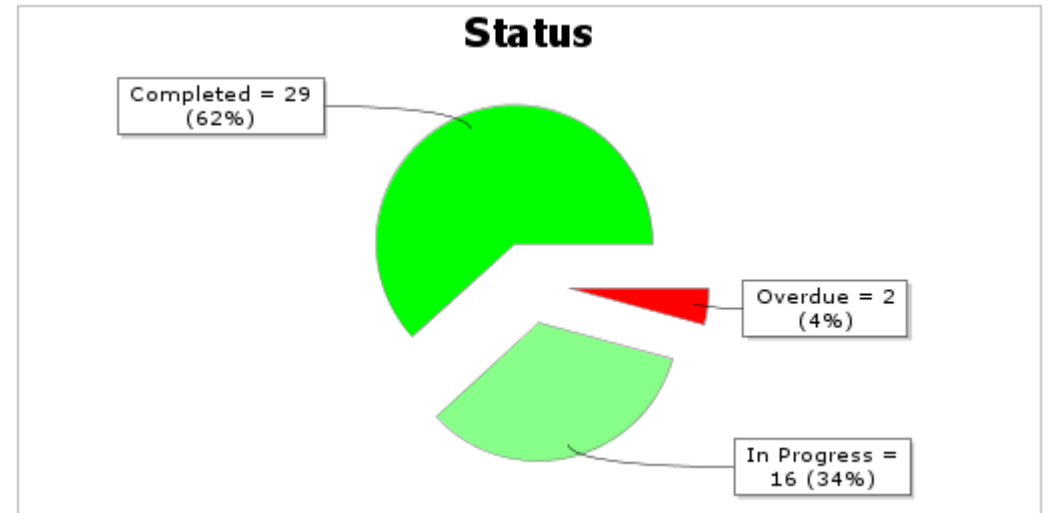


# 1718 Environment & Regeneration Directorate - H&S Overview

Report Type: Actions Report

Report Author: Oonagh O'Doherty













Generated on: 18 December 2017












## 2.0 Director - Environment & Regeneration







Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.91	Risk Assessments/SSOW - Regeneration Section	Regeneration Team to create RAs/SSOW for 2017/18	31-Mar-2018	▶	20%	Initial meetings to agree implementation have been completed. Team currently working at creating a RA and SSOW for the Team	Karen Philips	Karen Philips
D.HSW1718.c.24	Mandatory Training - Regeneration Team	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	▶	0%		Karen Philips	Karen Philips
D.HSW1718.d.13	Health and Safety Team Meetings	Line Manager to arrange for CHS to attend quarterly Section meetings to provide health and safety update	31-Mar-2018	▶	0%		Karen Philips	Karen Philips
D.HSW1718.e.32	Internal Audit Findings - Regeneration Team	Percentage close out of internal audit findings	31-Mar-2018	▶	0%		Karen Philips	Karen Philips

## 2.1 Head of Capital Development & Building Control


Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.15	Review of Service Area Risk Assessments CD&PM	Creation of RAs and formal communication to Teams Capital Development and Project Management	31-Jul-2017			Risk assessments have been reviewed and in place. Formal communication to the team will be completed in the first quarter of 2017/18 year	Frank Morrision	Karen Philips
D.HSW1718.a.16	Review of Service Area Risk Assessments - Postal Numbering and Street Naming	Review existing BC&CD RAs and their appropriateness to Property Certs, Energy Management, Dangerous Structures, Postal Numbering and Street Naming	31-Jul-2017			Existing RAs adequately cover these Service Areas.	Frank Morrision	Karen Philips
D.HSW1718.a.8	Risk Assessment/SSOW Capital Development	All Service Areas to review Risk Assessments/SSOW created within 16/17 Action Plan	31-Mar-2018				Frank Morrision	Karen Philips
D.HSW1718.c.6	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				Frank Morrision	Karen Philips
D.HSW1718.d.6	Health and Safety Team meetings	Line Manager to arrange for CHS to attend quarterly Section Meetings to provide health and safety update	31-Mar-2018			Corporate Health and Safety have now been notified about all Service H&S Meetings.	Frank Morrision	Karen Philips
D.HSW1718.e.6	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018				Frank Morrision	Karen Philips

