

## **EAST AYRSHIRE COUNCIL**

### **SOCIAL WORK COMMITTEE – 11 SEPTEMBER 2003**

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

##### **Report by Director of Educational and Social Services**

### **1. PURPOSE**

- 1.1** The purpose of this report is to seek Social Work Committee approval for a revised and updated Departmental Health and Safety Action Plan for 2003-04, in relation to Social Services.

### **2. BACKGROUND INFORMATION**

- 2.1** The Corporate Health and Safety Action Plan was agreed by the Corporate Governance Committee at its meeting of 3 June 2003.
- 2.2** The long term strategic objectives for health and safety within East Ayrshire Council have been based on the general principles outlined in the HSE publication (HSG 65) entitled "Successful Health and Safety Management".
- 2.3** A key theme of the 2003-04 Health and Safety Action Plan is not only for Departments to adhere to corporate objectives but also to allow directors to focus on issues which are pertinent to their services. A number of key objectives were approved by Corporate Governance Committee including:
- Revision of Health and Safety Policy
  - Developing Employee Information
  - Enhancing existing arrangements in respect of Violence at Work
  - Focus on work equipment and related testing inspection
  - Developing Occupational Health Arrangements at pre-employment and work place surveillance levels
  - Building in an Audit process, including provision of summary reports to the Corporate Forum
  - General promotion of training opportunities with particular emphasis on moving and handling activities

### **3. DEPARTMENTAL ACTION PLAN**

- 3.1** Within the Department there are separate health and safety committees for both Social Services and Education Services. This structure allows a co-ordinated development of the corporate procedures throughout the Department, whilst allowing specific issues to be tackled by each section within the Department. This structure follows guidelines from the Health and Safety Executive.
- 3.2** The Social Services Health and Safety Committee comprises a number of senior officers, social service practitioners, health and safety co-ordinators, and is chaired by the Head of Resource Support. The group meets monthly to develop procedures by which the Action Plan can be implemented, and progress monitored.

**3.3** Appendix 1 attached details the Action Plan for Social Services. The plan reflects the Council priorities as determined by the Corporate Health and Safety Group and approved by Corporate Governance Committee.

**3.4** In addition to the Action Plan the Department has also prepared plans to meet the requirements of the Health and Safety Executive following their inspection of Social Services earlier in 2003. This plan will be monitored separately and reported accordingly.

#### **4. TRADE UNIONS**

**4.1** The Trade Unions have been fully consulted throughout the preparation of the Departmental Action Plan. As members of the Departmental Group they will also be involved in the monitoring of the Plan.

#### **5. LEGAL/POLICY IMPLICATIONS**

The Health and Safety at Work Etc Act 1974 places specific responsibilities on the Council in terms of its duty of care for the health and safety of its employees and others who may be affected by its activities. The Council is recognised as taking its health and safety responsibilities seriously and the continuation of an action planning process will support that key objective.

#### **6. RECOMMENDATIONS**

**6.1** It is recommended that the Social Work Committee:

- i) approve the recommended Departmental Health and Safety Action Plan 2003-04 as appended to this report;
- ii) invite the Director of Educational and Social Services to provide further reports on the Department's response to the Action Plan; and
- iii) otherwise note the contents of this report.

John Mulgrew  
Director of Educational and Social Services

EC/JBS  
22 July 2003

#### **LIST OF BACKGROUND PAPERS - Nil**

Any person who wishes any further information on this report should contact Euan Couperwhite, Head of Resource Support, Tel (01563 576090)

**IMPLEMENTATION OFFICER** : Euan Couperwhite, Head of Resource Support

**EAST AYRSHIRE COUNCIL  
SOCIAL SERVICES**

**HEALTH & SAFETY – 2003 / 2004 ACTION PLAN**

<b>ITEM</b>	<b>DETAILS</b>	<b>ACTION BY</b>	<b>KEY MILESTONE</b>	<b>COMMENTS</b>
<b>1</b>	Monitor development of Plan through Health and Safety Committee	Senior Management / Trade Union/ Safety Co-ordinator	March 2004	To improve Health and Safety performance under each target by March 2004
<b>2</b>	Update existing Service Health and Safety Policy	Senior Management/ Health and Safety Officer	October 2003	To ensure documentation accurately reflects work related tasks and provides guidance and information for managers, employees and everyone affected by the activities of the Service.
<b>3</b>	Develop Departmental Employee Health and Safety handbook based on the corporate model	Senior Management / Safety Co-ordinator	March 2004	To promote health and safety and provide accurate information to all employees
<b>4</b>	Risk Assessments Review	Line Managers	March 2004	Existing Risk Assessments will be reviewed /amended based on East Ayrshire Council's New Risk Assessment Format.
<b>5</b>	Monitor Management Workplace H&S Inspections throughout Social Services	Line Managers	Ongoing	Management workplace inspections will continue to be carried out as per EAC Standard on a six monthly basis.

