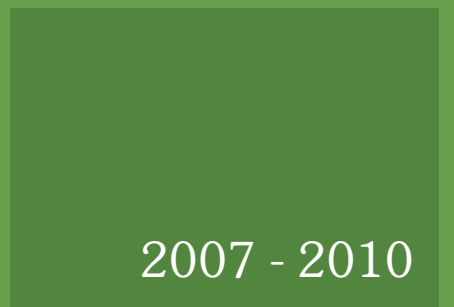
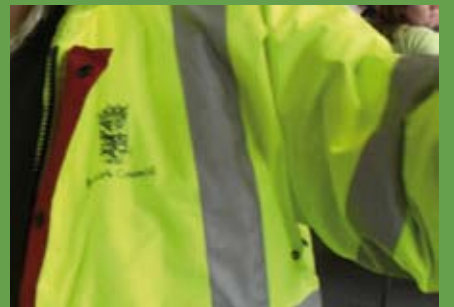




STRATEGIC PLAN FOR HEALTH, SAFETY AND CARE



2007 - 2010

FOREWORD



Since the launch of the first Strategic Plan for Health, Safety & Care, 2003-2008, Falkirk Council has actively worked towards implementing measures to encourage improvements in the health, safety and wellbeing of our employees and others. Over recent years we have achieved a number of successes and improvements in the way we manage our legislative obligations. These include:

- Health & Safety training for every manager which was tailored to suit their specific working environments;
- Development and implementation of a Gas Management framework;
- Development and implementation of a Stress Risk Assessment Toolkit for use in Services to help tackle workplace issues relating to stress and anxiety;
- Extended rollout of Health Promotion events throughout Services.

In recognition of our health, safety & care initiatives, Falkirk Council has recently achieved Gold status in the Scottish Government's new "Healthy Working Lives Award". This award replaces the "Scotland's Health at Work (SHAW)" award and is designed to encourage employers to implement initiatives to improve the health and wellbeing of their employees.

In my role as Chief Executive, I am fully aware of the need to continue to strive to ensure that Falkirk Council leads by example in terms of enabling our employees and citizens to live healthily and safely whilst also encouraging them to improve their own health and wellbeing. Legislation relating to health, safety & care is constantly changing at a national level which in turn impacts on our business. The Fire Regulations 2006, Noise and Vibration legislation and the Corporate Homicide bill will have a significant impact on our future work. The aims and objectives in this strategic plan reflect this. Nationally, there is likely to be more co-ordination in health, safety and care matters and in particular, preventing workplace ill health and injury. With this in mind it is the Council's intention over the next three years to:

- achieve the "Healthy Working Lives Mental Health and Wellbeing Commendation Award",
- continue to ensure the application of Risk Management by Risk Assessment;
- increase participation in creating a safer working environment and safer community for our employees and citizens alike.

As Chief Executive of Falkirk Council I will reinforce the requirement for Directors to ensure, as far as is reasonably possible, that the necessary support and resources are available to ensure that employees and others affected by our work are able to remain safe and healthy, particularly within their working environment.

The Corporate Management Team and Corporate Risk Management Group will provide leadership through their written, verbal and behavioural communication.

They will additionally set policy, organise business and plan for health, safety and care success, both through discussion and in consultation with employees and Trade Unions.

Audits, performance assessments and reviews will be undertaken to examine areas of potential risk or loss and will aim to identify any remedial action that is required. The results of these assessments and reviews will be incorporated into the Council's Annual Report and internally through each Service's annual Health, Safety & Care Review.

This document applies to all Falkirk Council functions with Managers being responsible for ensuring that commitments are understood and exercised within their area of control. However, all Falkirk Council employees have a responsibility in terms of their own safety and in regard to the Council's overall performance in relation to Health Safety & Care.

I am confident that we can continue to develop our good performance in Health, Safety & Care by collectively taking responsibility to achieve the aims of this document in the knowledge that effective Health, Safety and Care is central to demonstrating our commitment to operating efficiently.

A handwritten signature in black ink that reads "Mary Pitcaithly".

