

## **EAST AYRSHIRE COUNCIL**

### **EDUCATION COMMITTEE – 16 SEPTEMBER 2003**

#### **HEALTH AND SAFETY ACTION PLAN**

##### **Report by Director of Educational and Social Services**

### **1. PURPOSE**

- 1.1** The purpose of this report is to seek Education Committee approval for a revised and updated Departmental Health and Safety Action Plan for 2003-04, for the Education Services.

### **2. BACKGROUND INFORMATION**

- 2.1** The Corporate Health and Safety Action Plan was agreed by the Corporate Governance Committee at its meeting of 3 June 2003.
- 2.2** The long term strategic objectives for health and safety within East Ayrshire Council have been based on the general principles outlined in the HSE publication (HSG 65) entitled "Successful Health and Safety Management".
- 2.3** A key theme of the 2003-04 Health and Safety Action Plan is not only for Departments to adhere to corporate objectives but also to allow directors to focus on issues which are pertinent to their services. A number of key objectives were approved by Corporate Governance Committee including:
- Revision of Health and Safety Policy
  - Developing Employee Information
  - Enhancing existing arrangements in respect of Violence at Work
  - Focus on work equipment and related testing inspection
  - Developing Occupational Health Arrangements at pre-employment and work place surveillance levels
  - Building in an Audit process, including provision of summary reports to the Corporate Forum
  - General promotion of training opportunities with particular emphasis on moving and handling activities

### **3. DEPARTMENTAL ACTION PLAN**

- 3.1** Within the Department there are separate health and safety committees for both Social Services and Education Services. This structure allows a co-ordinated development of the corporate procedures throughout the Department, whilst allowing specific issues to be tackled by each section within the Department. This structure follows guidelines from the Health and Safety Executive.

- 3.2** The Education Health and Safety Committee comprises a number of senior officers, head teachers, health and safety co-ordinators, and is chaired by the Head of Resource Support. The group meets monthly to develop procedures by which the Action Plan can be implemented, and progress monitored.
- 3.3** Appendix 1 attached details the Action Plan for Education. The plan reflects the Council priorities as determined by the Corporate Health and Safety Group and approved by Corporate Governance Committee.

#### **4. TRADE UNIONS**

- 4.1** The Trade Unions have been fully consulted throughout the preparation of the Departmental Action Plan. As members of the Departmental Group they will also be involved in the monitoring of the Plan.

#### **5. LEGAL/POLICY IMPLICATIONS**

- 5.1** The Health and Safety at Work Etc Act 1974 places specific responsibilities on the Council in terms of its duty of care for the health and safety of its employees and others who may be affected by its activities. The Council is recognised as taking its health and safety responsibilities seriously and the continuation of an action planning process will support that key objective.

#### **6. RECOMMENDATIONS**

- 6.1** It is recommended that the Education Committee:
- i) approve the recommended Departmental Health and Safety Action Plan 2003-04 as appended to this report;
  - ii) invite the Director of Educational and Social Services to provide further reports on the Department's response to the Action Plan; and
  - iii) otherwise note the contents of this report.

John Mulgrew  
Director of Educational and Social Services

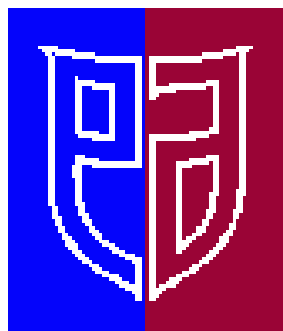
EC/JBS  
26 August 2003

#### **LIST OF BACKGROUND PAPERS**

NIL

Any person who wishes any further information on this report should contact Euan Couperwhite, Head of Resource Support, Tel (01563 576090)

**IMPLEMENTATION OFFICER** : Euan Couperwhite, Head of Resource Support



**East Ayrshire**  

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**COUNCIL**

**EAST AYRSHIRE COUNCIL**

**EDUCATION SERVICES**

**HEALTH & SAFETY ACTION PLAN**

**2003 / 2004**

### Guidance, Policy and Training

<b>Action</b>	<b>Lead Person</b>	<b>Due Date</b>	<b>KPI</b>	<b>Performance Measure</b>	<b>Status</b>
Review and update Education Services outstanding Guidance documentation taken from SRC, NHS and other good working practice sources.	Safety Officer in conjunction with a nominated administrative officer	October 2003		The completion of a fully functioning information system which teaching staff and others can rely on to provide accurate advice	Still in discussion stages
Change Education Services Safety Policy to reflect changes in responsibility and update as necessary (e.g., redesignation of members of staff)	Safety Officer in conjunction with Health and Safety Manager*	Date TBA		Safety Policy reflects organisation and policy changes.	Changes currently being made by Health and Safety Manager to Corporate Policy. The Education policy will reflect those changes.
Develop safety performance criteria for Education Services.	Safety Officer in conjunction with Education Representatives inc. Service Management	July 2003		Performance criteria will utilise Corporate benchmarking procedures ie traffic light system.	Previously adopted by other Services – Education can modify the existing paperwork to suit the Service function.