## 2.1 Head of Environment


Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.14	Risk Assessment/SSOW - Environmental Improvement	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%		Conor Canning	Karen Philips
D.HSW1718.a.17	Review of Service Area Risk Assessments - Street Cleansing and Public Realm Maintenance, Refuse Collection and Waste	Annual review of RAs and formal communication to Teams Street Cleansing and Public Realm Maintenance Refuse Collection and Waste	31-Jul-2017		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips
D.HSW1718.a.19	Risk Assessment Streetworks	Complete Streetworks RA for GM Locations. Implement recommendations and control measures Grounds Maintenance and Cemeteries	31-Jan-2018		<div style="width: 98%;"><div style="background-color: #4f81bd; height: 10px; width: 98%;"></div></div> 98%	Final stage of communication required now for the team. this will take place in Jan 2018	Conor Canning	Karen Philips
D.HSW1718.a.20	Risk Assessments, Noise and Vibration and Health Surveillance	Review all Noise and Vibration RAs/SSOW/Training required across new Council as per 2014/15 reports. Implement recommendations and control measures. 1.Review any red tag for replacement equipments. Pass costs to Heads of Service. 2. Orange/green tags safe to use for 8 hour period. 3.noise and Vibration Working Group - Review in line with OH. Grounds Maintenance and Cemeteries	31-Jul-2017		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips
D.HSW1718.a.21	Risk Assessments/SSOW Noise and Vibration and Health Surveillance	Review all Noise and Vibration RAs/SSOW/Training required across new Council	28-Feb-2018		<div style="width: 70%;"><div style="background-color: #4f81bd; height: 10px; width: 70%;"></div></div> 70%		Conor Canning	Karen Philips
D.HSW1718.a.23	Traffic Management - CA Sites	Procure consultant to complete traffic management assessment of Civic Amenity Sites and implement Recommendations	31-Jul-2017		<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px; width: 90%;"></div></div> 90%	Consultants procured and Traffic Management Plan carried out but still need to implement recommendations	Conor Canning	Karen Philips
D.HSW1718.a.32	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Property Plant and Fleet Asset Maintenance	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips
D.HSW1718.b.6	Control of Documents	Align all Council Premises documentation to the OHSAS 18001 system, e.g. asbestos, Legionella, Control of Contractors and inbed AMS within Premises responsibility.	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips
D.HSW1718.c.12	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		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.d.12	Health and Safety Team Meetings	Lead Officer to arrange for CHS to attend quarterly Section meetings to provide health and safety update.	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>		Conor Canning	Karen Philips
D.HSW1718.e.12	Internal Audit Findings	Percentage update of close out of audit findings	31-Mar-2018		<div style="width: 75%;"><div style="width: 75%; background-color: #4f81bd; color: white; text-align: center;">75%</div></div>		Conor Canning	Karen Philips
D.HSW1718.h.1	Asset Management System	Finalise the roll out of the Asset Management System to all Council Premises	31-Mar-2018		<div style="width: 80%;"><div style="width: 80%; background-color: #4f81bd; color: white; text-align: center;">80%</div></div>		Conor Canning	2.0 Director - Environment & Regeneration
D.HSW1718.k	Fleet Safety Policy	-- enter action details here --	31-Mar-2018		<div style="width: 45%;"><div style="width: 45%; background-color: #4f81bd; color: white; text-align: center;">45%</div></div>		Conor Canning	Karen Philips
D.HSW1718.k.1	Fleet Safety policy	Roll out of Policy to all relevant staff	31-Mar-2018		<div style="width: 70%;"><div style="width: 70%; background-color: #4f81bd; color: white; text-align: center;">70%</div></div>		Conor Canning	Karen Philips
D.HSW1718.k.2	Fleet Safety Policy	Roll out of Policy to Grey Fleet	31-Mar-2018		<div style="width: 20%;"><div style="width: 20%; background-color: #4f81bd; color: white; text-align: center;">20%</div></div>		Conor Canning	Karen Philips


2.1 Head of Environment; 2.2 Grounds Maintenance & Cemeteries

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.64	Risk Assessments/SSOW - Grounds Maintenance and Cemeteries	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>		Conor Canning	Karen Phillips

2.1 Head of Environment; 2.2 Parks, Play & Greenway Development

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.63	Risk Assessments/SSOW - Parks, Play and Greenway Development	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>		Conor Canning	Karen Phillips

