

APPENDIX 3

Merged Safety Panels Action Table Q3 2022/2023 v1



Ref	Items for Action (Office Based)	Owner	Starting Date	Target Date / RAG	Actions/Decision/Comments (<i>once completed item to be archived</i>)
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 Draft Policy was to be re-circulated. Focus on incidents in reception area and interview rooms of ATC.
ATC2	Create, implement, and communicate new fire safety arrangements for corporate buildings and depots. Provide additional training to all employees, fire marshal'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	New Fire Alarm Panel installed in CCTV team area (basement) of ATC. Staff training provided to volunteer Fire Wardens, with final training in September/ October. 40+ staff trained as Fire Marshall's. Fire Evacuation drill delayed to early 2023.
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 started in Q4, no significant issues identified so far.
ATC5	LTH remedials: 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"> <u>Electrics:</u> 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; 	SW/ Facilities	May 2022	Aug 22.	Actions completed: Fire Alarm Zonal Chart updated. Electrical remedials actioned. New Legionella report to reviewed in 2023.

Ref	Items for Action (Housing)	Owner	Starting Date	Target Date / RAG	Actions/Decision/Comments (<i>once completed item to be archived</i>)
	<ul style="list-style-type: none"> <u>Fire Safety</u>: the fire alarm zonal chart is not accurate and needs replacing (Axis to visit), & review of evacuation plan is required; <u>Legionella</u>: the last external survey report detailed 3 items which need to be actioned, 1 medium risk. 				
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/BB/RK/JL	07/04/2020	September 2022	<p>Complete: Estates Management, CCTV & C.S Service risk assessment have been completed and reviewed by Safety reps, have been added to SharePoint and to be communicated. No further action on RKs RA reviews.</p>
				September 2022	<p>3/01/2023 – Majority of the risk assessment reviews have been undertaken, however some are outstanding. <i>Target date updated however due to the additional work pressures caused by the need to focus on tackling condensation and mould complaints during the winter period, repairs supervisors not able to complete reviews.</i></p>
HSP5	Implement new standard operating procedure (SOPs) for the control of contractors, including all associated documentation and templates. Present to all members of the Housing Safety Panel	RT/JL	01/12/2021	August 2022	CDM (Construction Design Management) working group has now met, Housing circulated the standard operating procedures for the control of contractors. Online CDM Training to be completed in February within housing.

HSP9	Undertake a <i>manual handling</i> 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/JL	13/01/2021	March 2022	Role specific manual handling training will be provided to all operatives by Judith Ward from Waste Wise. Completed.
				June 2022	Supervisor training on manual handling risk assessment and the use of the MAC (Manual Handling Assessment Chart) tool. Training on 8/4/2022. Completed.
				September 2022	Update 3/01/2023 – a critical delay has been identified. Supervisors from Responsive & Repairs are unable to review assigned risk assessments due to the increase work in tackling condensation and mould visits over the winter period. 6 RA's outstanding.
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	Update 21/09/2022 – WMR Policy updated and circulated for consultation. PowerPoint training presentation to be used at Team meetings and for toolbox talks, to start in Q4. Seminar system not felt to be the correct option for this training as support ends in March 2023.
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 hardcopy has been issued to Waste staff at the depots. At the January Safety Panel requested that a digital copy be circulated.

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	Update April 2022: New target date set by Panel. Handbook has to be started from scratch so is significant piece of work. Target unlikely to be met.
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 2022, feedback requested. 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. Policy under review covers all Services of NFDC. Slow progress. Original target missed. Likely to roll over to 2023/24.
OSP10	H&S Audit of the Waste Service before end of Q2.	AW.	April 2022	October 2023	H&S Audit format updated in July by H&S Team. Audit started in December and to be completed in February 2023. Staff H&S Questionnaire (MS Teams) has been circulated.
OSP11	Waste and Recycling H&S Handbook: to be revised and re-issued to all relevant staff.	CM, DWO.	April 2022	October 2023	Ongoing.