

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE : 22 MARCH 2007

HEALTH AND SAFETY ACTION PLAN 2007/08

Report by Executive Director of Educational and Social Services

1. PURPOSE

- 1.1 The purpose of this report is to advise Committee of progress made in the 2006/07 Health and Safety Action Plan and to seek approval for the 2007/08 Action Plan.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan for 2007/08 will be submitted to the Corporate Governance Committee on 29 March 2007.

- 2.2 The key priorities and themes of this new corporate plan are :-

- to continue the monitoring of Health & Safety performance through the ROSPA quality safety audits;
- continue to raise awareness of violence at work to all employees;
- implement a pro-active health screening programme;
- implement a programme of stress management audits; and
- implement the Health & Safety Executive framework document.

3. 2006/07 ACTION PLAN PROGRESS

- 3.1 Much progress has been made against the current annual plan. It is now compulsory for all staff who have a management responsibility to undergo the Managing Safely course, which is certified by the Institute of Safety and Health (IOSH). Further training has also been delivered in the form of tool box talks across a range of service areas.
- 3.2 A RoSPA audit has been carried out on the Ross Court establishment. The results of this audit were very favourable in terms of the implementation of Health and Safety practices.
- 3.3 Fire risk assessments have been carried out at all residential establishments by the Safety Team in conjunction with service officers. This exercise is currently being carried out for Day Centres and will thereafter be rolled out to office accommodation.

4. 2007/08 SERVICE ACTION PLAN

- 4.1 The Social Work officer group continues to meet regularly to review Health and Safety issues within the Social Work Service. This group comprises officers from all aspects of social work service provision and representatives from the Trade Unions. The Department's Health and Safety Advisor provides updates and advice to the group
- 4.2 The 2007/08 Action Plan is detailed in Appendix 1 and reflects the Council and Social Work priorities. Progress towards these annual targets will be monitored by the officer safety group.
- 4.3 The priorities for the Social Work Services in 2007/08 will focus on :-
- Appropriate training for all staff;
 - Continuation of the ROSPA audit programme;
 - Rolling out stress awareness questionnaires;
 - Revising and reviewing Health & Safety documentation; and
 - Use of the Council intranet to promote Health and Safety communication;

5. TRADE UNIONS

- 5.1 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.

6. LEGAL/POLICY IMPLICATIONS

- 6.1 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.

7. FINANCIAL IMPLICATIONS

- 7.1 A range of resources are invested in ensuring the Health and Safety of the Workforce.

8. COMMUNITY PLAN IMPLICATIONS

- 8.1 Adoption of the 2007/08 Action Plan will assist the Council in meeting the following objectives :-
- Improving Community Learning; and
 - Improving Community Safety

9. RISK MANAGEMENT IMPLICATIONS

9.1 This Action Plan Supports the Social Work Service to promote safety for its staff and service users, and minimise the risk of Corporate negligence.

10. RECOMMENDATIONS

10.1 It is recommended that the Social Work Committee:

- (i) approve the recommended 2007/08 Service Health and Safety Action Plan, as appended to this report; and
- (ii) otherwise note the contents of this report.

Graham Short
Executive Director of Educational and Social Services
EC/JBS
14 January 2007
Enc (1)

LIST OF BACKGROUND PAPERS

Nil

Any person who wishes any further information on this report should contact Eddie Fraser, Senior Manager Community Care, telephone 01563 554825 or Liz Burley, Health and Safety Advisor, Tel (01563) 554895

IMPLEMENTATION OFFICER : JACKIE DONNELLY / EUAN COUPERWHITE

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Social Work Managers will develop and issue 6 safety related topics per year to Social Work staff	Head of Resource Support Resource Manager Supported by Social Work Senior Management	Bi Monthly	Draft documents to be submitted to Safety Department for validation and subsequent print.	Progress to be monitored by Safety Committee.
Review and update Social Work's outstanding Guidance documentation, using good working practice sources.	Social Work staff in conjunction with Health and Safety staff	March 2007	The completion of a fully functioning information system which staff and others can rely on to provide accurate advice	Progress to be monitored by Safety Committee.

2. TRAINING ISSUES

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
H&S training to be included as an integral part of the Service Training programme for 2007 Includes;	Head of Resource Support Resource Manager Supported by Service Managers	On-going	H&S training will be identified by Local Safety Liaison Officers within each property (<i>generally the person who completed the 6 monthly workplace inspections</i>).	Training requirements identified on annual basis through appraisal schemes.

<ul style="list-style-type: none"> ‣ IOSH Managing Safely ‣ Personal Safety ‣ Risk Assessment ‣ Fire Warden and Awareness ‣ Staff General Safety Awareness ‣ Ladder Safety, food safety etc., ‣ Stress – Managing and Personal Awareness ‣ Manual Handling – ongoing Accident and Incident investigation and reporting ‣ 6 Monthly inspection overview 				<p>Course uptake will be monitored by Safety Committee with quarterly report issued by Safety section.</p>
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3. INSPECTIONS AND RISK ASSESSMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Risk assessments to be carried out for core business activities.	Head of Resource Support Supported by Resource Manager	Quarterly submission thereafter on-going	Each establishment's assessments to be submitted to H & S Section on a quarterly basis for monitoring purposes.	Progress to be monitored by Safety Committee.
Identification of staff groups for Stress Risk Assessments to be undertaken. Commencing with Home Care Managers	Head of Resource Support Supported by Resource Manager	March 2007	A stress management risk assessment to be distributed to a sample of between 10%-20% to be undertaken.	A standard questionnaire has been prepared by HSE. Responses will be monitored through the Safety Committee.
Fire Risk Assessments to be undertaken – in ALL SW Buildings	Head of Resource Support Supported by Resource Manager	December 2007	Copies of assessment to be submitted to H& S section	Progress to be monitored by Safety Committee

RoSPA Audits in ALL Sections to be undertaken per quarter	Social Work RoSPA Auditor in conjunction with Health & Safety Personnel	Quarterly	Copies of inspection reports to be submitted to H& S section.	Copies of inspection reports to be submitted to H& S section.
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4. HEALTH AND SAFETY COMMUNICATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Health and Safety documents uploaded onto Intranet *Health and Safety Procedural documents *Risk Assessments *Useful Websites *ESS Health and Safety Updates	Health & Safety Co-ordinator with assistance of Social Work Resource Officer	October 2007	Documents will be provided in a timeous manner to ensure timeframe is met. Health and Safety will liaise with Social Work Resource Officer on a quarterly basis on document updates.	Progress to be monitored by Safety Committee
Managers will include Health and Safety as a standing item on meeting agenda's	Service Managers Resource Manager Team Managers	Immediate effect	Copy of agenda's included with 6 monthly inspection reports	Progress to be monitored by Safety Committee.

5. REPORTING REQUIREMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
All Social Services establishments to have staff	Head of Resource Support	September 2007	A dedicate database will include the names, job titles and	Safety Committee to monitor progress.

trained in the requirements of RIDDOR and the ACC01/VIR forms.	Resource Manager Supported by Social Work Senior Management		location of staff who have undergone this training.	
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