

# Health and safety Audit - Action plan / timetable

For Safety Committee on 1st April 2009

Recommendation		Discussed / agreed at Safety Committee on 26th January 2009	Responsible Officer	Requested Date	Priority / deadline	Achieved Date	Action taken up to 1st April 2009
<b>TRAINING / STRUCTURE</b>							
1	Provide members with health and safety awareness training so that they are aware of the impact of their decisions.	Over 50% of Members have attended risk management training in the past year, so should be more aware. Further risk management training is taking place on 4th March 2009, and Graham Mully will present a short section on health and safety, including comment on this project.	SD / GM / PD	26/01/09	04/03/09	10/02/09	Slide added to presentation for Members on 4th March 2009.
2	Provide induction training for all new staff. Identify subsequent training needs through risk assessment and PDRS.	Cannot cover everything during induction. HR send new starters a condensed version of the H&S policy, and a summary of H&S related roles. Following notification from HR, Peter Dickinson also sends a 'welcome' e-mail directing new employees to the H&S policy on the intranet, and arranging a work station assessment. Ask HR about the possibility of adding workstation assessment, where to find risk assessments, manual handling etc to new starter checklist. Check that H&S training issues are picked up within PDRS.	GM > HR		Safety Committee recommendation 01/09/09		A Health and Safety quiz is held at induction covering all main issues. The Health and Safety Officer sometimes attends in addition and gives a brief presentation. Workstation assessment, location of risk assessments and manual handling instructions have been added to the new starter checklist. Health and Safety issues are already picked up within PDRs but HR will ensure these are double checked in the most recent reviews. Meeting arranged with HR on 3rd April 2009 to discuss.
3	Staff should be issued with a copy of the Health and Safety Policy and required to sign a statement to the effect that they have read and understood the information provided. Encourage them to query any points that they do not understand.	Safety Committee agreed that we would not issue a paper copy. Refer to the policy on the intranet via Update, Team Brief and / or payslips at the time of relaunch, and when significant alterations are made.	GM / PD		Safety Committee recommendation - 01/09/09		

4	Maintain training records. (Date, attendee, trainer and course content. Obtain signed declaration from attendee eg register). Complete evaluation form and post training interview.	New HR software will make this more practical.	GM > HR				Training records are currently held by HR on an Excel spreadsheet. There is no training function set up on current HR system but this will be a requirement for the new HR system. The pre-evaluation form and process has been re-launched. End of year evaluation is carried out on corporate training as part of end of year management statistics.
5	Retain records of training provided by equipment suppliers.	Add section to H&S policy and include within guidance released. Also raise with HR.	GM / HR				As above.
6	a) Link health and safety training to the Corporate Training Plan. b) Ensure that there is liaison between HR and H&S Officer to ensure that training is compatible.	Discuss with HR.	GM > HR			02/03/09	The Corporate Training Plan includes Health and Safety needs which are identified together with the Health and Safety Officer.
7	Competent Persons and Safety Liaison Officers should receive health and safety training tailored specifically to their roles.	Peter Dickinson held a successful DSE / workstation assessor training event on 21st January 2009. Further training scheduled for 28th May 2009. Training for SLO's to be scheduled after their role has been clarified. Remind Directors and Heads of Service of the shortage of SLO's, particularly in Bishop's Stortford.	PD / GM		01/06/09		DSE / Workstation Assessor training took place on 21st January 2009. 7 attended. Many assessments subsequently undertaken. Training has always been provided for SLO's. Meeting arranged open to all SLO's and Workstation Assessors for 23rd April 2009 to discuss way forward. Second Workstation Assessor training session arranged for 28th May 2009. More recruited in Hertford, but shortage in Bishop's Stortford. Safety Committee 1st April 2009 directed Risk Assurance Officer to raise with Director of Internal Services.