Develop safety training material to be used in Education Service Training.	Safety Officer in conjunction with Education Representatives inc. Service Management	July 2003		Safety modules to be developed and cleared by Safety Committees and to be incorporated into all new training including starting with induction training.	Communications and Policy Workgroup to meet on a bi-monthly basis to develop baseline training data. Also liase with Employee Development Training staff
Conduct safety training using new safety material through a designated Health and Safety Training program for teaching and education staff	Safety Officer in conjunction with Education Representatives inc. Service Management	June 2003		New staff and existing staff are made aware of the new safety program and safety requirements through literature and the development of the Health and Safety Intranet Site	Develop through Communications and Policy Workgroup. Also liase with Employee Development Training staff
Develop mandatory Health and Safety briefings/ Toolbox Talks for all groups within Education Services.	Safety Officer in conjunction with Education Representatives inc. Service Management	Ongoing		Develop suitable 15-minute briefing papers with Education Services-wide perspective. Developed in conjunction with the Safety Committees.	Develop through Communications and Policy Workgroup. Monitored for effectiveness and reviewed where necessary.

**Inspections and Overview**

<b>Action</b>	<b>Lead Person</b>	<b>Due Date</b>	<b>KPI</b>	<b>Performance Measure</b>	<b>Status</b>
Policy Information: Ensure that Education Services Health and Safety plan gives clear accountability and guidance for staff. - Moving and Handling - Swimming Pools - Risk Assessment etc.,	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	Date August – Through to October 2003		Clear guidance provided to Education establishments regarding accountability requirements.	Develop through Inspections and Self-Assessments Workgroup.
Education Establishments (all schools) to submit safety accountability plans for Education Services Management approval. Plans include self-assessment component, inspection schedule, an employee and manager education plan, and evaluation criteria.	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	Sept 2003		Safety accountability plans meet Safety Committee and Management requirements.	Still under review

Develop Audit/ inspection schedules for the years 2003 – 2004 and conduct physical inspections of workplace.	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	May 2003* ongoing		Reporting system developed for Education Establishments to verify that annual inspections conducted.  RoSPA Audit to commence May 2003 with Head of Education - Policy Audit.	Inspection package and proposed schedule will be forwarded to Head of Resources and Head of Service for review. Reporting system to be developed by Safety Committee Workgroup.
Local Health and Safety Inspection is undertaken by Education Establishment senior management in accordance with the requirements of East Ayrshire Council Standards.	Property Manager/Head Teacher	6 Monthly basis		Inspections are conducted per schedule and in accordance with Standard guidance.	Ongoing
Conduct review of Education Services to determine the level of Service provided e.g. staff, resources etc.,	Health and Safety Manager and Education Management	6 Month review		Baseline information gathered from which Education Services-wide policies can be developed and a wider picture developed for Service requirements.	Baseline information gathered from a Health and Safety Service review in the form of an establishment questionnaire to senior management/Head Teacher.  Still to be introduced

Undertake a programme of review for Risk assessment activities of Education Establishments	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	May 2003		Monitor returns per establishment and include 6 monthly inspection checklists.  Provide details to Safety Committee/Workgroup	Under discussion
Develop safety guidelines for staff on the subject of Workplace Violence and Aggression.	Health and Safety Officer	May 2003		Measure staff training numbers and use incident figures as a performance indicator.	Ongoing
Produce a quarterly report on Training and Incident and Accident Figures for Education Services	Health and Safety Administrator	Quarterly		Number and extent of injuries are accurately reported and Service has taken appropriate steps to meet obligations vis-a-vis injuries ie Appropriate Training etc.,	Ongoing

**Co-ordination and Communication**

<b>Action</b>	<b>Lead Person</b>	<b>Due Date</b>	<b>KPI</b>	<b>Performance Measure</b>	<b>Status</b>
Hold Safety Meeting (establish safety infrastructure /counterpart group).  Main Strategy Group Meeting	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	Bi Monthly/		Meetings are held as scheduled; participants identified, notified, and provided notice in advance.	On-going.
Develop safety web site and quarterly newsletter.	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	Quarterly		Safety web site contains up-to-date information on safety.	Still to be introduced
Convene employees/ managerial focus groups to determine level of concern and awareness of safety in the Education Services to determine employee concerns.	Health and Safety Co ordinator in conjunction with Education Representatives inc. Service Management	ASAP		Representative group of Education Services managers and employees meet and provide clear direction for safety program to follow.	Communications and Policy Workgroup address
Communicate changes in safety program, and increase employee and managerial awareness of safety program, and safety requirements. Create safety posters, safety posters	Health and Safety Officer in conjunction with Education Representatives inc. Service Management	ongoing		Increased awareness of safety program among both managers and employees.	Develop through Communications and Policy Workgroup.

## Reporting Requirements

<b>Action</b>	<b>Lead Person</b>	<b>Due Date</b>	<b>KPI</b>	<b>Performance Measure</b>	<b>Status</b>
Introduce a clearer system for reporting accidents and violent incidents.	Health and Safety Officer and Service Managers	ASAP		Measurement of incident reports. Analysis and benchmarking data for Service Managers information.	Ongoing and under review
Prepare quarterly safety report for Head of Resources and other Heads of ESS.	Health and Safety Officer/ Co-ordinator	3 <sup>rd</sup> week of each quarter		Report prepared in timely manner and provides accurate representation of safety conditions within the Education Services.	Ongoing as from January 2003.

