

Report to:	MSMTM May/June meeting
Report by:	Liz Brown, Finance and Administration Manager (FAM)
Meeting Date:	12 July 2024
Subject/ Title:	Health and Safety 2023-24 Audit Report VC209620
Attached Papers	None

Purpose of report

1. The purpose of this committee report (CR) is to provide to the Senior Management Team (SMT) with a report on the health and safety audit work carried out in March 2024

Recommendation and actions

1. I recommend that the SMT:
 - (i) notes the CR
 - (ii) agrees the actions proposed
 - (iii) agrees the publication recommendations set out in paragraph 16.

Executive summary

2. The annual health and safety audit was undertaken by Worknest at the office premises on 25 March 2024 and the auditor carried out an assessment of general health and safety risks.
3. The overall score was 96%

General Risk Assessment Action Plan

4. A general risk assessment action plan was provided and recommended:
 - (i) Looking at alternative General and Management Training options
ACTION - investigate options – in person and E-Learning
 - (ii) Undertake a Workplace Transport Risk Assessment
ACTION – Our car park is small with a low volume of traffic (personal vehicles and the occasional contractor's commercial vehicle). Guidance and control measures to be added to our general risk assessment rather than having a separate workplace transport risk assessment.
5. Additional observations made were:
 - (i) Trailing cables under one desk
 - this has been resolved
 - (ii) Car park trip hazard

- The are 3 large stones that stick out from the ground in the middle of the car park which are a trip hazard.
- ACTION - A contractor has already been contacted to remove these.

Risk impact

6. This report helps us to mitigate operational risks and to confirm that there are effective procedures in place to meet statutory health and safety duties.
7. As an employer, the Commissioner is responsible for the health and safety of employees when they are working on his behalf.
8. Employees also have health and safety responsibilities when they are working on behalf of the Commissioner.

Equalities impact

9. No equalities issues directly arise from this report.

Privacy impact

10. No privacy impacts directly arise from this report.

Resources impact

11. The work related to health and safety is normally recognised as falling within “business as usual” and the work required, generally, is undertaken from within current resources.

Operational/ strategic plan impact

12. A health and safety audit was included in the Operational Plan 2023-24.

Records management impact (including any key documents actions)

13. None.

Consultation and Communication

14. None.

Publication

15. This CR should be published in full.