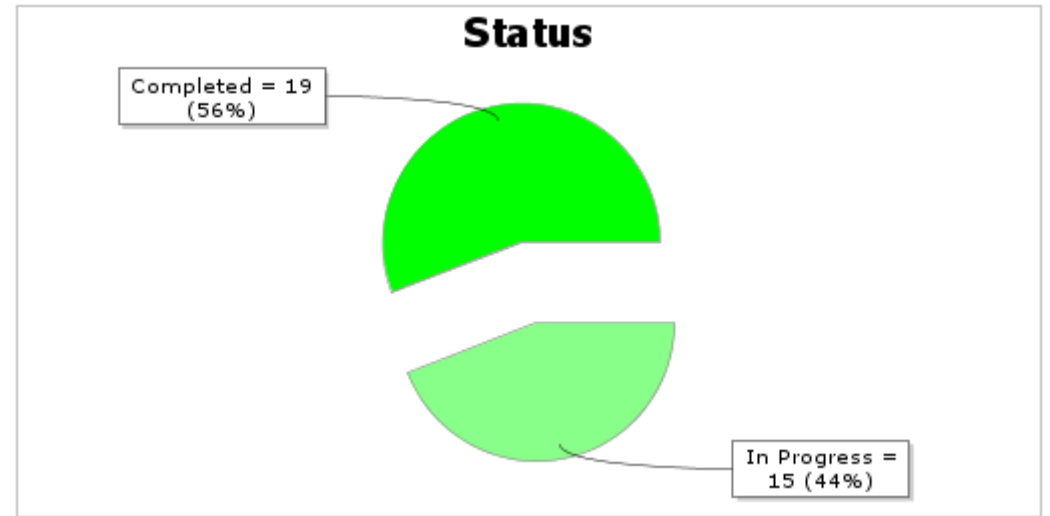















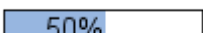

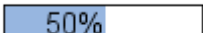
# 1718 Business & Culture Directorate - H&S Overview




**Report Type:** Actions Report  
**Report Author:** Oonagh O'Doherty  
**Generated on:** 18 December 2017








## 2.1 Head of Business

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.12	Risk Assessment/SSOW - Rural Development	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	Team have reviewed RAS and updated SSOW	Kevin O'Connor	Stephen Gillespie
D.HSW1718.a.48	Risk Assessments/SSOW - Economic Development and Job Creation	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	Team have reviewed RAs and updated SSOW	Kevin O'Connor	Stephen Gillespie






Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.49	Risk Assessments/SSOW - Business Support and Engagement	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			Team have reviewed RAs and updated SSOW	Kevin O'Connor	John Kelpie
D.HSW1718.a.50	Risk Assessments/SSOW - Employment Skills and Training	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			Team have reviewed RAs and updated SSOW	Kevin O'Connor	Stephen Gillespie
D.HSW1718.a.51	Risk Assessments/SSOW - City and Regional Investment and Opportunity	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			Team have reviewed RAs and updated SSOW	Kevin O'Connor	Stephen Gillespie
D.HSW1718.a.52	Risk Assessments/SSOW - ICT and Digital	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			Team have reviewed RAs and updated SSOW	Kevin O'Connor	Stephen Gillespie
D.HSW1718.a.53	Risk Assessments/SSOW - Car Parks	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			Team have reviewed RAs and updated SSOW	Kevin O'Connor	Stephen Gillespie
D.HSW1718.a.68	COSHH Assesments	COSHH Assesments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register Business	31-Mar-2018			Complete	Kevin O'Connor	Stephen Gillespie
D.HSW1718.b.4	Control of Documents - Hawkin Street	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018			Currently being updated	Kevin O'Connor	Stephen Gillespie
D.HSW1718.c.10	Mandatory Training	Implement health and safety compliance Training for all Service Areas to include 1.Review established H&S compliance training requirements across the service area on a monthly basis 2. Communicate staff training required to HR on a monthly basis 3. Discuss progress at established H&S meetings	31-Mar-2018			Submitted required list and awaiting training to be rolled out.	Kevin O'Connor	Stephen Gillespie

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.d.10	Health and Safety Team Meetings	Line Managers to arrange for CHS to attend quarterly Section meetings to provide health and safety update.	31-Mar-2018		<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%	Ongoing	Kevin O'Connor	Stephen Gillespie
D.HSW1718.e.10	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	All actions from internal audits have been closed out.	Kevin O'Connor	Stephen Gillespie
D.HSW1718.h.9	Fault Reporting through the Asset Management System - Business	All Council Premises within Business Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		Kevin O'Connor	Stephen Gillespie


## 2.1 Head of Culture

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.57	Risk Assessments/SSOW - Marketing, Branding and Promotions	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		Aeidin McCarter	Stephen Gillespie
D.HSW1718.c.11	Mandatory Training - Marketing, Branding and Promotions	Implement health and safety compliance Training for all Service Areas to include 1. Review established H&S compliance training requirements across the service area on a monthly basis 2. Communicate staff training required to HR on a monthly basis 3. Discuss progress at established H&S meetings - Marketing, Branding and Promotions	31-Mar-2018		<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	Training has been identified and forwarded to HR. Ongoing	Aeidin McCarter	Stephen Gillespie
D.HSW1718.d.11	Health and Safety Team Meetings	Line Managers to arrange for CHS to attend quarterly Section meetings to provide health and safety update.	31-Mar-2018		<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%	CHS attend quarterly Section Meetings	Aeidin McCarter	Stephen Gillespie
D.HSW1718.e.11	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	Tower Museum audit complete 9 actions from audit in May addressed and closed out within Tourism Section	Aeidin McCarter	Stephen Gillespie
D.HSW1718.h.8	Fault Reporting through the Asset Management System - Culture	All Council Premises within Culture Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	All Premises Actively using the Asset HQ	Aeidin McCarter	Stephen Gillespie


