

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE – 3RD JUNE 2003

HEALTH AND SAFETY ACTION PLAN

Report by Depute Chief Executive/Director of Corporate Resources

1. PURPOSE

- 1.1 To recommend a Council Health and Safety Action Plan for 2003-04.

2. BACKGROUND

- 2.1 In 2001 the Council established a Health and Safety Strategy Group led by the Chief Executive and involving the Council's 6 Departmental Directors as well as Trade Union representatives from all services within the Council.
- 2.2 The Strategy Group recommended long term strategic objectives and established a Council Action Plan for 2002-03 which informed the preparation of similar departmental action plans at departmental level. Progress was reported throughout the year to Corporate Sub-Committee, in respect of its Council-wide and departmental interest for Finance and Corporate Resources and similar performance reports were provided to individual service committees.

3. LONG TERM STRATEGIC OBJECTIVES

- 3.1 The long-term strategic objectives for health and safety within East Ayrshire Council have been based on the general principles outlined in the HSE publication (HSG 65) entitled "Successful Health and Safety Management" which has received widespread acceptance throughout industry. The objectives are to ensure that: -
- 3.1.1 we have effective health and safety policies and arrangements to set clear standards for the organisation to follow;
- 3.1.2 an effective health and safety structure is in place for delivering the policy which involves all managers and staff;
- 3.1.3 this structure is sustained by effective communication and the promotion of competence;

- 3.1.4 there is a planned and systematic approach to implementing health and safety policy through an effective health and safety management system;
- 3.1.5 performance is measured against agreed standards;
- 3.1.6 performance is reviewed based on data from monitoring and from audits of the whole health and safety management system.

4. HEALTH AND SAFETY ACTION PLAN 2003-04

4.1 Appendix 1 to this report provides the proposed Corporate Health and Safety Action Plan for 2003-04. This plan has been formulated by the Chief Executive's Health and Safety Strategy Group with a focus on those issues that will also inform priorities at service department level. It is proposed that the Health and Safety Plan, if approved, be implemented and monitored on a corporate basis but also disseminated to each service director with a view to them preparing a plan which supports the corporate objectives but also focuses on other issues pertinent to the individual services.

4.2 The Key objectives of the 2003-04 plan include:-

- Revision of Health and Safety Policy (see plan objective 1.2)
- Developing employee information (see plan objective 1.3)
- Enhancing existing arrangements in respect of Violence at Work (see plan objective 1.5)
- Focus on Work Equipment and related testing inspection (see plan objective 1.6, 1.7, 1.9)
- Developing Occupational Health arrangements at pre-employment and workplace surveillance levels.
- Building in an audit process, including provision of summary reports to this forum (see plan objective 1.12, 1.15)
- General promotion of training opportunities with particular emphasis on moving and handling activities (see plan objective 1.17)

5. TRADE UNIONS

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

6. LEGAL/POLICY IMPLICATIONS

6.1 The Health and Safety at Work etc 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.

7. RECOMMENDATIONS

7.1 It is recommended that the Committee:-

- (i) approve the recommended Health and Safety Action Plan 2003-04 as appended to this report;
- (ii) ask each service director to prepare a Health and Safety Action Plan 2003-04 for their service with a view to the plan being submitted to the Service Committees immediately after the summer recess;
- (iii) ask the Head of Personnel to provide regular reports to the committee on the Councils progress against the Action Plan's objectives; and
- (iv) otherwise note the content in this report.

Fiona Lees
Depute Chief Executive/Director of Corporate Resources

Ref: GH/VN

15 May 2003

LIST OF BACKGROUND PAPERS

1. Reports to the Corporate Sub-Committee of Policy and Resources Committee during 2002/03.

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EAST AYRSHIRE COUNCIL

COUNCIL-WIDE HEALTH AND SAFETY ACTION PLAN
2003 - 2004

1.1 Each Department to prepare and implement Service Focussed Action Plans reflecting and developing the Corporate Plan goals.

This will permit the individual Department Management Teams to set their own targets and develop those issues appropriate to their remit. Target for Departmental Plan Development – August 2003. To be reported to first Service Committee cycle after summer recess.

1.2 Review and revise Health and Safety Policy to reflect changes in organisation and legislation impacting upon arrangements.

The Policy should be revised to reflect the management structure and make a positive contribution to the 'Revitalising' agenda. Legislation impacting upon authority business will also need inclusion – Target for implementing new Policy – April 2004.

