

Health and Safety – Action Plan 2022/24

Ref. No.	Action	Current Position	Success Criteria	Responsibility	Timescale	Update
01	<p>HEALTH AND SAFETY STRUCTURE Ensure H&S Structure reflects workload and organisational demands Monitor effectiveness of structure</p>	<p>Additional reserve funded asbestos and fire posts agreed by CMT to address work demands on a fixed term basis. Recruitment in process. Health and Safety Officer recruitment in process to backfill existing vacancies. Allocation of team workload to optimise staff resources in place</p>	<p>Structure in place and working effectively</p>	<p>ET</p>	<p>December 2022</p>	<p>June 2023</p>
02	<p>GLAZING Establish a current position on glazing compliance in CBC premises Report to CMT with options for managing the risk. Implementation of agreed approach Generic risk assessment for Building Managers Guidance for Building Managers on managing the risk. Monitor ongoing compliance through general inspections and H&S management audits.</p>	<p>Discussed at Statutory Maintenance Group and initial report considered</p> <p>Peel tests completed on 5 CCBC sites to assess likely effectiveness of existing filming and result received.</p>	<p>Approach agreed and implemented</p>	<p>H&S</p>	<p>December/January 2022 - report to CMT</p> <p>Rolling programme of risk prioritised works ASAP</p>	<p>June 2023</p>

		<p>Cost of remedial glazing works currently being evaluated.</p> <p>Further report to Statutory Maintenance Group and CMT will be required following full information being received.</p>				
03	<p>CONTRACTOR MANAGEMENT Review of contractor management and CDM compliance Initial programme of specialised contractor management visits to take place Information from visits used to establish risk position and options to proceed Develop new policy on contractor management Develop guidance on CDM compliance Arrange CDM training as appropriate Monitor compliance through audit programme.</p>	<p>Additional expertise on CDM and contractor management in place to support review.</p> <p>CDM guidance for schools in place and reviewed 2022</p> <p>Programme of visits has commenced</p> <p>Initial awareness training for schools planned Nov/Dec/Jan</p>	<p>Policy and guidance in place and communicated.</p> <p>Training delivered.</p> <p>Audits demonstrate a high level of compliance.</p>	H&S	June 2023	June 2024
04	<p>DISPLAY SCREEN EQUIPMENT Review DSE policy/CMA ensuring they reflect agile working. Re-establish process for DSE Assessments DSE training available online Process in place for complex assessments Communicate new policy Monitor compliance through audit programme</p>	<p>Existing policy in place Assessments via trained DSE Assessors in Service areas Complex assessments via H&S or private contractor depending on complexity.</p>	<p>Revised policy approved and effective</p>	RM	Feb 2023	Feb 2024

		<p>Guidance and video in place covering DSE and homeworking.</p> <p>Draft policy written to reflect agile working and homeworking. Union consultation planned Dec/Jan 2022.</p>				
05	<p>RAMIS Agree joint ownership between Property Services and Health and Safety for managing and updating RAMIS. Review of statutory tasks not currently on RAMIS e.g. pressure vessels, hoists, lightening conductors Where tasks to be added ensure discussions with BC/FM and Statutory Maintenance Group as required to develop plans, consider implications and timescales before activating tasks 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 Agreed process with technical divisions for adding/updating assets and information. Regular communication of premises manager responsibilities Develop further how to guides to reduce training and support requests</p>	<p>New tasks already added</p> <p>Migration to new RAMIS database took place in March 2021. 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>RAMIS updated in a timely manner to reflect new/amended/removed assets</p> <p>All tasks closed out in a timely manner.</p>	H&S	April 2023	June 2024

06	<p>RADIATION REVIEW</p> <p>Review of internal competence in preparation for possible HSE visits</p> <p>Audit programme of schools with radiation sources</p> <p>Review of training with individual schools with radiation sources</p>	<p>Audit of compliance completed 2021.</p> <p>Communication to all schools of planned HSE visits and changes to guidance.</p> <p>New programme of compliance visits to include training needs to take place early 2023.</p>	<p>RPO Training completed</p> <p>Audit completed</p> <p>Training needs</p>	BM	April 2023	Dec 2023
07	<p>SYPOL REVIEW</p> <p>Review of assessments current on Sypol</p> <p>Reduction of the number of live assessments in line with the current contract to 750</p> <p>Consideration of how we use Sypol moving forward in terms of cost benefit and options.</p>	<p>Assessment review underway</p> <p>Number of assessments reduced from approx. 874 to below 750</p> <p>Work ongoing to:</p> <ul style="list-style-type: none"> - reduce number of assessments - consider future use of sypol system. 	<p>Sypol assessments current and within numbers</p> <p>Agreed approach for managing COSHH compliance</p>	AW	January 2023	January 2024
08	<p>VEHICLE/PEDESTRIAN SAFETY</p> <p>Work with Premise Managers to review risk assessments for traffic management on CCBC sites</p>	<p>Programme of high-risk premises in place.</p>	<p>Traffic management risk assessments in</p>	H&S	November 2023	November 2024

