

## **EAST AYRSHIRE COUNCIL**

### **COMMUNITY SERVICES COMMITTEE – 19 SEPTEMBER 2001**

#### **HEALTH AND SAFETY PLAN**

##### **Report by Director of Community Services**

### **1. PURPOSE OF REPORT**

- 1.1 To recommend a prioritised Health and Safety Action Plan.

### **2. BACKGROUND INFORMATION**

2.1 The Personnel and Property 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 Sub-Committee asked the Chief Executive to inform each Director to submit their departmental action plan in support of the Corporate Plan to the appropriate service committee.

2.2 The Council Plan includes detailed recommendations for the development of strategic health and safety plans at corporate and departmental level. The plan followed a review by the then Health and Safety Manager who had identified many strengths in existing arrangements across the Council and also improvement opportunities relating to the setting of targets for a reduction in lost time accidents, developing communication strategies and monitoring and regular review of performance against recognised standards.

2.3 The Council's detailed review of its Health and Safety arrangements has been timely in that it coincides with the government's commitment within its "Revitalising Health and Safety" strategy. The key aims of this government document are:

- To inject new impetus into the Health and Safety agenda.
- To identify new approaches to reduce further rates of accidents and ill health caused by work, especially approaches relevant to small firms.
- To ensure that our approach to Health and Safety Regulation remain relevant for the changing world of work over the next 25 years.
- To gain maximum benefit from links between Occupational Health and Safety and other government programmes.

### **3. HEALTH AND SAFETY COUNCIL ACTION PLAN**

3.1 The Council Action Plan includes the following priorities which have also been reflected at a departmental level.

1. Developing and promoting of annual corporate and departmental Health and Safety plans.
2. Setting performance targets against planned objectives.

3. Improving front-line communications aimed at promoting health and safety awareness to all employees.
  4. Prioritising audit and workplace inspection schedules.
  5. Reviewing and updating policy positions (eg hand arm vibration, stress, driver safety, lone working, working at heights).
  6. Promoting health and safety training as a key objective within the Council's Training and Development Plan.
  7. Establishing an annual Occupational Health Strategy.
- 3.2 In line with national direction from the government and the Health and Safety Executive a key performance target within the planning process is to reduce accidents. However, this is also accompanied by an initial objective of encouraging the reporting of accidents and near misses by employees thus providing management with information that can result in corrective action. The Health and Safety Manager has identified that in the short term there may be an initial increase in accidents as a result of this emphasis and encouragement of reporting and therefore any reduction in accidents may require a longer term analysis based on either 2001/02 or 2002/03 statistics. Members will be kept informed on this particular action point.

#### **4. DEPARTMENTAL ACTION PLAN**

- 4.1 The recommended departmental action plan is attached for members' consideration. The plan reflects the above Council priorities and also includes specific actions that are relevant to the department's services.
- 4.2 Within the department, a very pro-active approach is taken to Health and Safety issues as is clearly demonstrated within the Action Plan. In addition to specific issues, an annual awareness seminar is held for all employees in the department.

#### **5. TRADE UNIONS**

- 5.1 The Trade Unions were consulted by the Head of Personnel in the preparation of the corporate report and will be further consulted on the detail of the recommended departmental plan after the Sub-Committee's consideration. The Trade Unions have welcomed the planning process and the continued priority being given to health and safety matters.

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 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.

#### **7. POLICY IMPLICATIONS**

- 7.1 The recommended action plan will complement the Council's Personnel Policies.

## **8. RECOMMENDATIONS**

8.1 The Committee is asked to:

- a) approve the departmental Health and Safety Action Plan attached to this report and summarised in paragraph 4 above; and
- b) invite the Director of Community Services to provide a future update report on the department's response to the action plan.

William Stafford  
Director of Community Services

WS/JS

28 August 2001

### **LIST OF BACKGROUND PAPERS**

1. Report by Depute Chief Executive/Director of Corporate Resources to Personnel and Property Sub-Committee of the Policy and Resources Committee on 2 April 2001.
2. Health and Safety Review 2000 report prepared by Health and Safety Manager.

