

## CORPORATE HEALTH AND SAFETY COMMITTEE - 12TH JULY 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 Auditing is part of the remit of the Corporate Health and Safety Unit and is necessary to ensure that the Authority is meeting its obligations under health and safety law. 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. Audit topics are risk based and focus on key areas of concern for the Authority or areas of HSE priority. All audit areas and topics are chosen in consultation with Directorate Health and Safety Officers.
- 2.3 The fourth quarter's audits (January-March), concentrated on the topics of risk assessment, display screen equipment, lone working, glazing, violence at work and latex. Re-audits were also carried out on previous audits undertaken on asbestos and fire safety.
- 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 action plans.
- 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.
- 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.
- 2.7 The following number of Audits have been completed by the Corporate Health and Safety Unit during the fourth quarter of 2005-06:

Directorate	Number of Audit's Completed	Number of Action Plans Outstanding from Managers *
Chief Executive's	10	0
Environment	6	0
Social Services	14	0

Education & Leisure	8	0
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\* As detailed in DMT reports submitted during June 2006.

- 2.8 The Corporate Health and Safety Unit and Directorate Health and Safety Officers are working closely with Managers to ensure that where health and safety issues are identified, that they are addressed promptly.
- 2.9 This is the first time since the inception of the Corporate Health and Safety Unit auditing programme that 100% of the requested action plans have been returned. This should be recognised as significant progress in moving toward our objective of improving standards of health and safety across the Authority.
- 2.10 The Corporate Health and Safety Unit will re-audit a percentage of these audits after twelve months to ensure that action has been taken where required.
- 2.11 A health and safety audit procedure has been developed and agreed by managers across the authority which the Corporate Health and Safety Unit follow when undertaking such audits. A copy of this procedure is contained within Appendix 1.
- 2.12 The Corporate Health and Safety Unit have carried out 214 audits in 2005/2006, exceeding the target of undertaking 200 scheduled audits. The target for 2006/2007 is 210 audits.

### **3. RECOMMENDATION**

- 3.1 That the contents of the report be noted.

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Councillor Paul Ford, Cabinet Member

Appendix 1 Health and Safety Audit Procedure