

**CORPORATE HEALTH AND SAFETY COMMITTEE –  
15TH SEPTEMBER 2008**

**SUBJECT: HEALTH AND SAFETY AUDITS**

**REPORT BY: DIRECTOR OF CORPORATE SERVICES**

**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 between 1st April and 30th June 2008.

**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 have a target of 210 audits for 2008-09.

2.2 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 first quarter's audits (April - June) covered a variety of areas including glazing safety, New Premises, Building Managers, Use of the Violence at Work Register, Lone Working, Contractor Management, Manual Handling, Asbestos, Fire, Transport and Route Risk Assessment. Re-audits were also carried out on previous audits undertaken to ensure items identified in action plans had been progressed.

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 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.

2.6 The following number of Audits have been completed by the Corporate Health and Safety Unit during the first quarter of 2008-09:

Directorate	Number of Audits Completed	Number of Action Plans Outstanding from Managers
Chief Executive's	6	0
Environment	18	0
Social Services	13	0
Education & Leisure	13	0

- 2.7 The audits carried out included 7 re-audits where CHSU audited against the targets and timescales set out in action plans submitted following initial audits of health and safety performance.
- 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 they are addressed promptly.
- 2.9 It is recognised that Managers are increasingly completing and returning their action plans and in this quarter all action plans have been returned.
- 2.10 The Corporate Health and Safety Unit will re-audit a percentage of these audits to ensure that that action has been taken where required. It is planned to increase the number of re-audits carried out to ensure that actions are completed and that this results in improved health and safety standards and practice.
- 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.

### **3. RECOMMENDATION**

- 3.1 That the contents of the report be noted.

Author: Emma Townsend, Health and Safety Manager, Ext 4280  
Consultees: Nigel Barnett, Director of Corporate Services  
Gareth Hardacre, Head of People Management and Development  
Councillor Allan Pritchard, Cabinet Member for Human Resources and Constitutional Affairs

Appendices:  
Appendix 1 Audit procedure