Mary Pitcaithly
Chief Executive
Falkirk Council

September 2007

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1. INTRODUCTION AND VISION



The purpose of this strategic document is to set out what Falkirk Council aims to achieve in terms of Health, Safety & Care throughout 2007-2010. As with the previous plan, it focuses on areas of current priority in regard to Health, Safety & Care and it complements other Falkirk Council Strategic Plans including the Strategic Community Plan and the Local Health Plan. Nationally, in support of UK Government, Scottish Government and Health & Safety Commission (HSC) Strategies, a Health & Safety Action Plan has been developed to promote high standards of health & safety within all workplaces, large and small, across all sectors. Accordingly, local authorities are expected to work in partnership to deliver the aims of these strategies, in particular, via the Healthy Working Lives initiative. Our vision for the next three years therefore reflects and complements the aims of the Action Plan and associated strategies as well as legislation.

Falkirk Council has responsibility for ensuring that all Health, Safety & Care related requirements within its workplaces and public offices are adhered to, and the Council will continue to seek ways to improve performance in these areas.

Our vision for Health Safety & Care remains the same. This is, to have:

- safe systems of working practice in place which are consistently implemented across Services;
- appropriate management systems in place which protect and support our employees;
- appropriate systems and processes in place which pro-actively manage sickness absence and workplace accidents/incidents.
- a workforce that is “healthy, happy and here”.

2. THEMES AND AIMS

To achieve our vision, there are four key strategic themes and aims that Falkirk Council will focus on during the next three years which reflect areas of current priority in terms of revitalising and raising the profile of Health, Safety and Care:

- (i) Apply and achieve the criteria set in national strategies aimed at promoting good health;
- (ii) Implement robust procedures/systems to ensure compliance with statutory and recommended targets set by the HSE, HSC, Scottish Government, Central Government & European Union across all disciplines and Services (including contractors);
- (iii) The provision of health, safety & care information and training to ensure a competent workforce;
- (iv) Effectively manage the Council's assets and funds.





(i) Apply and achieve the criteria set in national strategies aimed at promoting good health

The HSC's documents Revitalising Health and Safety, DETR June 2000 and Securing Health Together, HSC, 1999 continue to provide a framework for our health & safety activities.

Revitalising Health and Safety, DETR June 2000, states that, "Raising workplace standards will promote better public health and social progress which recognises the needs of everyone".

Securing Health Together, HSC, 1999, states that "Better occupational health will benefit everyone", and "If an individual's health at work is improved, they will enjoy happier, longer and more fulfilled lives".

Within these strategy documents, the Government and Health and Safety Commission indicated that Local Authorities should aim to achieve the following prescribed targets:

- Reduce the number of working days lost per 100,000 workers from work-related injury and ill health by 30% by 2010;
- Reduce the incidence rate of fatal and major injury accidents by 10% by 2010;
- Achieve half the improvement under each target by 2004.

Following a review of performance against the above strategies, in 2005, the HSC launched their "Strategy for workplace health and safety in Great Britain to 2010 and beyond". The aim of this strategy is to promote their vision for the future, which is to have health and safety at work viewed as a cornerstone of a civilised society and gain recognition of the benefits of work to overall health and well-being. In support of this, the HSE is actively

encouraging organisations to develop pro-active occupational health strategies via their "Fit 3" Campaign.

The "Fit 3" programme focuses on ill health and injury reduction. It aims to deliver on the following 3 core areas:

- Injury reduction, e.g. slips, trips, falls, workplace transport and construction;
- Days-lost, e.g. absence management in public services and return to work/rehabilitation;
- Work-related ill-health reduction, e.g. stress, musculoskeletal disorders, disease reduction, noise and hand-arm vibration.

In 2007 the Scottish Government launched a new initiative to replace the workplace health promotion initiative "Scotland's Health at Work (SHAW)". This new initiative, "Healthy Working Lives", now encompasses safety at work as well as health promotion. Falkirk Council achieved gold status in October 2007 making this Council one of the first organisations in Scotland to meet the complex requirements of this new award. The Healthy Working Lives Award reflects similar objectives to that of the HSC's latest strategy and will provide a framework for our health, safety & care activities over the next three years.

