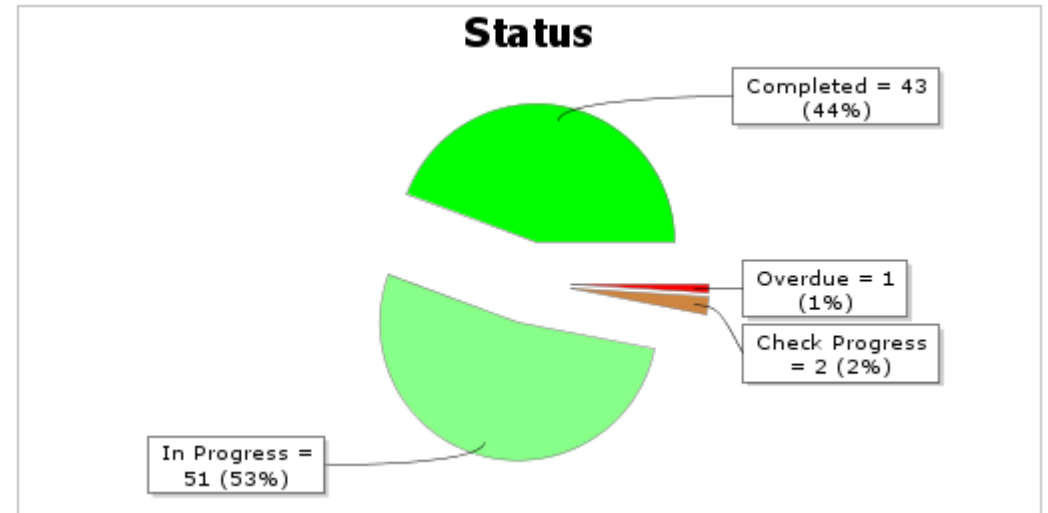


# 1718 Health & Community Directorate - H&S Overview

Report Type: Actions Report


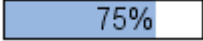

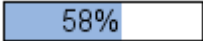



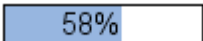

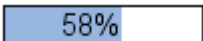

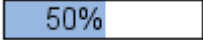
Report Author: Oonagh O'Doherty


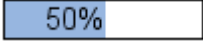

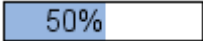

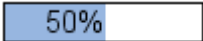

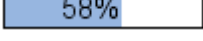

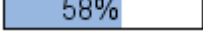

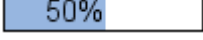
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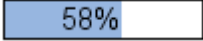

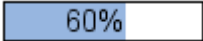

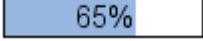





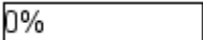




## 2.1 Head of Community Development & Leisure






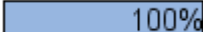






















Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.10	Risk Assessment/SSOW - Community Services	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	All RAs/SSOW have been reviewed	Barry O'Hagan	Karen McFarland
D.HSW1718.a.59	Risk Assessments/SSOW - Children and Young People, Community and Good Relations	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	Created RAs/SSOW have been reviewed and updated	Barry O'Hagan	Karen McFarland
D.HSW1718.a.60	Risk Assessments/SSOW - PCSP	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	▶	0%		Barry O'Hagan	Karen McFarland
D.HSW1718.a.76	Risk Assessments/SSOW - Derg Valley LC	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	100% complete	Barry O'Hagan	Karen McFarland



















Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.b.18	Control of Documents - Carnhill CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 66% - Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.19	Control of Documents - Bishop Street CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 44% - Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.2	Control of Documents - Leisure	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				Barry O'Hagan	Karen McFarland
D.HSW1718.b.20	Control of Documents - Central Drive CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 44% - Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.22	Control of Documents - Fanad Drive CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 44%. Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.23	Control of Documents - Glenview CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 33% - Awaiting certification from Property	Barry O'Hagan	Karen McFarland

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.b.24	Control of Documents - Irish St CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 33%. Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.25	Control of Docuemnts - Kildrum CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 33% - Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.26	Control of Documents - Leafair CC 3G	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 33% Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.27	Control of Documents - Lincoln Courts CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 44%. Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.28	Control of Documents - Shantallow CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 44%. Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.b.29	Control of Documents Lettershandoney CC	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 33%. Awaiting certification from Property	Barry O'Hagan	Karen McFarland

