

EAST AYRSHIRE COUNCIL

SOCIAL WORK COMMITTEE : 9 SEPTEMBER 2004

HEALTH AND SAFETY ACTION PLAN 2004/05

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 2004/05 Departmental Health and Safety Action Plan for Social Work Services.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Health and Safety Action Plan was agreed by the Corporate Governance Committee at its meeting of 1 June 2004.
- 2.2 The key priorities and themes of the corporate plan are:
- review and update key strategy standards;
 - identification of deficiencies in safe working procedures;
 - duplication in time when investigating incidents; and
 - poorly prioritised Health and Safety training.

3. DEPARTMENTAL ACTION PLAN

- 3.1 As reported to previously to Committee 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 Action Plan for Social Work. The plan 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.

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 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) approve the recommended Service Health and Safety Action Plan 2004-05 as appended to this report;
 - (ii) invite the Director of Educational and Social Services to provide further reports on the Department's response to the Action Plan; and
 - (iii) otherwise note the contents of this report.

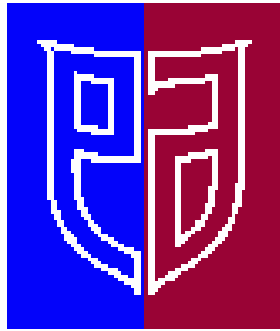
John Mulgrew
Executive Director of Educational and Social Services
16 August 2004
Enc (1)

LIST OF BACKGROUND PAPERS

1. Corporate Governance Committee – 1 June 2004 - (Agenda Item 5)

Any person who wishes any further information on this report should contact:
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IMPLEMENTATION OFFICER : EUAN COUPERWHITE



East Ayrshire

COUNCIL

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

SOCIAL WORK SERVICES

HEALTH & SAFETY ACTION PLAN 2004/05

1. GUIDANCE AND POLICY DOCUMENTATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
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.	Books being distributed through Personnel Section to each office.
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 update is being prepared by Health and Safety Manager to Corporate Policy. The Social Work policy will reflect those changes.
Maintain Person Lifting Equipment Database	Moving and Handling Co-ordinator	On-going	Accurate recording of all equipment used to lift individuals	Collation of data being reviewed.

2. TRAINING ISSUES

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
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	Training requirements identified on annual basis through appraisal schemes.
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.	Training programmes have commenced. Staff will have courses designed to meet their legislative requirements.
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.	Service Safety Committee to monitor for effectiveness and review where necessary. Analysis of incident and accident statistics to be undertaken to establish common themes

3. INSPECTIONS AND OVERVIEW

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
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.	Officers to be reminded of their obligation to carry out 6 monthly inspections.
Risk assessments to be carried out for core business activities.	Heads of Service / Line Mngers	On-going	Assessments to be submitted to H & S Section for monitoring purposes.	Progress to be monitored by Safety Committee.
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.	Findings to be reported through Safety Committee to identify common issues and recommend appropriate courses of action.
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.	A standard questionnaire has been prepared by HSE. Responses will be monitored through the Safety Committee.

Portable Appliance Testing	Head of Resource Support / Service Officer	On-going	All portable electrical apparatus to be tested in accordance with corporate standards.	Annual programme has been introduced. 2004/05 Progress to be monitored by Safety Committee.
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4. CO-ORDINATION AND COMMUNICATION

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
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.	A new service Web Co-ordinator will develop the service web site. First issue of the newsletter is scheduled for end of October 2004.
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.	Safety posters and newsflashes will continue to be issued to all staff.

5. REPORTING REQUIREMENTS

ACTION	LEAD OFFICER	DUE DATE	PERFORMANCE MEASURE	STATUS
All Social Work establishments to have a nominated officer to complete ACC01 and VIR forms and submit within the set timescales.	Establishment Managers	September 2004	Contact names will be held on a database. Information will be collated for the submission of incident forms.	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 the Education Services.	First report due October 2004.