Our Aim:

Our aim is to ensure that the Council continues to meet the criteria of the "Gold" level award in the Healthy Working Lives initiative whilst ensuring that the objectives of Securing Health Together and Revitalising Safety continue to be used as targets for achievement including a reduction in absence levels across the Council. In addition, we aim to achieve the "Healthy Working Lives Mental Health and Wellbeing Commendation Award" which will make Falkirk Council an enhanced Gold Award holder.

We will do this by:

- Developing and implementing a "Fit 3" action plan;
- Creating a portfolio of activities which demonstrate our commitment to promoting healthy working lives and which provide access to:
 - “Work Life Balance” initiatives;
 - Stress Risk Assessment & Stress Management initiatives;
 - Physiotherapy services;
 - A pro-active occupational health service and health surveillance programme;
 - An Employee Counselling Service;
 - A holistic range of personal development/improvement programmes;
 - Active engagement with employees on health, safety & care issues;
 - Tailored return to work fitness programmes.
 - Providing managers with appropriate training to ensure they have the necessary skills to improve mental health and well-being in the workplace.

In recognition of the Council's progress in health promotion, the Council was joint winner of the large employer category of the BBC's Big Challenge Health Award in 2006. Given our ongoing commitment to continuous improvement, and our aim to be cited as an authority that sets an example of excellence in this field, we will continue to strive to develop and expand our performance in health promotion.



(ii) Implement robust procedures/systems to ensure compliance with statutory & recommended targets set by the HSE, HSC, Scottish Government, Central Government & European Union (including contractors)

As previously stated, the HSC Strategy for “workplace health & safety in Great Britain to 2010 and beyond” promotes their vision for the future, which is to have health and safety at work viewed as a cornerstone of a civilised society and, with that, to achieve a record of workplace health and safety in this country that leads the world.

The HSC recognises that Britain’s role is commendable with fatal accidents reduced by over two thirds since the implementation of the Health and Safety at Work etc. Act 1974, but are aware that more still has to be done. Annual statistics for 2004/05 reported substantial progress on achieving both the working days lost and work related ill health targets reflecting little room for complacency as there was no change in the incidence of fatal or major injuries at work across Britain.

Falkirk Council will continue to work in partnership with external organisations, such as the Scottish Government, HSE, Forth Valley NHS and other Local Authorities via Cosla and the Society of Personnel Directors (SPDS). Where possible, we will share best practice, pool resources, skills and expertise with colleagues in other Local Authorities. In particular, we will work together on the targets contained within the HSE/SPDS Framework Document for health & safety.

Our Aim for the next three years is to:

- Demonstrate effective health and safety management;
- Act as an exemplar in health and safety management practice for others to follow;
- Pro-actively manage occupational health, safety & wellbeing;
- Ensure good health and safety practice is considered as a significant factor in supplies and services procurement decisions.

We will do this by:

- Consolidating the “cascade” approach to delegating responsibilities in regard to Health Safety & Care; each Service will be required to take a pro-active approach to the development of safe systems of work and employee care;
- Ensuring that Senior managers visibly demonstrate their commitment by leading and supporting this process across their Service;
- Ensuring that Services have an updated Health and Safety policy and implementation plan, linked to the SPDS Framework document, with key action points detailed and progress regularly reviewed by Senior Management;
- Ensuring that Services have adequate and effective monitoring systems and benchmark with similar organisations;

- Ensuring that Services review their performance by applying the key performance indicators listed:
 1. Assessment of the degree of compliance with statutory and organisational Health & Safety Systems;
 2. Identification of areas where there is a lack of or inadequate Health & Safety Systems and if further action is required, develop a total Health and Safety management system to resolve these issues;
 3. Review of progress and achievement against specific objectives and plans;
 4. Analysis of accident, ill health and incident data to identify immediate and underlying causes, trends and common features.



(iii) The provision of health, safety & care information and training to ensure a competent workforce.

