

ANGUS COUNCIL

SOCIAL WORK AND HEALTH COMMITTEE

21 AUGUST 2003

REVIEW OF HEALTH AND SAFETY 2002-2003

REPORT BY THE ACTING DIRECTOR OF SOCIAL WORK

ABSTRACT

This report advises members of the health and safety related activity undertaken within the social work department during 2002-2003, and outlines areas that will be addressed in 2003-2004.

1 RECOMMENDATIONS

It is recommended that the Social Work and Health Committee notes and approves the contents of this report.

2 REVIEW OF ACTIVITY DURING 2002-2003

The information provided below highlights the areas where major activity was initiated. In addition to these areas, the regular health and safety activities within the department have been maintained, including the regular monitoring and analysis of accident statistics.

Reviewing Risk Assessments

A working group was established to review all risk assessments. The results of the review were incorporated into information, instructions and training for staff. The process included transferring information onto the new revised general risk assessment form. Risk assessment training was given to a total of 51 social work staff responsible for maintaining safety within a service user's home.

Review of Training Requirements

The review of training for all managers and staff continued this year. A major programme of manual handling training was undertaken. A total of 350 staff attended Non Care Manual Handling, 390 staff attended Refresher in Manual Handling Service Users and 139 staff received the Manual Handling Service Users training.

The department invested in open learning packs for Elementary Food Hygiene for key staff and a total of 130 staff achieved their certificates

Home Care Audit and Review

Home Care risk assessments for personal care tasks were reviewed. The full audit of this is to commence in the year 2003/04

Review Infection Control Procedures

Infection control procedures were reviewed and as a result a short term working group will be established to review the operational instruction.

Management of Stress

Managers within the department continue to attend the Stress Management and the Risk Assessment Process training.

Review Health and Safety Consultative Committee

The consultative arrangements have been reviewed. The new arrangements are that Health and Safety issues will be discussed at the regular Departmental Consultative Group meetings with trade unions, as well as featuring in the agenda for the departmental Senior and Extended Management Teams.

Home Safety Awareness Training

During the year, as part of supporting one of the objectives in the Community Safety Plan, the department conducted a Home Safety training pilot with a number of home care staff. The success of the pilot led to further training being commissioned by ROSPA, to complete the training with all home care staff as well as staff in housing and health. The training gave staff information and skills to conduct their own risk assessments and solve problems within their own homes as well as the homes they work within. The long term benefit being keeping staff safe at work and service users safe in their own homes.

4 PLANNED ACTIVITY 2003-2004

During 2003-04 the department will focus on the following areas:

- Develop Personal Safety Policy
- Review Road Safety
- Develop Management of Stress Policy
- Review Health and Safety Management Information

5 FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

6 HUMAN RIGHTS ACT IMPLICATIONS

It is considered that in following the recommendations in this report, the Council would not be acting in any way that is incompatible with Human Rights.

7 CONSULTATION

The Chief Executive, the Director of Law and Administration, the Director of Finance and the department's Health and Safety Consultative Committee have been consulted in the preparation of this report.

8 CONCLUSION

The social work department has always placed a high priority on health and safety matters. This can clearly be demonstrated by the activity undertaken in 2002-2003, and this level of commitment will remain undiminished in the future.

R Peat
Acting Director of Social Work

NOTE No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.