

Health and Safety – Action Plan 2019/21

Ref. No.	Action	Current Position	Success Criteria	Responsibility	Timescale	Update
01	<p><b>H&amp;S Structure</b></p> <ul style="list-style-type: none"> <li>- Agree and communicate new H&amp;S Structure</li> <li>- Report to Committee</li> <li>- Appoint to new positions within structure</li> <li>- Monitor effectiveness of new structure</li> </ul>	<p>Structure Agreed Committee Report June 2019 Senior Officer Posts to be evaluated and appointed to</p> <p>Structure was in place and working prior to the Covid pandemic. Staff movement and changing demands mean a further review is needed.</p>	<p>New Structure in place and working effectively</p>	<p>ET</p>	<p>October 2019</p>	<p>June 2022</p>
02	<p><b>GLAZING</b></p> <ul style="list-style-type: none"> <li>- Establish an agreed position for the ongoing management of glazing in CCBC premises</li> <li>- Report to CMT with options for managing the risk.</li> <li>- Implementation of agreed approach</li> <li>- Generic risk assessment for Building Managers</li> <li>- Guidance for Building Managers on managing the risk.</li> <li>- Monitor ongoing compliance through general inspections and H&amp;S management audits.</li> </ul>	<p>Discussed at Statutory Maintenance Group</p> <p>Property Services tasked with arranging peel tests on 5 CCBC sites (March 2021) to evaluate likely effectiveness of existing filming.</p>	<p>Approach agreed and implemented</p>	<p>H&amp;S</p>	<p>August 2019 – report to CMT</p>	<p>June 2022</p>

		Report circulated to Statutory Maintenance Group. Further report will be required following outcome of peel tests.				
03	<b>Contractor Management</b> <ul style="list-style-type: none"> <li>- Develop new guidance on contractor management</li> <li>- Review existing CDM guidance</li> <li>- Arrange CDM training (Schools? Building Managers?) to reflect staffing changes and as a refresher.</li> <li>- Monitor compliance through audit programme.</li> </ul>	CDM guidance in place Training provided 2015	Guidance in place and communicated Training delivered	H&S	December 2019	June 2022
04	<b>DISPLAY SCREEN EQUIPMENT</b> <ul style="list-style-type: none"> <li>- Review DSE policy/CMA</li> <li>- Re-establish process for DSE Assessments (consider online assessment)</li> <li>- DSE Training (online together with DSE assessment?)</li> <li>- Establish process for complex assessments</li> <li>- Communicate new arrangements</li> <li>- Monitor compliance through audit programme</li> </ul>	<p>Existing policy in place Assessments via trained DSE Assessors in Service areas Complex assessments via H&amp;S or private contractor depending on complexity</p> <p>Draft policy written. On hold as will need to reflect any changes required as a result of agile working. Interim guidance and video produced to cover DSE and homeworking during covid.</p>	Revised policy approved and effective	RM	April 2020	June 2022

05	<p><b>RAMIS</b></p> <ul style="list-style-type: none"> <li>- Add statutory tasks not currently on RAMIS e.g. pressure vessels, hoists, lightening conductors</li> <li>- Discuss with BC/FM and Statutory Maintenance Group as required plans, implications and timescales before activating tasks</li> <li>- consider adding additional items to RAMIS where there is a maintenance requirement under PUWER but not a specific legal requirement to test at set intervals</li> </ul>	<p>Tasks already added</p> <p>Migration to new RAMIS database took place in March 2021.</p> <p>Review via Statutory Maintenance Group required of any further tasks that may need reporting via RAMIS.</p>	<p>RAMIS used for all statutory tasks</p>	<p>AW</p>	<p>April 2020</p>	<p>June 2022</p>
06	<p><b>Radiation Review</b></p> <ul style="list-style-type: none"> <li>- Review of internal competence</li> <li>- Audit programme of schools with radiation sources</li> <li>- Review of training</li> </ul>	<p>Radiation Protection Officer (RPO) training took place 1/7/19</p> <p>Schools with Radiation sources provided written confirmation of their compliance January 2018</p> <p>Audit of compliance commenced.</p>	<p>RPO Training completed</p> <p>Audit completed</p> <p>Training needs</p>	<p>BM</p>	<p>April 2020</p>	<p>April 2022</p>
07	<p><b>Sypol Review</b></p> <ul style="list-style-type: none"> <li>- Review of assessments current on Sypol</li> <li>- Reduction of the number of live assessments in line with the current contract to 250</li> </ul>	<p>Assessment review underway</p> <p>Number of assessments reduced from approx. 700 to 360</p>	<p>Sypol assessments current and within numbers</p> <p>Agreed approach for</p>	<p>AW</p>	<p>April 2020</p>	<p>March 2022</p>