New legislation recently introduced to improve safety for issues such as vibration at work and noise at work has had an impact on our systems of work. The Fire Safety Act 2005, which came into force in November 2006, has had a significant impact on how we undertake our responsibilities in terms of fire risk assessment. The proposed Culpable Homicide Bill, once approved, is likely to result in Director's being held to account for any failures in systems of work for health & safety. It is therefore vital that adequate procedures are developed and implemented across Services to communicate with and train employees in their health & safety responsibilities. As legislation dictates changes in working practices, it is critical that employees understand the reasons for this and how it impacts on their duties and responsibilities. A well informed and diligent workforce is essential to ensure high levels of safety in the workplace which in turn leads to maximum productivity and good business practice.

Our Aim:

It is our aim to ensure that current Health & Safety practice is regularly reviewed by each Service and that Services adopt pro-active measures to ensure that existing systems are robust and that employees are trained to operate safely.

We will do this by:

- Ensuring that Services have systems in place to meet legislative requirements;
- Ensuring that employees are trained and competent to undertake the responsibilities of their post;
- Encouraging Services to review their existing arrangements for Health, Safety & Care and measure their effectiveness by:

Analysing trends in accident/incident and absence statistics & taking corrective action;

Undertaking sample audits of systems and procedures;

Undertaking sample inspections of premises.

It is critical that Services assign adequate resources to undertaking their responsibilities for health, safety & care given that efficiency in these areas also demonstrates a commitment to sound business organisation and practice.

(iv) Effectively manage the Council's assets and funds

Local Authorities will always be under pressure from a variety of sources, for example, litigation claims and rising insurance costs. Falkirk Council will apply systems and procedures to ensure that effective control measures are in place to keep litigation claims and insurance claims to a minimum.

Our Aim:

It is our aim to continue to maximise the resources of Falkirk Council by encouraging Services' to work towards achieving the objectives of the strategies outlined in this document.

We will do this by:

- Ensuring that Services are operating effectively by assessing and reviewing potential areas of risk/threat and planning for and implementing preventative strategies for potential risk and business continuity;
- Ensuring that opportunities to improve performance by the sharing of costs, knowledge and expertise along with scope for diversification are explored and sanctioned, where there will be a gain in performance or savings in expenditure;
- Ensuring that the Corporate Risk Management Group take a lead role in overseeing performance across Services in meeting the aims of health safety & care strategies and make recommendations for improvements and progress.

3. IMPLEMENTING THE STRATEGY

How we will achieve our aims:

It is important that Services recognise the importance of health, safety & care and how this is integral to their work. Health, safety & care is central to everything that we do and in order to achieve the above aims and to be fully confident that a cohesive approach to Managing health, safety & care and Risk Management is fully implemented across the Council all employees must acknowledge this and put this into practice. The Chief Executive, Corporate Risk Management Group, Corporate Management Team, all Employees and Trade Union representatives all have a role to play in the effective implementation of a healthy and safe working environment.

We will do this by:

