

## EAST AYRSHIRE COUNCIL

### COMMUNITY SERVICES COMMITTEE – 17 SEPTEMBER 2003

#### HEALTH AND SAFETY ACTION PLAN

##### Report by Director of Community Services

#### 1. PURPOSE OF REPORT

- 1.1 To update Members on the department's progress on the Departmental Health and Safety Action Plan 2002-03 and to recommend a Departmental Health and Safety Action Plan for 2003-04.

#### 2. BACKGROUND

- 2.1 The Council's Health & Safety Strategy Group was formed in 2001 and is chaired by the Chief Executive. The group is made up of the six service Directors of each department. The Strategy Group recommended the establishment of long term strategic health & safety objectives and the production of annual action plans to meet long term objectives.
- 2.2 The Community Services Department produced their first Action Plan in 2002-03.
- 2.3 At the Corporate Governance Committee of 3 June 2003 it was requested that each service Department submit a Health & Safety Action Plan 2003-04 to their next service Committee.

#### 3. 2002-03 PLAN - PROGRESS

- 3.1 Ten out of the twelve targets set out in the Health & Safety Action Plan 2002-03 have been achieved (see appendix 1).
- 3.2 The two targets not fully achieved in 2002-03 have been rolled over in to the Health & Safety Action Plan 2003-04

#### 4. CORPORATE HEALTH & SAFETY ACTION PLAN 2003-04

- 4.1 The key objectives of the corporate Health & Safety Action Plan 2003-2004 (appendix 2) are set out below:-
  - Revision of Health & Safety Policy
  - Developing employee information
  - Enhancing existing arrangements in respect of violence at work
  - Focus on work equipment and related testing inspection
  - Developing Occupational Health arrangements at pre-employment and workplace surveillance levels
  - Building in an audit process including the provision of summary reports to this forum
  - General promotion of training opportunities with particular emphasis on moving and handling activities.

## **5. COMMUNITY SERVICES HEALTH AND SAFETY ACTION PLAN 2003-04**

5.1 The Community Services Department seeks to achieve the corporate objectives as well as a number of specific departmental objectives for 2003-04. There are 17 objectives in the 2003-04 plan; a full list of targets is contained in appendix 1. Some actions of note are set out below;

- Development of Departmental employee information system in support of corporate / departmental health and safety handbook
- Review the traffic management systems in all Community Services locations
- Undertake a RoSPA Quality System Health & Safety Audit
- Develop and implement an avoidance of violence training course for at risk staff
- Development of guidelines and an assessment programme to reduce noise at work
- Development of guidelines and HAVS assessment programme to reduce vibration at work
- Develop training and controls pertaining to slips, trips and falls

## **6. TRADE UNIONS**

6.1 The Trade Unions have been fully involved in the preparation of the Health & Safety Action Plan and support its direction.

## **7. FINANCIAL/LEGAL/POLICY IMPLICATIONS**

7.1 The Health & 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.

## **8. RECOMMENDATIONS**

8.1 It is recommended that the Committee:-

- (i) note the achievements of the Health & Safety Action Plan 2002-03;
- (ii) approve the recommended Health & Safety Action Plan 2003-04 as attached to this report; and
- (iii) otherwise note the content of this report.

William Stafford  
Director of Community Services

WS/JC

17 August 2003

## **LIST OF BACKGROUND PAPERS**

1. Report to Corporate Governance Committee - 03 June 2003

Any person wishing to inspect the background paper above should telephone 01563 576023 and ask to speak to William Stafford.

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**EAST AYRSHIRE COUNCIL  
COMMUNITY SERVICES DEPARTMENT**

**2002-2003 HEALTH & SAFETY ACTION PLAN**

		<b>ACTION</b>	<b>JUSTIFICATION</b>	<b>KEY MILE STONES</b>	<b>TARGET</b>
1.	Develop Departmental employee health & safety handbooks based on the corporate model.	To promote health and safety to all employees.	All Departments.	12/02	Complete
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	Complete/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	Complete
4.	Develop department guidance from corporate policy for the control of risks from vibration.		Line Managers Safety Co-ordinator	11/02	Complete
5	Develop fire and security risk control interventions.	High level of risk / key objectives	Director	06/02	Complete
6.	Review risk assessment from corporate procedures	Key Objectives	Line Managers Safety Co-ordinator	06/02	Complete
7.	Pilot Corporate Safety Audit  Develop a prioritised audit programme.	Key objective	Line Managers / Safety co-ordinator	08/02  09/02	Complete
8.	Review the traffic management system at Western Road	High level of risk	Director	06/02	Complete

9.	Develop Department guidance from corporate guidance for: 1. Avoidance of violence.  Develop and implement Departmental arrangements.	High level of risk / key objectives	Line Managers / Safety Co-ordinator	11/02	Partial
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	Line Managers / Safety Co-ordinator	06/02	Complete
11.	Following from Corporate Guidance develop , training & controls pertaining to slips, trips and falls.	High level of incidents / key objectives	Line Managers / Safety Co-ordinator	10/02	Partial
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	Complete

