

**EAST AYRSHIRE COUNCIL**

**POLICY & RESOURCES COMMITTEE**

**30<sup>th</sup> September 2004**

**DEPARTMENT OF CORPORATE SUPPORT  
HEALTH & SAFETY ACTION PLAN 2004/2005**

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

**1. PURPOSE**

- 1.1** To review progress against the Department of Corporate Resources and Department of Finances' 2002-2003 Health & Safety Action Plans and recommend a prioritised departmental Health and Safety Action Plan for the Department of Corporate Support for the period 2004-2005.

**2. BACKGROUND INFORMATION**

- 2.1** Committee at its meeting on 1<sup>st</sup> June 2004 approved a Council-wide Health & Safety Action Plan, building upon the success of the previous year. The Committee asked the Chief Executive to require each Executive Director to submit their departmental Health and Safety Action Plan in support of the Corporate Action Plan to the appropriate service committee.

- 2.2** The Council-wide Action Plan includes detailed recommendations on the further development of the Council's Health & Safety Management System, which is based on the HSE guidance document "*Successful Health & Safety Management [HSG65]*". To that end the Council-wide Action Plan establishes a set of key aims which will provide the structure for the Health & Safety Action Plan in this and future years. The key aims established within the plan remain to ensure that: -

- we have effective health and safety policies and procedures to set a clear direction for the organisation to follow;
- we have an effective health & safety management structure and arrangements in place, that involve all managers and employees in delivering the policy;
- this structure is sustained by effective communication and the promotion of competence;
- our performance is measured against agreed standards; and
- our performance is reviewed, based upon data from active monitoring, e.g. audits of the safety management system.

- 2.2** The Council-wide Action Plan was also influenced by certain specific priorities. These priorities included:

- Improving health and safety communications;
- Reviewing and updating strategy (e.g. noise, hand-arm vibration, asbestos, fire); and
- Establishing key performance indicators.

**2.3** Central to the success of the Council-wide Action Plan, is for Departments to continue to translate its aims into Department specific objectives and then in turn for individual managers to translate Departmental Policy into action.

### **3. REVIEW OF 2003/2004 ACTION PLANS**

**3.1** All of the items on the Corporate Resources and Financial Services Health & Safety Action Plans for 2003/2004 were fully achieved or substantially progressed. Appendix 1 contains the tables reviewing the progress of each of the 2003/2004 Plans.

### **4. 2004/2005 DEPARTMENTAL ACTION PLAN**

**4.1** The recommended Corporate Support Departmental Health & Safety Action Plan for 2004/2005 is attached at Appendix 2 for members' consideration. The Plan continues a number of ongoing items from the previous year as well as introducing new Action points designed to support the priorities established within the Council-wide Action Plan, as described above.

### **5. TRADE UNIONS**

**5.1** The Trade Unions were consulted by the Head of Personnel in the preparation of the report for the Council-wide Plan and will be further consulted by the Executive Director/Depute Chief Executive on the detail of the recommended departmental plan after the Committee's consideration. The Trade Unions have welcomed the planning process and the continued priority being given to health and safety matters.

### **6. FINANCIAL IMPLICATIONS**

**6.1** The management of health and safety in the workplace is met from within existing budgets. The proposals within the plan further organise existing commitments and responsibilities.

### **7. LEGAL/POLICY IMPLICATIONS**

**7.1** The recommended action plan will assist the department in fulfilling its general duty of care for employee's health & safety and complements the Council's Personnel Policies.

### **8. RECOMMENDATIONS**

**8.1** The committee is asked to:

- a) note the action taken by the Department of Corporate Support in response to its 2003/2004 Health & Safety Action Plan; and
- b) approve the proposed plan for the year 2004 / 2005.

