

## EAST AYRSHIRE COUNCIL

### CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 4 June 2002

#### DEPARTMENT OF CORPORATE RESOURCES - HEALTH & SAFETY PLAN 2002-2003

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

## 1. PURPOSE

- 1.1 To review progress against the Department of Corporate Resources 2001-2002 Health & Safety Action Plan and recommend a prioritised departmental Health and Safety Action Plan for 2002-2003.

## 2. BACKGROUND INFORMATION

- 2.1 The Sub-Committee at its meeting on 9<sup>th</sup> April 2002 approved a Council-wide Health & Safety Action Plan building on the success of the previous year. 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 on the further development of the Council's Health & Safety Management System, which is based on the HSE guidance document "*Successful Health & Safety Management [HSG65]*". To that end the Council Plan establishes a set of key aims which will provide the structure for the Health & Safety Action Plan in this and future years. The key aims established within the plan are to ensure that:

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

- 2.2 The Council Action Plan was also influenced by certain specific priorities. These priorities included:

- Improving health and safety communications
- Reviewing and updating policy positions (e.g. noise, hand-arm vibration, asbestos, fire).
- Establishing key performance indicators.

2.3 Central to the success of the Council-wide plan is for Departments to continue to translate its aims into Department specific objectives and then in turn for individual managers to translate Departmental policy into action.

### **3. REVIEW OF 2001-2002 ACTION PLAN**

3.1 All of the items on the Corporate Resources Health & Safety Action Plan for 2001-2002 were fully achieved or substantially progressed. Appendix 1 contains a table reviewing the progress of the 2001-2002 action plan.

### **4. 2002 – 2003 DEPARTMENTAL ACTION PLAN**

4.1 The recommended departmental action plan for 2002/2003 is attached at appendix 2 for members' consideration. The plan continues a number of ongoing items from the previous year as well as introducing new action points designed to support the priorities established within the Council-wide Action Plan as described above.

### **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 by the Director/Depute Chief Executive 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. LEGAL/POLICY IMPLICATIONS**

7.1 The recommended action plan will assist the department in fulfilling its general duty of care for employees health and safety and complements the Council's Personnel Policies.

### **8. RECOMMENDATIONS**

8.1 The committee is asked to:

- a) note the action taken by the Department of Corporate Resources in response to its 2001/2002 Health & Safety Action Plan; and
- b) approve the proposed plan for the year 2002/2003.

Fiona Lees  
Depute Chief Executive/Director of Corporate Resources  
20<sup>th</sup> May 2002

### **BACKGROUND INFORMATION**

1. Report by Depute Chief Executive/Director of Corporate Resources to Personnel and Property Sub-Committee of the Policy & Resources Committee on 9<sup>th</sup> April 2002.
2. Report by Depute Chief Executive/Director of Corporate Resources to the Health & Safety Strategy Group on 19<sup>th</sup> March 2002.

Anyone wishing further information should contact Fiona Lees, director of corporate resources/Depute chief Executive, telephone 01563 576019.

**CORPORATE RESOURCES**  
**REVIEW OF 2001-2002 HEALTH & SAFETY ACTION PLAN**

ITEM	DETAILS	ACTION BY	TARGET DATE	PROGRESS
1	Inform employees of Health & Safety Action Plan process and key issues for development. Refer to Responsibilities section of Departmental Policy.	Departmental Management Team (DMT)	30 <sup>th</sup> June 2001	Information disseminated through team meetings.
2	Set Challenging Health & Safety Targets	DMT	<ol style="list-style-type: none"> <li>1. Key PIs from H&amp;S by 30<sup>th</sup> November 2001.</li> <li>2. DMT agree targets by 31 December 2001.</li> <li>3. Implement during remainder of 2001/02.</li> </ol>	Changes in staffing affected this item which will be carried through to 2002-2003 plan. Nonetheless a new system of incident reporting has been introduced to assist in measuring performance.
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.	In place.
4	Develop schedule of safety audits.	H&S Team/ DMT	Report to DMT of proposed reporting cycle by 30 Sept 01.	This was done and is under review for 2002-2003.
5	Management Workplace Safety Inspections	Managers	Six monthly	Completed in year. Ongoing commitment.
6	RISK ASSESSMENTS Review and distribute to Line Managers and Trade Union Safety Representatives.	Health & Safety Co-ordinator.	30 September 2001	Significant progress. Review of risk assessments is carried forward to 2002 – 2003 plan.
7	COSHH Assessments Review and distribute to Line Managers and Trade Union Safety Representatives.	H&S Co-ordinator	31 October 2001	Assessments completed. Reviewed on an ongoing basis.
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	Main complexes at London Road and Western Road completed. Outstanding areas carried forward to 2002 – 2003 plan.
9	Lone Workers – policy to be developed and distributed.	H&S Co-ordinator	June 2002	Guidance notes currently being developed.
10	Lifting Operations and Lifting equipment Regulations  Provision and Use of Work Equipment Regulations	DMT and H&S Team	<ol style="list-style-type: none"> <li>1. List of relevant equipment to be prepared by 30 June 2001.</li> <li>2. Inspection regime to be</li> </ol>	Completed. To be reviewed 2002 – 2003.