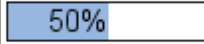

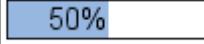
## 2.1 Head of Culture; 2.2 Arts and Culture

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.54	Risk Assessments/SSOW - Arts and Culture	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	All RAs for Arts and Development Access completed.	Aeidin McCarter	Stephen Gillespie
D.HSW1718.a.66	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Arts and Culture	31-Mar-2018		<div style="width: 60%;"><div style="background-color: #4f81bd; height: 10px; width: 60%;"></div></div> 60%	COSHH Assessments have been reviewed at the Alley Theatre and Rathmor Stores.	Aeidin McCarter	Stephen Gillespie
D.HSW1718.b.14	Control of Documents - Alley Theatre	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Completed	Aeidin McCarter	Stephen Gillespie
D.HSW1718.b.15	Control of Documents - Rathmor Carnival	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Completed	Aeidin McCarter	Stephen Gillespie
D.HSW1718.b.16	Control of Documents - Waterloo Place	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%		Aeidin McCarter	Stephen Gillespie






## 2.1 Head of Culture; 2.2 Events & Festivals

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.55	Risk Assessments/SSOW - Events and Festivals	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #4a7ebb; color: white; display: flex; align-items: center; justify-content: center;">40%</div>	Updated Risk Assessment and SSOW completed and circulated to staff. Event RAs completed in the runup to the events.	Aeidin McCarter	Stephen Gillespie


## 2.1 Head of Culture; 2.2 Tourism

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.13	Risk Assessments/SSOW - Tourism	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			3 RAs completed - General/Lone Worker/Travel Abroad. RA for individual Events to be completed. Update RA and communicate and sign off with new staff members.	Aeidin McCarter	Stephen Gillespie
D.HSW1718.b.5	Control of Documents - Sperrin Heritage Centre	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018			(Non-operational facility/closed to public) - 02/06/16 OHSAS18001 Audit completed - 14 focus areas/issues identified and addressed. 07/04/17 PRA completed - actions to be addressed. Completion of quarterly site visits. Annual and other inspection requirements actioned. FRA undertaken on 11/08/17 - All storage removed. Decision required as to what to do with building. Property drained down of water (No Legionella Risk)	Aeidin McCarter	Stephen Gillespie


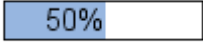
## 2.1 Head of Culture; 2.2 Visitor Services

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.56	Risk Assessments.SSOW - Visitor Services, Heritage and Museums	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Reviewing and updating of RAs are ongoing	Aeidin McCarter	Stephen Gillespie
D.HSW1718.a.67	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Visitors Services	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Completed	Aeidin McCarter	Stephen Gillespie
D.HSW1718.b.10	Control of Documents - Museum Stores	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="width: 0%;"><div style="background-color: #ccc; height: 10px; width: 0%;"></div></div> 0%		Aeidin McCarter	Stephen Gillespie
D.HSW1718.b.11	Control of Documents - Foyle Valley	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Corporate lease arrangement in place for Destined. At point of handover, all health and safety compliance documentation was in place. It is responsibility of tenant to maintain all health and safety compliance documents as per arrangements in lease. Teams have been communicated to carry out quarterly health and safety inspections to prove Council is due diligence. External train removed (no asbestos)	Aeidin McCarter	John Kelpie
D.HSW1718.b.8	Control of Documents - Guildhall	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	All certification is complete	Aeidin McCarter	Stephen Gillespie









Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.b.9	Control of Documents - Tower Museum	Premises Manager to align all Council Premises documentation to the OHSAS 18001 System. Documentation to include records of Asbestos, Electrical Management, Fire Management, Legionella Controls, Plant, Fault Reporting through Asset Management System, Monthly/Quarterly Inspections and Premises Risk Assessments	31-Mar-2018		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>	All Certification is complete.	Aeidin McCarter	Stephen Gillespie

## 2.2 Events & Festivals

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.c.25	Mandatory Training - Events	Implement health and safety compliance Training for all Service Areas to include 1.Review established H&S compliance training requirements across the service area on a monthly basis 2. Communicate staff training required to HR on a monthly basis 3. Discuss progress at established H&S meetings - Events	31-Mar-2018			An Event Safety Plan has been drawn up. Mandatory training discussed at quarterly meetings and ongoing	Aeidin McCarter	Stephen Gillespie

## 2.2 Tourism

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.c.27	Mandatory Training - Tourism	Implement health and safety compliance Training for all Service Areas to include 1.Review established H&S compliance training requirements across the service area on a monthly basis 2. Communicate staff training required to HR on a monthly basis 3. Discuss progress at established H&S meetings	31-Mar-2018		<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #e0e0e0; position: relative;"> <span style="position: absolute; left: 0; top: 0; bottom: 0; right: 0; background-color: #0070c0; color: white; font-weight: bold; font-size: 10px;">50%</span> </div>	Consider new staff to be trained and complete online learning DSE within Tourism Section.	Aeidin McCarter	Stephen Gillespie

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed