

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE – 28 MAY 2002

HEALTH AND SAFETY ACTION PLAN

Report by Director of Educational and Social Services

1. PURPOSE

- 1.1 To recommend a revised and updated departmental Health and Safety Action Plan.

2. BACKGROUND INFORMATION

- 2.1 The Personnel and Property Sub-Committee of the Policy and Resources Committee at its meeting on 2 April 2001 approved a Council-wide Health and Safety Action Plan. The Departmental Plan was agreed in September 2001 at the Education and Social Work Committees.
- 2.2 The Policy and Resources Sub-Committee at its meeting on 9 April 2002 approved a revised and updated Council Health and Safety Action Plan and requested that updated departmental plans be submitted to the relevant service committees.
- 2.3 Due to staff illness, and vacancies in key posts, progress in the Educational and Social Services Action Plan has been slower than planned. The majority of these staffing issues have now been resolved and the revised plan is based on the availability of a full staffing complement.

3. DEPARTMENTAL ACTION PLAN

- 3.1 The recommended departmental action plan is attached for members' consideration. The plan reflects the above Council priorities and also includes specific actions that are relevant to the department's services.

4. TRADE UNIONS

- 4.1 The Trade Unions were consulted by the Head of Personnel in the preparation of the corporate report and will be further consulted on the detail of the recommended departmental plan after the Sub-Committee's consideration. The Trade Unions have welcomed the planning process and the continued priority being given to health and safety matters.

5. FINANCIAL IMPLICATIONS

- 5.1 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.

6. POLICY IMPLICATIONS

- 6.1 The recommended action plan will complement the Council's Personnel Policies.

7. RECOMMENDATIONS

7.1 The Committee is asked to:

- i) approve the updated departmental Health and Safety Action Plan attached to this report, as they relate to services authorised by the Education Committee; and
- ii) invite the Director of Educational and Social Services to provide a future update report on the department's response to the action plan.

John Mulgrew
Director of Educational & Social Services
13 May 2002
ENCL (1)

BACKGROUND INFORMATION

1. Report by Depute Chief Executive/Director of Corporate Resources to Policy and Resources Sub-Committee on 9 April 2002.

Anyone wishing further information should contact Allan Y McDougall, Head of Resource Support at 01563 576090 for any further information

Educational & Social Services

HEALTH & SAFETY –2002/03 ACTION PLAN

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
1	Inform employees of Health & Safety Action Plan process and key issues for department.	Departmental Management Team H&S Committee	Social Work Committee (13/09/01) & Education Committee (18/09/01)	Complete.
2	Finalise Health and Safety policy for Educational and Social Services. Update Master Safety Files.	Departmental Management Team & Health & Safety Team	<u>September, 2002</u>	Merge Health and Safety policies in place for Social Work and Education into one document.
3	Establish Health & Safety Targets Improve information/monitoring systems to provide robust information on incident statistics	Heads of Service	December 2002	Year 2001 will be set as the baseline year for incident statistics following a Corporate Review of monitoring arrangements – thereafter targets for reduction will be set each year.
4	Set up effective H&S consultation, co-ordination and communication across the department through Health and Safety Committee.	Head of Resource Support		Complete
5	Develop schedule of Safety audits following review of Corporate Audit System	Health & Safety Team	<u>December 2002</u>	Current system of audits to be ongoing pending review
6	Management Workplace Safety Inspections	Local Managers	Six monthly	To be included in facility management systems on all sites
7	Risk Assessments: Local management to review / develop / endorse risk assessment to local circumstances, with Health & Safety Team.	Health & Safety Team / Local Managers	<u>December 2002</u>	The Risk Assessment methodology will be simplified by the Health & Safety Team and then developed to meet local and specialised requirements.
8	COSHH Assessments	Health & Safety	<u>December 2002</u>	List of outstanding assessments will be

	Review and distribute to Line Managers and Trade Union Safety Representative.	Team		tackled through use of new ICT package and put in place through school and onsite management.
9	Lone Workers – policy to be developed and distributed.	Health and Safety Manager	<u>After June 2002</u>	Corporate policy to determine Departmental approach.
10	Lifting Operation and Lifting Equipment Regulations	H&S Team Local managers		Management systems in place – to be unified
11	Portable Appliance Testing Corporate Policy arrangements to be revised, and thereafter departmental arrangements to be made	Health and Safety Manager / Health and Safety Committee	Corporate PAT arrangements May 2002.	Social Work assessments in progress.
12	Communication: Toolbox Talks e.g. Office Safety, Fire Safety, general safety information, Lone Working, use of VDUs, Housekeeping & Hygiene, Health at Work & Risk Assessments	Health and Safety Team / Local Managers	Ongoing	Heighten awareness and ownership of H&S in the workplace.
13	Ensure safe practice in manual handling through training / tool box talk and risk assessment and other control methods e.g. use of equipment.	Local Managers/ Health and Safety Team	Ongoing Review June 2002	Training scheduled on tripartite basis with corporate team, quality development and social services.
14	Develop departmental employee health & safety handbooks, on corporate model.		October 2002	New Action
15	Develop departmental action plan for reducing risks from noise at work.		October 2002	New Action
16	Review traffic management systems on all sites		March 2003	New Action

AGENDA