

## **EAST AYRSHIRE COUNCIL**

### **CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 25 SEPTEMBER 2001**

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

##### **Report by Director of Corporate Resources/Depute Chief Executive**

### **1. PURPOSE**

- 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 a specific action maintaining a regular auditing, inspection and training regime with the Skills Training Unit.

#### **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 Corporate Resources/Depute Chief Executive to provide a future update report on the department's response to the action plan.

### **BACKGROUND INFORMATION**

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 further information should contact Fiona Lees, Director of Corporate Resources/Depute Chief Executive, telephone 01563 576019.

## EAST AYRSHIRE COUNCIL

### CORPORATE RESOURCES

#### HEALTH & SAFETY –2001 / 2002 ACTION PLAN

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
1	Inform employees of Health & Safety Action Plan process and key issues for department. Refer to Responsibilities section of departmental Policy.	Departmental Management Team (DMT)	30 June 2001	Set scene for Action Plan. Remind all employees of responsibilities and need for partnership approach.
2	Set challenging Health & Safety Targets	DMT	1. Key PIs from H&S by 30 November 2001 2. DMT agree targets by 31 December 2001. 3. Implement during remainder of 2001/02.	Set performance standards and targets for Corporate Resources.
3	Set up effective H&S consultation; integrating with JCC Meeting Liase with safety representatives regarding Accident Investigation/Analysis/Statistics/Training/Reports/Risk Assessments	DMT	Already in place. Provide detailed report within JCC forum.	Provide TU Safety reps with info on Accident Investigation/ Analysis/ Statistics/ Training/Risk Assessment etc.
4	Develop schedule of Safety audits e.g. Skills Training Facilities as listed (Item 6)	Health & Safety Team/DMT	Report to DMT of proposed reporting cycle by 30 Sept 01	Ensure effective auditing of premises.
5	Management Workplace Safety Inspections	Managers	Six monthly June 2001 Dec 2001 June 2002	Ensure effective workplace inspections.
6	RISK ASSESSMENTS Review and distribute to Line Managers and Trade Union Safety Representatives.	Health & Safety Co-ordinator	30 September 2001	Trade Union and Line Managers informed.

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
7	COSHH Assessments Review and distribute to Line Managers and Trade Union Safety Representatives.	H&S Co-ordinator	31 October 2001	As above
8	Fire Risk Assessments – London Road, Lugar, 2 The Cross, Croft Street, Western Road, Cumnock Training Unit etc.	Safety Team Line Managers	30 September 2001	Recently updated legislative requirements actioned. Process to be completed by 30.9.01.
9	Lone Workers – policy to be developed and distributed.	H&S Co-ordinator	March 2002	Instruction & Guidance being developed by H&S Team.
10	Lifting Operation and Lifting Equipment Regulations.  Provision and Use of Work Equipment Regulations	DMT and H&S Team	1. List of relevant equipment to be prepared by 30 June 2001. 2. Inspection regime to be confirmed thereafter.	Register developed. Lift at HQ tested and certificate in order. Lift at IT (2 The Cross) under repair.
11	Occupational Health  VDU Screening, (Eyesight Tests) – Council procedure for testing and reimbursement to be revised.	Occupational Health and H&S Team	31.12.01  31.1.02	Occ. Health Advisor and H&S Manager  Review and update Corporate Resources employee requirements in line with revised procedure.
12	Portable Appliance Testing	DMT	1. DMT to review status by 30 November 2001 2. Arrange appropriate maintenance 1 December 2001-31 March 2002	Registers to be maintained.

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
13	Ladder & Associated Equipment Inspections	H&S Co-ordinator	Annually*	Report to be submitted to Manager. * Note – ladders seldom used.
14	Toolbox Talks (A minimum of 3 topics to be covered over remainder of 2001/02 including Office Safety; Safety Information and one topic to be identified by employees via JCC).	H&S Co-ordinator	1. DMT to set service specific themes 30 June 2001 2. Arrange delivery 1 July 2001-31 March 2002	Heighten awareness and ownership of H&S in the workplace.
15	Safety Promotion (including SHAW) relating to Corporate Resources activities. Awareness Campaigns, Prepare and Issue promotion Material e.g. Notice Board Posters	H&S Co-ordinator	Ongoing	Promote good Health and Safety practice in the workplace
16	Manual Handling Training Course  Review Manual Handling Training for all employees.	H&S Co-ordinator	Ongoing	Manual Handling Induction Course to be formulated and refresher training arranged.
17	Skills Training Unit  Maintain regular auditing, inspection and training regime, in accordance with Council policy and external auditing by Enterprise Ayrshire.	STU Manager and H&S Co-ordinator	Ongoing (Also subject to annual audit by Enterprise Ayrshire)	Arrangements are in place. Successful audit by Enterprise Ayrshire on 3.9.01.

## AGENDA