Workshops H&S Management Audit Action Plan

Health and safety

High Priority – to be complete within 1 month			
Ref:	Section	Question	Action
D11	Transport Manager and Technical Officer	Service has a system for identifying training needs, and ensuring all are adequately trained	Full review of training requirements and consultation regarding implementation of LMS required - currently nothing in place
D22	Technical Officer and Supervisors	Organisation has identified manual handling risks ensuring suitable and sufficient training and risk assessments are in place?	Arrange face to face manual handling training for all workshop operatives and ensure all tasks involving manual handling within the workshops have been risk assessed and, where required, an individual assessment is carried out.
D23	All	Arrangements are in place to risk assess lone working conditions and ensure suitable control mechanisms are in place including a monitoring system.	Review of lone working process, clear set processes and controls to be implemented. Management of lone workers and their routine to be controlled via set processes.
D28	All	Are you aware of the fire evacuation plan for your area of work?	Fire Awareness E-Learning to be completed by all operatives and supervisors immediately
Medium High Priority – to be completed within 3 months			
Medium Low Priority – to be completed within 6 months			
Low Priority – to be completed within 12 months			
Ref:	Section	Question	Action
P1	All	Does the organisation have a clear, written policy for health and safety at work, signed, dated and how is it communicated to all?	Hold TBT to communicate policy out to all staff. Display in depots and include in depot inspections to check up to date.

P5 & P7	Transport Manager	(Service/Department) is committed to preparing safety improvement plans with regular review	Action for Transport and Depot Manager to create safety improvement plan
P8	All	(Department) understands their responsibilities towards employees, contractors and public?	Ensure all operatives have access to H&S policy - toolbox talk to be carried out and recorded
P9	All	The Health and Safety Policy, includes a commitment statement to ensure health, safety and welfare of all employees?	Hold TBT to communicate policy out to all staff. Display in depots and include in depot inspections to check up to date.
P10	All	The Health and Safety Policy sets out clear roles and responsibilities encouraging the involvement of everyone's Health and Safety Efforts?	Hold TBT to communicate policy out to all staff. Display in depots and include in depot inspections to check up to date.
P11	All	All employees have access to the Health and Safety Policy and is it bought to their attention when they are new and when changes are made?	Hold TBT to communicate policy out to all staff. Display in depots and include in depot inspections to check up to date.
P12	Technical Officer and Supervisors	Are Arrangements in place for access to competent health and safety advice?	Communicate out at Team meeting that whole Health and Safety team are available to support workshops not purely Ant.
D1	Transport Manager and Technical Officer	Do Service Managers provide clear information to people of the hazards and risk in their workplace and the preventative and protective control measures	Implement a planned routine review process for all tasks, risk assessments, manual handling risk assessments. Use a task identification register to log and track the risk assessments to ensure they cover all aspects.
D3	Transport Manager and Technical Officer	Risk assessments and safe systems of work are easily accessible in the relevant workplaces?	Transfer/add all RAs and safe working procedures to H&S Sharepoint pages for Workshops and provide toolbox talks for all operatives regarding where to find and how to access
D7	Transport Manager and Technical Officer	Clear information is provided to those working for the organisation (i.e. contractors, visitors and customers) of hazards and risks in the workplace and the control measures in place to protect them	Confirmation of what is in place for visitors and contractors is required and clear procedures to be made available to both Workshop operatives and any visitor or contractor working on site
D8	All	Service involves the workforce in developing policies and procedures, undertaking risk assessments and investigating accidents and incidents	Reviewing policy, procedure, risk assessments to be included in the team meeting process on a periodic basis to increase staff engagement.

