

Appendix 2

Ref	Office Based Safety Panel Items for Action	Owner(s)	Starting Date	Target Date / RAG	Actions/Decision/Comments (once completed item to be archived)
ATC1	<p>Office Security arrangements: Create implement and communicate new security arrangements for all corporate buildings and depots – Incident Response Policy to be re-circulated.</p> <p>Provide additional training to employees identified within the arrangements covering Dispute Management/ Conflict Management.</p> <p>Likely date of training in June 2023.</p>	SW/ SS	Nov 2021	Sept. 2023	<p>Incident Response Policy to be consulted on and to be taken to EMT.</p> <p>H&S to lead on Conflict Management training.</p> <p>New target date set.</p>
ATC2	<p>Fire Safety: Create, implement, and communicate new fire safety arrangements for corporate buildings and depots. Provide feedback on the drill undertaken at ATC to ensure the new fire evacuation procedures become embedded.</p> <p>Annual fire drills to be planned.</p> <p>Review of the Evac Chairs & alternative evacuation equipment (Evac Mats).</p>	SW/AS	Nov 2021	July 2023	<p>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.</p> <p>40+ staff trained as Fire Marshall's. Fire Evacuation drill undertaken in January 2023.</p>
ATC3	<p>H&S reps to undertake <i>annual workplace inspections</i> of ATC and LTH. Provide feedback at the Office Safety Panel.</p>	Safety Reps/ H&S Team.	Annually.	Jan 2024	<p>No significant issues identified in 2022/23.</p>
ATC6	<p>Workstations & DSE compliance: Introduction of QR code stickers to desks to improve accessibility to guidance. Furniture budget has now been localised to team budgets, therefore need to ensure items purchased meet the current standards at the offices.</p>	H&S Team.	Q1	Dec 2023	<p>Target date is for the introduction of the QR codes.</p>

Ref	Housing Safety Panel Items for Action	Owner(s)	Starting Date	Target Date / RAG	Actions/Decision/Comments (once completed item to be archived)
HSP2	<p>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. Project to include:-</p> <ul style="list-style-type: none"> • Agreed risk assessments to be uploaded to Sharepoint; • Training to be provided to staff on the updated risk assessments, e.g. toolbox talks, and access to relevant documents. 	Managers/ H&S Advisor.	07/04/2020	Various	
HSP9	<p>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. Items to be actioned:-</p> <ul style="list-style-type: none"> • Agreed MHRA's to be uploaded to Sharepoint; • Training to be provided to staff on the updated risk assessments, e.g. toolbox talks, and access to relevant documents. 	Managers/ H&S Advisor.	13/01/2021	Various	
HSP10	<p>Corporate H&S team to produce e-learning training for lone working and the use of the <i>Warning Marker Register</i>.</p>	H&S Team	2022/2023	June 2023	PowerPoint training presentation to be used at Team meetings and for toolbox talks, to start in Q1. Seminar system not felt to be the correct option for this training as support ends in March 2023 – new LMS awaited.

HSP11	<p>COSHH Assessments: actions to be completed include:-</p> <ul style="list-style-type: none"> • Create a definitive list of COSHH products used by Housing Maintenance; • From the list create a schedule of COSHH risk assessments which need to be updated/ completed; • Collate all relevant safety data sheets and ensure they are accessible to relevant employees. 	H&S Team/ Stores manager.	2022/2023	June 2023	
HSP12	<p>IOSH CDM Awareness training. Linked to the Contractor Management Policy and the work which has been under by CDM Working Group, actions include:-</p> <ul style="list-style-type: none"> • Employees identified with duties under CDM to complete the online First4safety IOSH course. 	Managers, supervisors, surveyors and trades.	Jan. 2023.	May 2023	Standard Operating Procedures have been produced & consulted and training covered with managers and trades during the Housing Maintenance Service Day.
Operational Services Safety Panel Actions – items under review for 2023/24.					
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	Tbc.	New target date to be 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.	Q1	

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.
OSP11	Waste and Recycling Health and Safety Handbook: to be revised and re-issued to all relevant staff.	CM, DWO.	April 2022	October 2023	Ongoing.