

EAST AYRSHIRE COUNCIL

CORPORATE SUB COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 19th NOVEMBER 2002

HEALTH & SAFETY ACTION PLAN – PROGRESS REPORT

Report by the Depute Chief Executive/Director of Corporate Resources

1. PURPOSE OF REPORT

1.1 To advise Committee on the progress of the 2002 – 2003 Health & Safety Action Plan.

2. PROGRESS TO DATE

2.1 Each service department has prepared their departmental health and safety plan for 2002/03 in support of the council wide plan approved by the Corporate Sub Committee on 9 April 2002.

2.2 The table below sets out the progress to date of the council wide plan against the planned actions and target dates. All issues have been progressed seriously and progress has generally been positive.

2.3 It should also be acknowledged that a number of supplementary activities relating to fire safety have been undertaken in response to the potential fire fighter's strike. The resultant response across the Council has been extremely constructive and extensive.

2002-2003 HEALTH & SAFETY ACTION PLAN				
	ACTION	TARGET	ACTION LED BY	PROGRESS
1.	Ensure that health and safety becomes a fixed item in the corporate communication mechanism.	08/02	Head of Personnel Services	Article regarding Action Plan in Eastwards.
	Develop a "corporate model" for an employee health & safety handbook.	06/02	Health & Safety Team	Draft Corporate model complete.
	Develop Departmental employee health & safety handbooks based on the corporate model.	12/02	All Departments.	Progressing well.
2.	Develop a strategy for the management of asbestos.	04/02	HaTS (asbestos sub group)	Strategy complete and approved by HaTS Risk Management Group.
	Develop a detailed plan for the management of asbestos containing materials for East Ayrshire Council.	10/02	Director of Homes & Technical Services	Asbestos Co-ordinator takes up post week beginning Monday 4th November. Target date therefore revised to 03/02.
3.	Develop corporate guidelines for reducing the risks from noise at work.	06/02	Health & Safety Section	Policy arrangements complete and being implemented through H&S Co-ordinators.
	Develop departmental action plans for the implementation of corporate guidelines.	10/02	Service Departments	Ongoing

4.	Develop a corporate policy and associated action plan for the control of risks from vibration.	09/02	Health & Safety Section	Work on draft Corporate Policy nearing completion.
5	Develop fire risk control interventions.	06/02	Working Group led by Head of Community Services.	A range of actions, stemming from the Working Group are being implemented.
6.	Develop training and guidance on safe driving.	08/02	Development services in conjunction with Health & safety Section	Guidance is currently being produced. Specialist training can be sourced through H&S Section on request.
7.	Review risk assessment procedures.	04/02	Health & Safety team	Document produced for Senior Management Team. A working group has now been established to progress this issue further.
8.	Establish the scope of the new RoSPA Quality Safety Audit.	05/02	Health & Safety Team	Audit pilot in progress.
	Pilot the audit.	06/02	Health & Safety Team	Pilot audits complete.
	Develop a prioritised audit programme.	08/02	Health & Safety Team	Programme developed through H&S Co-ordinators.
9.	Review the traffic management system at all premises.	03/03	All Departments	To be prioritised.
10.	Develop training and guidance on safe manual handling.	07/02	Health & Safety Section	Training and guidance complete. Training available from H&S Section.
11.	Develop guidance for: 1. Lone workers 2. Avoidance of violence.	06/02	Health & Safety Section	Lone Workers guidance complete and under consultation. Avoidance of violence documentation currently being formatted prior to consultation. Future Action
	Develop and implement Departmental arrangements.	11/02	All Departments	
12.	Review the Master Safety File and identify amendments/additions required.	08/02	Health & Safety Section	Review complete. Issues will be progressed through next year's H&S Action Plan.
13.	Clarify DSE eyesight and spectacle repayment process.	06/02	Health & Safety Section	Revised procedures agreed.

14.	Develop an Occupational Health Action Plan.	05/02	Health & Safety section	Occupational Health Strategy and Action Plan is complete. Key issues currently being progressed through Personnel Services.
15.	Establish health & safety performance indicators at each H&S Committee. These should be based on H&S Action Plans to indicate progress against specified targets.	06/02	All Departments.	Departments have developed action plans in support of this corporate plan. Council participating in Strathcyde area. Council's development of non-statutory performance indicators.
16.	Develop guidance, training & controls pertaining to slips, trips and falls.	08/02	Health & Safety Group	Policy arrangements, tool box talk, guidance note complete ready for implementation.

3. RECOMMENDATIONS

- 3.1 Members are asked to note the progress made in response to the Council's Corporate Health and Safety plan.

Fiona Lees

Depute Chief Executive/Director of Corporate Resources

4th November 2002

LIST OF BACKGROUND PAPERS

1. Council Health & Safety Plan 2002/03

Anyone wishing further information on this report should contact Graham Haugh, Head of Personnel Services (telephone 01563 576092).

AGENDA