

**EAST AYRSHIRE COUNCIL**  
**CORPORATE SUB-COMMITTEE OF THE**  
**POLICY AND RESOURCES COMMITTEE – 25 SEPTEMBER 2001**

**HEALTH AND SAFETY PLAN**

**Report by Director of Finance**

**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 require 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 Risk Identification**

**4.1.1** The majority of posts are sedentary, but nonetheless can still present a relatively high risk factor. For example the role of rent collection or council tax collection, brings with it the inherent risks of:-

- Violence
- Aggression
- Stress
- Office ergonomics
- Lone workers
- Fire safety

The “high risk” roles within the department involve the activities of:-

- Rent collection from clients homes
- Benefit fraud surveillance
- Lone Workers

During the last 12 months Risk Assessments have been created for the above activities, following consultation with the relevant officers and the police liaison officer. Training in dealing with potentially violent situations has been provided by the police liaison officer. Any new officers employed to undertake any of the “high risk” roles will be given appropriate training in dealing with violence and aggression. The provision/availability of such a training course is a corporate matter as the risks are common to many Council positions and the development of a corporate training course is presently under review.

#### **4.2 Departmental Action plan**

The recommended departmental action plan is attached for members' consideration. The plan reflects the above Council priorities.

#### **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**

The Committee is asked to:

- 8.1 approve the departmental Health and Safety Action Plan attached to this report and described in paragraph 4 above;
- 8.2 invite the Director of Finance to provide a future update report on the department's response to the action plan; and
- 8.3 otherwise note the contents of this report.

Alex McPhee  
**Director of Finance**

RB/DMW  
13 September 2001  
ENC (1)

#### **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 further information should contact Alex McPhee, Director of Finance, Telephone 01563 (57)6300.

**APPENDIX 1**

**EAST AYRSHIRE COUNCIL**

**FINANCE DEPARTMENT**

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

<b>ITEM</b>	<b>DETAILS</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>COMMENTS</b>
1	Circulate Departmental Health & Safety Plan to all staff.	Heads of Service	30 October 2001	Set scene for Action Plan. Remind all employees of responsibilities and need for partnership approach.
2	Establish suitable performance targets for Health & Safety within the Department	Heads of Service	<ol style="list-style-type: none"> <li>1. Key PIs from H&amp;S by 30 November 2001</li> <li>2. DMT agree targets by 31 December 2001.</li> <li>3. Implement during remainder of 2001/02.</li> </ol>	Set performance standards and targets for Finance Department.
3	Establish effective H&S consultation, linking to Departmental JCC Meetings.	Heads of Service	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	Provide all new staff with basic Health & Safety Training.	Support & Development Manager	Ongoing	Incorporate within Departmental Induction procedures.
5	Provide basic drugs awareness training to staff likely to encounter drugs abusers in the course of their employment.	Support & Development Manager	Ongoing	
6	I.O.S.H. Managing Safety Qualification – Encourage	Section	31 October 2001	As above

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
	relevant members of staff to participate in this course	Managers		
7	Workplace Inspections :- Greenholm Street, 2 The Cross, Holmquarry House, Lugar Offices	Section Managers	30 September 2001	Recently updated legislative requirements actioned. Process to be completed by 30.9.01.
8	Stress Management :- Introduce Departmental procedures in line with Circular per/8/2001	Support & Development Manager	March 2002	Aimed at reducing stress levels within workplace
9	Lone Workers – policy to be developed and distributed by Corporate Health & Safety Section	H&S Co-ordinator	March 2002	Instruction & Guidance being developed by Corporate H&S Team.
10	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 31 October 2001 2. Arrange delivery 1 Dec 2001-31 March 2002	Heighten awareness and ownership of H&S in the workplace.
11	Occupational Health :- VDU Screening, (Eyesight tests) – Council procedure to be revised	Occupational Health & Corporate H&S Team	March 2002	Review & update Finance Department employee requirements in line with revised Council procedure.
12	Portable Appliance Testing	Heads of Service/ Section Managers	System already in place.	Register of equipment to be maintained and maintenance arranged as necessary

**AGENDA**