

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE: 18 SEPTEMBER 2001

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES HEALTH AND SAFETY PLAN

Report by Director of Educational and Social Services

1. PURPOSE

- 1.1 To recommend a prioritised 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 Sub-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 for the development of strategic health and safety plans at corporate and departmental level. The plan followed a review by the then Health and Safety Manager who had identified many strengths in existing arrangements across the Council and also improvement opportunities relating to the setting of targets for a reduction in lost time accidents, developing communication strategies and monitoring and regular review of performance against recognised standards.

2.3 The Council's detailed review of its Health and Safety arrangements has been timely in that it coincides with the government's commitment within its "Revitalising Health and Safety" strategy. The key aims of this government document are:

- To inject new impetus into the Health and Safety agenda.
- To identify new approaches to reduce further rates of accidents and ill health caused by work, especially approaches relevant to small firms.
- To ensure that our approach to Health and Safety Regulation remain relevant for the changing world of work over the next 25 years.
- To gain maximum benefit from links between Occupational Health and Safety and other government programmes.

3. HEALTH AND SAFETY COUNCIL ACTION PLAN

3.1 The Council Action Plan includes the following priorities which have also been reflected at a departmental level.

1. Developing and promoting of annual corporate and departmental Health and Safety plans.
2. Setting performance targets against planned objectives.

3. Improving front-line communications aimed at promoting health and safety awareness to all employees.
4. Prioritising audit and workplace inspection schedules.
5. Reviewing and updating policy positions (eg hand arm vibration, stress, driver safety, lone working, working at heights).
6. Promoting health and safety training as a key objective within the Council's Training and Development Plan.
7. Establishing an annual Occupational Health Strategy.

3.2 In line with national direction from the government and the Health and Safety Executive a key performance target within the planning process is to reduce accidents. However, this is also accompanied by an initial objective of encouraging the reporting of accidents and near misses by employees thus providing management with information that can result in corrective action. The Health and Safety Manager has identified that in the short term there may be an initial increase in accidents as a result of this emphasis and encouragement of reporting and therefore any reduction in accidents may require a longer term analysis based on either 2001/02 or 2002/03 statistics. Members will be kept informed on this particular action point.

4. DEPARTMENTAL ACTION PLAN

4.1 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.

4.2 Members will note that the departmental Health and Safety Committee has been established, chaired by the Head of Resource Support and comprising Heads of Service, Trade Union representatives, and the corporate Health and Safety Manager. The Committee will monitor the action plan objectives on behalf of the departmental Management Team.

5. TRADE UNIONS

5.1 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.

6. FINANCIAL IMPLICATIONS

6.1 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.

7. LEGAL/POLICY IMPLICATIONS

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

8. RECOMMENDATIONS

8.1 Members of the Education Committee are asked to:

- a) approve the departmental Health and Safety Action Plan attached to this report and summarised in paragraph 4 above, as they relate to services authorised by the Education Committee; and
- b) 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
21 August 2001
ENCL [1]

LIST OF BACKGROUND PAPERS

1. Report by Depute Chief Executive/Director of Corporate Resources to Personnel and Property Sub-Committee of the Policy and Resources Committee on 2 April 2001.
2. Health and Safety Review 2000 report prepared by Health and Safety Manager.

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

Implementation Officer : Allan Y McDougall

EAST AYRSHIRE COUNCIL

Educational & Social Services

HEALTH & SAFETY –2001 / 2002 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]	Set scene for Action Plan. Remind all employees of responsibilities and need for partnership approach through committee reports and subsequent newsletters, circulars and 'Tool Box' talks
2	Finalise Health and Safety policy for Educational and Social Services	Departmental Management Team	September, 2001	Health and Safety policies are in place for Social Work and Education but require to be merged – one document. Monitored Health & Safety Committee
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. Monitoring by Health and Safety Committee
4	Set up effective H&S consultation, co-ordination and communication across the department through Health and Safety Committee.	Head of Resource Support	Already in place.	Health & Safety Structure agreed, including Risk Management Group. Health & safety included in onsite JCC.
5	Develop schedule of Safety audits following review of Corporate Audit System	Health & Safety Team	December 2001	Current system of audits to be ongoing pending review Report to Health & Safety Committee

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
6	Management Workplace Safety Inspections	Local Managers	Six monthly	Ensure effective workplace inspections with appropriate feedback and action planning to/with local Safety Officer / Co-ordinator and Senior Managers Monitored by H&S Committee
7	Risk Assessments : Generic Risk Assessments to be reviewed and distributed to local managers and Trade Union Safety Representatives. Local management to review / develop / endorse risk assessment to local circumstances.	Health & Safety Team / Local Managers	Generic – October 2001 Adapted – February 2001	Health and Safety Committee to monitor progress.
8	COSHH Assessments Review and distribute to Line Managers and Trade Union Safety Representative.	Health & Safety Team	October 2001	List of outstanding assessments. Priority schedule to be established. Monitored by Health & Safety Committee
9	Fire Risk Assessments Ensure all premises have complete assessments.	Health and Safety Team/ Local Managers	Sept. 2001	Check availability and requirements of Fire Certificates. Most premises already meet objective. Monitored Health & Safety Committee
10	Lone Workers – policy to be developed and distributed.	Health and Safety Manager	January 2002	Corporate policy to determine Departmental approach. Monitored Health & Safety Committee
11	Lifting Operation and Lifting Equipment Regulations. Provision and Use of Work Equipment Regulations	H&S Team Local managers	Equipment list November 2001	Develop registers and including periodic inspection dates. Monitored Health & Safety Committee
12	Transport : Review all safety arrangements associated with the transport and travel e.g. transport of service users / pupils	H&S Team /Local Managers	December 2001	Risk assessments suggest that travel of employees in the course of their duties and transport are issues requiring review Monitored Health & Safety Committee

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
13	Occupational Health Plan Corporate Strategy will inform Departmental plan Will include review and update employee requirements e.g. prevention – hepatitis b; flu	Health / Health and Safety Manager / Local Manager	February 2002	Occupational Health Advisor Health and Safety Manager Monitored Health & Safety Committee
14	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 November 2001.	Registers to be maintained Heads of Service/Local Managers to establish currency of PAT assessments, arranging appropriate maintenance thereafter Monitored Health & Safety Committee.
15	Violence at work	H&S Team /Local Managers	January 2002	All areas of the department require to continuously review policies to minimise risk Monitored by H&S Committee
16	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. Monitored Health & Safety Committee
17	Safety Promotion (including SHAW)	Health and Safety Committee / Health and Safety Team	Ongoing	Promote good Health and Safety practice in the workplace Monitored by DMT
18	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 to be scheduled. Monitored Health & Safety Committee
19	Identify employee training needs for Health and Safety – appropriate to area	Line Managers	December 2002	Monitored by Health and Safety Committee.