8	Ensure that all members of staff with specific health and safety responsibilities are aware of these. (Staff handbook, intranet, newsletters, notice board etc).	In place already, although regular reminders are required and issued. Agreed that Directors should be accountable and primary point of contact when instructions issued and compliance reviewed and reported.	GM		01/09/09		Information has always been available on intranet and notice boards.
9	Ensure that employees are aware of their individual responsibilities.	Release of new H&S documents will be publicised, and will feature such guidance.	PD / GM		01/09/09 - Deadline extended to 01/10/09. Delays considering draft risk assessments produced March 09.		
10	Consider changing the Chair of the Health and Safety Committee.	Simon Drinkwater to continue, for time being at least, and discuss with new Director.	SD		01/07/09.	01/04/09	Directors decided Simon Drinkwater to remain in Chair.
11	Ensure that the structure for health and safety management reflects the management structure of the Council.	Revised H&S policy will reflect management structure. Simon to discuss with new Director.	SD		01/07/09	01/04/09	As above.
12	Ensure that staff understand the role of the Health and Safety Officer.	To be included with guidance issued after policy revised.	GM / PD		01/09/09 - Deadline extended to 01/10/09. Delays considering draft risk assessments produced March 09.		
13	Provide clarity on the roles of the Safety Committee and the Health Safety and Welfare Team.	Safety Committee to report to the new Operational Risk Management Group. Membership to be reviewed, with SLO's to meet separately. Health, Safety and Welfare Team disbanded. Responsibilities transferred to Op RM Group. Terms of reference to be drafted. Op RM Group to report to CMT.	SD / GM		01/09/09		Safety Committee 1st April 2009 decided no change to group membership of structure. Operational Risk Management Group meetings likely to commence May 2009.
14	Establish reporting lines between the Safety Committee and other relevant Committees.	As above.	SD / GM / PD		01/09/09		As above.

**POLICY**

15	Record all reviews, amendments and additions to the Health and Safety Policy.	Past editions retained, but in future will be recorded formally in policy and past editions will continue to be retained.	PD			In place already	In place
16	a) Provide one Health and Safety Policy statement (combine H&S Officer's and Chief Executive's statements) b) The H&S Policy should be signed and dated by the Chair of the Health and Safety Committee and the Leader of the Council.	Agreed. One statement to be signed by H&S Officer, Chief Exec and Leader. (Once policy revision complete).	SD / PD		01/09/09 - Deadline extended to 01/10/09.		
17	Streamline the information in the organisation section of the Health and Safety Policy and include the Competent Person and the Safety Liaison Officer.	Agreed. Incorporated in review of policy.	PD / GM		01/09/09 - Deadline extended to 01/10/09.		
18	The Health and Safety Policy should be kept strictly to the legal requirements. (Other extensive advice to be available elsewhere).	The H&S policy is to be stripped right back to basics / essentials by Graham Mully / Peter Dickinson. Andrew Pulham, Jenny Francis (UNISON) and Sue Gray (UNISON) kindly volunteered to check their work and ensure that what is produced is easily understood. Safety Committee to check each phase. Invite to volunteer support will be extended to SLO's and senior management.	PD / GM		01/09/09 - Deadline extended to 01/10/09. Delays considering draft risk assessments produced March 09.		Two more attendees kindly volunteered - Roy Crown and Simon Drinkwater. No actions.
19	a) A driving at work policy should be produced. b) Drivers should be required to report immediately any accidents or convictions arising out of private driving, or medical conditions that could impair driver performance. c) Risk assessments to include driving. d) Should inspect vehicles. e) Driver training.	No decision reached. Arrangement exists within H&S policy, and will remain, pending further discussion.	Safety Committee				Added as standard agenda item for Safety Committee agendas pending instructions from other groups. Generic driving risk assessment produced March 2009, and sample policy under preparation.

20	Health and safety implications of home working should be considered. Provision of desk, chair, computer equipment, phone and other work equipment; access to computer and paper based info; remote support for IT; segregation of home and work life; electrical testing; home visits from Managers and DSE Assessors; communication; isolation and associated stress; types of role / person working from home.	Agreed. Changing the Way We Work programme (C3W) had been advised previously. Early stages of that project. Will be picked up at appropriate stage, but issues featured in staff questionnaire and budget provision in place. Discussed DSE assessment of home workstation. Decided to random sample 10% to see whether any problems identified.	C3W	02/12/08	Ongoing. C3W to timetable		Guidance provided to C3W. Issues had already reflected in their questionnaire to all staff.
21	Establish principles for lone working rather than strict requirements. Audit current arrangements. Address problem of phone reception.	Agreed that there are inconsistencies across Authority. One corporate process is to be implemented. This project will be referred to the new Operational Risk Management Group to progress, starting with a lone working audit.	Op RM group		01/03/10		Approached Zurich March 2009 to see whether they could support lone working audit and production of policy. Lone working generic risk assessment drafted March 2009.
<b>FIRST AID</b>							
22	Ensure that the first aid arrangements are backed by a relevant risk assessment.	Happy that arrangements previously in place complied with requirements. A risk assessment has been undertaken and supports existing arrangements.	PD		Achieved	04/12/08	Peter Dickinson has completed a risk assessment.
23	Stock check of first aid equipment.		PD		Achieved	04/12/08	Peter Dickinson has completed. Any out of date supplies removed. Supplies topped up. Regular reviews scheduled.
24	First aid kits to be placed in all Council owned vehicles.	First aid kits are placed in all Council vans. Some lease cars come with first aid kits, and obviously employees using private vehicles on business may have a first aid kit. Agreed that this is satisfactory. Safety Committee does not want kits placed in all vehicles as most employees are not trained as first aiders.			Achieved	26/01/09	N/a

