

EAST AYRSHIRE COUNCIL
COMMUNITY SERVICES COMMITTEE – 29th MAY 2002

HEALTH AND SAFETY PLAN

Report by Director of Community Services

1. PURPOSE OF REPORT

- 1.1 To inform the Committee of the Department's progress in response to its 2001/02 Health and Safety Action Plan.
- 1.2 To provide a draft Health and Safety Action Plan for 2002/03.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Sub-Committee of the Policy and Resources Committee at its meeting on 2 April 2001 approved a Council-wide Health and Safety Action Plan. The plan was disseminated by each service department introducing a related departmental Action Plan which had been approved by their service committee.
- 2.2 The draft departmental Action Plan for 2002/03 is attached for consideration.

3. ACTION PLANNING

- 3.1 Summary of 2001/02 Community Services Health and Safety Action Plan
 - 3.1.1 Of 20 agreed objectives identified in 2001/02 17 objectives were completed or progressed satisfactorily. It is important to continue the momentum into 2002/03 Action Plan.
- 3.2 2002/03 Community Services Health and Safety Action Plan
 - 3.2.1 Appendix 1 is the proposed Action Plan for 2002/02. Key objectives for the year include:
 - Developing departmental guidance from Corporate guidelines aimed at reducing the risks from Noise at Work
 - Developing departmental guidance from Corporate guidelines aimed at reducing the risks from Vibration at Work
 - Enhancing Fire risk control interventions (Director of Community Services)

- Developing a departmental prioritised workplace and/or functional audit programme thus measuring performance in future planning

4. FINANCIAL IMPLICATIONS

- 4.1 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.

5. RECOMMENDATIONS

- 5.1 The Committee is asked to:

- a) note the department's response to the 2001/02 Action Plan; and
- b) approve the departmental Health and Safety action plan attached to this report.

William Stafford
Director of Community Services

WS/MS

9 May 2002

LIST OF BACKGROUND PAPERS

Nil

Implementation Officer – william.stafford@east-ayrshire.gov.uk

**EAST AYRSHIRE COUNCIL
COMMUNITY SERVICES**

2002-2003 HEALTH & SAFETY ACTION PLAN				
	ACTION	JUSTIFICATION	ACTION LED BY	TARGET
1.	Develop Departmental employee health & safety handbooks based on the corporate model.	To promote health and safety to all employees.	All Departments.	12/02
2.	Continue development and program on Tool Box Talks	To promote local H&S issues and ensure compliance with control measures	Line Managers / Safety Co-ordinators	Ongoing
3.	Develop departmental guidance from corporate guidance on reducing risks from noise at work.	Identified by Corporate H&S strategy Group Significant Corporate Risk	Line Managers Safety Co-ordinator	10/02
4.	Develop department guidance from corporate policy for the control of risks from vibration.		Line Managers Safety Co-ordinator	11/02
5	Develop fire and security risk control interventions.	High level of risk / key objectives 1&2	Director	06/02
6.	Review risk assessment from corporate procedures	Key Objectives 1, 2 4	Line Managers Safety Co-ordinator	06/02
7.	Pilot Corporate Safety Audit Develop a prioritised audit programme.	Key objective 6	Line Managers / Safety co-ordinator	08/02 09/02
8.	Review the traffic management system at Western Road	High level of risk	Director	06/02
9.	Develop Department guidance from corporate guidance for: 1. Avoidance of violence. Develop and implement Departmental arrangements.	High level of risk / key objectives 1,2	Line Managers / Safety Co-ordinator	11/02
10.	Establish health & safety performance indicators at each H&S Committee. These should be based on H&S Action Plans to indicate progress against specified targets.	Key objective 5	Line Managers / Safety Co-ordinator	06/02
11.	Following from Corporate Guidance develop , training & controls pertaining to slips, trips and falls.	High level of incidents / key objectives 1,2	Line Managers / Safety Co-ordinator	10/02

12.	To establish Departmental arrangements in response to key issues highlighted through Risk Assessment & through corporate policies and procedures e.g. Skip Maintenance, Playground Safety, Cemetery Safety, Grass cutting on slops, Swimming Pool Safety.	To maintain the corporate Health & Safety Management System	Line Manager / Safety Co-ordinator	Ongoing
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EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES

HEALTH & SAFETY ACTION PLAN 2001-2002 PROGRESS REPORT

Action Plan 2001-2002

1. Developing Policies, Standards and Guidance

- 1.1** Community Services have developed specific guidelines to assist Managers to put in place safe effective control measures relating to Lone Workers (Risk Assessment based).

2. Communication

- 2.1** A number of ToolBox Talks have been developed and delivered to section within Community Services e.g.
- Lone Workers
 - Fire Prevention
 - Housekeeping & General Hygiene
 - Office Safety
 - C.O.S.H.H
 - P.P.E
 - Safe use of Ladders, Step-ladder
 - Manual Handling

- 2.2** Additional Talks will be developed in Action Plan 2002-2003.

