

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 18 APRIL 2000

HEALTH AND SAFETY PROGRESS REPORT

Report by Director of Homes and Technical Services

1. PURPOSE OF REPORT

The purpose of this report is to advise Members of the Housing Committee of progress being made in the field of health and safety across the Department of Homes and Technical Services.

2. BACKGROUND

- 2.1 In compliance with the Council's Corporate Health and Safety Policy the aim of the Department of Homes and Technical Services is to provide a safe environment for its employees, tenants and customers.
- 2.2 Health and Safety is subject to continual review throughout the various sections of the Department and this report details progress made since the report to Housing Committee of 25th August 1999.

3. PROGRESS

3.1 Departmental Safety Policy

In compliance with the Council's Corporate Health and Safety Policy, the Departmental Health and Safety Policy relating to Homes and Technical Services was reviewed and revised in January 2000.

This policy, together with the Corporate Health and Safety Policy and relevant safety standards and risk assessments has been distributed throughout the Department in master safety files accessible to all employees.

3.2 Risk Management

Following the establishment of a Corporate Risk Management group, a Department of Homes and Technical Services Risk Management Group has been formed to identify the principal hazards in relation to Homes and Technical Services activities and to arrange for the control, removal or minimisation of those hazards.

The lead officer for this group will be Head of Homes.

3.3 Health and Safety Monitoring

Following the appointment of Health and Safety Co-ordinators by Central Personnel Services in December 1999, Building and Works Section now has a Co-ordinator based full-time at Burnside Street, while Homes Section has access to a Co-ordinator based at the Health and Safety Unit at Western Road. These employees are additional to the Technical Services Health and Safety Officer.

Monthly meetings of Health and Safety Officers and Co-ordinators Chaired by the Council's Health and Safety Manager, which are also attended by the Technical Services Health and Safety Officer, have been established to develop an effective system of joint consultation on all corporate and departmental safety issues.

In Building and Works Section, Health and Safety Committee meetings are taking place, two having been held since August 1999.

3.4 Health and Safety Training

Training undertaken since the report of 25th August 1999 includes:-

- Dealing with aggression and potential violence for Housing Officers and Hostel employees
- "Managing Safety" training is ongoing for Senior Officers
- Asbestos Awareness – with guidelines and safe working procedures issued
- Fire Training
- First Aid Refresher Training
- Departmental Induction training is ongoing as required with thirteen new manual trade operatives trained during the period.

3.5 Risk Assessments

Risk assessments are generally complete across the Department but as part of the ongoing commitment to Health and Safety are subject to ongoing review and revision as work areas and arrangements change.

A Corporate programme on fire risk assessment is due to commence assisted by the Technical Services Health and Safety Officer who will conduct one assessment per month.

Display Screen Equipment Risk Assessments are ongoing across the Department.

In Building and Works Section, Ladder and Associated Equipment Inspection has been completed with report and follow-up action requirement submitted to management. Similarly a full list of "work areas" have been completed (COSHH).

3.6 Accidents

Accidents have been reported as follows since August 1999.

Homes - Nil
Technical Services - 5 minor accidents
Building and Works - 11 RIDDOR reports to H.S.E.
28 minor incidents
2 near miss incidents

4. **FINANCIAL / LEGAL / POLICY IMPLICATIONS**

4.1 Nil

5. **RECOMMENDATIONS**

It is recommended that the Committee:

- (i) note the contents of this update report.

Jim Lavery
Director of Homes and Technical Services
JL/MK/GM
29 March 2000

LIST OF BACKGROUND PAPERS

Nil

Anyone wishing further information please contact Marion Kelso, Personnel Officer on (01563) 576630.

AGENDA