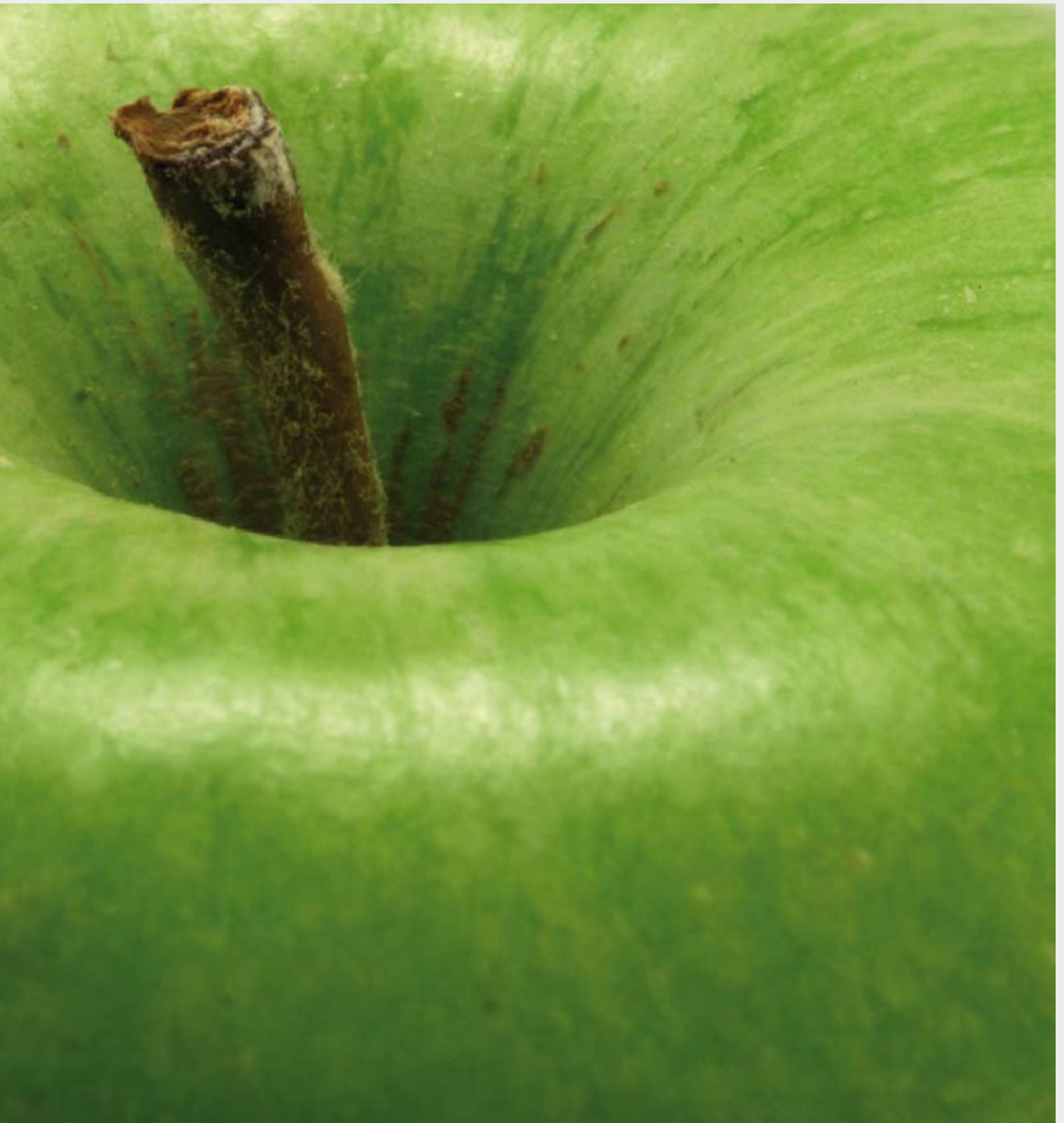
- Continuing to support a corporate function designed to promote the health, safety and wellbeing of our employees;
- Regularly reviewing and discussing performance indicators and progress via the Corporate Risk Management Group and Corporate Management Team;
- Appointing an elected member to 'champion' health, safety & care and consulting with all elected members on health, safety & care matters at committee;
- Actively involving employees and Trade Unions in developing the Council's commitment to health, safety and care strategies;
- Providing health & safety training for all employees, relevant to their role including regular refresher training and through the use of innovative methods of training such as e-learning packages.

Methodology

It is intended that within Falkirk Council, Health Safety & Care will be managed more effectively if responsibilities are delegated and structured on a de-centralised basis across all Services. The following diagram and supporting information details the strategic framework for the delegation of these responsibilities.

Diagram of Organisational Structure for Health Safety & Care





4. ORGANISATIONAL RESPONSIBILITIES FOR HEALTH, SAFETY & CARE

Chief Executive

To achieve the aims set out within this document and in accordance with Falkirk Council's Health, Safety & Care Policy, the Chief Executive, as lead officer, has prime responsibility for the health, safety & care of all Falkirk Council employees whilst at work. That responsibility extends to other individuals who may be affected by activities undertaken on behalf of Falkirk Council. The Chief Executive, as principal policy maker, will:

- Determine the management structure through which the Health, Safety & Care Policy and supporting policies & procedures are to be implemented;
- Provide support to the Director with specific responsibility for health safety & care;
- Delegate the management and implementation of Health, Safety & Care Policies, plans and procedures and ensure relevant supporting policies and procedures are developed by Services;
- Provide adequate resources for the management and implementation of health, safety & care activities;
- Ensure that health, safety & care is promoted as an integral part of the management culture of Falkirk Council;
- Set performance indicators for health, safety & care performance and regularly review performance against these indicators;
- Annually publish health, safety & care performance reports.

