

HEALTH & SAFETY IMPACT ASSESSMENT FORM

Table 1: Removal of Road Safety Unit

Date when assessment was completed:	8 December 2017
Title of change being assessed:	Removal of Road Safety Unit through compulsory redundancy
Name of the Lead Officer <i>(responsible for managing the proposed change)</i>	Moya Ingram
Supporting team (names/job titles) <i>(List everyone helping the lead officer to perform the HSIA). Include at least:</i> <ul style="list-style-type: none"> • someone such as a TU Rep who is familiar with current practice/policy who has not been involved in developing the proposed change but can offer constructive challenge • A Corporate Health and Safety Officer 	David Sinclair Eddie Shaw
1. Give a brief description of the proposed change	Reduce road safety materials budget from Road Safety Education Centre by £13k 2018/19 and removal of the Road Safety Unit (compulsory redundancy of one Full Time Equivalent staff member and one Part Time Term Time staff member) budget £84k per annum 2019/20.
2. What are the main aims of the proposed change? <i>(List each aim)</i>	Transformational Board Savings Option £97k from Economic Development Departmental Budget
3. Is a detailed safety impact assessment required for this proposal? If yes, complete all tables and return to health_and_safety@argyll-bute.gov.uk If no, complete tables 1 and 4 and return to: health_and_safety@argyll-bute.gov.uk	Yes
Completed assessments must be sent to: health_and_safety@argyll-bute.gov.uk to ensure that they are suitable and sufficient before proposals are taken to DMT/SMT/Council Committees for decision makers to endorse or approve.	
4. Has the assessment been reviewed by Corporate Health and Safety? If yes, attach the health and safety impact assessment to your proposal paper	Yes

when it goes to DMT, SMT or Elected Members for endorsement or approval.

Table 2 Identifying and Calculating the Health and Safety Risks

This section helps you to identify what will be positively or negatively affected by this proposed change and lists a number of key factors likely to be affected. This list is not exhaustive so please use the final row and add extra rows to table 3 below if other things which are not listed are affected. (If there are no impacts on a listed element, state the logic for this conclusion to demonstrate that you've considered the possible impact on each element.)

Calculate the Risk

Make two judgements, one on the potential **consequence or impact** of any possible injury and the other on the **probability or likelihood of** harm occurring using a scale of 1 to 5. The risk rating is calculated by multiplying the consequence or impact by the probability or likelihood.

		Probability or Likelihood			
		1	3	5	
		Unlikely	Possible	Likely	
Consequence or impact	1	Insignificant	1	3	5
	3	Moderate	3	9	15
	5	Major	5	15	25

Category	Probability/Likelihood	Guidance on Categorisation
	Probability/Likelihood	Consequence/Impact
High (15 to 25) Unacceptable risk. Proposal cannot proceed until risk is reduced	Likely	Major impact. Risk of proposal impacting on the Council's capacity to plan, manage or perform work or projects, operate facilities and deliver services such that injury or health effects to more than one person or major damage to plant, materials, premises or equipment are likely. Include delay to works, project or service delivery of over two months or serious budget overspend. At worst, fatality is possible.
Medium (5 to 15) Proposal can proceed with suitable controls.	Possible	Moderate impact. Possible risk of a proposal impacting on the Council's capacity to plan, manage or perform works, projects, operate facilities and deliver services such that significant damage to plant, materials, premises or equipment is possible. Safety impact likely to result in RIDDOR reportable event (over 7 day absence from work) but not fatality. Include likely delays to works, project or service delivery or budget overspend between 3% and 5%
Low (1 to 4) Risk acceptable, no mitigation required.	Unlikely	Insignificant. Minor consequences to health and safety (sprains, cuts, bruising) or slight damage to plant, materials, premises or equipment as a result of changes impacting on the Council's capacity to plan, manage or perform, works, operate facilities and deliver services

Table 3 - Risk Assessment of the Proposal

Purpose: to record the risks associated with the proposal and the controls/mitigation needed to enable it to go ahead safely

Ref	Description of risk	Inherent risk probability or likelihood (1-5)	Inherent consequence or impact (1-5)	Inherent Risk level	Mitigation/Control Measures in place	Remaining probability or likelihood (1-5)	Remaining consequence or impact (1-5)	Remaining risk level
1.	Risk of non-delivery of road safety education, promotion and training programme across educational establishments – pre-schools, primary and secondary schools.	5	5	25	<p>Road Safety Scotland develop and promote effective road safety educational, training and promotional materials for use in educational establishments across Scotland. http://roadsafetyscotland.org.uk/parents-and-educators/educational-support</p> <p>Community Services Department promote a guide for Parents and Pupils: School Transport which provides road safety information for both pupils and Parents advising parents they should ensure their child follows the safest walking route, uses the safest crossing places and knows how to behave responsibly whilst waiting to be picked up.</p> <p>Cycling Scotland offers and provides national cycle training to primary schools through the 'Bikeability Scotland' programme. http://www.bikeabilityscotland.org/</p> <p>Additional links to external agency websites promoting road safety education, training and promotion will be added to Council road safety website.</p>	3	3	9
2.	Risk of no tailored delivery of road	3	5	15	Police Scotland promote safe and	3	3	9