**RISK ASSURANCE**

25	Provide services with accident statistics and feedback on claims.				In place already	n/a	Claims data reporting in place for some services already. Claim statistics also reported to Risk Management Group, and accident statistics to Safety Committee. Both sets of minutes referred to CMT and therefore Heads of Service.
26	The Health and Safety Officer should audit the health and safety management of the Services.	This should be the responsibility of the Operational Risk Management Group, not the Health and Safety Officer. To start with, quarterly reports summarising compliance with <b>basic</b> risk assessment and workstation assessments are to be introduced. GM to report to Safety Committee, CMT, Local Joint Panel and HR Committee.	GM		01/10/09		Reporting template agreed. To be used for reporting to Safety Committee, Operational Risk Management Group, CMT, Local Joint Panel and HR Committee.
27	Develop the intranet site to make it more user friendly.	Agreed. Proposals already discussed with web team. Group H&S, risk management and insurance data in one area, with links under separate headings so they can still be found. H&S pages will be broken down into categories: policy (by module); roles and responsibilities; work station assessment forms; plus risk assessments for each team; any maybe a defect reporting system.	GM / PD / A McW		Introduce section on intranet by March 2009, once RM strategy approved. Add H&S policy after completion. 01/12/09.		
28	Implement a system for reporting defects.	Scheduled for discussion at a meeting on 9th February regarding inspection of Council land.	GM		01/01/10		Meeting held on 9th February. All parties interested. Investigate whether we could expand Mayrise system.

**FACILITIES**

29	Maintain a logbook for fire procedures / alarm testing.	Referred to Facilities Management. Log book at each site.				On-going	Arrangements are in place for contractors and staff to keep these log books up-to-date. An annual check is scheduled to take place at the end of March.
30	Ensure / evidence that fire risk assessments are carried out for all the Council's premises and any further control measures identified are actioned within reasonable timescales.	Referred to Facilities Management. Fire risk assessments are undertaken at main sites.				On-going	Work has been completed in line with programme

31	<p>Ensure / evidence testing of all electrical equipment and fixed wiring systems, and prepare full inventory of all electrical equipment. Ensure that any equipment brought in by staff is tested prior to being plugged in. Check that other users of the council's electrical system, e.g. contractors, have tested their own equipment. Ensure that the five-yearly tests of fixed wiring is carried out and logged. Establish rolling programme.</p>	<p>Referred to Facilities Management. PAT testing in place. Staff instructed not to use untested equipment in December 2008.</p>				On-going	<p>Portable appliance testing has been carried out in-line with recommendations. Fixed wiring is being tested in line with rolling programme</p>
32	<p>Asbestos management: a) Enforcement of the completion of record sheets should be implemented. b) Ensure that building managers understand the importance of the asbestos register and their individual responsibilities. c) Prepare, implement and periodically review and monitor a plan to manage asbestos.</p>	<p>Referred to Facilities Management. The Council has a complete set of asbestos surveys for Council properties. The survey reports include asbestos registers.</p>					<p>Asbestos awareness training course took place 26/11/08, so staff and management understand the need to manage asbestos. In 2007 a specialist contractor surveyed all council premises resulting in asbestos registers for each property showing the location and types of asbestos. Two types of survey were undertaken, all were subject to a category 2 (visual) survey, and where proposed building works may disturb asbestos then category 3 (sampling) surveys were carried out. Asbestos registers are held centrally within the Property Services team and a further copy of the register is held at each property. Where building works are planned Building Surveyors make reference to the asbestos register for the location to establish whether any special measure are required to manage the</p>



