

CORPORATE HEALTH AND SAFETY COMMITTEE - 12TH JULY 2006

SUBJECT: MANAGEMENT POLICY BRIEFINGS

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 the position with regards to the provision of Health and Safety Policy Briefings for Managers.

2. SUMMARY

- 2.1 Following requests from management at the Corporate Health and Safety Group meeting the Corporate Health and Safety Unit has commenced a programme of Health and Safety Briefings on Lone Working, Display Screen Equipment and Contractor Selection, Management and Monitoring.
- 2.2 The briefing sessions are intended to provide managers with an overview of the policy's requirements and provide details of the specific responsibilities that are placed onto managers within each policy.
- 2.3 A Handbook has been developed to accompany these briefing sessions which includes copies of the presentation slides, policy summary documents and copies of the policies discussed.
- 2.4 To date 13 briefing sessions have taken place and 114 managers have attended the sessions. Attendance across the Authority was:
- Chief Executive's - 46 spaces allocated, 30 attendees – 65% attendance
 - Environment Directorate – 61 spaces allocated, 53 attendees – 87% attendance
 - Social Services Directorate - 51 spaces allocated, 31 attendees – 61% attendance.
- 2.5 In addition the Corporate Health and Safety Unit attended the Combined Meeting of Primary and Secondary Heads and presented the Lone Working Policy to 98 headteachers.
- 2.6 The feedback following sessions is positive with the majority of managers seeing the sessions as a useful tool in helping them to understand their role and responsibilities regarding implementing the requirements of the policies.
- 2.7 Further briefing sessions will be scheduled to support the introduction of any new Health and Safety policies adopted.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted.

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