

## **EAST AYRSHIRE COUNCIL**

### **HOUSING COMMITTEE – 12 SEPTEMBER 2001**

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

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

### **1. PURPOSE OF REPORT**

- 1.1** To recommend a prioritised 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 remains 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 the following specific key actions that are considered relevant to the department :-

- Departmental contribution to promote corporate health and safety initiatives such as, the assisting in the production of health, safety and welfare standards involvement in provision training.
- Continuous review of work related risk assessments and ongoing auditing and inspection of departmental workplaces.
- Ongoing provision of asbestos training to promote greater awareness amongst identified front line staff.
- Development of a comprehensive council wide data base on the presence of asbestos within council properties.
- Promotion of occupational health issues amongst all departmental staff. e.g. health surveillance in line with the corporate strategy.
- Preparation of appropriate guidance documentation on specific departmental issues such as, lone working and avoidance of violence, etc.
- As part of best practice, ensuring annual reviews of specialised policies, e.g. Asbestos management procedures, etc.

- Ensuring frequency of portable appliance testing is maintained.
- Conducting ongoing fire risk assessments of all Departmental work premises
- Ongoing provision of training for manual trades on lifting and handling, safe working at heights, etc.

## **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 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. It is envisaged that the proposals outlined in the Departmental Action Plan will not pose any major financial implications.

## **7. POLICY IMPLICATIONS**

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

## **8. RECOMMENDATIONS**

- 8.1** The Committee is asked to:
- a) approve the departmental Health and Safety Action Plan attached to this report and summarised in paragraph 4 above; and
  - b) invite the Director of Homes and Technical Services to provide a future update report on the department's response to the action plan.

## **BACKGROUND INFORMATION**

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 Bobby McConnachie, Health and Safety Officer on 01653 555236

Implementation Officer: James Lavery, Director of Homes and Technical Services

**EAST AYRSHIRE COUNCIL**

**DEPARTMENT OF HOMES AND TECHNICAL SERVICES**

**DEPARTMENTAL HEALTH AND SAFETY ACTION PLAN – 2001/2003**

<b>ITEM</b>	<b>DETAILS</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>COMMENTS</b>
1	Set challenging Health and Safety targets.	Heads of Sections.	Live Action / Ongoing.	<u>Improvement targets should be established based on lost time accidents. E.g. Target for 10% reduction in Lost Time Accidents (LTA) frequency 2001/2002.</u>
2	Departmental contribution in conjunction with the Corporate Health and Safety Section in Improving upon H&S practice.	Departmental H&S Officer / Building & Works H&S Officer (supported by Corporate H&S Team).	<u>Commenced.</u>	Build upon the sharing of H&S information between Council Departments and other Council's.
3	Review and update Risk assessments of all work related activities carried out within all three Sections of the Department	Departmental H&S Officer / Building & Works H&S Officer (supported by Senior Section Managers).	December 2001 / January 2002.	Risk assessment reviews ongoing within Departmental Sections.

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
4	Conduct Fire risk assessments of all properties (Local Housing offices, Homeless persons units, Building & Works premises, Homes Section offices at Civic Centre and Lugar Offices.	Departmental H&S Officer / Building & Works H&S Officer and Corporate H&S co-ordinator (supported by Senior Section Managers).	Live Action for completion by June 2001.	Fire risk assessment process commenced within B&W and completed within certain Homeless units and Local offices. Partial completion of Risk assessments at other properties.
5	Management workplace inspections.	Heads of Sections.	Live Action / Ongoing.	Ensure six monthly workplace inspection of continue.
6	Departmental Safety Audits of all premises.	Departmental H&S Officer / Building & Works H&S Officer and Corporate H&S co-ordinator (supported by Senior Section Managers).	Live Action / Ongoing.	Three-year rolling programme implemented for audits.
7	Portable Appliance Testing within all departmental offices (PAT).	Heads of Sections.	Live Action / Ongoing	Technical Services has been completed. B&W and Homes rolling programme ongoing. Revised guidelines have been prepared and issued on PAT by Corporate Safety Section by Dec 2001.

