

# EAST AYRSHIRE COUNCIL

## HOUSING COMMITTEE – 26 MARCH 2003

### HEALTH AND SAFETY ACTION PLAN

#### Report by Director of Homes and Technical Services

#### 1. PURPOSE OF REPORT

- 1.1 To advise the Committee of progress made in respect of the implementation of action points contained within the Departmental Health and Safety Action Plan for 2002/2003.

#### 2. BACKGROUND INFORMATION

- 2.1 The Policy and Resources Sub-Committee at its meeting on 9<sup>th</sup> April 2002 approved a revised Corporate Health and Safety Plan and requested that updated Departmental Action Plans be submitted to the relevant service Committees.
- 2.2 At its meeting on 11<sup>th</sup> September 2002 the Housing Committee approved the updated Department of Homes and Technical Services Health and Safety Action Plan for 2002-2003.

#### 3. DEPARTMENTAL ACTION PLAN

- 3.1 The Department of Homes and Technical Services Action Plan has been prepared to complement and support the Corporate Health and Safety Plan and sets out progress to date against the planned actions and target dates.
- 3.2 A Departmental Action Plan progress report is attached (Appendix.1.) for Members' consideration. The Plan aims to complement the Council's priorities in respect of the promotion of an effective Council wide health and safety culture
- 3.3 Key objectives for the year included:-

- Appointment of an Asbestos Co-ordinator who would play a lead role in developing a strategy/plan for the effective record keeping and management of asbestos containing materials in East Ayrshire Council owned properties.

**Progress to date:** Asbestos Co-ordinator took up post within Technical Services on 4 November 2002. Immediate remit being to develop an asbestos property register and review the Council's current asbestos policy and procedure documents.

- Developing, in conjunction with the Corporate Health and Safety Section, guidelines/standards to control the risks relating to Lone Working, Avoidance of violence at work, Manual handling, Noise and vibration, Electrical safety and Managing contractors.

**Progress to date:** A Lone working/Violence at work internal training package has been developed by the Department's Health and Safety Officer. To date, approx. 40 front line departmental staff have attended half-day awareness training sessions on this subject.

Arrangements are in place for noise and hand and arm vibration assessor training to commence within Building and Works early March 2003.

Guidance document preparation in respect of noise at work, electrical safety and managing contractors is currently being developed in conjunction with Corporate Safety Section.

- Promotion and implementation of the ROSPA quality audit

**Progress to date:** Pilot completed within Technical Services. A review in conjunction with Corporate Safety Section in respect of implementation of this audit programme is scheduled to take place 28th February 2003

- Building upon established health and safety communications via the Departmental Risk Management Group, the Departmental Asbestos Working Group, the Health and Safety representatives committee established within Building and Works and the recently formed Homes and Technical Services Health and Safety Group.

**Progress to date:-** Regular meetings of all the above Departmental groups continue to take place. Health and Safety Notice boards have been purchased for all sections enabling minutes and feedback from meetings to be disseminated to all staff.

#### **4. RECOMMENDATIONS**

4.1 The Committee is asked to:-

- a) note the Action Plan progress contained in Appendix.1 of this report; and
- b) invite the Director of Homes and Technical Services to provide continued progress reports on its contents.

James Lavery  
**Director of Homes and Technical Services**  
February 2002

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

Nil

Any person wishing further information on this report should contact Bobby McConnachie, Health & Safety Officer on 01563 – 555236.

Implementation Officer: Bobby McConnachie, Health & Safety Officer