Anyone wishing to inspect the background papers listed above should telephone 01563 576023 and ask for William Stafford, Director of Community Services.

Implementation Officer – [william.stafford@east-ayrshire.gov.uk](mailto:william.stafford@east-ayrshire.gov.uk)

## EAST AYRSHIRE COUNCIL

## COMMUNITY SERVICES DEPARTMENT

HEALTH AND SAFETY – 2001/2002 ACTION PLAN

	DETAILS	ACTION	ACTION BY	TARGET DATE	CURRENT STATUS
<b>Developing Policies, Standards and Guidance</b>					
1.	Develop Health and Safety Standard and Guidance Notes for Lone Workers – to be based on task specific risk assessments.	Agreed to develop instruction and guidance	Safety Team	March 2002	Health and Safety Manager is currently reviewing this item.
<b>Communication</b>					
2.	Continue programme of Toolbox Talks	To deliver and record in-house Toolbox Talks on a quarterly basis  Safety Co-ordinator to keep status report and records of toolbox talks.	Chargehands, Forepersons, Supervisors/ Safety Team	Ongoing	Wide range of talks have been undertaken throughout the department i.e. PPE; Office Safety; Working Safely in the Sun; COSHH; Accident Reporting and Investigation/Accident Prevention and Control, Safe Use of Ladders and Step-Ladders; Blood Borne Diseases. Others are being developed to suit the needs of the department.

	DETAILS	ACTION	ACTION BY	TARGET DATE	CURRENT STATUS
<b>Training</b>					
3.	Identify training needs	<p>Line Managers to assess training requirements in conjunction with Safety Co-ordinator.</p> <p>Safety Co-ordinator to maintain training status report e.g. numbers trained per subject.</p> <p>Training records kept by office admin</p>	Line Managers	Ongoing	Line Managers, in conjunction with Safety Co-ordinator, identify training requirements on an ongoing basis.
4.	Ensure training needs are met	<p>Courses arranged through Mike Howes. Managers to provide list of names.</p>	Safety Team	Ongoing	<p>IOSH Managing Safely – all nominations for this course have been met</p> <p>Manual Handling Training – Several sections within Community Services have had Lifting and Handling training for their employees ranging from half day refresher to awareness training. This type of training is continually ongoing.</p>

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
4.	(Continued)				<p>First Aid – First Aid training has been well covered within Community Services and is reviewed on an ongoing basis through Safety Committees</p> <p>Fire Warden Training – Fire Warden training has been well covered within Community Services and is reviewed on an ongoing basis through Safety Committees.</p>
<b>Local Safety Arrangements</b>					
5.	Establish Traffic Management System for Western Road	Working Group to progress plan	Director	Ongoing	<p>CCTV now installed.</p> <p>Working Group to progress plans.</p>
<b>Strategy and Planning</b>					
6.	Review Departmental Health and Safety Policy		Director	Ongoing	To be arranged with Director and new Safety Manager

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
7.	Establish Health and Safety Targets		Senior Management	Hold	Year 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.
8.	Liaise with Health and Safety Team re implementation of Corporate Health and Safety Plan		Line Managers as applicable	TBA	Ongoing
<b>Risk Assessment</b>					
9.	<p>Review Risk Assessments</p> <p>Review and distribute to Line Managers for approval.</p> <p>Distribute to Trade Union Safety representative</p>	<p>Safety Co-ordinator will maintain status report.</p> <p>Completed</p>	Line Managers/ Safety Team	March 2001	<p>Review of Risk Assessments was carried out in April/May 2001. These will continue to be reviewed annually or when work activity, work method or new machinery is introduced. Copies of all section assessments have been passed to Trade Union Safety representatives for their perusal and are made readily available for employees from their line manager.</p>

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
10.	Review COSHH Assessments Reviewed and distributed to Line Managers and Trade Union Safety representative.	Now issued  Safety Co-ordinator will maintain status report.	Line Managers/ Safety Team	March 2001	COSHH co-ordinators have been set up within each section who in turn notify Health and Safety Co-ordinator of any new substances which may need to be purchased. All COSHH Assessments have been passed to all Trade Union Safety reps for their perusal and are made available for employees from their line manager on in some cases from notice boards. Assessments are monitored and reviewed on a regular basis.