Elizabeth Morton  
Depute Chief Executive/ Executive Director of Corporate Support  
September 2004

**Implementation Officer:** [mike.padley@east-ayrshire.gov.uk](mailto:mike.padley@east-ayrshire.gov.uk)

**CORPORATE RESOURCES  
HEALTH & SAFETY ACTION PLAN 2003 / 04**

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
1	Inform employees of Departmental Action Plan, identifying key areas of responsibility and targets	DMT	October 2003	DMT Briefings advised staff of Action Plan targets and responsibilities.
2	Develop Employee information cards, in support of Council-wide implementation of Policy	Health & Safety Manager / Head of Communication	March 2004	Complete. Series of cards developed for issue with new Employee Safety Handbook
3	Update Master Safety File to confirm relevance in support of item '1' of Departmental Plan	Health & Safety Manager	March 2004	On-going target. Revisions to COSHH & Noise standards and new standards on Safety Reports, Violence, Vehicle Policy and Risk Assessment
4	Implement 'Avoidance of violence' training	DMT	March 2004	All identified front line staff have received awareness training. No physical intervention techniques training required.
5	Develop inventory of equipment requiring thorough examination, testing or inspection by a competent person	DMT	January 2004	Corporate system developed in conjunction with ACE (Insurance Engineers). Risk Manager and key staff have access to external database of records and reports
6	Review Council Headquarters Car Parking arrangements to ensure safety of pedestrians	Head of Personnel	March 2004	Car Parking reviewed. No action required other than winter maintenance (gritting)
7	Complete ROSPA QSA Audit Training for new team members	Head of Personnel	March 2004	Total of 18 trained auditors. Programme to be developed through next Action Plan.
8	Undertake Audit of Corporate Resources Department	Health & Safety Manager	November 2003	Complete ROSPA QSA for Service. Good results achieved and fed into Chief Executives Strategy Group.
9	Prepare & Advertise calendar of safety training courses	Head of Personnel	December 2003	Calendar not published. Review EAGER to promote health & safety training needs and training programme.
10	Implement Management Workplace Safety Inspection	DMT	November 2003	Management Workplace inspections undertaken and reported to Corporate Safety Adviser
11	Implement Council-wide safety standard on the issue of Lone working	Health & Safety Manager	December 2003	Document not issued due to operational changes in reporting and support services.

**DEPARTMENT OF FINANCE  
HEALTH & SAFETY ACTION PLAN 2003 / 04**

Item	Details	Action By	Target Date	Comments
1	Circulate Departmental Health and Safety Plan to all staff	Heads of Service	30.10.03	Set scene for Action Plan. Remind all employees of responsibilities and need for partnership approach. Target completed
2	Circulate corporate employee handbook when available	Heads of Service	31.12.03	Handbook distributed with Tool Box Talk to link Action Plan items '5', '9' & '11'
3	Achieve performance indicators 03/04, i.e. no. lost time workplace accidents	Heads of Service	30.09.04	Complete
4	Establish effective H & S consultation, linking to Departmental JCC Meetings	Heads of Service	In Place	In place. No outstanding items to report
5	Provide all new staff with basic Health and Safety training	Support and Development Manager	Ongoing	Corporate & Departmental Induction, Directing Safety, Managing Safely, DSE Assessor, Violence & Personal Safety. Link also to Action Plan item '2' above.
6	Review training needs:- Violence and aggression, Drug awareness/sharps, Lone workers, Manual handling, Display screed equipment assessors training, IOSH Managing Safety Qualification – Local Managers	Heads of Service	Ongoing	Training needs have been identified and actioned as a part of ongoing development programme. Key risk areas have been addressed with training provided in support of other positive action (Collecting hall refurbishment).
7	Review adequacy of current Departmental Risk Assessments and update as necessary.	Risk and Insurance Manager/Safety Officer	Ongoing	Draft Standard was prepared regarding raid situation. Departmental risk assessments to be revised in re-presented in new corporate style.
8	Workplace Inspections:- Greenholm Street, 2 The Cross, Holmquarry House, Lugar Offices and Civic Centre North	Risk and Insurance Manager/Safety Officers	December 03 June 04	Inspections completed.
9	Tool Box Talks – Suggested that a minimum of three topics are covered, including Fire Prevention/Fire Safety	Safety Officer	Ongoing	Safety communication through employee handbook, safety flashes and e-mail messages have been found the most appropriate medium of communication with staff. Action Plan item '2' above refers.

