviser.</p>	<p>June 2007</p> <p>August 2007</p> <p>April 2007 & onwards</p>	
4	<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/ anything that 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 Health & Safety Co-ordinator or Corporate Safety Adviser on the purchase/ acquirement of substances. o Health & Safety Co-ordinator or Corporate Safety Adviser will undertake a COSHH Assessment using the Syopol 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 and must be followed, with respect to their safe disposal. 	<p>Continual development</p> <p>Continual development</p> <p>Continual development</p>	

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5	<p>Identification of Training Needs</p> <p>Construction (Design and Management) Regulations 2007 have been revised and will be in place as of April 2007.</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>Construction (Design and Management) Regulations 2007</p> <p>Provide training for key roles identified in the Management of Construction Standard (B22) and the associated Construction Toolkit Standard (B23) of Master Safety File.</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 & Development Officer and Corporate Safety Adviser with respect to the delivery of training by competent bodies, together with the maintenance of Registers of Training. <p>To enable the identified individuals to undertake their roles and accept their responsibilities so as to discharge their duty. Service and Departmental Management Teams to identify those of their employees requiring training in the roles identified.</p> <p>In the first instance, Health & Safety Manager is co-ordinating training on the revised legislation and its delivery will commence from April 2007.</p>	<p>Continual development</p> <p>August 2007</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 o Workplace Inspection Reports; o Incident investigation o COSHH Awareness o Working at Height o Ladder Safety o Sharps Awareness/ Blood-borne viruses o Risk Assessors o Non-Violent Crisis Intervention (CPI) o IOSH Managing Safely

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6	<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 Health & Safety Co-ordinator/ Corporate Safety Adviser. o Delivery of TBTs by Managers, Supervisors with the aid of the Health & Safety Co-ordinator/ Corporate Safety Adviser. 	<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 o Vehicle and pedestrian safety
7	<p>Health Surveillance</p>	<p>Minimize Detriments to Health</p> <p>Determine those hazards which could cause harm to the body and implement control measures to minimize effects.</p>	<ul style="list-style-type: none"> o The development of suitable and sufficient risk assessments, by competent persons to determine how exposure to hazards can cause harm and impact upon the body – DSE, COSHH, Noise, Stress, HAV, Asbestos and other physical, chemical, biological & ergonomic hazards encountered in and/or as a result of the work activity and/or environment. o Co-ordination of health surveillance techniques with Occupational Health. 	<p>Continual development</p> <p>Continual development</p>	<ul style="list-style-type: none"> o Where the hazard of noise can be encountered, assistance must be sought from the Health & Safety Co-ordinator or Corporate Safety Adviser, allowing the arrangement & so provision of competent persons to undertake these assessments. o DSE Assessors to be nominated and undertake half-day's training. DSE Assessments to be undertaken by trained DSE Assessors. o Substances being used must be added to Services' Register; data sheets and systems of work and substances to be passed onto Corporate Safety Adviser for COSHH Assessments to be developed from Sypol system. This being coupled with those pieces of equipment that require the undertaking of regular inspections and thorough examinations, by competent

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7 Cont	Health Surveillance			March 2008	<p>persons, in accordance with the COSHH Regulations, with respect to the collection of wastes/ by-products and the release of any emissions.</p> <ul style="list-style-type: none"> ○ At risk employees to be identified and health screening programmed, in association with Associated Health Specialists, the council's contracted occupational health provider. Completion of at least 50% for health surveillance/ monitoring by March 2008.
8	Management of Asbestos	<p>Exposure to Asbestos</p> <p>To protect persons from risk of exposure to asbestos and to meet statutory obligations.</p>	<p>Management of Asbestos</p> <ul style="list-style-type: none"> ○ 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. ○ 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. 	<p>Continual progress</p> <p>October 2007</p>	<ul style="list-style-type: none"> ○ Personnel involved in works where asbestos can be encountered, or indeed, their contractors. ○ Asbestos Co-ordinator ○ Personnel involved in works where asbestos has the potential to be encountered.

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9	<i>Implement a Programme of Occupational Stress Audits</i>	To identify potential stressors within work environments and the means by which their effects can be more effectively managed.	Service and departmental management teams to identify those areas where occupational stress is considered to have the potential to affect the efficient delivery of Council services. To achieve this action point, occupational stress audits will be undertaken using the HSE Stress Management Tool.	August 2007 March 2008	Identify and programme employee target groups to be audited. Complete identified audits.
10	<i>Implement the HSE/ SPDS Health & Safety Framework Document</i>	The framework document was developed through the SPDS to ensure a consistent approach was developed to manage and monitor health & safety performance within Scottish Local Authorities.	Service and Departmental Management Teams to review the seven key issues against the identified actions. Those shortfalls identified will require the Service and Management Teams to develop action plans so their subsequent implementation then will address those issues to be addressed.	June 2007 March 2008	