Director Responsible For Health, Safety & Care

The Director responsible for health, safety & care is responsible for ensuring the development and implementation of strategies to promote and develop health, safety & care within Falkirk Council. This Director will:

- Set the health, safety & care framework for the Council;
- Ensure Services receive sufficient and accurate advice, guidance and updates to allow them to comply with changes in legislation or changes to employee care initiatives;
- Ensure appropriate consultation with Trade Unions;
- Monitor Services' implementation of health, safety & care legislation and guidance;
- Ensure provision of appropriate health, safety & care training for all employees;
- Advise Corporate Management Team of significant health & safety risks to the Council.

Elected Members

Elected Members, as decision and policy makers, have a key role in establishing health & safety as a priority for Falkirk Council and ensuring appropriate resources are available to implement agreed management arrangements. Elected Members have responsibility for:

- Nominating an Elected Member as "Health & Safety Champion";
- Considering the health & safety implications of any decision made and policies approved;
- Ensuring appropriate resources are available to effectively manage health & safety matters;
- Reviewing health & safety performance.



Corporate Risk Management Group

In undertaking our responsibilities in regard to health, safety and care it is recognised that members of the Corporate Risk Management group have a key role to play in ensuring a co-ordinated approach to risk management. Members of the Corporate Risk Management Group will have collective corporate responsibility for:

- Reviewing roles and remits of health, safety & care sub-groups as required;
- Co-ordinating a consistent approach to risk management, including health & safety;
- Monitoring compliance with the Corporate Risk register and the Strategic Plan for Health, Safety & Care and regularly reporting on such to CMT;
- Checking that individual Services' Risk Management and Business Continuity Plans are fit for purpose;
- Tracking trends in accidents/incidents and in insurance claims and initiating appropriate remedial action.

Service Directors, Heads Of Service And Head Teachers

Service Directors, Heads of Service and Head Teachers are responsible, so far as is reasonably practicable, for assisting the Chief Executive in the execution of her duties in regard to health, safety & care by ensuring the health, safety & care at work of all employees and others in their respective services. Service Directors, Heads of Service and Head Teachers will:

- Prepare and regularly review a Health, Safety & Care Policy for their Service;
- Develop, implement and regularly review their own Health, Safety & Care Strategy, Risk Management by Risk Assessment Strategy and health, safety & care management systems, specific to their Service and their working environments;
- Ensure all employees are aware of Service specific and corporate Health, Safety & Care Policies and Risk Management by Risk Assessment procedures;
- Determine the management arrangements, within their Service, through which these will be implemented and communicated;
- Plan for and establish appropriate processes, procedures and monitoring arrangements for health, safety & care activities;
- Ensure that managers and supervisors are competent to undertake their delegated duties in terms of health, safety & care;
- Provide appropriate training and guidance to ensure that employees can undertake the functions of their jobs competently;

- Ensure that adequate resources are made available within their Services to enable Service Policies and Procedures to be implemented;
- Consult with employees and Trade Unions on Service based health, safety & care matters;
- Ensure that contractors carrying out work for Falkirk Council do so according to health, safety & care legislative requirements and Falkirk Council's Health, Safety & Care Policies;
- Ensure promotion of a healthy and safe working environment within their Service.