1.3 Develop an employee information system in support of corporate / departmental health and safety handbooks.

(a) Previous proposals to develop Service specific employee handbooks are not considered to demonstrate cost efficiency. It is recommended that a small corporate handbook containing general health and safety information is to be supported by an A5 style safety card in corporate style with service specific issues. Target for first six topics – December 2003.

(b) Develop employee safety information briefings through Eastwords, intranet and safety flashes.

1.4 Review Master Safety File to reflect changes in organisation and legislation impacting upon safety arrangements.

The Master Safety file should be reviewed to ensure an accurate representation of the authority's growing culture. This review will link with item '2' and '3' of the Action Plan. Target ongoing throughout year.

1.5 Develop and implement an avoidance of violence training programme for 'at risk' staff.

- (a) *Communicate corporate policy on violence at work and lone working. Complete consultation and issue by June 2003.*
- (b) *Training to be developed and delivered for staff considered at risk of acts of violence against the person. Training programme to be identified by June 2003. Training to have commenced by September 2003.*

1.6 Develop, implement and maintain a database of equipment that requires statutory thorough examination, inspection or testing.

Lifting Equipment, Pressure Vessels and Local Exhaust Ventilation all require statutory thorough examination at prescribed intervals. A database is to be established that will identify the location and current state of compliance of this type of work equipment. Target September 2003 for Database, March 2004 for completed inventory.

1.7 Linked to item '1.6', develop and implement a programme of scheduled competent person inspections and examinations at appropriate intervals.

Using the database at item '6' and the 'Competent Person' (usually appointed by the insurer) undertaking the thorough examinations, prepare a schedule of Inspections on a rolling three year programme. Target date - March 2004.

1.8 Review Workplace vehicle routes to all operational depots and develop suitable traffic management arrangements for the protection of pedestrians within that environment.

To ensure workplace safety and compliance with Workplace Regulations, all operational depots should be inspected and reports prepared to identify areas requiring vehicle / employee separation. Target December 2003 for reports. Work programme for implementation to be included in 2004-2007 Action Plans (Over three years).

1.9 Develop a corporate policy and associated action plan for the control of risks from vibration.

A corporate policy involving occupational health issues is to be developed for implementation throughout Departments. This is to provide compliance with current statute protecting the workforce and Council accordingly. Target policy for November 2003.

- 1.10 **Develop a programme of occupational health pre-employment screening and regular appropriate monitoring for employees in employment 'risk groups'.**

With occupational health provider, prepare standard document for pre-employment and in-service occupational health screening criteria. Focus on "at risk" employee groups for issues including noise, vibration and lung function. Ongoing work with Occupational Health provider to confirm primary "at risk" groups within Local Government. Document drafted by October 2003.

- 1.11 **Finalise review of Risk Assessment process, including pro-forma templates for use during local Risk Assessment reviews.**

In compliance with statute, review and develop a corporate style for the assessment of risk. The document would lead to the development of guidance literature, training syllabus and a standards document for the authority. Target completion September 2003.

- 1.12 **Implement Sectional ROSPA Audit to each Department and report common findings to Chief Executive Strategy Group.**

The health and safety group will undertake one sectional audit, e.g. management arrangements, and one other for each department and report their detailed findings to relevant Director. Summary collective reports to be reported to the Strategy Group on an ongoing basis.

- 1.13 **Review health and safety training to ensure continued provision of prioritised and relevant health and safety training.**

Review current training programme and projected needs to ensure provision of appropriate calendar dates. Revise style to be more positive with Training & Development Manager to ensure structure does not duplicate provision. Target for corporate calendar - July 2003. Review training programme - July 2003.

- 1.14 **Develop database of accident reports to establish achievement of Revitalising Health and Safety targets and similar data comparisons.**

Develop database of received accident report forms back to April 2000. Collation of information by September 2003.

- 1.15 **Review, following Audit and Planned Workplace Management Inspections, to confirm positive culture of safety awareness.**

Review and revise current workplace inspection sheet to include management self check of previous inspections. Confirm schedule of inspection by Management. Implement Management self check from previous inspection reports.

1.16 Review work environment to ensure adequate provision for health, safety and welfare of employees.

Reviews through workplace inspections of operational depots workplaces to ensure statutory compliance and develop a pro-active Occupational Health Programme. Target inspections of major sites completed by December 2003. Develop significant findings into Action Plans 2004 – 2005.

Mike Padley
Health & Safety Manager

April 2003