

CORPORATE HEALTH AND SAFETY COMMITTEE – 10TH JANUARY 2007

SUBJECT: BUILDING MANAGEMENT TRAINING

REPORT BY: DIRECTOR OF THE ENVIRONMENT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Members, Management and Trade Union Safety Representatives on the provision of Building Managers Training.

2. SUMMARY

- 2.1 Training for all CCBC employees who manage or control a premise was identified as necessary following health and safety audits carried out by the Corporate Health and Safety Unit.
- 2.2 It was decided training should cover premises related health and safety issues and set out for Building Managers their responsibilities regarding issues such as Asbestos, Legionella, Fire Safety, Electrical Testing, Lifts, Glazing etc.
- 2.3 The training is a full day session and concentrates on providing Managers with practical advice and guidance to ensure they understand and discharge their duties in accordance with law and CCBC policies. The training also ensures Managers know where to obtain further guidance and support if required.
- 2.3 The training is supported by a Building Managers file, which provides premises managers with copies of Corporate Policies, Corporate guidance and HSE guidance. The file also allows Managers to store copies of their statutory tests reports meaning all health and safety information can be kept in one place.
- 2.4 The content of the training package and file has been agreed with Directorate Health and Safety Officers and the Property Division. Where necessary the Corporate Health and Safety Trainer meets with Directorate Health and Safety Officers to ensure the package is tailored to meet the requirements of specific groups.
- 2.5 The Corporate Management Team have agreed that attendance on the Building Managers training is compulsory for those who manage or control a premise.
- 2.6 Training delivery commenced on 7th December 2006 and to date 4 sessions have taken place. Initial feedback has been positive with the sessions well received. It is anticipated that all Building Managers will have received training within 6 months.

3. RECOMMENDATION

3.1 That the contents of the report be noted.

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Councillor Paul Ford, Cabinet Member