33	<p>Adequate Legionella policies and procedures must be developed, implemented, reviewed and monitored to ensure risk properly managed. Ensure adequate information obtained from contractor to satisfy the Council that the water systems are being managed effectively.</p>	<p>Referred to Facilities Management. Internal controls implemented. Monitoring and treatment programmes in place at all vulnerable sites. Routine control actions and remedial works identified for all sites. Inspection programme being established.</p>				<p>Original Policy produced June 2007</p>	<p>Policy document exists and is being modified to bring it in-line with new Facilities Management and Property Services structure and will be issued at the end of April 2009. A consultant undertook Legionella risk assessments for all Council properties in 2007. Legionella risk assessment documentation exists for all properties and water services log books exist where treatment is required. Some of the temperature monitoring regimes still need to be documented and these will be issued in April 09. It is also intended to carry out an annual audit on the effectiveness of overall monitoring and control regimes during the 1st quarter of 2009-10. Again there are central records of Legionella risk assessments and water services log books in the Property Services team and records exist at all sites.</p>
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**RISK ASSESSMENTS**

34	The requirement to ensure risk assessments are carried out should be at Director level.	Safety Committee agreed. Amend policy accordingly.	PD / GM / SD		01/09/09		
35	The recording form for risk assessment should be greatly simplified. Record name of person undertaking assessment, and person responsible for assessment, e.g. Head of Service or Director). Consider changing scoring method to high / medium / low. Add column for 'actions completed' to be recorded.	Agreed. Peter Dickinson has drafted a simplified form. In addition, to make processes simpler and provide greater assistance to those undertaking risk assessment, Peter has already started preparing generic risk assessments for common hazards. These are to be presented for consideration / approval at Safety Committee on 1st April. If agreed, the assessments will be rolled out across the Council. This should ensure greater compliance. Colleagues will still need to give thought to the process and cannot simply cut and paste, particularly unique elements of their work and the mitigating actions. However where appropriate, relevant risks can be copied thereby reducing work. Peter will also provide guidance on how forms completed, and ensure paper copy is signed and dated. Completed assessments, other than those which are person specific, will be placed on the intranet for staff to access.	PD / GM		01/04/09		Template simplified and comprehensive range of generic risk assessments and guidance notes prepared for consideration at Safety Committee 1st April 2009. Contacted Health and Safety Executive in March 2009 to clarify method of recording and storage (i.e. paper / electronically). Inadequate response to consultation, so Safety Committee deadline extended by one month, and tasked Risk Assurance Officer to trial new methods of working within Internal Services.
36	Ensure that risk assessments are carried out for all areas and / or all activities.	Once approved, issue the generic risk assessments to Directors. Compliance, which has been problematic in the past and not enforced, will be reported as per item 26.	GM			If approved, issue generic assessments by 01/05/09. Try to ensure all outstanding assessments completed by 01/09/09.	As above.
37	In order to embody the principle of risk assessment within the day to day operations; risk assessments should be carried out by, or certainly involve, staff who are actually exposed to the risk.	In place already, but formalise procedure. Standard text prepared for line managers to send to staff, which is already widely used. Will be issued with generic risk assessments.	GM		01/05/09		Standard text prepared and issued to numerous colleagues already. Revised draft to be considered at Safety Committee 1st April 2009. See item 35. Poor

38	Ensure that risk assessments are reviewed and changes made when there has been an accident. (And that accident is investigated).	Include within policy review. (An accident investigation procedure features in the current policy). Research accident investigation training. Clarify validity of retrospective reporting with facilitator.	PD / GM		01/09/09		
39	Procedures need to be established to ensure that risk assessments are carried out. Include within Audits.	Proposal dismissed. Do not include within Audits. Not appropriate. New Operational Risk Management Group to monitor compliance.				n/a	n/a
40	Introduce Group for those who carry out risk assessments.	In place already.			In place	n/a	In place already. Meeting scheduled for 23rd April with intention of establishing best way forward.
41	Introduce noise assessments.	In place already. Happy with current situation.	PD		Achieved	July to Sept 2008	Peter Dickinson appointed contractor and completed noise assessments of the areas that caused most concern in Summer 2008. All within tolerable limits. Mitigation measures introduced where considered necessary,
42	Ensure all hazardous substances are risk assessed, and procedures made known to employees. Compile an inventory. Consider whether less hazardous substances be used. Obtain hazard data sheets from manufacturers.	Will form part of risk assessment process, and guidance must be issued on the topic. Peter Dickinson has commenced preparation of generic COSHH assessments for commonly used products. Will bring to Safety Committee on 1st April 2009.	PD		01/04/09		Generic COSHH assessment prepared for consideration at Safety Committee on 1st April 2009.
43	Ensure all hazardous equipment is assessed in accordance with H&S at Work Regulations 1999. All items of electrical or mechanical equipment should be inspected on a regular basis and records maintained. Establish which services are responsible for carrying out regular inspections and check that these are done.	Should be picked up as part of risk assessment process. Suggested that a register / inventory is produced so that one external assessor can check all common equipment to save costs. Refer to Operational Risk Management Group to coordinate.	Op RM Group		01/01/10		Generic risk assessment prepared for consideration at Safety Committee on 1st April 2009.

