

Health & Safety Work Programme 2004/5

Review December 31st 2004

General overview of principal initiatives:

Training

Health and safety training identified in the work plan have either been delivered or have been scheduled for completion by the end of the financial year. Topics include dealing with aggressive customers, manual handling, staff induction, asbestos awareness, fire safety and specialist training in lifting people.

Vaccination Policy

Risk assessments for 'at risk' employees have been forwarded to the Winchester & Eastleigh NHS Trust who will provide the immunisation service for the City Council. Guidance on immunisation and best practice has been posted on the Intranet.

Customer Service Centre

Various health, safety and welfare issues have been identified, with regards both the call centre element and the reception area and these should be incorporated in the design of the new facility and the operating procedures. Health, safety and welfare issues arising from the provision of temporary enquiry points as well as public access and site safety issues during the conversion phase will be ongoing.

Supported People Programme

External review of the Council's supporting people strategy is due in April 2005. The health and safety elements include review of sheltered housing fire risk assessments, site inspection regimes and work activity risk assessments. Work is well advanced and the target date should be met.

Management of Asbestos in Non-domestic premises

An asbestos management strategy has been drawn up and the corporate policy revised to reflect changes in legislation and best practice.

Contracted surveys of all non-domestic sites have been completed, a register drawn up and an advisory letter forwarded where responsibility for the identification and management of asbestos containing materials rests with the lessee. A programme for asbestos removal has been drawn up and instigated to make a significant number of sites asbestos free. At locations where, in the medium to long term, removal is not viable a regime of material condition inspections is being set up.

Managing Work Related Road Risk

More robust administrative checks on authorisations, licences and insurance cover have been instigated. The introduction of external driver assessment and training for the drivers of corporate (badged) vehicles is under consideration.