10	Portable Appliance Testing	Heads of Service/Section Managers	Ongoing	Ensure that when PAT Testing is undertaken by ACE Insurance that any newly acquired items or any other electrical appliances that have been brought into the workplace are added to the inventory and are inspected. Target complete.
11	Increase Departmental awareness of the Health and Safety Master Safety file and encourage officers to read the content with particular reference to Risk Management	Heads of Service/Section Managers		Achieved as a part of handbook presentation identified at item '2' above.
12	Near Miss Reporting	Heads of Service/Section Managers	Ongoing	Ensure compliance with the Council's "Near Miss" Reporting Procedures. Incidents are being reported.

**CORPORATE SUPPORT  
PROPOSED HEALTH & SAFETY ACTION PLAN 2004 / 05**

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
1	Inform all departmental staff of Action Plan Targets and engage their co-operation in achievement	DMT	Oct 04	DMT to cascade briefings of Departmental Action Plan to ensure all staff are aware of the document and targets.
2	Each Service to develop one Employee Fact Sheet for inclusion in Corporate Safety Handbook	DMT & Corporate Safety Adviser	Draft Dec 04	DMT to nominate a suitable Officer from within their Service to each develop one topic card, with support from the Corporate Safety Adviser.
3	Personnel Services to prepare one health and / or safety article per edition of Eastwords	Health & Safety Manager	As set by Eastwords	Health & Safety Manager to prepare articles for Eastwords as a part of the developing culture of positive health and safety.
4	Review Departmental Risk Assessments & re-format into revised corporate style to ensure they may be deemed suitable & sufficient	DMT	Apr 06	Through department trained Risk Assessors, DMT to develop working groups within their Service to review the existing Risk Assessments and reformat into the revised Corporate style.
5	Undertake RoSPA Audit of Financial Services	Corporate Safety Adviser	Feb 05	Corporate Safety Adviser and departmental nominated Auditor to undertake RoSPA QSA of Financial Services.
6	Identify key supervisory staff likely to complete ACC1 Incident / Near Miss Reports for training	DMT	Mar 05	DMT to identify key staff expected to complete incident report forms. Names to be identified through EAGER for inclusion in Accident Investigation training
7	Review Incident Reporting Procedure – Master Safety File Standard B 1	Health & Safety Manager	Nov 04	Health & Safety Manager to review Incident reporting procedures and revise to include new incident category – Fire.
8	During EAGER Reviews ensure Health & Safety Training needs are identified	DMT	Oct 04	DMT to ensure health and safety training is identified through EAGER, e.g. First Aid, Fire Warden, Managing Safely, Risk Assessor, DSE Assessor, Asbestos Awareness, etc.
9	Develop Corporate Standard on Construction Design & Management Projects	Health & Safety Manager	Oct 04	Health & Safety Manager to develop standard on corporate CDM approach.
10	Review Corporate Standard on management Workplace Safety Inspections.	Health & Safety Manager	Dec 04	Health & Safety Manager to review existing standard and propose new format of inspections. Frequency of inspections to remain at 6 monthly.
11	Identify Drivers of Council vehicles for assessment and issue of Drivers Permits	DMT	Oct 04	DMT to ensure drivers of Council vehicles are identified to Transport Services Manager for assessment and issue of Drivers Permit in accordance with Corporate Vehicle Policy
12	Review Pre-employment Medical Procedures to ensure an appropriate assessment may be made prior to engaging new employees	Head of Personnel	Dec 04	Head of Personnel with Occupational Health & Employee Relations to review and amend, as appropriate, pre-employment health screening. At risk employee groups to be identified for health surveillance.