

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE 23 SEPTEMBER 2003

UPDATE ON HEALTH AND SAFETY ISSUES

Report by Head of Personnel

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Committee with an information update on recent and developing health and safety issues.

2. COUNCIL WIDE HEALTH & SAFETY ACTION PLAN

- 2.1 Having been approved by the Corporate Governance Committee on 3 June 2003, the Council Wide Action Plan is progressing well. Some targets have already been achieved with the remainder remaining on target.

2.2 Targets achieved include: -

- The development of Departmental Action Plans, supporting the Council Wide objectives and implementing the strategy.
- The review and revision of the Risk Assessment format adopted by the Council, to make it easier for all to understand and follow.
- The development of an accident database, with entries back-dated to April 2000, allowing the Council to clearly see if the “*revitalising health and safety*” agenda is being achieved.
- The revision of the Violence to Work Policy and supporting procedures applicable to all employees including teachers has been completed and agreed with the Trade Unions. The Master Safety Files will be updated and employees advised of the revised documentation via Per Circular, Toolbox Talks and the Council’s Intranet Site.

2.3 Targets progressing include: -

- The employee safety handbook is being developed on a council wide theme with departmental specific information provided through a series of support cards. This will significantly reduce production costs but improve tailored information available within departments.
- Revision of the Master Safety File, introducing new strategy and topic documents, up-dating legislative requirements, etc.
- Development of a training programme for the avoidance of violence. This will include ‘Personal Safety’ training for those employees in all departments delivering front line services.

- Reviews of workplace safety where vehicles and pedestrians share travel routes.

3. ROSPA SAFETY AUDITING

- 3.1** With changes in the Health and Safety Team, there is a need to train new Safety Auditors. This is being undertaken in order that the ROSPA QSA system can be fully implemented. The Council has adopted this comprehensive system to analysis the effectiveness of the current system of health and safety management.
- 3.2** Pilot Audits are being undertaken in the Departments of Corporate Resources and Community Services to provide a benchmark within the Council, following which an implementation plan will be prepared.

4. HEALTH AND SAFELY TRAINING

- 4.1** Course programmes of IOSH Safety for Senior Executives are being scheduled for Directors and Heads of Service. These should compliment the existing IOSH Managing Safely courses that continue to be well received and are achieving Pass rates in excess of 95%.

5. HEALTH AND SAFETY PROMOTION

- 5.1** The Council's Intranet pages relating to Health and Safety information including revisions to the Master Safety File in is currently being reviewed and refined to develop a more user friendly system for employees to access.
- 5.2** The European Week of Health and Safety will commence on Monday 13 October 2003 with this year's theme being Dangerous Substances. The SHAW group is co-ordinating the activities which will include Toolbox Talks and employees will be notified via posters, Intranet Site and the Safety Team in due course of the various events which will be taking place during that week.

6. RECOMMENDATIONS

- 6.1** The Corporate Governance Committee is asked to note the content of this report.

Graham Haugh
Head of Personnel
16 September 2003

LIST OF BACKGROUND PAPERS

Nil

Anyone wishing further information should contact Mike Padley Health & Safety Manager, telephone (01563 576070).