

Appendix 2

CORPORATE HEALTH & SAFETY COMMITTEE

QUARTERLY REPORT APRIL 2007-JUNE 2007

Introduction

At the Audit Committee (6th march 2007) it was agreed that in future H & S would be reported quarterly. For ease of reporting the same Service Profiles, as used for the annual reports have been adopted.

A note outlining the procedure has been added to the existing profile and is shown at appendix I.

In future each quarter will be shown accumulatively culminating in an annual report.

Departmental Profiles

Quarterly Service profiles (see appendix 1) were sent out to all Service Heads for completion by early August.

All have been returned with the exception of Housing and Finance. The results of the profiles shown at appendix 2

Accident figures have been put in for the missing departments from figures collected centrally. Other figures i.e. total number of staff, DSE users etc. have been omitted.

Summary of Responses

Risk assessments other than D.S.E assessments show that all departments have current assessments with the exception of the following – Planning & development, Revenues & Benefits and BIS showed a NIL return.

Display Screen Equipment

- Of the 527 staff shown, 345 are classified as DSE 'users' (65%)
- The number of staff recorded as having an eyesight test during this quarter was 18, of the total (5%).
Eyesight testing still appears to be low for the number of users.
- The figures for work station assessments still remain low but this could be due to assessments carried out in the previous year, however figures for the previous year were also low.
- Likewise DSE training is an area of concern as these figures also remain low across the board.

Manual Handling

- Of the 527 staff shown, 204 have been identified as staff covered by the relevant MH risk assessment (39%)
- Of the 204 staff 16 received training during this quarter (8%)
There may have been staff covered in the previous year.
- This is still an area of concern and it would be advantageous for ALL STAFF to receive awareness training.

Accidents

- For this quarter there were a total of 20 recorded accidents/incidents of which: 2 were back injuries, 10 were minor cuts/sprains, 3 were slips/trips, 2 verbal abuse and 3 other. For a breakdown by department see appendix 2.
- There were no accidents reported under RIDDOR.

H & S Training

- Corporate H & S training for managers and staff has been organised by L & D during this quarter and staff have attended across all departments. This training however, should be made available to all staff on a regular basis.

Key Messages

- From the first quarterly report it shows that accidents/incidents are low but we must not become complacent.
- Risk assessments must be continually monitored and updated as necessary.
Risk assessments must be seen as a work in progress and not something that gathers dust on a shelf!
- Eyesight testing, Manual Handling training and General H & S training remain a key area of concern.
- It is important that we don't take our 'eye off the ball' as there is always an accident waiting to happen.
- It is essential that everyone is aware of their responsibilities for H & S (See H & S Policy)

Recommendations

- The main message is for ALL staff to be aware of :
their responsibilities, to familiarise themselves with the H & S Policy and be mindful of all current legislation applicable to their service.
- If there are any doubts to question and seek advice.