

EAST AYRSHIRE COUNCIL

PERSONNEL AND PROPERTY SUB - COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 28 SEPTEMBER 2000

SCOTLAND'S HEALTH AT WORK SCHEME

Report by Director of Corporate Resources

1. PURPOSE OF REPORT

1.1 The purpose of this report is to advise the Sub-Committee of:

- (a) the Council's achievement of the Scotland's Health at Work Scheme Silver Award in recognition of its efforts made in promoting Health at Work to Council employees; and
- (b) the partnership approach of the Council and Trade Unions in the promotion of Health and Safety at Work during October 2000.

2. BACKGROUND INFORMATION

2.1 East Ayrshire Council decided to participate in the "Scotland's Health at Work" National Award Scheme as it considered that the scheme is flexible enough to meet the health-related needs of a diverse workforce of over 6000 employees. The scheme is also considered to be complementary in recognising and supporting the efforts of the Council in promoting health in the workplace and in the wider community.

2.2 The Council was awarded the Scotland's Health at Work Bronze Award in 1997. Since then the Council has continued to develop and promote policies and support activities which in addition to recognising the criteria stipulated for the Scheme's Silver Award, also reflect the need to take into account the wider requirements of addressing occupational health in a developing organisation:

- Health and Safety at Work Policy
- Smoking in the Workplace Policy
- Drug and Alcohol Policy
- Employee Induction Policy
- Managing Absence Policy
- Personnel Harassment Policy and Procedures
- Policy on Alcohol and Substance Abuse
- Employee Counselling Service
- Occupational Health Service

2.3 The efforts the Council has made in creating an organisation which promotes and supports Health at Work has been recognised as fulfilling the criteria for the Scotland's Health at Work Silver Award.

2.4 East Ayrshire Council is the first organisation in Ayrshire to achieve the Scotland's Health at Work Silver Award and has been invited by Ayrshire and Arran Health Board to receive the award at an early date. Arrangements have been made for the Award Ceremony to be held at the launch of the Health and Safety at Work Month in early October.

3. HEALTH AND SAFETY AT WORK MONTH

3.1 In support of the ongoing commitment to Health and Safety at Work, the Council in partnership with Trade Unions is combining the Scotland's Health at Work Week and Health and Safety Week to run over the month of October 2000. The Council has run activities in support of these National events in the past and as they are complementary to each other it was considered that the combined effort over the month would enable more locations and more employees to be reached. Members will recall from previous reports that it has been difficult to involve all of the Council's workplaces in previous events of this kind

3.2 The proposed range of topics to be presented during the month include:

- Smoking Cessation.
- Personal Safety.
- Mini Fitness Assessment.
- Stress Management.
- Lifting and Handling.
- Basic First Aid and Life Saving.

3.3 The range of topics have been arranged to be disseminated on Tuesdays, Wednesdays and Thursdays over the lunch-periods – 12 noon until 2.00 p.m. Each topic will run for approximately 50 minutes, allowing two sessions to be carried out over each lunch period. There are also proposals to include evening events.

3.4 The Council's Senior Management Team have supported the proposal including the allocation of limited paid time off required by some employees who have fixed lunch breaks. The Head of Corporate Development and Communication has agreed to assist in the marketing and publicity of the SHAW Silver Award and the Health and Safety at Work Month.

4. FINANCIAL IMPLICATIONS

4.1 The Council's continued support of Health at Work will require to be met from within existing resources and the Trade Unions have also agreed to contribute sponsorship towards the Health and Safety at Work Month.

5. RECOMMENDATIONS

5.1 The Sub-Committee is asked to:

- (a) note the Council's achievement of the Scotland's Health at Work Silver Award;
- (b) approve the principle of paid time off for those employees who have fixed lunch breaks to attend Health and Safety at Work Month events; and

- (c) recognise the partnership working between the Council and the Trade Unions in continuing to support and promote Health and Safety at Work.

Fiona Lees
Director of Corporate Resources
12.9.00

LIST OF BACKGROUND PAPERS

1. Scotland's Health At Work Scheme.
2. Health and Safety at Work Month publicity material.

Anyone wishing further information should contact Graham Haugh, Head of Personnel, telephone 01563 576092.

AGENDA