

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE : 27 JANUARY 2005

HEALTH AND SAFETY ACTION PLAN 2005/06

Report by Executive Director of Educational and Social Services

1. PURPOSE

- 1.1 The purpose of this report is to update Committee on progress made in achieving the 2004/05 Health and Safety Action Plan and to seek approval for the 2005/06 Action Plan for Social Work Services.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan for financial year 2005/06 was agreed by the Corporate Governance Committee at its meeting of 16 November 2004.
- 2.2 The key priorities and themes of this new corporate plan are :
- review and update key Health and Safety documentation;
 - continue to improve communication of Health & Safety Issues to all employees;
 - ensure that appropriate training needs are identified and actioned through staff appraisal schemes;
 - review and improve existing risk assessment procedures; and
 - implement the RoSPA QSA system.

3. DEPARTMENTAL ACTION PLAN

- 3.1 Committee will be aware from previous reports that the Service has its own Safety Committee, comprising senior officers, officers from the Health & Safety section and representatives from the Trade Unions. The Committee is chaired by the Head of Resource Support, under whose remit Health and Safety lies, and the structure ensures a co-ordinated development of the corporate procedures throughout the Department, whilst allowing service specific issues to be addressed at local level.
- 3.2 Appendix 1 (attached) details the progress made in the 2004/05 Action Plan.
- 3.3 The 2005/06 Action Plan, detailed in Appendix 2, reflects the Council priorities as determined by the Corporate Health and Safety Group and approved by Corporate Governance Committee. Progress towards these annual targets will be monitored by each Service Safety Committee. The priorities for 2005/06 remain similar to those identified for 2004/05.

4. TRADE UNIONS

- 4.1 The Trade Unions have been fully consulted throughout the preparation of the Departmental Action Plan. As members of the Service Safety Committee they will also be involved in the monitoring of the Plan.

5. LEGAL/POLICY IMPLICATIONS

- 5.1 The Health and Safety at Work Etc Act 1974 places specific responsibilities on the Council in terms of its duty of care for the health and safety of its employees and others who may be affected by its activities. The Council is recognised as taking its health and safety responsibilities seriously and the continuation of an action planning process will support that key objective.

6. RECOMMENDATIONS

- 6.1 It is recommended that the Social Work Committee:
- i) note the progress made in achieving the 2004/05 Action Plan, as detailed in Appendix 1;
 - ii) approve the recommended Service Health and Safety Action Plan 2005/06 as appended to this report;
 - iii) invite the Director of Educational and Social Services to provide further reports on the Department's response to the 2005/06 Action Plan; and
 - iv) otherwise note the contents of this report.

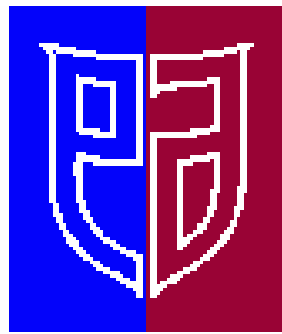
John Mulgrew
Executive Director (Educational and Social Services)
7 January 2005
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LIST OF BACKGROUND PAPERS

Corporate Governance Committee – 16 November 2004 - (Agenda Item 12 – Health and Safety Action Plan)

Any person who wishes any further information on this report should contact Euan Couperwhite, Head of Resource Support, Tel (01563 576090) or Liz Burley, Health and Safety Advisor, Tel (01563) 554895.

IMPLEMENTATION OFFICER : EUAN COUPERWHITE



East Ayrshire

COUNCIL

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

SOCIAL WORK SERVICES

HEALTH & SAFETY ACTION PLAN 2004/05 –

PROGRESS UPDATE

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	2004/05 PROGRESS
Distribution of Health and Safety Handbooks to all staff.	Head of Resource Support / Safety Officer	October 2004	All staff to have received and acknowledged receipt of Corporate Handbook.	Revised distribution date February 2005
Update Social Work Safety Policy to reflect changes in responsibility	Head of Resource Support / H& S Advisor / H & S Manager	January 2005	Safety Policy reflects organisational structure and policy changes.	Corporate Safety Policy issued in December 2004. Staff responsibilities are being identified and Social Services Policy update scheduled for February 2005.
Maintain Person Lifting Equipment Database	Moving and Handling Co-ordinator	On-going	Accurate recording of all equipment used to lift individuals	Achieved

2. TRAINING ISSUES

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	2004/05 PROGRESS
Establish H&S training requirements for all levels of staff through annual appraisal schemes e.g. EAGER, Performance Review etc	Head of Service / Line Managers	On-going	H&S training needs to be identified by line managers and appropriate training courses to be investigated	Achieved and on-going
Develop appropriate safety training material to be used in Social Work training e.g. <ul style="list-style-type: none"> • Prevention of Workplace Violence 	H & S Advisor	On-going	All officers to undertake appropriate H&S Training.	Hurlford Training Centre has been undertaking training programmes aimed at specific service requirements. This work is on-going.
Safety briefings / Toolbox talks to continue to be developed for all groups within Social Work	H & S Advisor / Line Managers	On-going	Suitable documentation to be prepared for use in Social Work. Staff to be aware of new H&S issues.	Tool box talks and safety newsflashes have been circulated to staff. This work will continue.

