

EAST AYRSHIRE COUNCIL

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE 9 APRIL 2002

HEALTH AND SAFETY

Report by the Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

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

2. BACKGROUND INFORMATION

- 2.1 The Sub-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 As part of its action plan the council established a Strategy Group, led by the Chief executive and including the six service Directors and trade union representatives, to oversee the action Planning process and to facilitate an exchange of views and a better understanding of the most significant Health and Safety matters and procedures.

3. ACTION PLANNING

- 3.1 2001/02 Health and Safety Action Plan
 - 3.1.1 The 2001/02 plan has been managed at both corporate and departmental levels. Following the sub-committee's decision of 2 April 2001, the corporate plan was considered by Directors and action plans for service functions developed and approved by service committees. This ensures that the Council has an organisational structure which ensures health and safety is considered as a priority in the workplace. Feedback from the employee attitude survey of October 2001 shows that employees believe the Council considers health and safety seriously. This report will propose that the same approach is adopted for 2002/03.
 - 3.1.2 In summary, 37 (77%) of the 48 agreed objectives for 2001/02 were completed or progressed against target. This is considered to have been a satisfactory achievement in consideration of the number of actions that were first established and staffing changes in the Health and Safety section over the year. It is important that this momentum is continued into 2002/03. Copies of the detailed progress against the

2001/02 Action Plan are available on request from the Head of Personnel.

3.1.3 The 2001/02 has been continually monitored over the year. The Health and Safety Manager recommended to the strategy Group that the objectives be aligned to the Health and Safety Executive's management model "Successful Health and Safety Management (HSG 65)" and the planning style was adjusted accordingly.

3.2 2002/03 Health and Safety Action Plan

3.2.1 Appendix 1 is the proposed Action Plan for 2003/03 which has been considered and endorsed by the Strategy Group meeting of 19 March 2002. Key objectives for the year include:

- ensuring a health and safety focus within an enhanced employee communication strategy
- enhancing the Council's management of asbestos arrangements in response to new legislation
- developing guidelines aimed at reducing the risks from Noise at work
- developing guidelines aimed at reducing the risks from Vibration at work
- enhancing Fire risk control interventions
- developing a prioritised workplace and/or functional audit programme thus measuring performance and informing future planning.

3.2.2 If approved, it is recommended that the plan be distributed to service directors who would be asked to adopt last year's approach of advising service committees of their response to last year's plan and proposals for 2002/03.

4. LEGAL/POLICY IMPLICATIONS

4.1 The proposals in this report are consistent with the Council's health and safety policy objectives and would be expected of an employer of the Council's size and status.

5. FINANCIAL IMPLICATIONS

5.1 The Council's health and safety commitments and management arrangements are met from within existing budgets.

6. RECOMMENDATIONS

6.1 The Sub-Committee is asked to

- a) note the Council's response to its 2001/02 health and safety Action Plan;
- b) approve Appendix 1 as the basis of the Council's health and safety Action Plan for 2002/03; and

- c) Instruct the Head of Personnel to distribute this report to Directors asking them to prepare a similar report for their services in terms of their progress against their 2001/02 Action Plans and proposals for 2002/03.

Fiona Lees,
Depute Chief Executive and Director of Corporate Resources.
25 March 2002.

LIST OF BACKGROUND PAPERS

1. Report to Corporate Sub-Committee 2 April 2001 re Health and Safety Action Plan 2001/02.

Anyone wishing further information should contact Graham Haugh, Head of Personnel on (01563 576092).

EAST AYRSHIRE COUNCIL

SUMMARY HEALTH & SAFETY ACTION PLAN 2002 –2003

STRATEGIC OBJECTIVES

In order to successfully manage health & safety, East Ayrshire Council aims to ensure that: -

1. effective health and safety policies are in place to set a clear direction for the organisation to follow;
2. effective health & safety management structures and arrangements are in place, involving all managers and staff, for delivering the policy;
3. this structure is sustained by effective communication and the promotion of competence;
4. there is a planned and systematic approach to implementing health and safety policy through an effective health and safety management system;
5. our performance is measured against agreed standards;
6. our performance is reviewed based on data from monitoring and audits of the whole health and safety management system.

2002-2003 HEALTH & SAFETY ACTION PLAN				
	ACTION	JUSTIFICATION	ACTION LED BY	TARGET
1.	Ensure that health and safety becomes a fixed item in the corporate communication mechanism. Develop a "corporate model" for an employee health & safety handbook. Develop Departmental employee health & safety handbooks based on the corporate model.	Key objective 4.2.3	Head of Personnel Services Health & Safety Team All Departments.	08/02 06/02 12/02
2.	Develop a strategy for the management of asbestos. Develop a detailed plan for the management of asbestos containing materials for East Ayrshire Council.	High level of risk / key objectives 1&2	HaTS (asbestos sub group) Director of Homes & Technical Services	04/02 10/02
3.	Develop corporate guidelines for reducing the risks from noise at work. Develop departmental action plans for the implementation of corporate guidelines.	High level of risk / key objectives 1&2	Health & Safety Section Service Departments	06/02 10/02

4.	Develop a corporate policy and associated action plan for the control of risks from vibration.	High level of risk / key objectives 1&2	Health & Safety Section	09/02
5	Develop fire risk control interventions.	High level of risk / key objectives 1&2	Working Group led by Head of Community Services.	06/02
6.	Develop training and guidance on safe driving.	High level of risk / key objectives 1,2	Development services in conjunction with Health & safety Section	08/02
7.	Review risk assessment procedures	Key Objectives 1, 2 4	Health & Safety team	04/02
8.	Establish the scope of the new RoSPA Quality Safety Audit.	Key objective 6	Health & Safety Team	05/02
	Pilot the audit.		Health & Safety Team	06/02
	Develop a prioritised audit programme.		Health & Safety Team	08/02
9.	Review the traffic management system at all premises.	High level of risk.	All Departments	03/03
10.	Develop training and guidance on safe manual handling.	High level of risk / key objectives 1,2	Health & Safety Section	07/02
11.	Develop guidance for: 1. Lone workers 2. Avoidance of violence.	High level of risk / key objectives 1,2	Health & Safety Section	06/02
	Develop and implement Departmental arrangements.		All Departments	11/02
12.	Review the Master Safety File and identify amendments/additions required.	Key objectives 1,2,3,4,5,6	Health & Safety Section	08/02
13.	Clarify DSE eyesight and spectacle repayment process.	Key objectives 1,2	Health & Safety Section	06/02
14.	Develop an Occupational Health Action Plan.	Key objectives 1,2, 4,5,6	Health & Safety section	05/02
15.	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	All Departments.	06/02
16.	Develop guidance, training & controls pertaining to slips, trips and falls.	High level of incidents / key objectives 1,2	Health & Safety Group	08/02