

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 3 SEPTEMBER 2003

HEALTH AND SAFETY ACTION PLAN

Report by the Director of Homes and Technical Services

1. PURPOSE OF REPORT

- 1.1 To recommend to the Committee an updated Departmental Health and Safety Action Plan for 2003/2004.

2. BACKGROUND INFORMATION

- 2.1 The Corporate Governance Committee meeting on 3 June 2003 approved a Corporate Health and Safety Plan for 2003-04 and requested that updated Departmental Action Plans be submitted to the relevant service Committees.

3. DEPARTMENTAL ACTION PLAN

- 3.1 The Department of Homes and Technical Services Health and Safety 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 The Departmental Action Plan is appended for member's 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 include:-
- a) Developing, in conjunction with the Corporate Health and Safety Section, an occupational health programme to cover pre-employment and "at risk" groups identified within the Department of Homes and Technical Services affected by noise, vibration and lung function issues. (See Action Plan, Item No 5).
 - b) Developing, in conjunction with the Corporate Health and Safety Section, employee information systems in the form of a corporate health and safety handbook and topic cards. (See Action Plan, Item No.7).
 - c) Assisting with the preparation and introduction of a new risk assessment format to replace the existing risk assessment recording procedures. (See Action Plan, Item No.9).

d) To complete a review of the current Asbestos Policy and Asbestos Management and Guidelines documents and introduce new documentation. (See *Action Plan, Item No.12*).

e) Building upon existing arrangements in respect of manual handling and lifting activities amongst manual employees particularly within Building and Works Section. (See *Action Plan, Item No.14*).

4. FINANCIAL IMPLICATIONS

4.1 No major financial implications will impact on the delivery of the Action Plan. The management of Health and Safety within the Department is met from existing budgets.

5. LEGAL / POLICY IMPLICATIONS

5.1 Nil

6. RECOMMENDATIONS

6.1 The Committee is asked to:-

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

James Lavery
Director of Homes and Technical Services
28 July 2003

LIST OF BACKGROUND PAPERS

Nil

For further information please contact Bobby McConnachie, Health & Safety Officer on - 01563 – 555236.

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

Appendix.1

2003-2004 HEALTH AND SAFETY ACTION PLAN				
NO	DETAILS	ACTION BY	TARGET	COMMENTS
1	Review documents contained within Master Health and Safety File (MSF) to reflect both organisational and legislative changes insofar as they affect the Department of Homes and Technical Services.	Departmental Health and Safety Officer/ B & W Safety Co-ordinator in conjunction with the Corporate Health and Safety Section.	Ongoing from August 2003-throughout year 2004.	Review to consist of examining all Policy documents, Health and Safety Standards and Risk Assessments contained within the MSF.
2	Provision of Lone working/ Avoidance of violence at work training for all staff considered to be at risk from acts of violence and/or aggression from members of the public.	Departmental Health and Safety Officer in conjunction with Departmental Personnel Officer and Training and Development Section.	Ongoing	Training of all Tenancy Advisory/ Support Officers completed. Training for Housing, Property and Technical Services officers being provided on an ongoing basis.
3	Continue development of toolbox talks to include – Tube and fitting scaffolding, slips trips and falls, good housekeeping, hand and arm vibration syndrome (HAVS), noise, hypodermic needles and syringes.	Departmental Health and Safety Officer/ B & W Safety Co-ordinator along with charge hands, forepersons and supervisors within Building and Works Section.	Ongoing.	Training provided on an ongoing basis mainly within Building and Works Section as and when the need arises.
4	Develop Corporate Guidelines and HAVS assessment programme aimed at reducing vibration at work.	B & W Safety Co-ordinator in conjunction with Corporate Safety Section.	March 2004.	Vibration meter purchased by B & W. Competent HAVS assessors have received training and will undertake assessment programme to determine vibration levels on all B & W tools and equipment.
5	Assist in the development of an Occupational Health Programme to cover pre-employment and “at risk groups” employed within HATS where noise, vibration and lung function issues are impacting.	Departmental Health and Safety Officer/ B & W Safety Co-ordinator in conjunction with the Corporate Health and Safety Section	October 2003.	Independent occupational health provider will assist in this task.
6	Management workplace safety inspections.	Managers.	Six Monthly.	Ongoing within all three Sections of HATS.
7	Development of an employee information system (Health and Safety Topic Cards) in support of a corporate Health and Safety employee handbook.	Corporate Health and Safety Section/ Departmental Health and Safety Officer/ B & W Safety Co-ordinator.	Commenced and to be completed December 2003.	Previous proposal to develop Departmental specific employee handbooks are now considered not to demonstrate cost efficiency. It is recommended that a corporate hand book complemented by topic cards be prepared.