2.1 Head of Environment; 2.2 Property

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.65	Risk Assessments/SSOW - Property Plant and Fleet Asset Maintenance	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>		Conor Canning	Karen Phillips





2.1 Head of Environment; 2.2 Street Cleansing & Public Realm

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.25	Route Risk Assessments	Complete Route Risk Assessment Project for Street Cleansing	31-Mar-2018		<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; display: inline-block;">70%</div>		Conor Canning	Karen Phillips







## 2.1 Head of Planning





Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.18	Risk Assessment/SSOW - Strategic Applications,, Planning Section	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Dec-2017			RAs have been created and communicated to staff.	Maura Fox	Karen Phillips
D.HSW1718.a.77	Risk Assessments/SSOW - Development Management and Enforcement	All Service Areas to review Risk Assessments/SSOW created within 16/17 Action Plan	31-Dec-2017			RAs have been created and signed off with staff.	Maura Fox	John Kelpie
D.HSW1718.a.78	Risk Assessments/SSOW - Local Development Planning Team	All Service Areas to review Risk Assessments/SSOW created within 16/17 Action Plan	31-Dec-2017			RAs have been created and signed off with staff.	Maura Fox	John Kelpie
D.HSW1718.a.9	Risk Assessments/SSOW - Planning Business Support	All Service Areas to review Risk Assessments/SSOW created within 16/17 Action Plan	31-Dec-2017			Office based RA has been reviewed and updated on 10/08/17 and communicated and signed off with staff.	Maura Fox	Karen Phillips
D.HSW1718.c.21	Mandatory Training - Development Management and Enforcement	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			Completion of identified training is progressing through HR and online training is progressing.	Maura Fox	Karen Phillips
D.HSW1718.c.22	Mandatory Training - Strategic Applications	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			Completion of identified training is progressing through HR and online training is progressing	Maura Fox	Karen Phillips
D.HSW1718.c.23	Mandatory Training - Local Development Planning	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			Completion of identified training is progressing through HR. Online training is progressing	Maura Fox	Karen Phillips
D.HSW1718.c.7	Mandatory Training - Planning Business Support	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			Staff have completed online Manual Handling, Fire Awareness training and DSE Assessments. Managing Safety Training was completed by staff in September	Maura Fox	John Kelpie

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.d.7	Health and Safety Team Meetings	Line Manager to arrange for CHS to attend quarterly Section Meetings to provide health and safety update	31-Mar-2018			Monthly Health and Safety Team Meetings have been established.	Maura Fox	Karen Philips
D.HSW1718.e.7	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018			All internal audit findings have been closed out	Maura Fox	Karen Philips


## 2.2 Grounds Maintenance & Cemeteries

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.29	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Grounds Maintenance and Cemeteries	31-Mar-2018				Conor Canning	Karen Philips
D.HSW1718.h.7	Fault Reporting through the Asset Management System - Grounds Maintenance and Cemeteries	All Council Premises within Grounds Maintenance and Cemeteries Section to implement Fault Reporting through the Asset Management System	31-Mar-2018				Conor Canning	Karen Philips


## 2.2 Parks, Play & Greenway Development

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.28	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Parks, Play and Greenway Development	31-Mar-2018				Conor Canning	Karen Philips
D.HSW1718.h.6	Fault Reporting through the Asset Management System - Parks, Play and Green Development	All Council Premises within Parks, Play and Green Development Section to implement Fault Reporting through the Asset Management System	31-Mar-2018				Conor Canning	Karen Philips



## 2.2 Property






Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.h.2	Fault Reporting through the Asset Management System (Property)	All Council Premises within Property Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<div style="border: 1px solid black; background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>		Conor Canning	Karen Philips

## 2.2 Refuse Collection

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.31	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Refuse Collection Waste and Resource Management	31-Mar-2018		<div style="border: 1px solid black; background-color: #4f81bd; color: white; padding: 2px; display: inline-block;">100%</div>		Conor Canning	Karen Phillips

## 2.2 Street Cleansing & Public Realm

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.30	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Street Cleansing and Public Realm Maintenance	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips
D.HSW1718.h.5	Fault Reporting through the Asset Management System - Street Cleansing	All Council Premises within Street Cleansing Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%		Conor Canning	Karen Philips

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