	safety education to specific categories of road user e.g. motorcyclists with production of Biker Magazine and training/advice events, Child Car Seat checks for members of the public.				<p>responsible motorcycling, reducing casualties, raising awareness and enforcing legislation.</p> <p>Scottish Fire and Rescue work with partner agencies including Police Scotland, Scotland Ambulance Service to deliver road safety education and advice to help people reduce their risk of being involved in a Road Traffic Collision.</p> <p>At the point of sale of car seats, car seat experts are available in some instances to give instruction and advice on correctly fitting car seats e.g. across Glasgow area Halfords, Mothercare, Toys R Us, Smyths Toys. Advice on fitting child car seats is also readily available on the web e.g. AA, RosPA</p> <p>Additional links to external agency websites promoting road safety education, training and promotion will be added to Council road safety website.</p>			
3.	Risk of reputational damage. iCycle training to volunteer trainers at primary schools would not be delivered. Over 500 Primary 6/Primary 7 pupils complete road safety cycle training per annum.	5	5	25	<p>Cycling Scotland offers and provides national cycle training to primary schools through the 'Bikeability Scotland' programme. http://www.bikeabilityscotland.org/</p>	3	5	15
4.	Risk of reputational damage. Streetfeet pedestrian training	5	5	25	Argyll and Bute Council has school crossing patrollers working at 28 locations across the	1	5	5

	would not be delivered to primary schools. Over 100 Primary 3 Pupils complete road safety pedestrian training per annum. Increase workload for delegated Roads Department Officers				<p>district to help children and adults cross the road safely on their way to and from school.</p> <p>Roads Department assess and perform route inspections to schools using Road Safety West of Scotland guidance on the identification and assessment of road safety hazards to pedestrians on route to school.</p> <p>Community Services Department promote a guide for Parents and Pupils: School Transport which provides road safety information for both pupils and Parents advising parents they should ensure their child follows the safest walking route, uses the safest crossing places and knows how to behave responsibly whilst waiting to be picked up.</p>			
5.	Risk of non delivery of Pass Plus Scheme offering a grant for additional driving skills after passing their practical test.	3	5	15	<p>Pass Plus is an additional course, costing circa £175, aimed at new drivers living in Argyll and Bute who would like to further improve their confidence and driving skill after passing their practical test. There are 18 Driving Instructors across Argyll that offer Pass Plus driving course which includes modules for driving at night, on dual carriageway and motorways. This driving course would still be available without the £75 grant currently offered.</p> <p>From 2018 learner drivers will be allowed motorway driving lessons alongside an Approved Driving instructor in a dual control car.</p>	5	3	15

Guidance on Risk Assessment

Element which may be Impacted by the Proposal	Details of Risks	Groups Affected				Actions Needed to Manage Impact	Person Responsible for Action Completion	Target for Action Completion
		Council staff	Contractors	Service Users	The Public			
Safe Systems of Work	N/A							
Risk Assessments	<p>Risk Assessments of on road locations for iCycle training would no longer be eligible as iCycle would no longer be delivered through Council.</p> <p>Cycling Scotland offers and provides national cycle training to primary schools through the 'Bikeability Scotland' programme. http://www.bikeabilityscotland.org/</p>				x	<p>Additional links to external agency websites promoting cycle training will be added to Council road safety website. http://www.bikeabilityscotland.org/</p>	M Ingram	March 2018
Any Maintenance Activities	N/A							
Maintenance Records	N/A							
Statutory examination, inspection and testing	N/A							
Site visits	May lead to increase in the number of assessments by Roads Department on the road safety hazards to pedestrians on routes to school.	x				Ensure Roads Dept are aware of this risk and have resource in place.	M Ingram / J Smith	Jan 2018

Element which may be Impacted by the Proposal	Details of Risks	Groups Affected				Actions Needed to Manage Impact	Person Responsible for Action Completion	Target for Action Completion
		Council staff	Contractors	Service Users	The Public			
Implementing work control measures	N/A							
Implementing fire control measures identified by fire risk assessments	N/A							
Health Surveillance Activities	N/A							
Personal Protective Equipment (PPE)	N/A							
Training (includes tool box talks)	May lead to increase in enquires as to where alternate road safety training may be given by external agencies.				X	Additional links to external agency websites promoting road safety education, training and promotion will be added to Council road safety website.	M Ingram	March 2018
Safety checks, management walkround inspections or safety audits	N/A							
Workload and stress levels	May lead to increase in the number of assessments by Roads Department on the road safety hazards to pedestrians on routes to school.	X				Ensure Roads Dept are aware of this risk and have resource in place.	J Smith	
Activities undertaken to monitor the performance of contractors								
Work planning								
Job design								
Development of work processes, work instructions or procedures								
Other factors (anything not listed above)	Unmeasurable impact of the unknown competency of all				X	Unknown and therefore cannot be determined.		

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		Council staff	Contractors	Service Users	The Public			
	category of road users.							

Table 4 - Reviewing the Change after Implementation

Please describe how the proposed change will be taken forward. This will act as a record for future reviews and the monitoring of the proposed change.

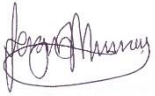
When is the proposed change planned to come into effect? <i>(Insert the date and name of the Committee meeting that will approve the proposed change.</i>	Reduce road safety materials budget from Road Safety Education Centre by £13k 2018/19 and removal of the Road Safety Unit (compulsory redundancy of one Full Time Equivalent staff member and one Part Time Term Time staff member) budget £84k per annum 2019/20. Council Budget Meeting February 2018.
When will the proposed change be reviewed? <i>(Insert the dates for the planned review).</i>	2020-2021
Who is responsible for managing the review? <i>Insert the job title of the person responsible for reviewing.</i>	Moya Ingram

When completed, the assessment must be signed off by the manager leading the proposed change and by the relevant Head of Service.

Moya Ingram

Signed:
Manager Leading the Change Proposal

Date: 10/01/18



Signed:
Head of Service

Date: 13/02/2018

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