NO	DETAILS	ACTION BY	TARGETS	COMMENTS
8	Ladder Inspection Course. Training Providers, Clow Group Glasgow.	B & W Safety Co-ordinator.	August 2003.	Appropriate personnel identified within all three Sections of HATS.
9	Updating and reviewing of Risk assessments.	Departmental Managers Health and Safety Officer/ and B & W Safety Co- ordinator.	Ongoing.	New Risk assessment format drafted to replace existing Risk assessment forms. All Departmental Risk assessments currently being reviewed and updated within HATS.
10	Fire Risk Assessments.	Managers/ Departmental Health and Safety Officer/ B & W Safety Co-ordinator.	Ongoing.	Completed and actioned within Building and Works and at Lugar Offices.
11	First Aid Training	Departmental Training Co- ordinator in conjunction with three HATS sections.	Ongoing.	Where appropriate all first aid certificates for First Aid personnel to be updated within HATS. Training being arranged for new first aid personnel.
12	Review of the Asbestos Policy and Asbestos Management Guidelines and Procedure document.	Departmental Health and Safety Officer and Asbestos Co-ordinator in conjunction with Corporate Health and Safety Section.	September 2003.	Review completed. Updated document prepared. Awaiting appropriate committee approval prior to issue.
13	Provision of refresher Asbestos awareness training for key employees within HATS.	Departmental Health and Safety Officer, Asbestos Co- ordinator and B & W Safety Co-ordinator.	March 2004.	Key employees identified. Appropriate manual trades within B & W along with Property Sector officers to receive training.
14	Manual Handling training. Review lifting and handling training for all employees within Building and Works Section.	B & W Safety Co-ordinator in conjunction with managers.	Ongoing.	Agreed to arrange with Corporate Health and Safety Section the development of a training programme.
15	Ensuring COSHH assessments have been carried out on hazardous substances. Development of a COSHH awareness training course and trade booklet within B & W Section.	Departmental Health and Safety Officer. B & W Safety Co-ordinator/ and section managers.	Ongoing. March 2004.	Generic COSHH assessment being prepared for both Homes and Technical Services.
16	Portable Appliance Testing.	Managers.	Initial checks completed – now ongoing	New procedure note issued to assist with this process.

NO	DETAILS	ACTION BY	TARGET	COMMENTS
17	Develop training and guidance on safe driving.	HATS in conjunction with Corporate Health and Safety Section.	December 2003.	To be developed.
18	Preparation, purchase and provision of health, safety and welfare promotional information within HATS.	Departmental Health and Safety Officer/B & Ws Safety Co-ordinator in conjunction with Section managers and internal safety groups.	Ongoing.	New health and safety notice boards purchased and installed. Information being provided for display on an ongoing basis.
19	Maintaining effective communication of Health and Safety within Department.	Senior managers "via" Departmental Risk Management Group, Asbestos Working Group and Section Health and Safety Representative Groups.	Ongoing.	All internal Health and Safety Groups firmly established within HATS. Regular meetings of all groups taking place.
20	Monitoring of Contractors working on Council Contracts - Unsafe acts/omissions.	Departmental Health and Safety Officer/B & Ws Safety Co-ordinator.	Ongoing.	Regular and increased inspection of appointed Contractor's health and safety performance on EAC contracts.
21	Health and Safety Induction Training within HATS.	Departmental Health and Safety Officer/B & Ws Safety Co-ordinator.	Ongoing.	All departmental new starts continue to receive appropriate health and safety induction, both corporately and within B & Ws.
22	IOSH Managing Safely Course – Health and Safety qualification for supervisors and managers.	Managers/ Corporate Health and Safety Section.	Ongoing.	Successful completion of course by Section managers and supervisors Others awaiting next course.