

EAST AYRSHIRE COUNCIL

DEVELOPMENT SERVICES COMMITTEE – 12 MARCH 2003

DEPARTMENTAL HEALTH AND SAFETY PLAN

Report by the Director of Development Services

1 PURPOSE OF REPORT

- 1.1 To recommend approval of the departmental health and safety action plan for 2003/2004.

2 BACKGROUND

- 2.1 A corporate health and safety action plan was approved in accordance with the relevant regulations by the Corporate Sub-Committee of the Policy & Resources Committee on 19 November 2002. There is a requirement for each department to prepare an action plan relating relevant points in the corporate action plan to its departmental activities and including any other specific actions as appropriate.

3 PROPOSED ACTION PLAN

- 3.1 The proposed departmental action plan is attached to this report.
- 3.2 The departmental management team has also noted concerns about the standard of office accommodation available and pressure placed on staff by unwarranted behaviour by some members of the public. Office accommodation will be reviewed in the context of corporate office accommodation issues. The management team will continue to monitor the incidents of members of the public making requests or complaints to staff in a way which is personally abusive or intimidating.

4 MONITORING AND STAFF CONSULTATION

- 4.1 Health and safety is a standing item on the 4-weekly business review meetings held by the Director or Head of Services for the Roads Contracts and Transportation Services Units. All reported industrial injuries are individually considered at these review meetings. Health and safety will be included as a standard item on the agenda for regular review meetings which will be arranged for the new Streetlighting Unit. Health and safety is regularly considered at the departmental management meeting held by the Director, at which reported injuries to other sections of the department are individually considered. The Director also has in place a procedure for monitoring the completion of site inspections and other procedures throughout the department.

4.2 Consultation with staff takes place through a health and safety committee of the JCC for Roads Contracts Unit, and through the JCCs for the Transportation Services Unit and office-based staff.

4.3 The action plan includes continuous training for staff in particular short refresher training through “toolbox” talks.

5 LEGAL/FINANCIAL IMPLICATIONS

5.1 There are no legal or financial implications arising directly from the proposed health and safety plan.

5.2 The costs of training and equipment for vibration and noise assessments will require to be met from departmental budgets for roads programmes.

6 RECOMMENDATION

6.1 It is recommended that the Committee approve the health and safety plan for the Development Services Department as attached to this report.

Stephen Chorley
Director of Development Services

SC/JR
25 February 2003

BACKGROUND PAPERS

Nil

For further information on the content of this report, contact Stephen Chorley, Director of Development Services, on 01563 576011

Implementation Officer: Stephen Chorley

**EAST AYRSHIRE COUNCIL
DEPARTMENT OF DEVELOPMENT SERVICES
HEALTH AND SAFETY ACTION PLAN 2003/2004**

| Item | Details | Action By | Comments | Date |
|-------------|---|---|---|--------------------|
| 1. | Develop departmental guidelines for reducing the risks from noise at work. Develop and implement program of control measures based on findings of formal noise assessments Develop and distribute to employees leaflet on noise hazards | H&S Co-ordinator /Noise Steering Group H&S Co-ordinator/Noise Steering Group H&S Co-ordinator | <ul style="list-style-type: none"> Steering Group established Noise surveys in place for Transport and E A Woodlands. Roads Depots to be surveyed. 3 Assessors to be trained this year Once noise surveys have been carried out, it may be necessary to carry out formal noise assessments. This will be dependant on the availability of Noise assessors courses In draft format, will be completed once assessments have been carried out | 09/03 09/03 |
| 2. | Develop a policy and associated action plan for the control of risks from vibration. | H&S Manager/H&S Co-ordinator | <ul style="list-style-type: none"> Assessor training set for 03/03; review from 04/03. | 10/03 |
| 3. | Risk Assessment Review | H&S Co-ordinator and Nominated persons | <ul style="list-style-type: none"> Review all Departmental Risk Assessments | On Going |
| 4. | Establish health & safety performance indicators for reporting H & S review meetings (see covering report, para 4.1) at each H&S Committee. These should be based on H&S Action Plans to indicate progress against specified targets. | Director, Development Services, 3 Heads, H&S Co-ordinator | <ul style="list-style-type: none"> Measurement of safety performance in all Services, key performance indicators developed from Corporate health and safety Action Plan | On Going |
| 5. | Site Visit Checklist | H&S Co-ordinator | <ul style="list-style-type: none"> Draft departmental checklists for site visits, tailored to departmental needs | On Going |
| 6. | East Ayrshire Woodlands | Nominated Persons with Support from H&S Co-ordinator | <ul style="list-style-type: none"> Conduct a full Health and Safety review for East Ayrshire Woodlands | 12/03 |
| 7. | Review Office Health & Safety for all Office Areas within Development Services | Nominated persons with support of H&S Co-ordinator | <ul style="list-style-type: none"> Review all office H&S provisions, in particular housekeeping, display screen equipment, moving & handling, file storage and stress | On going |
| 8. | Review Departmental Health & Safety Policy | H&S Section/Co-ordinator | <ul style="list-style-type: none"> Review section 11(Contractors) remove section 12 (Grant Aided Bodies) Make available on Internet and Intranet | 04/03 |
| 9. | Review Toolbox Talks | H&S Section/Co-ordinator | <ul style="list-style-type: none"> Tailor toolbox talks closer to specific needs | 11/03 |

| Item | Details | Action By | Comments | Date |
|-------------|--|---|--|-------------|
| 10. | Roads Lighting Contract | H&S Co-ordinator and nominated persons | <ul style="list-style-type: none"> Ensure risk assessments are in place prior to the new contract commencing. Assist roads lighting in the provision of health and safety needs | 06/03 |
| 11. | Provide clarification on display screen equipment eyesight and spectacle reimbursement process | Departmental Personnel Officer with support of Co-ordinator | <ul style="list-style-type: none"> Process approved, awaiting implementation date | 04/03 |
| 12. | COSHH assessment review (hazardous substances) | Nominated persons/ H&S Co-ordinator | <ul style="list-style-type: none"> Nominated personnel to inform H&S Co-ordinator of any new substances used | On going |
| 13. | Training Requirements | H&S Section | <ul style="list-style-type: none"> New training calendar to be issued shortly, All departmental training needs to be placed on calendar | On going |