Service Unit Managers

The majority of risks can usually be most effectively identified and directly controlled and managed by Unit/Line Managers. All managers where they have operational responsibility for other employees or for systems and procedures of work will be specifically responsible for ensuring that:

- The Health, Safety & Care Policy and supporting policies are effectively implemented, monitored and reviewed in the area/activities under their supervision;
- That all employees are aware of and understand the policies and procedures in relation to health, safety & care;
- Safe systems of work are implemented and all working procedures and practices are properly documented and adhered to;
- All activities carried out by Council employees will be risk assessed appropriately, to implement controls that present as low a risk as possible to minimise risks to other employees, to property, to customers, to visitors or the general public;
- Appropriate safety equipment is supplied, properly maintained and used at all times;
- Relevant health, safety & care training is provided to all employees to enable them to carry out their duties in a competent manner;
- Activities undertaken by contractors are designed so as to minimise risk to employees, members of the public and others visiting our premises and sites;
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions, regular workplace inspections etc.;

- All accidents/dangerous occurrences are reported, recorded appropriately (including notifying enforcing bodies i.e. Health & Safety Executive) are investigated and a means of preventing recurrence identified in liaison with the Corporate Health, Safety & Care Team.

First Line Managers, Team Leaders, Supervisors & Charge-hands

These employees will have responsibility for implementing, monitoring & reviewing systems of work to achieve the aims of the Corporate and Service based Health, Safety & Care Policies. So far as is reasonably practicable, these individuals will lead by example and be a “champion”, for health, safety & care within their work environment and are responsible for:

- ensuring that employees within their area of control are made aware of the Corporate and Service based Health, Safety & Care Policies, safety standards and safe systems of work and their responsibilities in relation to these policies and systems of work;
- ensuring that employees adhere to safe systems of work and adhere to prescribed standards and legislation, being aware of legislation, both current and impending and providing basic advice therein;
- ensuring that the Accident/Incident Procedure is adhered to, including the reporting and investigation of incidents, and that remedial action is taken, where appropriate;
- ensuring that plant, equipment and substances used within their area of responsibility are suitably maintained and constructed and that staff are trained in proper use;

- assisting in developing appropriate corporate Health, Safety & Care Policies & Procedures through the consultation process;
- ensuring health, safety & care matters are communicated to employees on a regular basis and that items/issues causing concern are reported to the appropriate line manager and remedial action taken;
- ensuring all contractors providing services within their area of responsibility are provided with adequate information regarding specifications/design, systems of work/activities and plant/equipment which may affect their safety and that of others;
- ensuring that all new members of staff undergo appropriate induction training which includes health, safety and care and fire evacuation;
- gathering, co-ordinating and providing local management teams and the Health, Safety & Care Team with information as required regarding performance/areas of concern and attending Health, Safety & Care Working Groups as required;
- liaising with Service Directors and Human Resources to identify staff training requirements;



Premises Managers

In addition to their role, some employees may also have responsibility for the management of premises. These employees are also responsible for:

- Ensuring that the general safety of employees, visitors, volunteers, contractors and premises is maintained;
- Ensuring that the security of employees, visitors and premises is maintained;
- Ensuring that fire safety arrangements are in place for the protection of employees, visitors and premises;
- Ensuring that the specific safety risks associated with their premises are managed to ensure the safety of employees, visitors and premises.

Safety @ Work Co-ordinators And Health @ Work Co-ordinators

These individuals will have the responsibility for assisting with the implementation and monitoring of working practices to achieve the aims of the Corporate and Service based Health, Safety and Care Policies. They will do this by:

- liaising with their Service Director and Senior Management Team on performance and progress in regard to health, safety & care;
- representing their Service at the corporate Health @ Work and Safety @ Work Group meetings;
- taking part in Service based forums on Health, Safety & Care;
- assisting with the development of relevant policy at corporate Health @ Work and Safety @ Work Group meetings;

- reporting on progress and performance within their Service in respect of health, safety & care matters at corporate group meetings;
- disseminating and collating information on health, safety & care issues and promotions throughout their Service;
- undertaking the responsibilities as listed below for employees.

Trade Union Representatives

Trade Union representatives will have responsibility for assisting with the development, implementation and monitoring of Health, Safety & Care Policies and procedures.

