

**EDUCATION/LEISURE DIRECTORATE MANAGEMENT TEAM – DECEMBER 2006**

**SUBJECT: EDUCATION/LEISURE DIRECTORATE HEALTH AND SAFETY
AUDITS QUARTER 2 2006/07**

REPORT BY: EMMA TOWNSEND, HEALTH AND SAFETY MANAGER

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Education/Leisure Directorate Management Team of the audits undertaken, and action plans generated following health and safety audits carried out by the Corporate Health and Safety Unit between July and September 2006.
- 1.2 To remind the Directorate Management Team of the Audit Procedure which has been agreed corporately and which is attached as appendix 1.

2. BACKGROUND

- 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.
- 2.2 The purpose of health and safety audits is to identify gaps in health and safety performance, allowing issues to be rectified before accidents/incidents occur. The focus of audits to date has been to work with Managers allowing improved management of health and safety.
- 2.3 Audit topics are risk based and focus on key areas of concern for the Authority or areas of HSE priority. All audit areas are chosen in consultation with Directorate Health and Safety Officers.
- 2.4 It is recognised that audits provide a snapshot of how health and safety is managed at one point in time only. The subsequent reports are based on information provided to the auditor and reflect the auditors understanding of the issues at that point in time.
- 2.5 The Corporate Health and Safety Unit commenced auditing in January 2005 and developed a corporately approved Audit Procedure ensuring a consistent and transparent approach to auditing. An example of a completed audit report is attached as appendix 2.
- 2.6 Managers are supported in understanding their role and responsibilities regarding health and safety and are provided with information on their responsibilities, and any identified shortfalls in health and safety arrangements, at the time of the audit. The subsequent report is carefully worded meaning that Managers have only to complete a pre-written action plan by inserting

responsibilities and timescales before returning to the Corporate Health and Safety Unit. A copy of the audit procedure is also sent out to the Manager along with the audit report clearly setting out what is expected of them and timescales. Help and support is available on request, at all stages of the process from both Directorate and Corporate Health and Safety Officers.

- 2.7 Part of the audit procedure is to provide quarterly reports to the Directorate Management Team on health and safety performance and auditing.

3 UPDATE ON FIRST QUARTERS AUDITS

- 3.1 There were 2 outstanding action plans reporting for the last quarter for The Octagon. These have now been received.

4. SUMMARY OF SECOND QUARTERS AUDITS

- 4.1 The Corporate Health and Safety Unit carried out 10 audits on Education/Leisure Directorate premises between July and September 2006.

- 4.2 10 reports were generated following the audits and 6 action plans were required to be prepared by Managers in response to the audit concerns raised. Action plans are not required to be submitted where there are no findings, in the case of follow-up audits where timescales have already been allocated to actions or in the case of Manual Handling audits where actions are dependant on training, which has been programmed.

- 4.3 The Table below show the audits undertaken within the last quarter.

Audit Premises	Manager	Date of Audit	Type of Audit	Action Plan Returned	Number of Red Rated Issues
Cefn Forest Leisure Centre	Jeff Reynolds	1/8/6	Manual Handling	Yes	1/2
Cefn Forest Leisure Centre	Jeff Reynolds	1/8/6	Risk Assessment	Yes	0/4
Caerphilly Leisure Centre	John Poyner	18/9/6	Manual Handling	Yes	1/2
Caerphilly Leisure Centre	John Poyner	18/9/6	Risk Assessment	Yes	3/3
DLO – Penalta (Park Services)	Roger Moore	4/9/6	Manual Handling	Not required	1/1
DLO – Penalta (Park Services)	Roger Moore	4/9/6	Risk Assessment	Yes	2/2
DLO Abercarn (Park Services)	Steve Henry	10/8/6	Manual Handling	Not required	1/1
DLO Abercarn (Park Services)	Steve Henry	10/8/6	DSE	Yes	2/2

Trinity Fields	Tracey Mcguick	14/9/6	Manual Handling	Not required	0/0
Trinity Fields	Tracey Mcguick	14/9/6	Latex	Not required	0/0

4.4 Directorate Health and Safety Officers have been provided with copies of all audit reports and details of action plans.

4.5 Actions to address areas of concern are ongoing in association with Directorate Health and Safety Officers.

5. KEY ISSUES

5.1 Some Managers across the Directorate still fail to fully understand their role and responsibilities regarding management of health and safety, and are still failing to effectively manage health and safety in accordance with their legal requirements.

5.2 A significant improvement has been made on the returning of action plans since the inception of auditing by the CHSU. However return of action plans frequently requires correspondence with the Manager and/or Head of Service in order to ensure completion.

5.3 Audits action plans are frequently submitted late. The failure of Managers to submit action plans in a timely manner means the Authority cannot be satisfied that health and safety is being managed in accordance with legal requirements and guidance.

5.4 Where action plans are returned this should be seen as the first step in the Management process with Managers taking responsibility for progressing issues identified during the audit.

5.5 The Corporate Health and Safety Unit from next quarter intend to increase the number of follow-up health and safety audits to ensure that issues identified in the audit reports are progressed and managed appropriately.

5.6 The Corporate Health and Safety Unit is required to report to the Corporate Health and Safety Committee on all aspects of health and safety performance and health and safety management. The Committee is attended by Managers, Elected Members, Health and Safety Professionals and Union Representatives.

5.7 Detailed information is provided to the Corporate Health and Safety Committee on completed audits undertaken and any outstanding action plans with information broken down by Directorate.

5.8 The minutes of the Corporate Health and Safety Committee and associated reports are publicly available documents on the Caerphilly County Borough Council Internet site.

6. RECOMMENDATION

6.1 That the contents of the report be noted.

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