
CLYDE MUIRSHIEL PARK AUTHORITY



Report to: Joint Committee
On: 27th May 2016

Report
By
Regional Park Manager

SUBJECT: Report on Annual Health and Safety Plan 2015 to 2016
Submission of 2016 to 2017 Health and Safety Plan

1.0 Purpose of Report:

- 1.1 To inform members of the Joint Committee of the Park Authority's progress in implementing the 2015 to 2016 Health and Safety Plan.
- 1.2 To submit the 2016 to 2017 Health and Safety Plan.

2.0 Recommendation:

That members of the Joint Committee:-

- 2.1 note the progress made in implementing the key tasks as set out in the Health and Safety Plan for 2015 to 2016.
- 2.2 note the Health and Safety plan for 2016 to 2017 and endorse the Parks efforts to meet the key tasks as set out in the Plan.

Members wishing further information regarding this report should contact Mr David Gatherer, Regional Park Manager, Clyde Muirshiel Park Authority, 01505 842 882.

3.0 Background:

- 3.1 The Park Authority as a member of Renfrewshire Council's Corporate Health and Safety Committee compile an annual Health and Safety Plan in order provide a framework to continuously improve Health and Safety within the park.

4.0 Health and Safety Plan monitoring Report:

- 4.1 Significant progress on this years plan has been achieved. These achievements have included risk assessments completed for all park activities including those of the retail and catering section for the first time. (for a full report on progress please see appendix 1)

5.0 Health and Safety Plan for 2016 to 2017

- 5.1 Taking into account progress made last year the 2016 to 2017 Health and Safety plan has been compiled. This plan will continue to provide the framework for further improvements in Health and Safety within the park. (for the full Health and Safety Plan please see appendix 2).

6.0 Conclusion

- 6.1 The Park continues to strive to improve Health and Safety using a number of mechanisms including compiling an annual Health and Safety Plan. This plan provides a focus for all staff for the coming year.

Contribution to the National Outcomes of report on H&S monitoring.

1. We live in a Scotland that is the most attractive place for doing business in Europe	
2. We realise our full economic potential with more and better employment opportunities for our people	
3. We are better educated, more skilled and more successful, renowned for our research and innovation	
4. Our young people are successful learners, confident individuals, effective contributors and responsible citizens	
5. Our children have the best start in life and are ready to succeed	
6. We live longer, healthier lives	H&S plans contribute to the safety and welfare of staff and visitors
7. We have tackled the significant inequalities in Scottish society	
8. We have improved the life chances for children, young people and families at risk	
9. We live our lives safe from crime, disorder and danger	H&S plans contribute to the safety and welfare of staff and visitors
10. We live in well-designed, sustainable places where we are able to access the amenities and services we need	
11. We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others	
12. We value and enjoy our built and natural environment and protect it and enhance it for future generations	
13. We take pride in a strong, fair and inclusive national identity	
14. We reduce the local and global environmental impact of our consumption and production	
15. Our public services are high quality, continually improving, efficient and responsive to local people's needs	H& S planning is a component of quality public services

Clyde Muirshiel Health & Safety Plan April 2015- March 2016

H&S OBJECTIVE	KEY TASK/EVENT	COMPLETION DATE PLANNED ACTUAL	RESPONSIBILITY	STATUS AT March 2015	PERFORMANCE INDICATORS	TARGET
ESTABLISH COMPREHENSIVE RISK ASSESSMENT DOCUMENTATION	Review and update Park Risk Assessments that are not already in the approved format	31 March 2016	All staff through Line Managers	A mixture of various Risk Assessment formats currently in place.	Percentage of Risk Assessments in approved format This has been achieved. Shop risk assessments compiled for the first time.	75% 80%
ESTABLISH A CENTRALISED ARCHIVE FOR RISK ASSESSMENT DOCUMENTATION	Ensure all reviewed Risk Assessments are fully Authorised, Controlled and Archived	31 March 2016	Admin Officer, Line Managers, H&S Coordinator, Interim Park Manager	Non -conformity identified	Percentage of Risk Assessments archived This has not been achieved.	75% 50%
ESTABLISH COMPREHENSIVE SAFE WORKING PROCEDURES DOCUMENTATION	Ensure reviewed Risk Assessments have associated Safe Working Procedure documentation where required.	31 March 2016	All staff through Line Managers	Not all existing Safe Working Procedures have been derived from Risk Assessment documentation	Percentage of required Safe Working Procedures created or updated from new format Risk Assessments This has been achieved.	75% 80%
ESTABLISH A CENTRALISED ARCHIVE FOR SAFE WORKING PROCEDURES DOCUMENTATION	Ensure all reviewed Safe Working Procedures are fully Authorised, Controlled and Archived	31 March 2016	Admin Officer, Line Managers, H&S Coordinator, Interim Park Manager	Non -conformity identified	Percentage of Safe Working Procedures archived This has not been achieved	100% 50%