They will do this by:

- liaising with the Chief Executive, Service Directors, Managers and employees on health, safety & care issues at national and local level;
- representing employees at Joint Consultative Committee Meetings;
- attending service based meetings as required, to discuss health, safety and care issues;
- undertaking the responsibilities as listed below for employees.

Employees

In order to create a positive and effective culture in regard to Health, Safety & Care, it is vital that all employees of Falkirk Council contribute positively to the successful management of health & safety. Employees who have a concern about health, safety and care matters have responsibility for alerting their line manager to any situation of concern which requires to be resolved. Employees will be expected to:

- safeguard their health and safety, and that of others by operating safe systems of work in accordance with Falkirk Council corporate and Service based Health & Safety Policies;
- alert line managers to unsafe practices, conditions or incidents of concern;
- seek advice and clarification from Line Managers when unsure of any health and safety requirement relevant to their working environment;
- co-operate with Falkirk Council in its endeavours to create and promote a positive culture in regard to health, safety & care;
- refrain from intentionally or recklessly interfering with, or misusing, anything which may result in a situation which is not in the interests of good health & safety practice.
- report accidents/incidents to their line manager as soon as possible;
- attend relevant training on health, safety & care matters as instructed by their manager.



Human Resources

The Human Resources Division, specifically the Health, Safety & Care Team, has a responsibility for administering the Council's Health, Safety & Care procedures and for supporting Services in implementing these. Human Resources will:

- Develop & communicate health, safety & care guidance in line with legislation and approved codes of practice and in consultation with the Joint Consultative Committee;
- Provide advice, guidance and information to Services including support for individuals in undertaking the roles outlined above, to enable them to lead by example in all matters relating to health, safety & care;
- Assist in monitoring, reviewing and providing feedback on health, safety and care issues in Council policies, plans and procedures;
- Undertake management system audits and audit/inspections of premises and provide reports to management teams;
- Offer support on training issues by advising on appropriate training solutions and organising and providing suitable training programmes for health, safety & care;
- Support the monitoring and management of the occupational health contract and occupational health arrangements and occupational health surveillance for Falkirk Council;
- Monitor the Council's performance against health & safety targets;
- Maintain records of all HSE contacts;

- Promote the health, safety & care of employees through implementation of initiatives such as "Healthy Working Lives";
- Promote effective lines of communication with stakeholders, including external agencies such as the HSE and professional bodies.

Employees Involved In Procurement

"It is now widely recognised that, just as organisations stand to benefit from improved productivity when they improve health and safety management systems, so procurers stand to secure better value for money when their contractors do the same". (Revitalising Health and Safety, June 2000). It is therefore in our interests to ensure that employees who, because of the nature of their work, are required to be involved in the procurement of contracts, are responsible for:

- ensuring that suppliers of significant contracted services provide Falkirk Council with a copy of their Health & Safety Policy, Method Statements and Risk Assessments at the first stage of procurement;
- ensuring that articles and substances proposed for use have data/specification information guidelines provided to the procurement officer before the product is purchased. COSHH and CDM requirements must also be adhered to;
- determining and obtaining satisfactory evidence of contractors' and their operatives competency prior to awarding a contract;
- ensuring that contractors' performance is regularly monitored and appraised in terms of operating safely and efficiently;

- ensuring that contractors carrying out work on behalf of Falkirk Council are made fully aware of site hazards and rules prior to the issue of a contract;
- where appropriate, ensuring that contractors supply relevant, specific method statements and risk assessments for medium and high risk activities. The individuals responsible for issuing the procurement of each contract should then appraise these documents for suitability and effectiveness, prior to issuing the contract;
- ensuring that consideration has been given to adequate safety requirements for the activities included in the Contract.

5. REVIEW OF THE STRATEGIC PLAN

The Head of Human Resources, in consultation with the Corporate Management Team and Trade Unions, will review the Strategic Plan as appropriate.

A formal review of the Plan will be undertaken in three years.



HEALTHY WORKING LIVES

**SAFETY
WORK @**



Falkirk Council

**HEALTH
WORK @**



HEALTHY WORKING LIVES

Falkirk Council has achieved the
Gold
'Healthy Working Lives'
Award