44	Risk assessment of PPE (where identified) is appropriate, fits properly and is effective. Damaged items to be replaced.	To be picked up by services as part of their risk assessments. Include within guidance notes.	PD		01/05/09		Generic assessment prepared for consideration at Safety Committee on 1st April 2009.
45	Consideration should be given to making anyone who uses a workstation a user.	We always have done. Members technically fall outside, however it was proposed that Executive Members are included in view of the roles.				21/01/09	DSE Assessor training on 21st January 2009. Second course to take place on 28th May 2009.
<b>INSPECTIONS</b>							
46	The system of inspection - office and land - should be driven by risk assessments.	Risk assessed policy and comprehensive documented inspections in place for Car Parks and Open Space / play areas. Weakness elsewhere. Meeting arranged for 9th February 2009. (For offices see item 48).	GM / GField / SWhinnett / RCrow / Isharratt / J.Cole			01/04/10	Meeting arranged 09/02/09 for all services affected. Next phase is to review land ownership, took place on 9th March 2009. Register of all land being compiled at present.
47	Full records should be kept of site inspections.	As above.	As above			01/04/10	Document retention guidance on this subject is on intranet. Meeting arranged for all services affected.
48	The Health and Safety Officer should implement a programme of inspections of offices.	Recently reinstated UNISON / management quarterly inspection of offices. PD to undertake with Sue Gray at Stortford, Jenny Francis at Wallfields, and nominated officer at Buntingford. Formalise arrangements in H&S policy review. In addition it was agreed that a review of services' risk assessments was necessary, then spot check a percentage of hazardous / off site activities annually. This arrangement will be introduced within review of H&S policy.				01/11/09 (After completion of item 36).	Office inspections reintroduced in October 2008. UNISON representatives and Health and Safety Officer have set up programme of quarterly inspections. Review of risk assessments to take place around October 2009.
49	Inspection findings should be reported to the Health and Safety Committee, and response timescales devised. Ensure where no defect is found that this is recorded.	Agreed that findings of office inspections and spot checks of risk assessments should be reported to Safety Committee, and Operational Risk Management Group to monitor land inspections.	Safety Comm / Op RM Group				See item 46.

HR ISSUES							
50	Adopt the proposed Stress Policy. Consider providing advice and assistance on the intranet, in addition to any formal training. Identify as a hazard through risk assessments rather than carrying out specific stress risk assessments.	Are stress risk assessments undertaken? Are they necessary? Who needs to undertake? Do all staff need to be assessed individually or teams or Council as a whole? Raise with HR. Concern expressed at how assessments can / should be undertaken, by whom and whether individuals or teams assessed. Probably not a role for SLO's. Training need for any assessors.	GM > HR				The Stress Policy was launched in October 2008. Risk assessments should be carried out as per the policy.
51	Formulate action plan to tackle staff absence.	For HR to consider, not H&S.	GM > HR			For HR	The Absence Management Policy and Procedure is due to be reviewed in 09/10. Training will be provided to managers and staff upon launch of the new policy. A review of Occupational Health has been completed and actions addressed.
OTHER							
52	Ensure that health and safety responsibilities of hiring agreements are established.	Review agreements of Castle Hall and pools.	GM				Castle Hall and previous leisure contractor reviewed regularly, most recently in 2007. (Also tried to tackle leaseholders, but not supported).
53	Implement a co-ordinated role for events held on Council land. Obtaining info from organisers about activities; documentation such as risk assessments and insurance; appropriate venue selected?; Pre and post inspection of land; licences; relevant agencies advised?	Comprehensive Safety Advisory Team guidance is on our website. Safety Committee asked that this is extended to include evening meetings and events arranged by the Council. Add to next Safety Committee agenda.					Comprehensive Safety Advisory Team guidance is available on website.
54	Establish principles for management of contractors. (Follow examples of Environmental Services and Leisure). Property to establish standards for choosing and monitoring contractors.	Clarification sought. Return to facilitator.	GM (to contact facilitator)				