			confirmed thereafter.	
11	Occupational Health Action Plan  VDU Screening (Eyesight Tests) – Council procedure for testing and reimbursement to be revised.	Occupational Health and H&S Team	31/12/01  31/01/02	Completed  Completed
12	Portable Appliance Testing	DMT	1. DMT to review status by 30 November 2001. 2. Arrange appropriate maintenance 1 December 2001 – 31 March 2002.	Completed and now under review.
13	Ladder & Associated Equipment Inspections	H&S Co-ordinator	Annually	Completed.
14	Toolbox talks.	H&S Co-ordinator	1. DMT to set service specific themes 30 June 2001. 2. Arrange delivery 1 July 2001 – 31 March 2002.	Talks have been delivered on Risk assessment and Office Safety.
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	Targets met. Ongoing task.
16	Manual Handling Training Course  Review Manual Handling Training for all employees.	H&S Co-ordinator.	Ongoing	Priority risk groups trained. Ongoing.
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	Targets met. Ongoing task.

**CORPORATE RESOURCES  
HEALTH & SAFETY- 2002 / 2003 ACTION PLAN**

<b>ITEM</b>	<b>DETAILS</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>COMMENTS</b>
1	Inform employees of Health & Safety Action Plan 2002-2003 and key issues for Department. Refer to Responsibilities section of Departmental Policy.	Departmental Management Team (DMT)	30 <sup>th</sup> June 2002	Remind all employees of responsibilities and need for partnership approach.
2	Develop a Corporate Resources health and safety handbook.	Health & Safety Section.	31 <sup>st</sup> December 2002	All Departments require to develop a handbook in line with the corporate action plan.
3	Ensure all Master Safety files are up-to-date with correct standards and local procedures.	Managers	Ongoing	H&S Section distribute an update sheet with every new document released.
4	Review schedule of safety audits.	H&S Team/ DMT	Report to DMT of proposed reporting cycle by 30 Sept 02.	Top level RoSPA safety audit will be supplemented by revised schedule of inspections.
5	Management Workplace Safety Inspections	Managers	Six monthly	Ongoing.
6	Review risk assessments to ensure continued validity.	Managers	30 November 2002.	Line manager to undertake review supported by the Health & Safety Section with advice and training.
7	Ensure a COSHH Assessment has been carried out for all hazardous substances. Notify Health & Safety Officer of any substances that have changed or which still require an assessment.	Managers H&S Officer	31 December 2002.	Line manager to undertake review supported by the Health & Safety Section with advice and training.
8	Ensure any outstanding fire risk assessments are carried out.	Safety Team Line Managers	30 August 2002.	Fire risk assessments are legally required for all premises.
9	Lone Workers/Avoidance of Violence – guidance to be developed and distributed.	H&S Co-ordinator	Ongoing	Guidance notes currently being developed. Target date November 2002.
10	Lifting Operations and Lifting equipment Regulations  Provision and Use of Work Equipment Regulations	DMT and H&S Team	30 September 2002.	Review inspection regime and report to DMT.
11	Portable Appliance Testing - ensure appropriate inspection regime in place following review of policy.	DMT	30 <sup>th</sup> June 2002.	Already in progress. Inventory of inspections needs to be kept.
12	Ladder & Associated Equipment Inspections	H&S Officer	Annually	Report to be submitted to section managers.
13	Toolbox talks. (A minimum of 3 topics to be covered over	Managers H&S Officer	H&S Officer will develop first talk	Talk on slips, trips, falls to be available

	remainder of 2002/2003 including Fire Safety; Slips, Trips and Falls and one topic to be identified by employees via JCC.)		by 30 June 2002. Talks to be delivered by line managers – first talk by 31 July 2002.	no later than August 2002.
14	Safety Promotion (including SHAW) relating to Corporate Resources activities. Awareness Campaigns, Prepare and Issue promotion material e.g. Notice Board Posters	H&S Officer	Ongoing	Ongoing
15	Manual Handling Training Course  Review Manual Handling Training for all employees.	H&S Officer	Ongoing	Ongoing
16	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 Officer	Ongoing	Ongoing
17	Establish H&S performance indicators.	DMT	DMT to agree appropriate performance indicators by end of June 2002.	PIs to be developed from action plan and benchmarking work with SPDS. Note that incident reporting system has been revised which may affect incident stats.

**AGENDA**