

Ref	Items for Action (Office Based)	Owner	Starting Date	Target Date / RAG	Actions/Decision/Comments (once completed item to be archived)
ATC1	Create implement and communicate new security arrangements for all corporate buildings and depots. Provide additional training to employees identified within the arrangements covering Dispute Management/ Conflict Management. Implementation phase in June 2022.	SW	Nov 2021	June 2022	Incident Response Procedure discussions ongoing, MS Exec Head lead. Draft Policy to be re-circulated. Focus on incidents in reception area of ATC.
ATC2	Create, implement, and communicate new fire safety arrangements for corporate buildings and depots. Provide additional training to all employees, fire marshall's and SIOs in relation to the new fire evacuation procedures. Fire drill to be undertaken to embed new procedures.	SW/AS	Nov 2021	May 2022	Repeater Fire Alarm Panel installed in CCTV team area (basement). Staff training provided from April to September, 40 staff trained as Fire Marshall's. Fire Evacuation drill delayed.
ATC3	H&S reps to undertake <i>annual workplace inspections</i> of ATC and LTH. Provide feedback at the Office Safety Panel	Safety Reps/ H&S Team.	Annually.	Jan 2023	Inspections to be arranged in Q3.
ATC5	<b>LTH remedials:</b> following the request for an updated risk assessment for the LTH offices (by tenants onsite), an inspection was undertaken and a number of issues were identified which require actioning including: <ul style="list-style-type: none"> <li><b>Electrics:</b> there were a number of category 2 items identified (in the February '22 electrical inspection report) which require actions to be taken to resolve the hazards;</li> <li><b>Fire Safety:</b> the fire alarm zonal</li> </ul>	SW/ Facilities	May 2022	June – Aug 22.	Fire Alarm Zonal Chart updated. Next Legionella Survey report to be reviewed. Meeting arranged to discuss any electrical items which are outstanding.

	<p>chart is not accurate and needs replacing (Axis to visit), &amp; review of evacuation plan is required;</p> <ul style="list-style-type: none"> <li>• <u>Legionella</u>: the last external survey report detailed 3 items which need to be actioned, 1 medium risk.</li> </ul>				
Ref	Items for Action (Housing)	Owner	Starting Date	Target Date / RAG	Actions/Decision/Comments ( <i>once completed item to be archived</i> )
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 templates	RT/RF/BB/RK/JL	07/04/2020	September 2022	<p><b>Update 12/07/2022</b> – BB service risk assessment have been completed and reviewed by Safety reps, have been added to SharePoint and need to be communicated. No further action on RKs RA reviews.</p>
				September 2022	<p><b>12/07/2022</b> – Meetings have been held with Gas, Repairs and stores/Cleaners. Generic risk assessments are currently being reviewed. <i>Target date missed due to number of risk assessments being greater than originally predicted and more complicated. New target date to be agreed at Safety Panel.</i> GG reviewing the generic risk assessments for cleaners and stores, task specific risk assessments now completed.</p>
HSP5	Implement new standard operating procedure for the control of contractors, including all associated documentation and templates. Present to all members of	RT/RF/JL	01/12/2021	August 2022	CDM (Construction Design Management) working group has now met, Housing circulated the standard operating procedures for

	the Housing Safety Panel				the control of contractors. Next to consider training requirements within housing. Final version will be consulted with employees and supervisor and presented at Q2 Housing Safety Panel 2022/2023 (completed although 1 month past target). <b>RT presented SOP's at CDM group.</b> HSP5 for the CDM Working Group to be broken down into Service specific actions, and to include training schedule.
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.	RT/RF/JL	13/01/2021	March 2022	Role specific manual handling training will be provided to all operatives by Judith Ward from Waste Wise. <b>Completed.</b>
				June 2022	Additional training to be provided to supervisor in relation to manual handling risk assessment and the use of the MAC (Manual Handling Assessment Chart) tool. <b>Training on 8/4/2022. Completed.</b>
				September 2022	Draft new task specific manual handling risk assessments, consult with employees and communicate to all employees. <b>Update 21/09/2022</b> – Gas, Cleaners and Stores manual handling risk assessments complete, 5 outstanding Responsive & repairs manual handling risk assessments, JL working with relevant supervisors Electrical have 1 outstanding

					manual handling risk assessment. Target date has been missed due to high workloads. A new target date for completion by end of 2022.
HSP10	Corporate H&S team to produce e-learning training for lone working and the use of the <i>Warning Marker Register</i> .	JL	13/09/2021	July 2022	<b>Update 12/7/22</b> – Seminar system not felt to be the correct option for this training. Power-point training to be provided. <b>Update 21/09/2022</b> – WMR Policy updated and circulated for consultation. PowerPoint training presentation to be used at Team meetings and for toolbox talks, to start in November.
Target dates for some of the Operational Services Actions are under review.					
OPS1	Drivers (Fleet) Handbook to be revised and re-issued to all relevant staff.	CN	April 2021	Originally Oct 2021	Final version being formulated by design team, to be issued to driving staff imminently. Discussed at Operational Services Safety Panel in October.
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 2023	<b>Update April 2022:</b> New target date set by Panel. Handbook has to be started from scratch so is significant piece of work.
OSP4	Operations Service Safety Plans: service specific actions for 2022/2023 to be drafted and reviewed and approved at April Safety Panel.	CN/ IP	Annually.	Annually	All three Safety Plans circulated for comment in April, feedback can be provided by email to CN/ IP/ AW. Completed for 2022/23.

OSP5	Health Surveillance: ensure best practice is being adhered to in identification of staff at risk, frequency of testing/ medicals, monitoring of results.	AW/GG/SS	April 2022	October 2023	Preparatory work started with H&S Team and HR leading. Slow progress. Original target missed.
OSP10	H&S Audit of the Waste Service before end of Q2.	AW.	-	October 2023	H&S Audit format updated in July by H&S Team. Audit expected to now start in October. Staff H&S Questionnaire (MS Teams) has been reviewed and management feedback received, & now circulated.