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
11.	Ensure all Fire Risk Assessments are in place for all premises under the control of the Community Services Department	Safety Co-ordinator will maintain status report	Line Managers/ Safety Team	Oct – Nov 2001	The Community Services Department has responsibility for 83 sites. 43 Fire Risk Assessments have been completed. All four stages of the assessment have been passed to line managers for their action. The other 40 assessments are partially complete – stages one and two have been done. The remainder of these will be finished by Oct/Nov 2001 and passed to line managers.
<b>Monitoring and Inspection</b>					
12.	Monitor plan through Health and Safety Committee		Senior Management	Hold	Ongoing
13.	Carry out six monthly Management Workplace Safety inspections  Status report to be maintained	Safety Co-ordinator will maintain status report	Line Managers	May – Nov 2001	Two dates were set for these inspections – May 2001 and November 2001. Inspections for May have been carried out for all workplaces.

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
14.	<p>Establish Occupational Health Interventions</p> <p>VDU Screening, Lung Function, Hearing Tests, HAVS &amp; HGV Drivers, and Hepatitis Inoculation (Cleansing and Grounds Maintenance)</p>	<p>Liaison with Occupational Health Advisor</p> <p>Provide lists of names for Occupational Health Services</p>	Occupational Health	Ongoing	<p>Eyesight screening is made available for all employees who work with PCs. Lung function and hearing tests have been carried out for all relevant employees. Reports have been sent to line managers and are being monitored by Occupational Health. Hepatitis inoculation for Cleansing and Grounds Maintenance is being considered in conjunction with the Health and Safety Manager and the Occupational Health Doctor.</p>
15.	<p>Safety Audit Schedule to be developed for all premises and activities within Community Services in line with agreed audit schedule.</p>	<p>Audit schedule to be agreed. Safety section reviewing audit procedures. Health and Safety Co-ordinator to keep audit records.</p>	Safety Team	April 2002	<p>Safety Section reviewing audit procedures. List of Community Services buildings and their locations have been passed to the Safety Section for action.</p>

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
16.	<p>Health and Safety Committee Meetings to be established.</p> <p>Liaison with safety representatives</p> <p>Workplace Inspections</p> <p>Accident Investigation/Analysis/Statistics Training/Reports/Risk Assessment/COSHH</p>		Trade Union/ Management/ Safety Co-ordinator	Ongoing Action	Ongoing
17.	Develop LOLER and PUWER registers and inventory of equipment and tools	Develop registers including periodic inspection dates	Line Managers	July 2001	Line Managers should now hold LOLER and PUWER registers. Development Services (Transport) is responsible for carrying out LOLER Inspections on a regular basis for Refuse Vehicles. All sections undertake regular reviews of training requirements and maintenance procedures under PUWER. Safety Co-ordinator to verify that local arrangements are in place.

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
18.	Ensure Portable Appliance Testing is undertaken	Registers to be maintained by employees trained in PAT testing.	Line Managers	Ongoing	Training courses were set up in February and September 2000 for employees designated to carry out testing. Each section within Community Services has employees trained. All portable and transportable equipment is being tested on a quarterly or annual basis. These arrangements will be reviewed in the light of a new report on PAT testing from the Health and Safety Manager.
19.	Ensure ladders and associated equipment are inspected	Reports to be submitted to line managers. Safety Co-ordinators will keep records.	Line Managers/ Safety Team	Ongoing action annually	Training on inspection of ladders was completed in June 2001. Information on ladders is displayed on health and safety notice boards. Update and records of inspection will be held by Safety Co-ordinator and copy passed to line managers. Inspections will be carried out annually on all ladders and step-ladders within Community Services.

	<b>DETAILS</b>	<b>ACTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>CURRENT STATUS</b>
20.	Ensure accident reports and statistical analysis reported to Committee	All lost time to be investigated. Safety Co-ordinator will maintain status report	Line Managers/ Safety Team	Ongoing	Ongoing

**AGENDA**