

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 7 NOVEMBER 2001

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 28th March 2001.

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 continues to be reviewed and updated regularly.

Copies of revised procedures and practices continue to be distributed throughout the Department for master safety files accessible to all employees.

3.2 Risk Management Issues

The Department's Health and Safety Officer is now overseeing and administering many of the major projects which involve the removal of asbestos containing materials from properties.

The Department's Asbestos Sub Working Group has met on two occasions since the last Health and Safety report was submitted.

The corporate Asbestos Management "Guidelines and Safety Procedures" document was reviewed with appropriate amendments made by the Department Health and Safety Officer in August. The document has now been issued to all Departments.

A Health and Safety Committee now meets within the Technical Services Division with the initial meeting scheduled for beginning of November.

3.3 Health and Safety Monitoring

The Council's former Health and Safety Manager Mike Gallagher resigned in June 2001. His successor, Mr Joe Rafferty, took up post on 30 July 2001.

The Building and Works Health and Safety Committee continues to meet at six weeks intervals and five meetings have been held since February 2001.

A Building and Works Action Plan 2001-2003 has been introduced setting challenging Health & Safety Targets.

3.4 Activities

October 2001 has been designated as "Health, Safety and lifestyle Month" in a joint initiative between East Ayrshire Council and the Trade Unions.

A programme of activities has been drawn up including everything from stress management to Minerva lifestyle screening and personal safety to aromatherapy and massage.

3.5 Health and Safety Training and Other Developments

Training undertaken and other developments since the last report, includes:-

- "IOSH Managing Safety" is ongoing for Senior Officers & Supervisors
- Ladder Awareness training for all appropriate employees continues and will be completed by March 2003
- Indications of Drug Use in Domestic Properties Awareness training for all appropriate employees will be completed by March 2002
- Tower Scaffold training has now been completed
- 180° Excavation plant training has now been completed
- 360° Excavation plant is planned to start November 2001
- Forklift Truck training has now been completed
- First Aid Refresher training has now been completed
- CAT training has now been completed
- Asbestos Awareness Refresher training is planned to start February 2002
- Departmental induction training has been satisfactorily provided for 12 Craft Operatives and 4 Apprentices within Building and Works
- Series of short training sessions on "Encountering hypodermic needles and syringes" was organised and delivered during July and August by Mr Bob Clark from the Council's Waste Management Section for all Technical Services Staff required to carry out site visits
- Half day seminar delivered by CSM (Scotland) Ltd for all architectural and engineering staff on specific duties under the Construction (Design and Management Regulations) took place during the early part of October
- Internal refresher awareness training on asbestos was delivered by Health and Safety Officer for specific Technical Services Staff in July

3.6 Risk Assessments

- Portable Appliance & Loler Testing has been completed in Building and Works.
- Quarterly ladder inspections have been conducted successfully in Building and Works
- The programme for fire risk assessment has now been completed. The administration block in Building and Works and Stores have been assessed. The workshops in both Kilmarnock and Lugar has now been completed.
- Eyesight & Lung Function testing is being conducted by the Occupational Health Services. 200 employees have been tested to date.
- Review and updating of all internal risk assessments in respect of the work activities of Technical Services Division ongoing

3.7 Accidents

Accidents have been reported as follows since April 2001.

Homes - None
Technical Services - None
Building and Works - 12 RIDDOR reports to H.S.E.
- 10 Minor Accidents
- 5 Near Miss incidents

3.8 Site Monitoring of Contractors

This is ongoing. The task of monitoring contractors health and safety performance on projects is shared between Technical Services Health and Safety Officer and all Clerks of Works.

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

4.1 Nil

5. **RECOMMENDATIONS**

It is recommended that the Committee:

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

James Lavery
Director of Homes and Technical Services
JL/CA/GM
30 October 2001

LIST OF BACKGROUND PAPERS

Nil

Anyone wishing further information please contact Catriona Arter, Personnel Officer on (01563) 576635.

AGENDA