

TEWKESBURY BOROUGH COUNCIL

Report to:	Audit Committee
Date of Meeting:	30 September 2015
Subject:	Health and Safety - Risk Assessments Audit
Report of:	Val Garside, Environmental and Housing Services Group Manager
Corporate Lead:	Rachel North, Deputy Chief Executive
Lead Member:	Councillor Mrs E J MacTiernan
Number of Appendices:	2

Executive Summary:

This report provides an update to Members on the progress to date of actions taken against the audit of corporate health and safety risk assessments, which was presented to Audit Committee on 24 June 2015.

Recommendation:

To CONSIDER the progress which has been made in relation to the recommendations arising from the risk assessments audit.

Reasons for Recommendation:

The implementation of the report and its conclusions will ensure that Tewkesbury Borough Council complies with the Management of Health & Safety at Work Regulations 1999.

Resource Implications:

The resource implications are detailed in the report.

Legal Implications:

Tewkesbury Borough Council is obliged to comply with the Management of Health & Safety at Work Regulations 1999. Completion of the actions in this report will help with compliance under the regulations for having suitable and sufficient risk assessments.

Risk Management Implications:

As above

Performance Management Follow-up:

A further health and safety audit will be carried out to ensure compliance with the corporate health and safety, 'Keep Safe Stay Healthy', work plan.

Environmental Implications:

None

1.0 INTRODUCTION/BACKGROUND

1.1 At the Audit Committee meeting on 24 June, 2015, Members considered the Internal Audit Plan monitoring report, in particular the audit recommendation in relation to corporate risk assessments. This report provides Members with an update on the actions to date.

2.0 RISK ASSESSMENT AUDIT UPDATE

2.1 The approval process in relation to policy amendments/implementation will be carried out by the 'Keep Safe Stay Healthy' Group.

2.2 It was recognised that a more effective IT system to enable risk assessments to be fluid with working documents and previous actions stored was required, this is now in place. The system will allow more effective monitoring on a regular basis. All existing health and safety documents will be transferred to this system by the end of October.

2.3 In respect of risk assessments managed by the Asset Management Team, a management plan has been created to identify risk and gaps. To date the asbestos risk gap has been identified, considered, actioned and documented on the plan.

- 25 Council-owned properties are included in the management plan. Of these, nine properties are known to contain asbestos and a further two are suspected to contain asbestos. An inspection programme to monitor the identified risks is now in place to ensure management of the identified asbestos risk in Council buildings is controlled.
- Legionella update – The regulations only apply to six properties. Asset Management have been in sight of risk assessments for all the properties, management plans are also in place in relation to the risks identified; this information has not yet been recorded on the management plan but will be completed by the end of October 2015. Training on Legionella has been delivered to the Asset Management Team.
- Fire risk update – Fire risk assessments have been commissioned by Asset Management since 2013, management plans are also in place. The Management Plan will be updated by the end of October.
- Electrical risk update – All electrical installation inspections are up to date with regard to portable appliance testing. This information has not yet been recorded on the management plan, or documentation evidenced, but Property has informed the Environmental Safety Officer these tasks will be completed by the end of October 2015.

2.4 Ground Maintenance – Upon the transfer to Ubico in April 2015 Grounds Maintenance are now covered by the current risk assessments that are in place for Ubico. The review of these risks assessments were already part of the Ubico work plan, therefore work is progressing on these. As part of the mapping and scheduling of grounds maintenance on Tewkesbury Borough Council land, and from lessons learnt from the fatality incident at Norton, site specific risk assessments are being incorporated into this work. Arrangements have been made for the Council to monitor this and report back to the 'Keep Safe Stay Healthy' Group.

2.5 Community and Economic Development - Risk assessments and gaps have been identified and considered, this includes lone working considerations. Both risk assessment and lone working training took place on 16 September 2015, which was bespoke to the risk assessment and lone working audit findings, and all services attended, including staff from Community and Economic Development. Therefore full

awareness was given in relation to the requirements of the Risk Assessment Policy and Lone Working Policy. A further health and safety audit will be carried out within the next six months to ensure compliance.

- 2.6** Full awareness was given at the training session on 16 September in relation to the risk assessment being a working document and that all sections need to be completed to evidence all controls have been actioned, including signatures and date. Also the importance of timely reviews.

3.0 OTHER OPTIONS CONSIDERED

- 3.1** None

4.0 CONSULTATION

- 4.1** The Environmental Safety Officer has worked with relevant Managers. Updates and actions are reported quarterly to the Council's corporate health and safety group, 'Keep Safe Stay Healthy' Group.

5.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 5.1** Risk Assessment Policy

6.0 RELEVANT GOVERNMENT POLICIES

- 6.1** None

7.0 RESOURCE IMPLICATIONS (Human/Property)

- 7.1** As per report.

8.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

- 8.1** None

9.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

- 9.1** None

10.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

- 10.1** None

Background Papers: Risk Assessment Audit, Audit Committee, 20th June 2015

Contact Officer: Val Garside, Environmental and Housing Services Group Manager
01684 272259 Val.Garside@teWKesbury.gov.uk

Appendices: Appendix 1 – Health and Safety Risk Assessment Final Audit Report
Appendix 2 – Health and Safety Risk Assessment Audit
Recommendations