HEALTH AND SAFETY TRAINING AND DEVELOPMENT PROGRAMME	Adopt Individual Training Needs Assessment process	30 Sep 2015		Interim Park Manager, Health & Safety Coordinator, Admin Officer	Current Park system not structured as advised by Renfrewshire Council.	Individual Training Needs Assessment process in place This has not been achieved	100% 0%
	Assess Park staff	28 Feb 2016		Line Managers		Percentage of staff assessed This has not been achieved	75% 0%
	Identify appropriate courses or other training	31 Mar 2016		Line Managers, Admin Officer, Individuals		Percentage of identified training sourced. This has not been achieved	75% 0%
INSPECTION PROGRAMME	Carry out H&S Site Inspections at the Park Visitor Centres, HQ and Lunderston Bay	31 March 2016		H&S Coordinator, Site Managers and Unison Safety Rep	Required by Park H&S Policy	Percentage of Site Inspections completed This has been partially completed	100% 80%
HEALTH & SAFETY REPORTS	Prepare quarterly Health and Safety reports	July 2015 Oct 2015 Jan 2016 April 2016		Health and Safety Planning Group	Agreed quarterly requirement	Report to Clyde Muirshiel Park Authority and Renfrewshire Council This has been achieved	100% 100%
	Prepare annual Health and Safety report	May 2016		Health and Safety Planning Group	Agreed annual requirement	Report to Clyde Muirshiel Park Authority . This has been achieved.	100% 100%

Clyde Muirshiel Health & Safety Plan April 2016- March 2017

H&S OBJECTIVE	KEY TASK/EVENT	COMPLETION DATE PLANNED ACTUAL		RESPONSIBILITY	STATUS AT March 2015	PERFORMANCE INDICATORS	TARGET
ESTABLISH COMPREHENSIVE RISK ASSESSMENT DOCUMENTATION	Review and update Park Risk Assessments that are not already in the approved format	31 March 2017		All staff through Line Managers	A mixture of various Risk Assessment formats currently in place.	Percentage of Risk Assessments in approved format	95%
ESTABLISH A CENTRALISED ARCHIVE FOR RISK ASSESSMENT DOCUMENTATION	Ensure all reviewed Risk Assessments are fully Authorised, Controlled and Archived	31 March 2017		Admin Assistant, Technical Assistant, Line Managers, Park Manager	Non -conformity identified	Percentage of Risk Assessments archived	75%
ESTABLISH COMPREHENSIVE SAFE WORKING PROCEDURES DOCUMENTATION	Ensure reviewed Risk Assessments have associated Safe Working Procedure documentation where required.	31 March 2017		All staff through Line Managers	Not all existing Safe Working Procedures have been derived from Risk Assessment documentation	Percentage of required Safe Working Procedures created or updated from new format Risk Assessments	95%
ESTABLISH A CENTRALISED ARCHIVE FOR SAFE WORKING PROCEDURES DOCUMENTATION	Ensure all reviewed Safe Working Procedures are fully Authorised, Controlled and Archived	31 March 2017		Admin Assistant, Technical Assistant, Line Managers, Park Manager	Non -conformity identified	Percentage of Safe Working Procedures archived	100%

HEALTH AND SAFETY TRAINING AND DEVELOPMENT PROGRAMME	Adopt Individual Training Needs Assessment process	30 Sep 2016		Park Manager, Admin Assistant.	Current Park system not structured as advised by Renfrewshire Council.	Individual Training Needs Assessment process in place	100%
	Assess Park staff	28 Feb 2017		Line Managers		Percentage of staff assessed	75%
	Identify appropriate courses or other training	31 Mar 2017		Line Managers, Admin Assistant , Individuals		Percentage of identified training sourced.	75%
INSPECTION PROGRAMME	Carry out H&S Site Inspections at the Park Visitor Centres, HQ and Lunderston Bay	31 March 2017		Site Managers and Unison Safety Rep	Required by Park H&S Policy	Percentage of Site Inspections completed	100%
HEALTH & SAFETY REPORTS	Prepare quarterly Health and Safety reports	May 2016 Sept 2016 Dec 2016 Mar 2017		Park Manager, Admin Assistant.	Agreed quarterly requirement	Report to Clyde Muirshiel Park Authority and Renfrewshire Council	100%
	Prepare annual Health and Safety report	May 2017		Park Manager	Agreed annual requirement	Report to Clyde Muirshiel Park Authority	100%