

CORPORATE HEALTH AND SAFETY COMMITTEE - 6TH OCTOBER 2005

SUBJECT: HEALTH AND SAFETY AUDITS

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of recent Health and Safety audits carried out by the Corporate Health and Safety Unit.

2. SUMMARY

2.1 The Corporate Health and Safety Unit commenced auditing in January 2005 with an annual target of 200 audits.

2.2 It was decided that audits would be topic specific and would initially concentrate on asbestos management and fire safety. Areas to be audited are agreed in consultation with Directorate Health and Safety Officers.

2.3 The second quarter's audits (April – June) primarily concentrated on risk assessment and display screen equipment (although some additional audits were carried out on asbestos, fire safety and transport management). A total of 77 audits were carried out in quarter 2. The audits highlighted the need for risk assessment training across the Authority.

2.4 As part of the audit programme all Directors have been provided with a report on audits carried out to date, action plans received by the Corporate Health and Safety Unit and outstanding issues.

2.5 It is recognised that workload constraints often make following up of audits difficult for Directorate Health and Safety Officers. As a result meetings have taken place between Directorate H&S Officers and the Corporate Health and Safety Unit to ensure that Directorates receive support in following up audits where appropriate and that audits fit into the Directorate health and safety work plan.

2.6 Auditing is an essential part of any health and safety management system, Directorate and Corporate Health and Safety Officers will continue to work together to use audits as a tool to identify gaps in health and safety performance and to improve health and safety standards across the Authority.

3. RECOMMENDATION

3.1 That the contents of the report be noted.

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