D9	Transport Manager and Supervisors	Service consults employees and safety representatives on Health and Safety issues	Ensure Safety Panel minutes and actions are fed back to Teams, this can be completed during team meetings and also through access to H&S pages on ForestNet.
D12	Technical Officer and Supervisors	Service has an induction process in place relevant for all new employees, promoted employees, and changes in roles due to restructures	Ensure induction covers all aspects of role and induction is signed off as complete by both the staff member being inducted and the supervisor/manager competing the induction.
D15	Transport Manager and Technical Officer	Service has a system in place for identifying the hazards, assessing the risks and identifying controls to eliminate or reduce	Implement a planned routine review process for all tasks, risk assessments, manual handling risk assessments. Use a task identification register to log and track the risk assessments to ensure they cover all aspects.
D18	Transport Manager and Technical Officer	Service has emergency procedures for responding and dealing with dangers and emergencies e.g. rescue plan for WFH.	Carry out full review of areas that need emergency procedures and then generate them for those areas. Consider how these will be fed out to operatives.
D19	Technical Officer and Supervisors	Procedures and arrangements are in place for dealing with defects and placing equipment out of order to prevent its unsafe use	Defect procedure written down TD37 for vehicles, TD46 vans, tippers and plant. No equipment tagging procedure written down, this needs to be formally recorded and trained to operatives.
D20	Technical Officer	The service ensures electrical appliances are examined and tested in accordance with Electricity at Work Regulations	Do workshops know when they are coming? Is there an asset list to ensure all equipment is tested? To check with Facilities.
D21	Technical Officer and Supervisors	Arrangements are in place for routine workplace inspections	Need to ensure that regular periodic workplace inspections are taking place and are recorded on Sharepoint
D25	Technical Officer and Supervisors	Arrangements are in place ensuring employees are aware of any PPE requirements	Complete periodic toolbox talks regarding use of PPE and requirements for tasks. RAs and safe working procedures to detail required PPE, these are to be accessible to all operatives.

D27	All	Fire arrangements are in place for all buildings and reviewed regularly by a competent person	Once responsibilities have been identified the responsible person needs to ensure these are carried out and management informed. Full review of fire procedures currently underway with Facilities, to be completed asap and information disseminated to all users of depots.
D30	Transport Manager and Technical Officer	Arrangements are in place for high risk work e.g. permit to work system.	If high risk work activities exist such as working within confined spaces then specific risk assessments and safe working procedures need to be created and implemented.
D31	Transport Manager and Technical Officer	Arrangements are in place for ensuring preventative access to unauthorised people to operate plant or equipment.	Generate a written control of equipment procedure for the prevention of machinery being used/accessed (if not already in place) without authorisation. Security measures need to be introduced to ensure no access to workshops when unmanned - particularly at MLD
D32	Technical Officer and Supervisors	Arrangements are in place for pre-use checks and equipment inspections.	If not already in place - ensure written procedures are in place for pre-use checks to be completed on all equipment and any in-house equipment inspections to be recorded and placed on Sharepoint for easy access.
D35	All	Workplaces are designed and constructed to take into account traffic and pedestrian movements to ensure safe routes around sites.	Generate a traffic management plan for MLD and CMD with considerations for vehicle and pedestrian interaction along with providing protected routes and safe egress by emergency exits.
C1, C2 & C3	Transport Manager		Action for Transport Manager to generate and monitor safety improvement plan for workshops – plans should include objectives and targets to measure health and safety performance.
C4	Technical Officer and Supervisors	Are arrangements in place for active monitoring to check controls are working properly and procedures are being followed?	Ensure active monitoring is routinely carried out throughout the year and evidence recorded and any identified actions followed up and reviewed.

C5	All	Are arrangements in place for reporting and investigating accidents and incidents	Improvement in reporting process and investigation process. Health and Safety to provide training for management. Senior management to mentor management to provide better and more detailed investigations.
C8	Technical Officer and Supervisors	Arrangements are in place to monitor the effectiveness of health and safety practices of a contractor.	Procedures to be implemented whereby contractors working onsite are monitored to ensure that all safe working procedures are followed and that their own RAs and safe working procedures are suitable and sufficient.
A1 & A2	Transport Manager	Does the Service regularly review Service Safety Plan? How does the Services analyse its H&S performance to identify good and poor performance areas for future targets?	Action for Transport Manager regarding production of Service Safety Plan
A3	Transport Manager and Technical Officer	Does the service review risk assessment annually/when required?	Period of review to be agreed and full review of risk assessments to take place to include task specific and manual handling assessments.
A7	Technical Officer and Supervisors	Service analyses the information from equipment defects and breakdowns to identify trends for maintenance requirements.	Include defect cause investigations in compliance checks when a trend of defects is detected.
A8	All	How does the Team/ Service management lead on H&S Matters?	Management to promote health and safety and discuss with teams how it can be improved as a top down approach.

	Current score	Current percentage	Possible score	Possible percentage
PLAN	39	75%	51	98%
DO	73	52%	122	87%
CHECK	27	56%	46	95%
ACT	16	50%	30	93%