	<ul style="list-style-type: none"> <li>- Consideration of how we use Sypol moving forward in terms of cost benefit and options</li> </ul>	<p>Work ongoing to:</p> <ul style="list-style-type: none"> <li>- reduce number of assessments</li> <li>- consider future use of sypol system.</li> </ul>	managing COSHH compliance			
08	<p><b>VEHICLE/PEDESTRIAN SAFETY</b></p> <ul style="list-style-type: none"> <li>- Revise Inspection Checklist &amp; Risk Assessment for traffic management on CCBC sites</li> <li>- Target high risk premises e.g. those with introduced traffic management risks and support with completion of risk assessments</li> <li>- Audit % across each Directorate.</li> </ul>	<p>Revised checklist in place  Programme of high risk premises has commenced  2 e-mails to school reminding of need to review RA and manage risk.  SLA Officers working with schools to</p> <p>School traffic management RA's in place and being reviewed. Small number of high-risk schools being supported with joint approach and observations with Education. Some visits and recommendations commenced pre-covid. Programme needs to recommence.</p>	Traffic management risk assessments in place for all sites with onsite traffic management Arrangements effective	H&S	April 2020	

09	<b>Directorate Action Plans</b> <ul style="list-style-type: none"> <li>- Develop directorate action plans setting out work plan and priorities</li> <li>- Monitor progress against plan</li> </ul>	<p>Senior Officers to be appointed to develop plans</p> <p>Recruitment complete but changes to demands due to covid mean plans require review</p>	<p>Plans in place and used to improve health and safety standards</p>	H&S	December 2019	March 2022
09	<b>Employee Protection Register (EPR) Review</b> <ul style="list-style-type: none"> <li>- review those with access to database. Write out to all employees with access asking for conformation that they still require access and their Managers name.</li> <li>- Establish criteria involving Legal Services for those individuals who are not notified that they are on the Register</li> <li>- Revise guidelines and procedure</li> <li>- Use of Privacy Notice</li> </ul>	<p>EPR Process review underway Write out to those with access commencing June 2019 Process agreed with Legal for all cases where the individual is not be notified to be taken to Exemptions Panel Privacy Notice with Information Unit</p> <p>EPR review completed.</p> <p>VAW Policy to be reviewed, consulted upon and along with EPR reported to next Corporate Health and Safety Committee in February 2022.</p> <p>Revised Violence at Work (VAW) policy and</p>	<p>EPR Procedure revised EPR Database working effectively with access controlled</p>	H&S	October 2019	April 2022

		EPR process to be communicated.				
10	<b>AUDIT SYSTEM</b> <ul style="list-style-type: none"> <li>- Establish an audit system for all CCBC premises based on a risk prioritised programme.</li> <li>- Risk band all Premises and implement a rolling programme of audits.</li> <li>- Generate audit reports and implement escalation procedure for outstanding actions across Authority.</li> <li>- Monitor progress.</li> </ul>	<p>Audits have commenced on a risk basis Work has started to prioritise buildings</p> <p>Audit system agreed and audits commenced over Summer 2021.</p>	Auditing undertaken in accordance with agreed plan	H&S	September 2019 for prioritised list Ongoing for auditing	
11	<b>ACCIDENT REPORTING &amp; INVESTIGATION</b> <b>REVIEW ACCIDENT REPORTING POLICY AND CMA</b> <ul style="list-style-type: none"> <li>- Build in revised near miss reporting arrangements</li> <li>- Review training around accident investigation – consider accident investigation training for Managers and also policy briefings</li> <li>- Monitor effectiveness of policy</li> <li>- Provide information and statistics to H&amp;S Committee as part of quarterly report.</li> </ul>	<p>Existing policy in place which include near miss reports</p> <p>Revised Policy approved and communicated to Management Network.</p> <p>Further communication planned. H&amp;S Training Team working on video to support with wider communication of the revised policy (briefing sessions were originally planned but have been reconsidered due to Covid).</p>	Revised policy in place Increased number of near misses reported	H&S	December 2019	March 2022

12	<b>GDPR</b> <ul style="list-style-type: none"> <li>- Ensure privacy notices are signed off by Information Unit and summary notices added to documents</li> <li>- Review electronic filing system – simplify and clear-out.</li> <li>- Establish consistency across team</li> <li>- Monitor compliance</li> </ul>	Privacy Notices written and with Information Unit GDPR training provided at team meeting O drive structure discussed	All records managed in accordance with GDPR requirements. Clear electronic and paper	H&S	April 2020	
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