

**Place, Operations & Sustainability Priority Workplan 2025 – 2026**

Ref	Action Description	Services	Responsible persons
01	<p><b><u>RAMS</u></b></p> <p>Identify a schedule of risk assessments and method statement requirement within car parking enforcement and transport &amp; workshop.</p> <p>Undertake risk assessments and method statements and communicate to all staff.</p>	<p>Enforcement</p> <p>Workshops &amp; Transport</p>	Simon Cooper/Roy Russell
02	<p><b><u>Active Monitoring</u></b></p> <p>Review the current active monitoring method to move towards risk priority of tasks. move activity monitoring on MS forms to ensure trends and actions can be tracked.</p>	<p>Streetscene</p> <p>Workshops &amp; Transport</p> <p>Enforcement</p> <p>Waste</p> <p>Engineering works</p> <p>Open Spaces</p>	All supervisors
03	<p><b><u>Route Risk Assessments</u></b></p> <p>Review the content provided keep Britain Tidy, ensuring the assessments are suitable and sufficient and are accessible to operatives.</p>	<p>Waste</p> <p>H&amp;S Team</p>	<p>Antony Whittle</p> <p>Dave Wheeler-Osman</p> <p>Liz Mockeridge</p>

**Appendix 1 – Priority Workplans 2025 - 2026**

04	<p><b><u>COSHH Risk Assessments</u></b></p> <p>Ensure all chemicals and substances used at work (within the scope of COSHH) are identified and have a suitable and sufficient COSHH assessment uploaded and accessible via Eco Online.</p>	<p>H&amp;S Team</p> <p>Workshops &amp; Transport</p>	<p>Antony Whittle</p> <p>Simon Cooper</p>
05	<p><b><u>CDM Training</u></b></p> <p>Provide relevant employees with H&amp;S brief bite training in the CDM regulations.</p>	<p>H&amp;S Team</p> <p>All Services</p>	<p>Antony Whittle</p> <p>All Supervisors</p>
06	<p><b><u>Training &amp; IT Skills Gaps</u></b></p> <p>following the questionnaire that was completed by Supervisor and admin staff. identify additional IT skills gaps and ways to provide versatile training</p>	<p>H&amp;S Team</p> <p>All Services</p>	<p>Antony Whittle</p> <p>All Supervisors</p>
07	<p><b><u>Health Surveillance</u></b></p> <p>As part of the Occupational Health and Health Surveillance procurement exercise identify the health surveillance requirements within the service</p>	<p>H&amp;S Team</p> <p>All Services</p>	<p>Antony Whittle</p> <p>All Supervisors</p>

## Housing & Communities Priority Workplan 2025 – 2026

Ref	Action Description	Services	Responsible persons
01	<p><b><u>Tools &amp; Equipment Standards Handbook</u></b></p> <p>Create a document which includes all equipment and tools required for each trade. The document should include maintenance and inspection requirements and HAVS &amp; noise information.</p>	Housing Maintenance	Ritchie Thomson, George Gale, Kevin Beckett
02	<p><b><u>Working from Height Risk Assessments</u></b></p> <p>Identify a list of all working from height tasks and ensure a suitable and sufficient risk assessment and method statement is in place for all</p>	Housing maintenance	George Gale, Supervisors
03	<p><b><u>COSHH Risk Assessments</u></b></p> <p>Identify a list of all products used by employees within housing maintenance and ensure a suitable and sufficient COSHH risk assessment is in place and available to all employees.</p>	Housing Maintenance	Ritchie Thomson, Sophie Tuffin, George Gale, Supervisors
04	<p><b><u>Method Statements</u></b></p> <p>Complete all method statements identified in 2024 – 2025</p>	Housing Maintenance	George Gale, HM Supervisors
05	<p><b><u>RAMS</u></b></p> <p>Complete and communicate all risk assessments and method statements identified</p>	Housing Options, Housing Resident Services	Chris Pope, Vicky Gibbs, Sharon Wicks, Kirsty Farmer, James Loring

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06	<p><b><u>Housing Control of Contractor SOPs</u></b></p> <p>Review, consult and communicate control of Contractors Standard Operating Procedures (SOPS)</p>	All services	George Gale, Sophie Tuffin, Clive Turner
07	<p><b><u>Health Surveillance Audit</u></b></p> <p>Review the requirements of health surveillance within Housing Maintenance</p>	All Services	George Gale, Supervisors
08	<p><b><u>Housing Vehicle Review (weights &amp; Procurement)</u></b></p> <p>Review the arrangements and scopes for procuring fleet vehicles. Identify potential gaps which could lead to inappropriate vehicles being procured for staff, this includes vans that unsuitable due to their weight restrictions, load capacity and safety features such as reversing cameras.</p>	Housing Maintenance	James Loring, George Gale, Sophie Tuffin, Ritchie Thomson
09	<p><b><u>CDM Training</u></b></p> <p>Provide additional training to all supervisors and contractor administrators on the CDM regulations and the requirements outlined within the Control of Contractors SOPs</p>	Housing Maintenance, Housing Major Projects	James Loring, George Gale, Sophie Tuffin, Ritchie Thomson
10	<p><b><u>Asbestos Surveying and Scoping Training</u></b></p> <p>Provide additional training to all supervisors and contract administrators in the ordering and scope of asbestos surveys.</p>	All Services	Ritchie Thomson, Peter Whetman

**Appendix 1 – Priority Workplans 2025 - 2026**

11	<b><u>H&amp;S Introduction Review</u></b>  Review the current H&S induction being undertaken within Housing & Communities and ensure it is consistent throughout the directorate	All services	George Gale, Jane Follett, Ben Close, Russell Palmer
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