

To: SOCIAL WORK COMMITTEE	Subject: MANAGEMENT OF HEALTH AND SAFETY	
From: J DICKIE, DIRECTOR OF SOCIAL WORK		
Date: MAY 9 <sup>TH</sup> 2002	Ref: JS/CR/0204H&S	

## 1. PURPOSE OF REPORT / INTRODUCTION

- 1.1. The purpose of this report is to report to Committee on a review of the arrangements for management of Health and Safety within the Social Work Department and to seek approval for the creation of posts needed to strengthen this management.

## 2. BACKGROUND

- 2.1. The Social Work Department is a complex organisation, which provides services to a large number of service users. The range of services provided demand that close attention is paid to the Health and Safety needs of both service users and the staff of the Department.
- 2.2. Currently, the Social Work Department has only one member of staff dedicated to the management of Health and Safety. As the services provided by the Social Work Department expands, as reported separately to this Committee, the need to ensure that arrangements to manage Health and Safety are robust and adequately resourced.
- 2.3. A recent inspection by the Health and Safety Inspectorate (HSE) highlighted a number of areas which require improvement. These include the systematic assessment of risk, management of those with challenging behaviour, and refresher training for staff involved in moving and lifting.

These issues were already recognised within the Social Work Department, with ongoing work being done to review procedures for assessment of risk, management of service users with challenging behaviour, and policy and practice in relation to violence. Training for all relevant staff will follow this review of policy and procedures.

- 2.4. This report concerns the arrangements for Social Work HQ management of Health and Safety. A number of other reports, to be brought forward in the near future, will also reflect issues concerning the management of Health and Safety, in relation to specific service developments.

## 3. PROPOSALS / CONSIDERATIONS

- 3.1. It is proposed to strengthen the arrangements for development and monitoring of Health and Safety, at Social Work HQ.

The following is proposed:

- The creation of a post of Senior Health and Safety Officer, Grade PO4, to lead on service development.
- The deletion of the current post of Health and Safety Officer, Grade AP4, and creation of two posts of Health and Safety Officer, Grade AP5. One of the posts will focus on the promotion of

Health and Safety within Home Support Services, while the other posts will concentrate on the promotion of Health and Safety across the remaining services within the Department.

- The creation of a Senior Clerical Assistant post, Grade GS3 and Clerical Assistant post, Grade GS1/2 to support these developments.

3.2. The grades of post, noted in Section 3.1, are consistent with Job Titles and Grades in other Departments of the Council.

#### **4. FINANCIAL / PERSONNEL / LEGAL / POLICY IMPLICATIONS**

4.1. The cost for this development is £70,000. This can be met from the development monies, separately reported to Committee, which have been provided by the Scottish Executive to develop services.

4.2. This development will help ensure that the Social Work Department meets its obligation under the Health and Safety at Work Act, and supporting guidance.

#### **5. RECOMMENDATIONS**

5.1. The Committee is asked to

(i) Note the need to ensure the promotion of Health and Safety of service users and staff of the Social Work Department.

(ii) Approve the deletion of the post of Health and Safety Advisor, Grade AP4

(iii) Approve the creation of posts of Senior Health and Safety Officer, Grade PO4, Health and Safety Officers x 2, Grade AP5, Senior Clerical Assistant, GS3, and Clerical Assistant / Typist, Grade GS1/2.

(iv) Remit to the Policy and Resources (Personnel) Sub Committee for consideration.



**Jim Dickie**  
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April 15<sup>th</sup> 2002

For further information on this report please contact J Scott, Manager of Resources and Information, TEL: (01698 332037)