

EAST AYRSHIRE COUNCIL

HOUSING COMMITTEE – 8 NOVEMBER 2000

HEALTH AND SAFETY PROGRESS REPORT

Report by Director of Homes and Technical Services

1. PURPOSE OF REPORT

- 1.1 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 18th April 2000.

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

The Directorate Risk Management Group formed on 19th April 2000 has now met on three occasions. The work of the Group, co-ordinated by the Head of Homes has resulted in the identification of all major areas of Risk, and the formulating of Action Plans to address these in priority order. Good progress has been made to date in meeting Category A priorities. Work to address Category B priorities is ongoing.

3.3 Health and Safety Monitoring

The Council's former Health and Safety Manager (Mr C McBreen) resigned on 2nd June 2000 to take up a promoted post within North Ayrshire Council. His successor, Mr Michael Gallagher, took up post on 2nd October 2000 and is in the process of meeting with Directors and Senior Managers as a part of the Induction process.

Following the resignation of Ms Fiona Hall on 28th July 2000, a new Health and Safety Officer, Mr Frank Gardiner will take up post on 6th November 2000. Mr Gardiner will be based at Western Road.

Mr Gallagher has intimated a wish to continue monthly meetings with Co-ordinators and Health and Safety Officers to maintain joint consultation on all corporate and departmental safety issues.

The Building and Works Health and Safety Committee continues to meet at six weekly intervals and three meetings have been held since April 2000.

3.4 Activities

October 2000 has been designated as "Health and Safety at Work 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 smoking cessation and personal safety to onsite massage. Activities are arranged for all of the East Ayrshire catchment area.

Ayrshire and Arran Health Board has agreed to offer sessions on Emergency Life Support courtesy of its Heart Start initiative.

3.5 Health and Safety Training and Other Developments

Training undertaken and other developments since the report of 18th April 2000 includes:-

- "Managing Safety" is ongoing for Senior Officers.
- Asbestos Awareness training for all appropriate employees continues and will be completed by December 2000.
- First Aid Refresher training has now been completed.
- Hilti tool training for 50 Building and Works operatives is planned to start November 2000.
- 2 Employees within Building and Works have successfully completed IOSH training.
- Departmental induction training has been satisfactorily provided for 11 Craft Operatives and 4 Apprentices within Building and Works.
- 6 additional operatives have been trained in ladder inspection techniques.

3.6 Risk Assessments

- Portable Appliance Testing has been completed in Technical Services and is ongoing within Building and Works.
- Quarterly ladder inspections have been conducted successfully in Building and Works.
- The Corporate programme for fire risk assessment is still under development. The administration block in Building and Works and Stores have been assessed. The workshops in both Kilmarnock and Lugar have yet to be completed.
- Eyesight testing is being conducted by the Occupational Health Service. Some 30 employees have been tested to date.
- Contract Design and Management Regulation compliance continues on a regular basis.

3.7 Accidents

Accidents have been reported as follows since April 2000.

Homes - Nil
Technical Services - 1 Minor Accident
Building and Works - 27 RIDDOR reports to H.S.E.
- 8 Minor Accidents
- 6 Near Miss incidents

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

4.1 Nil

5. **RECOMMENDATIONS**

5.1 It is recommended that the Committee:

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

Jim Lavery
Director of Homes and Technical Services
JL/JDT/GM
24 October 2000

LIST OF BACKGROUND PAPERS

Nil

Anyone wishing further information please contact John Thompson, Personnel Officer on (01563) 576635.

AGENDA