

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>	SW/ SS	Nov 2021	Sept. 2023	<p>Incident Response Policy to be consulted on and to be taken to EMT.</p> <p>H&S team delivered Conflict Management training in June, with more sessions in September.</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	Nov 2021	July 2023	<p>Fire Evacuation drill undertaken in January 2023.</p> <p>Draft Fire Safety arrangements circulated.</p>
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 2024	All workplace inspection completed for 2022/23. Next round to start in autumn.
ATC6	<p>Workstations & DSE compliance: Introduction of QR code stickers to desks to improve accessibility to guidance.</p> <p>Furniture budget has now been localised to team budgets, therefore a need to ensure items purchased are compliant and meet the current standards at the offices.</p>	H&S Team.	Q2	Dec 2023	QR code stickers for desk on order.

Ref	Housing Safety Panel Items for Action (taken from the April meeting)	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	
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; 	H&S Team/ Stores manager.	2022/2023	June 2023	Eco-online software provider contract signed for cloud-based Chemicals Module. Implementation to start in July 2023.

	<ul style="list-style-type: none"> Collate all relevant safety data sheets and ensure they are accessible to relevant employees. 				
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 on. CDM training completed for most staff (87%).
Operational Services Safety Panel Actions					
OSP3	All Teams: Undertake manual handling review for all tasks undertaken by operational services operatives and, where identified as necessary, create <i>task specific</i> manual handling risk assessments.	All managers.	April 2023	31/12/2023	
OPS5	All Managers and Supervisors to attend IOSH Managing Safely Course, to support H&S competency.	All managers.	April 2023	31/12/2023	
OSP6	Schedule in <i>Accident Reporting and Investigations</i> training to be delivered in house for Supervisors by H&S Team.	H&S	April 2023	31/10/2023	

OSP7	All Teams: To review the H&S elements of the induction Schedules for staff.	All managers	April 2023	October 2023	
OSP9	H&S Staff Handbook: Street Scene and Ground Maintenance teams to produce a staff H&S Handbook equivalent to the one provided by Waste Service.	IP.	Long-term	October 2023	