

## CORPORATE SAFETY COMMITTEE – 11TH JANUARY 2006

**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 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 for the year 2005-06, of 200 audits.
- 2.2 It was decided that audits would be topic specific. Areas to be audited are agreed in consultation with Directorate Health and Safety Officers.
- 2.3 The second quarter's audits, (July-September), concentrated on risk assessment, display screen equipment, Lone Working, Control of Substances Hazardous to Health and Manual Handling.
- 2.4 As part of the audit programme, all Directors have been provided with a quarterly 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 follow-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. 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.
- 2.7 The following number of Audits have been completed by the Corporate Health and Safety Unit during the second quarter of 2005-06: -

Directorate	Number of Audit's Completed	Number of Action Plans Outstanding from Managers *
Chief Executive's	12	8
Environment	16	8
Social Services	6	2
Education & Leisure	22	6

\* As detailed in DMT reports submitted during November 2005.

- 2.8 The Corporate Health and Safety Unit and Directorate Health and Safety Officers are working closely to ensure that the outstanding action plans are returned and that where findings were identified, that they are addressed.
- 2.9 The Corporate Health and Safety Unit will re-audit a percentage of these audits after six months to ensure that action has been taken where required.
- 2.10 Quarterly reports are submitted to Directorate Management Teams detailing the audits that have been undertaken, and reporting those with outstanding action plans.

### **3. RECOMMENDATION**

- 3.1 That the contents of the report be noted.

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