

APPENDIX 2

| Ref | Items for Action | Owner | Starting Date | Target Date / RAG | Actions/Decision/Comments |
|------|--|-----------------|---------------|-------------------|---|
| ATC1 | Create implement and communicate new security arrangements for all corporate buildings and depots. Provide training to employees identified within the arrangements. | SW | Nov 2021 | March 2022 | Meetings ongoing. |
| ATC2 | Create, implement and communicate new fire safety arrangements for corporate buildings and depots. Provide additional training to all employees and SIOs in relation to the new fire evacuation procedures | SW/AS | Nov 2021 | March 2022 | Email sent out from asking for Fare Warden volunteers. On track. |
| ATC3 | H&S reps to undertake annual workplace inspections of ATC and LTH. Provide feedback at the Office Safety Panel | Safety Reps/H&S | Nov 2021 | Jan 2022 | Safety reps have completed workplace inspections of ATC, except for second floor south wing. LTH outstanding but planned. |
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| HSP2 | Review all risk assessments and safe systems of work within Housing. Identify any risk gaps and implement new risk assessments where gaps have been identified. Update all documents into the new corporate H&S risk assessment templates. | RT/RF/BB/RK/JL | 07/04/2020 | April 2022 | HE/HO – risk assessment requires a review and update into new corporate templates. HM – review all of the risk assessments Matt brown completed and ensure all control measures identified have been implemented by supervisors. Ongoing. |
| HSP5 | Implement new standard operating procedure for the control of contractors, including all associated documentation and templates. present to all members of the Housing Safety Panel | RT/RF/JL | 01/12/2021 | March 2022 | CDM working group has been set up and met on 11 th Jan 2022. SOPs from Housing to be reviewed at April meeting. |

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| HSP6 | Set up new asbestos management working group. Undertake a training gap analysis for all post holders who commission or manage maintenance or repair activities | RT/RF/JL | September 2021 | Jan 2022 | Asbestos working group has been set up and first meeting on 16/11/2021. Training gap analysis of all services is currently being undertaken & will be reported back to working group in Jan 2022. |
| HSP7 | Undertake a H&S management Audit for both CCTV and Community Safety. Present a formal audit report with an action plan to the relevant service managers and line managers. | BB/JL | 17/08/2020 | June 2022 | Original date put back 1 year. To be in H&S Team workplan for 2022/23. |
| HSP8 | Undertake a H&S management audit for the Complex Support team. Produce a formal audit report with an action plan to the relevant service manager and line manager(s). | RK/JL | 15/09/2020 | June 2022 | Original date put back 1 year. To be in H&S Team workplan for 2022/23. |
| HSP9 | Undertake a manual handling risk assessment gap analysis for all tasks undertaken by operatives in Housing Maintenance. Where gaps have been identified create, consult and implement task specific manual handling risk assessments (use of HSE MAC tool). | RT/RF/JL | 13/01/2021 | April 2022 | Focus in Q4, may carry over into Q1 of 2022/23. |
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| OPS1 | Drivers (Fleet) Handbook to be revised and re-issued to all relevant staff. | CN/ SC | April 2021 | Oct 2021 | Almost completed, sign-off awaited from CN shortly. |
| OPS2 | Waste and Recycling Health and Safety Handbook: review and re-issue to relevant staff. | CM | April 2021 | March 2022 | |

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| OPS3 | Street Scene Health and Safety Handbook to be produced, similar to the existing Waste and Recycling version, to be issued to all relevant staff. | AW/SP/TW | April 2021 | April 2022 | <i>Target date challenging and October target more realistic.</i> |
| OPS4 | Operations Service Safety Plans: service specific actions for 2022/2023 to be drafted and reviewed and approved at April Safety Panel. | CN/ IP | Annual. | April 2022 | Annual Safety Plans. |
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