

## CORPORATE HEALTH AND SAFETY COMMITTEE – 12TH MAY 2010

**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 January and 31st March 2010.

### 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 undertaken 150 audits for 2009-10.
- 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 fourth quarter's audits (Jan-March) covered a variety of areas including Building Managers', Risk Assessment, Violence at Work and Lone Working. Re-audits were also carried out on some of the previous audits undertaken to ensure items identified in action plans had been progressed.
- 2.4 As part of the audit programme all Directors are 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 final quarter of 2009-10:

Directorate	Number of Audits Completed	Number of Action Plans Outstanding from Managers
Chief Executive's	1	1
Environment	4	0
Social Services	7	0
Education & Leisure	14	2*

\* some action plans have not been returned but are not yet overdue.

- 2.7 The audits carried out included re-audits where CHSU audited against the targets and timescales set out in action plans submitted following initial audits and previous re-audits of health and safety performance.
- 2.8 A copy of each directorate's audits between January and March along with details of audit type and the number of issues identified is attached in appendix 1. 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 Following on for the report submitted at the last committee the Corporate H&S Unit are undertaking a review of the way in which audits are conducted and will in future be using the RAMIS system to undertake audits/inspections. Further reports will be submitted to the health and safety committee once the system has been implemented and its use established.

### **3. RECOMMENDATION**

- 3.1 That the contents of the report be noted.

Author: Karen Rogers, Senior Health and Safety Officer  
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  
Donna Jones, Acting Health and Safety Manager

Appendices:  
Appendix 1 Audits, January to March for Each Directorate