

CORPORATE HEALTH AND SAFETY COMMITTEE – 10TH JANUARY 2007

SUBJECT: HEALTH AND SAFETY POLICY BRIEFINGS FOR MANAGERS

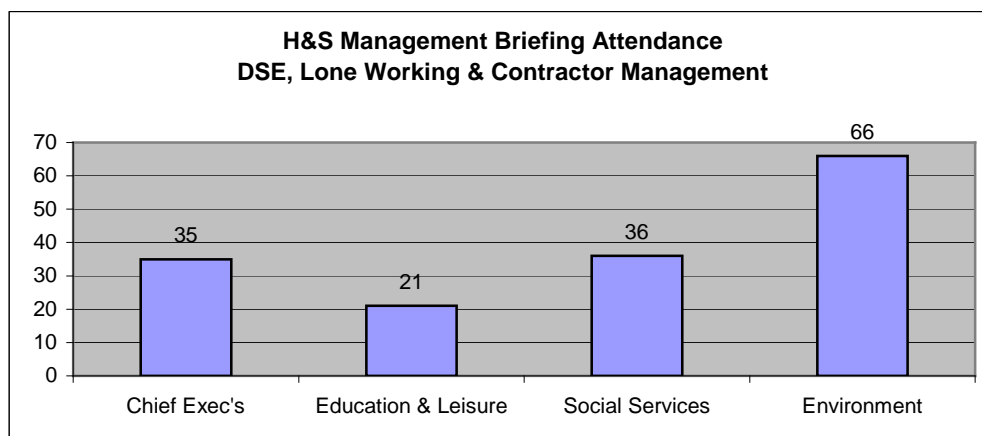
REPORT BY: DIRECTOR OF THE ENVIRONMENT

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 Health and Safety Policy Briefings for Managers.

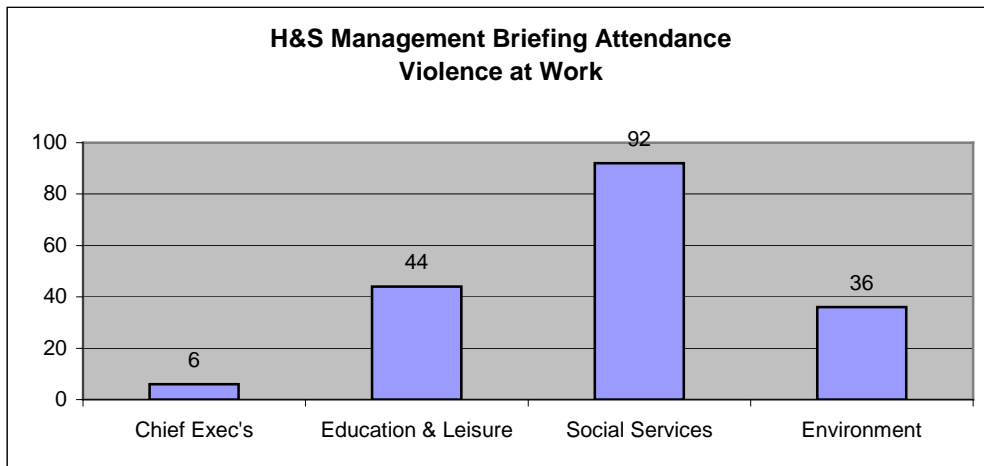
2. SUMMARY

- 2.1 Health and Safety Policy Briefings for Managers were introduced in April 2006 following consultation with the Corporate Health and Safety Group. It was decided that following the formal adoption of a new Health and Safety Policy, briefings should be held for Managers with regards to their responsibilities and actions that are required under the policy.
- 2.2 The content of the briefing sessions has been agreed with Directorate Health and Safety Officers for each subject area. Handbooks have also been developed to accompany each course. These Handbooks contain copies of the presentation, the policy(s) to be covered and associated guidance.
- 2.3 Whilst the sessions are programmed and facilitated by the Corporate Health and Safety Unit, attendance is arranged via the Directorate Health and Safety Officers. The need to attend sessions is left to each manager's discretion.
- 2.4 Since April, 12 briefing sessions were held to provide information with regards to the Lone Working, Display Screen Equipment and the Selection, Monitoring and Management of Contractors policies. 158 managers across all areas within the Authority have attended these sessions. In addition to this 93 Head teachers were briefed on Lone Working.
- 2.5 Attendance can be broken down for the Lone Working, Display Screen Equipment and the Selection, Monitoring and Management of Contractors policy briefing by Directorate as follows:



2.6 Following the approval of the Violence at Work Policy in July 2006, a series of Management Briefing Sessions were held to coincide with the re-launch of the Violence at Work database. The sessions not only provided managers with an overview of the policy and their responsibilities but also provided individuals with a demonstration of the Corporate Violence at Work database. 16 sessions were held between July and December, with a total of 178 Managers attending.

2.7 Attendance can be broken down for the Violence at Work policy briefing by Directorate as follows:



2.8 The Social Services Senior Management Team made attendance at the Violence at Work Policy Briefing was mandatory for Social Services Managers, hence the high level of attendance.

2.9 Health and Safety Policy Briefings are planned to take place during January and February to cover the recently approved Health and Safety Policies on Working from Home, The Control of Substances Hazardous to Health and Mobile Phone and Driving.

3. RECOMMENDATION

3.1 That the contents of the report be noted.

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Councillor Paul Ford, Cabinet Member