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
8	Manual Handling Training :- Review Lifting and Handling training for all appropriate employees.	Departmental H&S Officer / Building & Works H&S Co-ordinator(supported by Corporate H&S Section.	<u>November 2002.</u>	Manual Handling induction course is being formulated at Corporate level for delivery to all Departments. Specific trade awareness courses being developed for manual trades within Building and Works.
9	Asbestos Awareness.	Departmental H&S Officer / Building & Works H&S Officer.	June 2002.	Start refresher mid/late 2001 and complete by summer 2002 for line staff e.g. Housing inspectors, Property sector officers, key Tech Services and B&W operatives.
10	Proposed appointment of an Asbestos Co-ordinator.	Head of Homes and Departmental Health and Safety Officer.	Live Action / November 2001.	Funding application submitted for consideration for possible appointment by autumn/winter 2001.
11	Create an Asbestos Database within the Departmental Orchard Management System to enable presence of asbestos in buildings to be recorded.	Departmental Asbestos Working Group.	Live Action.	Matter being currently progressed.

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
12	Occupational Health Screening:- Eyesight screening for continuous Visual Display Screen Users, Lung Function, Hearing Tests, Hand and Arm Vibration Tests for manual operatives and Hepatitis inoculation for plumbers. etc.	Occupational Health in conjunction with Heads of Sections.	Live Action / Ongoing.	Liaison with Occupational Health Advisory Service.
13	Issue Policy Guidance on :- 1. Lone Workers. 2. Avoidance of Violence. 3. Stress management.	Corporate Health and Safety Section in conjunction with Departmental Health and Safety Officer.	1. Sept 2001. 2. Dec.2001. 3. Aug 2001.	All are new policy documents being proposed for issue and which will impact on the Department.
14	As part of Best Practice conduct , annual reviews of specialized policies and guidance notes on :- 1. Asbestos Management Procedures. 2. Electricity. 3. Gas Safety. 4. Control of Contractors.	HATS Risk Management and Asbestos Working Groups with input from Corporate Health and Safety Team.	1. Live Action for July 2001. 2. Sept 2001. 3. Jan. 2002. 4. 4 April 2002.	
15	Specific Manual Operatives Training on:- Hi-Ab, Scaffolding and ladder systems and inspections, Hilti Plant, Abrasive wheels, First aid, Fire warden, Woodworking machinery, Electrical earth bonding, Working at heights, Ladder awareness/safety and Fork lift trucks.	Head of Building and Works in Conjunction with Section Health and Safety Co-ordinator B&W Operations Manager ,Operational supervisors and T&D Unit.	Ongoing.	Agreed to continue to promote training and development to ensure safe working practices.

ITEM	DETAILS	ACTION BY	TARGET DATE	COMMENTS
16	General Departmental Training on :- 1. Manual handling techniques. 2. IOSH Managing Safely for managers. 3. Fire warden responsibilities. 4. First aid personnel. 5. Encountering Hypodermic needles and Syringes.	Heads of Sections / Departmental Health and Safety Officer in conjunction with Training and Development Unit.	1. November 2001 (See Item No.8). 2, 3, 4.Ongoing. 5. By March 2002	
17	Prepare and issue Departmental instruction note on Safe use of Mobile Phones.	Departmental Health and Safety Officer.	June 2001.	Upon completion to be issued to all three sections.
18	Preparation of Departmental instruction note on safe inspection of flat roofs and roof spaces.	Departmental Risk Management Group.	Complete.	Completed and issued to all Sections for distribution to appropriate staff.
19	Introduction of Risk Register of addresses for staff and contractors.	Departmental Risk Management Group in conjunction with Head of Homes.	Feb 2002.	Agreed to develop in- house system "via" Orchard to assist in identifying properties / individuals known to present a risk to Council

				employees and / or assets.
20	Maintain visibility of Health and Safety issues "via" Staff notice boards, regular agenda items, awareness campaigns.	Heads of Sections / Departmental Health and Safety Officer / Building and Works Safety Co-ordinator.	Ongoing.	

**AGENDA**