	Target high risk sites e.g. those with introduced traffic management risks, and support with completion of risk assessments and ideas for reducing risk Audit % across each Directorate.	Small number of high-risk sites being supported.	place and reviewed for all sites with onsite traffic management Arrangements effective. Arrangements reviewed.			
09	DIRECTORATE ACTION PLANS Review and implement directorate action plans setting out work plan and priorities Monitor progress against plan	Senior Officers in process of reviewing plans.	Plans in place and used to improve health and safety standards Service area managers actively approaching the H+S Division for support proactively rather than reactively	H&S	February 2023	March 2024
10	AUDIT SYSTEM Establish a topic based management audit system for CCBC services based on a risk prioritised programme. Implement a rolling programme of management audits. Generate general inspection and management audit reports	Risk based general inspection programme in place. Management audit options being reviewed with process and practicalities to be agreed.	Auditing undertaken in accordance with agreed plan. Audit findings used to target resources and	H&S	February 2023 to commence management audits. Ongoing for auditing	June 2023

	Implement escalation procedure for outstanding actions across Authority. Monitor progress.		drive improvement in health and safety compliance			
11	<p>ACCIDENT/INCIDENT REPORTING & INVESTIGATION</p> <p>Review accident/incident reporting policy Review training resources to support implementation of the policy Develop online briefings to support with awareness and understanding of the process for completing accident and incident investigations Monitor effectiveness of policy Provide information and statistics to H&S Committee as part of quarterly report.</p>	<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&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>	<p>Revised policy in place Improved quality of completed accident/investigation forms Improved quality of accident investigations. Training resources available via Intranet portal</p>	H&S	November 2023	November 2024
12	<p>GDPR</p> <p>Review Privacy Notices Review electronic filing system – simplify and clear-out Establish consistency across the team Monitor compliance Review of historical asbestos records</p>	<p>Privacy Notices in place. GDPR refresher training required New O drive structure agreed Review of paper and electronic records in place</p>	<p>All records managed in accordance with GDPR requirements. New structure in place Clear electronic and paper</p>	H&S	April 2023	April 2024

13	<p>ASBESTOS MANAGEMENT</p> <p>Develop specific fire and asbestos action plan</p> <p>Review Corporate Asbestos Management Plan and Domestic Asbestos Management Plan</p> <p>Recruitment to new and vacant posts in Asbestos team to ensure resource for plans</p> <p>Implement agreed approach for new management surveys of communal areas of domestic dwellings</p> <p>Commission new surveys of sites with old or non-updatable asbestos information</p> <p>Roll out asbestos training needs analysis and introduction to duty to manage to all premise managers</p> <p>Roll out new asbestos module on RAMIS</p> <p>Commence a programme of reviewing all Asbestos Containing Materials on a risk based rolling programme</p> <p>Review cross directorate asbestos arrangements to best utilise resources and ensure that all risks are addressed and processes are consistent.</p> <p>Use of RAMIS to record and monitor high priority asbestos works</p> <p>Quarterly monitoring of outstanding condition monitoring and asbestos actions</p> <p>Improved engagement with technical divisions to ensure that they understand and comply with the responsibility to pass on updates to ACM's.</p>	<p>CAMP review in progress.</p> <p>Recruitment in process</p> <p>Asbestos training needs analysis and introduction to duty to manage rolled out in schools</p> <p>Asbestos condition monitoring video developed</p> <p>Approach agreed for surveying communal areas of domestic dwellings</p> <p>Funding for new surveys was agreed by Cabinet and Council – confirm</p> <p>Training needs analysis ready to be finalised and dates agreed for introduction to duty to manage training.</p>	<p>Revised policies in place, communicated and effective.</p> <p>Staff training in accordance with training needs analysis.</p> <p>Auditing demonstrates compliance of asbestos management arrangement by employees and contractors.</p>	H&S	June 2023	June 2024
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14	<p>HAND ARM VIBRATION</p> <p>In-use vibration magnitude measurements of % of hand- held vibratory tools</p> <p>Review of vibration control policy</p>	<p>Reliance on historical data relating to tools that may have since been replaced, or on generic data for tool type that may not accurately reflect emissions of specific tools used.</p>	<p>Accurate vibration magnitude data for tools in use. Assurance on whether historic data remains reliable as not every tool can be measured. Reduced likelihood of vibratory tools sustaining HAVS, Defend likelihood of HSE enforcement action, and defence of civil claims</p>	AW	Nov 2023	Nov 2023
15	<p>COMMUNICATION</p> <p>Review of existing guidance and other Health and Safety documents on intranet and RAMIS4Schools and all other documents</p> <p>Review of existing forms and procedures to streamline and update.</p> <p>Improved engagement with service areas to provide support, improve health and safety profile and reinforce health and safety messages.</p>	<p>Document and process review in progress. Improved engagement with service areas' directly employed Officers has commenced.</p>	<p>Reviewed relevant guidance and forms. Clear, transparent processes Clear engaging intranet site. Joint working with directly employed Health and Safety and</p>	H&S	Nov 2023	Nov 2023

	Improved links and communication with Health and Safety Officers and Asbestos Officer directly engaged by services areas.		Asbestos Officer resulting in a consistent approach, aligned arrangement and sharing of best practise.			
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