3. INSPECTIONS AND OVERVIEW

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	2004/05 PROGRESS
Twice yearly inspections to be carried out in all Social Work premises by appropriate officer.	Head of Service / Line Managers	On-going	Copies of inspection reports to be submitted to H& S section.	Achieved. A database of establishment reports has been created.
Risk assessments to be carried out for core business activities.	Heads of Service / Line Mangers	On-going	Assessments to be submitted to H & S Section for monitoring purposes.	Achieved.
H & S Section to carry out 4 site inspections per month.	H & S Advisor	On-going	Record of visits to be maintained by H & S Section.	On-going. Visits to establishments are now routinely carried out by the H&S section.
Stress Risk Assessments to be carried across a representative sample of staff.	Head of Personnel / Head of Resource Support	March 2005	A stress management risk assessment to be distributed to a sample of between 10%-20% to be carried out.	Progressing towards target date of March 2005. Criminal Justice has been surveyed and the next step is middle management.

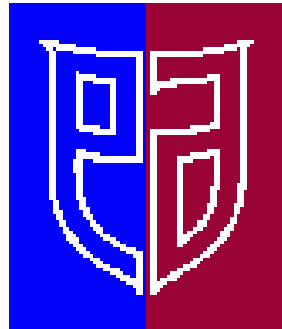
Portable Appliance Testing	Head of Resource Support / Service Officer	On-going	All portable electrical apparatus to be tested in accordance with corporate standards.	Achieved. A yearly plan has been in operation for the last two financial years.
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4. CO-ORDINATION AND COMMUNICATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	2004/05 PROGRESS
Continue to develop safety web site and quarterly newsletter.	Head of Resource Support / H & S Officer / Web Co-ordinator	October 2004	Ensure that the Safety web site contains up-to-date and relevant information.	Corporate website develop in 2004. The first newsletter is scheduled for publication by March 2005.
Increase staff awareness of the safety program, H&S requirements and new issues.	H & S Advisor / Service Management	On- going	Increased awareness of safety program among both managers and employees.	Achieved. Newsflashes and safety posters distributed throughout the year.

5. REPORTING REQUIREMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	2004/05 PROGRESS
All Social Work establishments to have a nominated officer to complete ACC01 and VIR forms and submit within the set timescales.	Establishment Managers	Sept 2004	Contact names will be held on a database. Information will be collated for the submission of incident forms.	Achieved.
Preparation of a quarterly safety report for Executive Director and Heads of Service.	H & S Advisor / H & S Co-ordinator	3 rd week of each quarter	Report prepared in timely manner and provides accurate representation of safety conditions within the Education Services.	Template being developed for Departmental use. Safety reports are submitted to the Corporate Steering Group.



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DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

SOCIAL WORK SERVICES

HEALTH & SAFETY ACTION PLAN 2005/06

No	Target	Reason	Action	Date	Progress / Comments
1	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	Service to focus the development of Employee Fact Sheets in areas considered to be higher risk activities.	March 2006	<p>At least 4 Fact Sheets to be developed for Social Services</p> <p>Corporate use of Eastwords & Departmental Newsletters to include suitable articles on safety performance</p>
2	Ensure risk assessments are suitable and sufficient.	To review existing risk assessments and ensure compliance with statutory requirements	Social Services to review existing risk assessments in accordance with Master Safety File standard B 24 Assessment of Risk. Training needs for assessors to be identified and presented through Departmental Training Plans.	April 2006	<p>Risk assessments have been carried out throughout the service.</p> <p>This target will ensure that all risk assessments comply with the new corporate standard.</p>
3	Ensure implementation of RoSPA QSA system	To establish a baseline health and safety management performance indicator throughout the Council	Service Management Team to consider audit programme of Services. Programme to be agreed with and supported by Corporate Safety Advisers. Summary reports to Chief Executives Strategy Group.	March 2006	<p>New auditors to receive Managing Safely training prior to RoSPA QSA Auditor training. This training is scheduled for w/c 28 February 2005.</p> <p>A programme of service areas to be reviewed is being compiled by the Departmental H&S Committee</p>

No	Target	Reason	Action	Date	Progress / Comments
4	Develop Master Safety File Standard for Training	To present a framework of health and safety training for management	Personnel Services to develop a framework standard identifying training courses and qualifications for supervisory and management staff.	October 2005	Chief officers have undergone Safety for Executives training. Senior Officers will have training requirements assessed and suitable courses developed.
5	To focus health & safety training needs through EAGER reviews	To enable a programmed provision of health and safety training	Departmental Management Teams to identify health and safety training needs during EAGER review process. All health & safety training needs to be identified through Departmental Training Plans.	March 2006	Training will be identified through Departmental Training Plan
6	Revise Master Safety File document B9 Management Workplace Safety Inspections	Revitalise document to allow themed inspection programmes	Social Services Safety Team to revise standard B9 so as to present a series of inspection pro-forma that may used to focus on management areas, e.g. COSHH, fire, workplace transport.	May 2005	Inspections to be tailored to specific service requirements.
7	Develop Master Safety File standard for the assessment of occupational stress	To enable the identification and management of occupational stress	Social Services Safety Team to develop a Master Safety File standard providing guidance on statutory requirements.	August 2005	Work so far has covered 4 sections within Social Services. This will be rolled out to every section by the implementation date.