3. Training

- 3.1** Health & Safety training is on all safety committee agendas and is also identified through consultation with managers and department safety co-ordinator. (Ongoing)
- 3.2** A total of four managers / supervisors attended March 2002 course on IOSH Managing Safely.
- 3.3** Fire Warden Training 2001-2002, - 85 employees from Community Services have received training.
- 3.4** First Aid Training 2001-2002, - 14 First Aiders (4 day training) 25 appointed persons (1 day training).

4. Local Safety Arrangements

- 4.1** Considerable improvements have been implemented at Western Road to try and elevate the problems of traffic in this depot, new road surface was laid to allow the moving of refuge vehicles into a secure compound also this will allow more

space for public and staff parking. The demolition of the Building and Works building, once demolished should help with the congestion of public vehicles using civic amenities site.

5. Strategy & Planning

- 5.1** Department Safety Policy did not require any changes or amendments mentioned in action plan 2001-2002 but would be reviewed again in action plan 2002-2003.
- 5.2** Year 2001-2002 will be set as the baseline year for incident statistics following a review of monitoring arrangements. Thereafter targets for reduction will be set each year.

6. Risk Assessment

- 6.1** Review of risk assessments were carried out in April/May 2001. These will continue to be reviewed annually or when work activities, work methods or new machinery is introduced. Copies of all Departments (Section) assessments are passed to Trade Union Safety Reps for their perusal, and are made readily available for employees from there line managers.
- 6.2** C.O.S.H.H co-ordinators have been set up within each section who in turn notify the Health and Safety co-ordinator of any new substances which may need to be purchased. All C.O.S.H.H Assessments have been passed to Trade Union Reps for their perusal, and are made available for employees from their line manager or in some cases from notice boards. A total of 57 products have been reviewed from materials being updated or through health monitoring. All products highlighted through Sypol Liberty C.O.S.H.H assessment system which require Health surveillance have been completed from information provided from employees who use those products.
- 6.3** Community Service have carried out a total of 76 Fire Risk Assessments, stages 1 and 2 carried out by employees responsible for premises, Stages 3 and 4 completed by Department Safety Co-ordinator. Copies have all been passed to principal officers for action where required. Fire Risk Assessments will be carried out every two – three years. (Appendix 2 attached.)

7. Monitoring & Inspection

- 7.1** Plan is monitored through Health and Safety Committee and individual Joint Consultative committees.
- 7.2** Management Six Monthly Inspections are being carried out, status report is held by department safety co-ordinator. Out of a total of 86 workplaces 83 have been carried out. One of these workplaces is only open for six months of the year and when open a workplace assessment is completed. (Appendix 2 attached.)
- 7.3** Hepatitis B inoculations are underway. Employees were identified through risk assessments, toolbox talks were arranged and delivered by Occupational Health,

request/disclaimer forms were issued for employees to say yes or no. Out of a total of 83 employees from Grounds Maintenance, 43 agreed to be inoculated against Hepatitis B. A total of 40 employees have had the first and second inoculation the remaining will be completed when they return from holidays or sickness.

Toolbox talks were also carried out by Occupational Health for Cleansing, and they had a total number of 49 out of 108 employees agreed to be inoculated , and they also had their first and second inoculation.

- 7.4** Safety Audit schedules still to be developed. A pilot safety audit has been carried out based on Health & Safety Communication on Libraries and also Cleansing DSO.
- 7.5** Health and Safety Committees have been established in Grounds Maintenance, Cleansing, Libraries and Museums and Arts and meet every quarter. Workplace Assessments, Accident investigation / Analysis / Statistics, Training Requirements, Risk Assessments and C.O.S.H.H alone with many other health and safety issues are on the agendas at these meetings. This issue will be ongoing on the 2002–2003 Action Plan.
- 7.6** L.O.L.E.R inventories are kept by Line managers who are responsible for this equipment. Inspections on L.O.L.E.R equipment are carried out by our Insurance company, on the refuse collection vehicles these are carried out by the Transport Section of Development Services. P.U.W.E.R inventories are also kept by the appropriate line managers.
- 7.7** Portable Appliance Testing is well under way within Community Services with the exception of two sections (Environmental Health and Palace Theatre). A total number of 12 employees were trained in February and September 2000 to allow them to carry out Pat Testing. A two day refresher course has been arranged for sometime in May with ten out of the twelve employees attending. Hopefully this refresher course will allow use to be able to cover all sections within Community Services.
- 7.8** Ladders & Associated equipment are tested annually. Six employees from different sections have attended one-day competency training course to allow them to inspect ladders and step-ladders. This equipment is identified by a black square sited on the stile of the ladder or step-ladder, an identification card is issued to the users and they in turn sign for this. There is also a large A4 identification card placed on all notice boards where ladders or step-ladders are in use.
- 7.9** All lost time accidents are and will be investigated. A monthly report on all lost time accidents is sent from the department safety co-ordinator. This will be included on the action plan for 2002-2003. (Appendix 2 attached).

AGENDA