6	<p>Review Training requirements for workplace Health and Safety</p> <ul style="list-style-type: none"> <li>- Induction Training Review</li> <li>- Management Training to include: Managing Safely</li> <li>- Senior Management Training to include;</li> <li>- Safety for Senior Executives</li> </ul>	<p>Senior Managers/ Health and Safety Officers</p> <p>Health and Safety Manager</p>	<p>March 2004</p>	<p>Although some training has been undertaken, this ongoing process will be monitored accordingly by the newly appointed co-ordinator. A quarterly report will be given to Head of Service and PO's for information purposes.</p> <p>The induction process will be reviewed and more time given to training on workplace health and safety issues.</p> <p>Management groups will have suitable health and safety courses designed to meet their legislative requirements.</p>
7	<p>Refresher Training identified and scheduled as a standard item on the annual training programme.</p>	<p>Line Managers</p>	<p>March 2004</p>	<p>Monitored by the newly appointed Social Services co-ordinator</p>
8	<p>Develop and implement a prevention programme for Workplace Violence for 'at risk' staff based on Corporate guidance</p>	<p>Training Co-ordinator / Service Co-ordinator</p>	<p>Ongoing</p>	<p>Priority programmes for staff who are most at risk. Training will be based on the degree of risk and arranged through Hurlford Training Centre.</p>
9	<p>Refresher Training identified and scheduled as a standard item on the annual training programme.</p>	<p>Training Co-ordinator / Service Co-ordinator</p>	<p>Ongoing</p>	<p>Monitored by the newly appointed Social Services co-ordinator</p>
10	<p>Health &amp; Safety Committee Meetings / Liaison with safety representatives/ Management to prepare and agree Social Service Policies and Procedures</p>	<p>Management / Trade Union / Safety Co-ordinator</p>	<p>Ongoing</p>	<p>The Service Safety Committee will take a lead role in the development and approval of policy and guidance documentation.</p>

11	Maintain Data base based on Person Lifting Equipment	Service Co-ordinator	March 2004	This programme will incorporate details of repair and maintenance of equipment used in EAC Establishments and in Service Users own homes.
12	Incident Reporting -Ensure that Violence and Aggression, work related incidents and Near Miss Reporting are reported in accordance with the requirements of RIDDOR	Line Managers	Ongoing	All incidents where staff have been the victim of an assault must be investigated by Service Management. All other incidents/accidents will also be investigated to prevent recurrence and reduce the likelihood of similar incidents.
13	Standardise good practice with other external agencies ie; NHS and other Local Authorities through regular meetings and joint initiatives.	Senior Management	Ongoing	Joint Initiative Programme and HSE Pilot groups etc.,
14	Master Safety File	Line Managers/ Safety Co-ordinator	October 2003	Ensure all M.S.F. within offices and Depts. are up-to-date with correct Policies, Standards and Procedures
15	Develop Departmental Guidelines on Lone Working and the Prevention of Violence to Staff	Line Managers/ Safety Co-ordinator	August 2003 Completed	Identified by Corporate H&S strategy group as significant Corporate Risk
16	Develop Departmental Guidelines and assessment on Moving and Handling Service Users	Line Managers / Safety Co-ordinator	August 2003 Completed	The Training programme will mirror the information set out within the Moving and Handling Policy. The Policy will be reviewed on an annual basis or sooner if circumstances change.

17	Develop Departmental Guidelines on identifying workplace Risk Assessments	Line Manager / Safety Co-ordinator	March 2004	Changes in the Risk Assessment format will require Managers to reassess work place risks. Line Managers will also require to review existing assessments to ensure information is applicable and accurate.
18	D.S.E. Assessor Training	Line Managers/ Safety Co-ordinator	March 2004	Administration Officers will attend or nominate others to attend DSE training.  A DSE assessment must precede the issue of DSE Prescription form by Service Personnel Office.
19	C.O.S.H.H Assessments	Line Manager / Safety Co-ordinator	March 2004	To continue to monitor and develop C.O.S.H.H assessments from Corporate system (SYPOL)
20	Portable Appliance Testing	Managers	March 2004	Should ensure all portable electrical apparatus in Social Services properties and vehicles have been tests in accordance with East Ayrshire Council Standard.
21	Develop an information handbook for Carers	Service Manager/ Safety Co-ordinator	March 2004	Develop a generic handbook which will provide information for carers on general aspects of health and safety ie Moving and Handling./ COSHH/ Electricity/ Housekeeping etc.,
22	Produce information on newsletter for distribution to all staff.	Trade Unions/ Manager/ Safety Co-ordinator	Quarterly	To provide staff of current H&S topics with a section on Frequently Asked Questions.
23	Discuss with IT how we can utilise the Intranet for common Health and Safety issues ie Generic Risk Assessments, MSF and frequently asked questions.	Service Management/ Safety Co-ordinator	March 2004	To enable staff to have easier access to Health and Safety information and reduce the duplication of effort.