

CORPORATE HEALTH AND SAFETY COMMITTEE – 23RD MAY 2011

SUBJECT: STATUTORY COMPLIANCE SOFTWARE (RAMIS) UPDATE

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Corporate Health and Safety Committee of progress regards to the RAMIS project. This report will be supplemented with a presentation to the group.

2. SUMMARY

- 2.1 The population of the first phase statutory maintenance information is nearing completion. This covers the compliance information for legionella, fire, asbestos, fixed electrical and gas boilers.
- 2.2 Plans are in place for the initial roll out of the system to Facilities Management staff and training has been scheduled for 16th May.
- 2.3 Further system developments are being undertaken to streamline the completion of asbestos management surveys and monitoring of asbestos in situ.

3. REPORT

- 3.1 The majority of the historic asbestos and legionella information has been downloaded. Work still needs to be undertaken to establish sites where information has not been assigned and to ensure that all the information contained within the envacs system has been transferred over.
- 3.2 The downloading of information relating to gas boilers and fixed electrical has commenced. A decision has been made to download all 17th edition fixed electrical results, associated documentation and remedial actions.
- 3.3 The plan is to roll out the system to the following areas in order:
- Central Facilities Team.
 - Social Services Facilities Team.
 - Other Building Managers within Corporate Services, Leisure Services and the Directorate of the Environment.
 - Headteachers

The plan for roll out will need to reflect the current plans around centralising the Facilities Management role and the levels of training provided to these groups will differ depending on their responsibilities for updating the system.

- 3.4 The plans for roll out are potentially labour intensive and will be phased over a 6-12 month duration. It is felt that the initial training and specific set up for managers will be key to their understanding and ownership of the system. Without the Building Manager fully understanding and owning the system then the full impact on statutory compliance is unlikely to be achieved.
- 3.5 Final checks are currently being undertaken on the corporate building sites to ensure that the information is correct prior to roll out. Final arrangements are also being made with respect to report writing and the measuring of key actions.
- 3.6 Further developments are being undertaken with Callcom to assist the authority with the management of asbestos risks within our premises. This involves further development of the asbestos management survey tool, working towards an interactive handheld tool which will greatly assist in the completion of asbestos management surveys.

4. RECOMMENDATIONS

- 4.1 That the content of the report and presentation be discussed and further reports provided during future meetings.

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