

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE – 18 MAY 2006

HEALTH AND SAFETY ACTION PLAN 2006/07

Report by the Executive Director of Educational and Social Services

1. PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the 2006/07 Health and Safety Action Plan for Social Work.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan for financial year 2006/07 was agreed by the Corporate Governance Committee at its meeting of 16 February 2006.

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

- to implement a programme of Occupational Health audits;
- continue to improve communication of Health & Safety Issues to all employees;
- ensure that appropriate training needs are identified and actioned through staff performance and review schemes;
- review and improve existing training in relation to violence at work; and
- implement the Royal Society for the Prevention of Accidents Quality Safety Audit (RoSPA QSA) system.

3. DEPARTMENTAL ACTION PLAN

- 3.1 Within Social Work an officer group meets regularly to review Health and Safety issues. 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 support to the group
- 3.2 The group is chaired by the Head of Resource Support, under whose remit Health and Safety matters lie. This structure ensures a co-ordinated development of the corporate procedures throughout the whole Department, whilst allowing service specific issues to be addressed at local level.
- 3.3 The 2006/07 Action Plan is detailed in Appendix 1 and 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 the Officer Safety Group.

3.4 The priorities for Social Work in 2006/07 will focus on:-

- updating guidance documentation;
- establish Health and Safety training requirements for all staff through the EAGER process;
- update and complete risk assessments for all core business activities;
- undertake one ROSPA audit per quarter; and
- preparation of regular Health and Safety reports for senior management.

3.5 Throughout this process service staff will take the lead role, closely supported by the Department's Health and Safety Advisor and service Health and Safety Co-ordinator.

4. TRADE UNIONS

4.1 The Trade Unions have been fully consulted throughout the preparation of the 2006/07 Action Plan. As members of the Service Safety Group 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. FINANCIAL IMPLICATIONS

6.1 Nil.

7. COMMUNITY PLAN IMPLICATIONS

7.1 The Health and Safety Action Plan will assist in meeting the Improving Health and Improving Community Safety aspects of the Community Plan.

8. RECOMMENDATIONS

8.1 It is recommended that Committee:-

- i) approve the 2006/07 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
27/04/06
Encl (1)

LIST OF BACKGROUND PAPERS

1. Corporate Governance Committee – 16 February 2006 (Agenda Item 12 – Health and Safety Action Plan)

For further information on this report please contact:-
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IMPLEMENTATION OFFICER : EUAN COUPERWHITE



DEPARTMENT OF EDUCATIONAL & SOCIAL SERVICES

SOCIAL SERVICES

HEALTH & SAFETY ACTION PLAN 2006/07

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Social Work will issue 4 safety related topics per year to staff to be incorporated into the Health & Safety Handbook	Head of Resource Support Resource Manager, supported by Social Work Senior Management	Quarterly	Measured by safety staff when visiting establishments and discussing with staff	Progress to be monitored by Safety Committee.
Review and update Social Work guidance documentation, using good working practice sources.	Social Work staff in conjunction with Health and Safety staff	October 2006	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
Establish H&S training requirements for all levels of Staff	Head of Resource Support Resource Manager, supported by Service Managers	On-going	H&S training will be identified by line managers and appropriate training courses to be investigated	Training requirements identified on annual basis through annual staff appraisal schemes. Course uptake will be monitored by Safety Committee with quarterly report issued by Safety section.

3. INSPECTIONS AND RISK ASSESSMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Senior Management to identify appropriate people to undertake twice yearly inspections	Head of Resource Support, supported by Resource Manager	June 2006	Copies of inspection reports to be submitted to H& S section.	Progress to be monitored by Safety Committee.
Risk assessments to be carried out for core business activities.	Head of Resource Support, supported by Resource Manager	Quarterly submission	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.	Head of Resource Support, supported by Resource Manager	May 2006	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 – one per year as a minimum	Head of Resource Support, supported by Resource Manager	December 2006	Copies of assessment to be submitted to H& S section	Progress to be monitored by Safety Committee
1 x RoSPA Audit to be undertaken per quarter	Social Work RoSPA Auditor in conjunction with 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.

4. HEALTH AND SAFETY COMMUNICATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
Managers will include Health and Safety as a standing item on meeting agenda's	Resource Manager Service Managers		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 Work establishments to have staff trained in the requirements of RIDDOR and the ACC01/VIR forms.	Head of Resource Support Resource Manager, supported by Social Work Senior Management	September 2006	A dedicate database will include the names, job titles and location of staff who have undergone this training.	Safety Committee to monitor progress.
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 Social Work.	First report due July 2006.