

Report to: Audit Committee
Date of Meeting: 6th March 2007
Report of: Corporate Safety Adviser
Title: Health & Safety Annual Report

1. SUMMARY

1.1 As part of the governance arrangement of the Council it has a Corporate Health & Safety Committee which is attended by representatives of each department. The Committee oversees departmental health and safety committees and provides guidance on H&S matters. Part of its remit is to furnish an annual report outlining health and safety performance and intended action for the coming year, to this committee.

1.2 A copy of the Annual Report for 2005/06 is attached at Appendix A

2. RECOMMENDATIONS

2.1 That the Committee notes the Health & Safety Report 2005/06

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Report approved by: Deputy Head of Human Resources

3.0 **DETAILED PROPOSAL**

- 3.1 Watford has an established Corporate Health & Safety Committee (CH&SC) which meets 4 times each year comprising representatives from each service and from Trades Union.
- 3.2 Part of the terms of reference of the CH&SC states that the committee will prepare an annual report outlining health & safety performance and intended action for the coming year. The report/service profiles enable the committee to get an overview of the level of compliance generally throughout the Council. Areas of weakness can be identified and appropriate action taken.
- 3.3 Some of the main issues covered by the CH&SC were:
- Fire Risk Assessments - all assessments have been completed and passed to the relevant departments.
 - Asbestos - Surveys of council properties now complete and access to this information is now available to designated personnel.
 - Hand and Arm Vibration Regulations - All relevant staff trained and all tool/machinery calibrated by specialist company to comply with standards
 - Working at Heights Regulations - Training to relevant staff and new requirements covered by risk assessments.
 - No Smoking/ Drug and Alcohol policies - Discussed and comments given.
- 3.4 The key issues for the coming year are :
- To update the H&S Policy.
 - To ensure that all Risk Assessments are monitored and updated as necessary
 - To re vitalise departmental Safety Committees
 - Address issues raised by the impending Manslaughter Bill
 - Ensure that all staff H&S training needs are addressed (there is a programme of H&S training currently running for Managers/Supervisors/General staff and Asbestos training for relevant staff)
 - Cover any other changes in safety regulations affecting the Council.

4.0 **IMPLICATIONS**

- 4.1 Financial
There are no financial implications.
- 4.2 Legal Issues (Monitoring Officer)
Any implications are contained in the appendix.

4.3 Staffing

To ensure that all staff are safe at work it is essential to have sound H&S arrangements based on legislation and approved codes of practice.

4.4 Accommodation

None identified

4.5 Equalities

None identified

4.6 Community Safety

None identified

4.7 Sustainability

None identified

4.8 Potential Risks

The cornerstone of current H&S legislation is to ensure that all Hazards and Risks are identified, eliminated or minimised to a level which is suitable and sufficient i.e. the hazards/risks have been adequately controlled.

By having a Corporate Committee and an annual report members can be aware of the state of H&S in the Council.

Appendices

Corporate Health & Safety Committee - Annual Report 2005/06

Background papers:

Service Profiles 2005/06

File reference:

None.