

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE
23rd September 2003

DEPARTMENT OF CORPORATE RESOURCES
HEALTH & SAFETY ACTION PLAN 2003/2004

Report by Director of Corporate Resources/Depute Chief Executive

1. PURPOSE

- 1.1** To review progress against the Department of Corporate Resources 2002-2003 Health & Safety Action Plan and recommend a prioritised departmental Health and Safety Action Plan for the period 2003-2004.

2. BACKGROUND INFORMATION

- 2.1** Committee at its meeting on 3 June 2003 approved a Council-wide Health & Safety Action Plan building upon the success of the previous year. The 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-wide 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-wide 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 remain 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 is 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; and
- our performance is reviewed based on data from active monitoring, e.g. audits of the whole health and safety management system.

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

- Improving health and safety communications;
- Reviewing and updating strategy (e.g. noise, hand-arm vibration, asbestos, fire); and
- 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 2002/2003 ACTION PLAN

3.1 All of the items on the Corporate Resources Health & Safety Action Plan for 2002/2003 were fully achieved or substantially progressed. Appendix 1 contains a table reviewing the progress of the 2002/2003 Plan.

4. 2003/2004 DEPARTMENTAL ACTION PLAN

4.1 The recommended departmental action plan for 2003 / 2004 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 report for the Council-wide Plan and will be further consulted by the Director/Depute Chief Executive on the detail of the recommended departmental plan after the 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 employee's 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 2002/2003 Health & Safety Action Plan; and
- b) approve the proposed plan for the year 2003 / 2004.

Fiona Lees
Depute Chief Executive/Director of Corporate Resources
September 2003

BACKGROUND INFORMATION

1. Report by Depute Chief Executive/Director of Corporate Resources to Corporate Governance Committee 3 June 2003. Implementation Officer: Mike Padley, Health & Safety Manager (Tel: 01563 576070)

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

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

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
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 th June 2002	Completed
2	Develop a Corporate Resources health and safety handbook.	Health & Safety Section.	31 st December 2002	This proposal has been redefined to provide tailored cards on agreed departmental topic specific issues
3	Ensure all Master Safety files are up-to-date with correct standards and local procedures.	Managers	Ongoing	Completed
4	Review schedule of safety audits.	H&S Team/ DMT	Report to DMT of proposed reporting cycle by 30 Sept 02.	Full Audit of department will be completed by End of October 2003
5	Management Workplace Safety Inspections	Managers	Six monthly	Arrangements established
6	Review risk assessments to ensure continued validity.	Managers	30 November 2002.	Completed
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.	Completed
8	Ensure any outstanding fire risk assessments are carried out.	Safety Team Line Managers	30 August 2002.	Completed
9	Lone Workers/Avoidance of Violence – guidance to be developed and distributed.	H&S Co-ordinator	Ongoing	Council-wide Safety Standard developed. Document to be issued for consultation
10	Lifting Operations and Lifting Equipment Regulations Provision and Use of Work Equipment Regulations	DMT and H&S Team	30 September 2002.	Completed
11	Portable Appliance Testing - ensure appropriate inspection regime in place following review of policy.	DMT	30 th June 2002.	Completed and inspection regime in place
12	Ladder & Associated Equipment Inspections	H&S Officer	Annually	Completed and inspection regime in place
13	Toolbox talks. (A minimum of 3 topics to be covered over remainder of 2002/2003 including Fire Safety; Slips, Trips and Falls and one topic to be identified by employees via JCC.)	Managers H&S Officer	H&S Officer will develop first talk by 30 June 2002. Talks to be delivered by line managers – first talk by 31 July 2002.	Completed. Topics completed Fire Safety, Slips, trips and falls and Office safety

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	Achieved SHAW Gold Award Revised information on Safety Notice Boards
15	Manual Handling Training Course Review Manual Handling Training for all employees.	H&S Officer	Ongoing	Trainer trained Courses 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	Completed with ongoing continued commitment
17	Establish H&S performance indicators.	DMT	DMT to agree appropriate performance indicators by end of June 2002.	Performance Indicators reported through Strategy Review Group

**CORPORATE RESOURCES
HEALTH & SAFETY- 2003 / 2004 ACTION PLAN**

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
1	Inform employees of Departmental Action Plan, identifying key areas of responsibility and targets	DMT	October 2003	All staff to be advised of Action Plan. Key members with responsibility to be briefed and report on target achievement at appropriate intervals
2	Develop Employee information cards, in support of Council-wide implementation of Policy	Health & Safety Manager / Head of Communication	March 2004	Safety cards to be Department specific and used as basis of tool box talk material. Health & Safety Manager to liaise with Head of Communications to develop corporate style, also suitable for electronic availability
3	Update Master Safety File to confirm relevance in support of item '1' of Departmental Plan	Health & Safety Manager	March 2004	Up-date, as necessary, all existing Master Safety File documents, re-style into consistent format.
4	Implement 'Avoidance of violence' training	DMT	March 2004	DMT to identify staff with public interface and support customer care initiative with awareness of personal safety training
5	Develop inventory of equipment requiring thorough examination, testing or inspection by a competent person	DMT	January 2004	Office equipment inventories up to date and equipment tested as appropriate Headquarters lift to be subject to regular thorough examination
6	Review Council Headquarters Car Parking arrangements to ensure safety of pedestrians	Head of Personnel	March 2004	Revisions to be available for implementation in New Financial Year
7	Complete ROSPA QSA Audit Training for new team members	Head of Personnel	March 2004	Training of new team members to be undertaken by approved provider
8	Undertake Audit of Corporate Resources Department	Health & Safety Manager	November 2003	Complete ROSPA QSA for Service. Results to be feed back through Strategy Group
9	Prepare & Advertise calendar of safety training courses	Head of Personnel	December 2003	Prepare & advertise corporate calendar of safety training in conjunction with Training and Development Section
10	Implement Management Workplace Safety Inspection	DMT	November 2003	Undertake 6 monthly workplace inspections. Revision to standard to consider themed inspection topics
11	Implement Council-wide safety standard on the issue of Lone working	Health & Safety Manager	December 2003	Implement safety standard into Master Safety file following appropriate consultation