

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE - 23 SEPTEMBER 2003

DEPARTMENTAL HEALTH AND SAFETY PLAN

Report by Director of Finance

1 PURPOSE OF REPORT

- 1.1 To review progress against the Department of Finance's Health and Safety Action Plan 2002/03 and to identify the recommended departmental Health and Safety Action Plan for 2003/04.

2 BACKGROUND INFORMATION

- 2.1 The Committee at its meeting on 3 June 2003 approved a Council-wide Health and Safety Action Plan, building on the success of the previous years. The 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 and Safety Management System, which is based on the HSE guidance document "Successful Health and Safety Management (HSG65)". To that end the Council Plan establishes a set of key aims which will provide the structure for the Health and Safety Action Plan in this and future years. The key aims established within the plan are to ensure that:
- (a) We have effective health and safety policies to set a clear direction for the organisation to follow;
 - (b) An effective health and safety management structure and arrangements are in place, involving managers and staff, for delivering the policy;
 - (c) The structure is sustained by effective communication and the promotion of competence;
 - (d) There is a planned systematic approach to implementing health and safety policy through an effective health and safety management system;
 - (e) Our performance is measured against agreed standards;
 - (f) Our performance is reviewed based on data from monitoring and from audits of the whole health and safety management system.

- 2.3 The Council Action Plan was also influenced by certain specific priorities. These priorities included:
- (a) Improving Health and Safety Communications;
 - (b) Reviewing and updating policy positions (e.g. Noise, hand-arm vibration, asbestos, fire);
 - (c) Establishing key performance indicators.
- 2.4 Central to the success of the Council-wide plan is for each Department 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 2002/03 ACTION PLAN

- 3.1 A copy of the 2002/03 Plan is enclosed for information. All action points have been progressed and some such as training will remain as a standing item for future years. It is important that Heads of Service ensure that those officers who might be exposed to Violence and Aggression, or who may be in contact with drug users, or who might be classified as "lone workers" receive proper training and refresher training as necessary. The Council is seeking to introduce a Corporate Risk Control mechanism for all classified lone workers, using mobile telephones as a basis for tracking officer movements.
- 3.2 Item 8 Toolbox Talks requires to be revisited during 2003. Further comment is made in this respect under the 2003/04 Action Plan. Given the geographical spread of officers it may be more productive to use the Council's email system to distribute Safety Flashes as and when considered appropriate.

The departmental safety record remains excellent with no "lost time" incidents having been reported during 2002/03. There remains scope for improvement in Health and Safety awareness training and the communication of safety issues on a daily basis. Line Managers need to continue to develop an ethos of ownership of Health and Safety responsibility at managerial level within each office. The current system relies heavily upon the outcome of the six-monthly workplace inspections, but Health and Safety is an ongoing and daily consideration.

- 3.4 Near miss reporting should continue to be encouraged, in accordance with the Council's procedures.

4 2003/04 DEPARTMENTAL ACTION PLAN

- 4.1 The recommended departmental action plan for 2003/04 is attached (Appendix 1) for members' consideration. The plan continues a number of ongoing items from the previous year as well as introducing new action points to assist changing the ethos of the management of Health and Safety, to a devolved system, where more officers have been trained to IOSH standards.

5 FINANCIAL IMPLICATIONS

- 5.1** The management of Health and Safety in the Workplace is met from existing budgets. The proposals in the plan will minimise the exposure of the Department and the Council to Employers Liability claims and the associated costs thereof.

6 LEGAL/POLICY IMPLICATIONS

- 6.1** 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.

7 RECOMMENDATIONS

The committee is asked to:-

- 7.1** note the action taken by the Department of Finance in response to its 2002/03 Health and Safety Action Plan;
- 7.2** approve the proposed plan for the year 2003/04; and
- 7.3** otherwise note the contents of this report.

Alex McPhee
Director of Finance

DH/JP
September 2003
ENC (1)

LIST OF BACKGROUND PAPERS

Nil

For further information in any matter contained within this report please contact David Hunter, Risk and Insurance Manager, Telephone (01563) 576435.

EAST AYRSHIRE COUNCIL – DEPARTMENT OF FINANCE**HEALTH AND SAFETY ACTION PLAN 2003/04**

| Item | Details | Action By | Target Date | Comments |
|-------------|---|--|------------------------|---|
| 1 | Circulate Departmental Health and Safety Plan to all staff | Heads of Service | 30.10.03 | Set scene for Action Plan. Remind all employees of responsibilities and need for partnership approach |
| 2 | Circulate corporate employee handbook when available | Heads of Service | 31.12.03 | |
| 3 | Achieve performance indicators 03/04, i.e. no. lost time workplace accidents | Heads of Service | 30.09.04 | |
| 4 | Establish effective H & S consultation, linking to Departmental JCC Meetings | Heads of Service | In Place | |
| 5 | Provide all new staff with basic Health and Safety training | Support and Development Manager | Ongoing | |
| 6 | Review training needs:- Violence and aggression, Drug awareness/sharps, Lone workers, Manual handling, Display screed equipment assessors training, IOSH Managing Safety Qualification – Local Managers | Heads of Service | Ongoing | The timescale for this development is subject to the availability of training opportunities and the success of the candidates in passing a certificated examination. It is expected that significant progress will be made in relation to Violence and Aggression Training by September 2004, through the introduction of a Corporate Council training programme. Emphasis in the current year should be placed upon, violence and aggression training, manual handling training, and lone worker training. |
| 7 | Review adequacy of current Departmental Risk Assessments and update as necessary. | Risk and Insurance Manager/Safety Officer | Ongoing | Work continues in relation to finalising the Risk Assessment at the main collecting hall. |
| 8 | Workplace Inspections:- Greenholm Street, 2 The Cross, Holmquarry House, Lugar Offices and Civic Centre North | Risk and Insurance Manager/Safety Officers | December 03 June 04 | |
| 9 | Tool Box Talks – Suggested that a minimum of three topics are covered, including Fire Prevention/Fire Safety | Safety Officer | Ongoing | Tool Box Talks are being developed under the direction of the Council's Health and Safety Manager. The programme for Finance will be developed during the period to September 2004. Consideration will be given to the use of email to communicate safety matters due to the wide geographical spread of Finance Department Officers. |

APPENDIX 1

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|----|---|-----------------------------------|---------|--|
| 10 | Portable Appliance Testing | Heads of Service/Section Managers | Ongoing | Ensure that when PAT Testing is undertaken by ACE Insurance that any newly acquired items or any other electrical appliances that have been brought into the workplace are added to the inventory and are inspected. |
| 11 | Increase Departmental awareness of the Health and Safety Master Safety file and encourage officers to read the content with particular reference to Risk Management | Heads of Service/Section Managers | Ongoing | |
| 12 | Near Miss Reporting | Heads of Service/Section Managers | Ongoing | Ensure compliance with the Council's "Near Miss" Reporting Procedures |