**EAST AYRSHIRE COUNCIL  
COMMUNITY SERVICES**

**HEALTH & SAFETY – 2003 / 2004 ACTION PLAN**

***Key Indicator:***

<b>ITEM</b>	<b><u>DETAILS</u></b>	<b><u>ACTION BY</u></b>	<b><u>KEY MILESTONE</u></b>	<b><u>COMMENTS</u></b>
1 <input type="checkbox"/>	Monitor Plan through Health and Safety Committee	Senior Management / Trade Union	March 2004	To improve Health and Safety performance under each target by March 2004
2 <input type="checkbox"/>	Develop Departmental Employee health and Safety handbook based on the corporate model	Senior Management / Safety Co-ordinator	March 2004	To promote health and safety to all employees
3 <input type="checkbox"/>	Risk Assessments Review	Line Managers	March 2004	To be reviewed/amended based on the Councils New Risk Assessment Format
4 <input type="checkbox"/>	Monitor Management Workplace H&S Inspections throughout Community Services	Line Managers	Ongoing	Ongoing task Management workplace inspections will continue to be carried out accordingly.

<b>ITEM</b>	<b><u>DETAILS</u></b>	<b><u>ACTION BY</u></b>	<b><u>KEY MILESTONE</u></b>	<b><u>COMMENTS</u></b>
5 <input type="checkbox"/>	Review Traffic Management systems In all Community Service Locations	Line Managers	March 2004	Although many assessments have been completed it is important that inspections should be carried out on a periodic bases
6 <input type="checkbox"/>	Develop an Occupational Health Programme Pre-employment, VDU Screening, Lung Function, Hearing Tests, HAVS & HGV Drivers, DSE Eyesight Tests, Hepatitis Inoculation	Occupational Health	September 2003	Liase with Michael Sharp Occupational Health Advisor & Health & Safety Manager
7 <input type="checkbox"/>	Develop and implement an avoidance of violence training programme for 'at risk' staff based on corporate guidance	Training Co-ordinator / Safety Co-ordinator	December 2003	Line managers to identify staff who are at risk from violence at work
8 <input type="checkbox"/>	H & S Audit RoSPA Quality System To identify Strengths and Weaknesses within the Department Audit schedules to be developed	Safety Co-ordinator/ safety section	June 2003	Agreed that Audits should be carried out by H&S Co-ordinator & Health & Safety Officer
9 <input type="checkbox"/>	Health & Safety Committee Meetings / Liaison with safety representatives Workplace Inspections / Risk assessment / Accident Investigation / Training / Occ Health / COSHH etc.	Trade Union / Management / Safety Co-ordinator	Ongoing	H&S Committees.
10 <input type="checkbox"/>	Maintain Data base based on Lifting Equipment and other equipment requiring statutory inspection	Safety Co-ordinator	March 2004	
11 <input type="checkbox"/>	Incident Reporting Encourage " Near Miss " Reporting, Report on Monthly Basis	Line Managers	Ongoing	Management involvement Agreed all lost time incidents would be investigated

<b>ITEM</b>	<b><u>DETAILS</u></b>	<b><u>ACTION BY</u></b>	<b><u>KEY MILESTONE</u></b>	<b><u>COMMENTS</u></b>
12 <input type="checkbox"/>	Toolbox Talks to continue to be developed and delivered e,g HAVS, Noise, Housekeeping, Accident Prevention, C.O.S.H.H	Line Managers, Supervisors, Charge Hands	Ongoing	Agreed to develop, record and deliver In-house toolbox talks on a regular basis and monitor.
13 <input type="checkbox"/>	Master Safety File	Line Managers/ Safety Co-ordinator	August 2003	Ensure all M.S.F. are Up-to-date with correct Policies, Standards and Procedures
14 <input type="checkbox"/>	Develop Departmental Guidelines and assessment programme to reducing Noise at Work	Line Managers / Safety Co-ordinator	March 2004	Survey assessment will be carried out To highlight areas where there are noise problems. Full noise assessments will then be carried out by a competent persons
15 <input type="checkbox"/>	Develop Departmental Guidelines and HAVS assessment programme to reducing Vibration at Work	Line Manager	March 2004	Vibration meter purchased Competent HAVS assessors will undertake assessment programme to determine Vibration levels and requirements.
16 <input type="checkbox"/>	D.S.E. Assessors Course Workstation Assessments	Training Co-ordinator / Safety Co-ordinator	March 2004	Administration Officers would attend training
17 <input type="checkbox"/>	C.O.S.H.H Assessments	Line Manager / Safety Co-ordinator	Ongoing	To continue to monitor and develop C.O.S.H.H assessments from Corporate system (SYPOL)