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.b.30	Control of Documents - Oakland Park	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			Community Services localised documentation (PRA, Activity RA, SSOW, Flush Logs, Fire Logs, Quarterly/Monthly Inspections, COSHH) 100%. Property Compliance 44%. Awaiting certification from Property	Barry O'Hagan	Karen McFarland
D.HSW1718.c.15	Mandatory Training -Brooke Park Leisure and Sports Centre	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			Brooke Park Leisure and Sports Centre - MH 90% complete, COSHH/PPE 90% complete, Fire Safety, 90% complete, Child Protection 90% complete, First Aid, 20% complete and Defib training 70% complete. NPLQ Training is outstanding. Training sessions have been scheduled for 18th and 19th December.	Barry O'Hagan	Karen McFarland
D.HSW1718.d.8	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			Ongoing CHS meet bimonthly with Leisure Section and quarterly with Community Services and Community Relations Section to provide health and safety updates. Meetings have been scheduled with Sports Development Section	Barry O'Hagan	Karen McFarland
D.HSW1718.e.21	Internal Audit Findings Bishop Street CC	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	John Kelpie
D.HSW1718.e.9	Internal Audit Findings -Foyle Arena	Percentage update of close out of internal audit findings	31-Mar-2018			All actions from internal audit completed on 22/09/17 have been closed out. Property have been emailed regarding outstanding certification for emergency lighting and boilers	Barry O'Hagan	Karen McFarland
D.HSW1718.j.1	Legionella	Install Copper Silver Unit in City Baths and track Legionella monthly results within Leisure Sites	31-Dec-2017				Barry O'Hagan	Karen McFarland
D.HSW178.j.2	Legionella	Pavilions - review the flushing arrangements and consider options for improvements	31-Dec-2017				Barry O'Hagan	Karen McFarland

## 2.1 Head of Community Development & Leisure; 2.2 Community & Good Relations

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.87	COSHH Assessments - Lincoln Courts	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.79	COSHH Assessments - Carnhill CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register,	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.80	COSHH Assessments - Bishop Street CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.81	COSHH Assessments - Central Drive CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.82	COSHH Assessments - Fanad Drive	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.83	COSHH Assessments - Glenview CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.84	COSHH Assessments - Leafair CC 3G	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.85	COSHH Assessments - Irish Street CC	-- enter action details here --	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.86	COSHH Assessments - Kildrum CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.88	COSHH Assessments - Lettershandoney CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.89	COSHH Assessments - Shantallow CC	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.90	COSHH Assessments - Oakland Park	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register	31-Mar-2018			All COSHH Assessments complete	Barry O'Hagan	Karen McFarland
D.HSW1718.e.20	Internal Audit Findings - Community Services and Community Relations	Percentage update of close out of internal audit findings	31-Mar-2018				Barry O'Hagan	Karen McFarland
D.HSW1718.e.22	Internal Audit Findings - Central Drive	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland










Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.e.23	Internal Audit Findings - Fanad Drive CC	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.24	Internal Audit Findings - Glenview CC	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.25	Internal Audit Findings - Irish St CC	Percentage update of close out of internal audit findings.	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.26	Internal Audit Findings - Kildrum CC	Percentage update of close out of internal audit findings.	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.27	Internal Audit Findings - Leafair CC 3G	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.28	Internal Audit Findings - Lincoln Courts CC	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.29	Internal Audit Findings - Shantallow CC	Percentage update of close out of internal audit findings	31-Mar-2018			All audit findings closed out.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.30	Internal Audit Findings - Lettershandoney CC	-- enter action details here --	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.31	Internal Audit Findings - Oakland Park	Percentage update of close out of internal audit findings	31-Mar-2018			All previous internal audits completed for this building. No further internal audits have been completed for this site to date.	Barry O'Hagan	Karen McFarland

2.1 Head of Community Development & Leisure; 2.2 Leisure Services & Sports Development












Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.61	Risk Assessments/SSOW - Brooke Park Leisure and Sports Centre	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			All RAs are complete except for Legionella RA which was due review on 30.10.17	Barry O'Hagan	Karen McFarland
D.HSW1718.a.62	Risk Assessment/SSOW - Sports Development	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018				Barry O'Hagan	Karen McFarland
D.HSW1718.a.70	Risk Assessments/SSOW - Templemore Sports Complex	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			100% complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.71	Risk Assessments/SSOW - Foyle Arena	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			All RAs reviewed . Fire RA and LRA have been completed and documentation is required to be uploaded to the s drive	Barry O'Hagan	Karen McFarland
D.HSW1718.a.72	Risk Assessments/SSOW - City Baths	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			Activity RAs reviewed and updated. LRA Report needs uploaded to the S Drive - Property has been informed. Legionella remedial actions need signed off which has been reported to Property	Barry O'Hagan	Karen McFarland
D.HSW1718.a.74	Risk Assessments/SSOW - Riversdale	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			100% complete	Barry O'Hagan	Karen McFarland
D.HSW1718.a.75	Risk Assessments/SSOW - Melvin	Service Area to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			100% complete	Barry O'Hagan	Karen McFarland
D.HSW1718.c.14	Mandatory Training - City Baths	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			City Baths NPLQ, MH, COSHH/PPE, Fire Safety and Child Protection all 100% complete. 2 Members of staff require First Aid Training which has been requested. Christmas staff training will take place on 14 and 15 December.	Barry O'Hagan	Karen McFarland
D.HSW1718.c.16	Mandatory Training - Templemore Sports Complex	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			NPLQ 95% complete, MH 100% complete, COSHH/PPE 100% complete, Fire Safety 97% complete and Child Protection 85% complete - Outstanding NPLQ is due to sickness.	Barry O'Hagan	Karen McFarland
D.HSW1718.c.17	Mandatory Training - Riversdale	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			NPLQ 100% complete, MH 98% complete, COSHH/PPE 97%complete, Fire Safety 97% complete and Child Protection 91% complete.	Barry O'Hagan	Karen McFarland





Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.c.18	Mandatory Training - Melvin	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: 90%;"><div style="width: 90%; background-color: #4f81bd; color: white; text-align: center;">90%</div></div>	Manual Handling, COSHH/PPE and Fire Safety Training 100% complete. Child Protection 88% complete.	Barry O'Hagan	Karen McFarland
D.HSW1718.c.19	Mandatory Training - Derg Valley LC	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="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	Manual Handling, COSHH/PPE, Fire Safety and Child Protection training all 100% complete.	Barry O'Hagan	Karen McFarland
D.HSW1718.c.20	Mandatory Training - Sports Development	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: 0%;"><div style="width: 0%; background-color: #4f81bd; color: white; text-align: center;">0%</div></div>		Barry O'Hagan	Karen McFarland
D.HSW1718.c.9	Mandatory Training - Foyle Arena	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: 74%;"><div style="width: 74%; background-color: #4f81bd; color: white; text-align: center;">74%</div></div>	NPLQ 100% complete, MH 100% complete, COSHH/PPE 88% complete, Fire Safety 91% complete and Child Protection 87% complete. Required training has been identified and forwarded to HR to schedule. Tool Box Talks required as an interim measure.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.13	Internal Audit Findings - Brooke Park Leisure and Sports Centre	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	All actions from internal audits have been closed out.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.14	Internal Audit Findings - City Baths	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	All internal audit findings have been closed off.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.15	Internal Audit Findings - Templemore SC	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	All actions from internal audits have been closed out.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.16	Internal Audit Findings - Riversdale	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	All actions are closed out.	Barry O'Hagan	Karen McFarland
D.HSW1718.e.17	Internal Audit Findings - Melvin	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	All actions are closed out	Barry O'Hagan	Karen McFarland
D.HSW1718.e.18	Internal Audit Findings - Derg Valley LC	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 24%;"><div style="width: 24%; background-color: #4f81bd; color: white; text-align: center;">24%</div></div>	3 out of 14 actions have been closed out from audit held on 23.11.17. Close out of actions are within completion date. 7 of these actions are Property related.	Barry O'Hagan	Karen McFarland







Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.e.19	Intrnal Audit Findings - Sports Development	Percentage update of close out of internal audit findings	31-Mar-2018		<input type="text" value="0%"/>		Barry O'Hagan	Karen McFarland
D.HSW1718.f.10	Accident/Incidents - Foyle Arena	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There were 15 accidents in the month of November and 0 outstanding actions	Barry O'Hagan	Karen McFarland
D.HSW1718.f.13	Accidents/Incidents - Templemore Sports Complex	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There were 11 accidents in November and 0 outstanding actions.	Barry O'Hagan	Karen McFarland
D.HSW1718.f.14	Accidents/Incidents - City Baths	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There were 5 accidents in November and all actions have been closed out.	Barry O'Hagan	Karen McFarland
D.HSW1718.f.15	Accidents/Incidents - Brooke Park Leisure and Sports Centre	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There was 1 accident in November and all actions have been closed out. Building faults have been emailed to Colin Kennedy over a 5 month period.	Barry O'Hagan	Karen McFarland
D.HSW1718.f.16	Accidents/Incidents - Sports Development	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="0%"/>		Barry O'Hagan	Karen McFarland
D.HSW1718.f.17	Accidents/Incidents - Derg Valley LC	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There were no accidents in the month of November.	Barry O'Hagan	Karen McFarland
D.HSW1718.f.18	Accidents/Incidents - Riversdale	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There were 8 accidents in the month of November and all actions have been closed out.	Barry O'Hagan	Karen McFarland
D.HSW1718.f.19	Accidents/Incidents - Melvin	Total number of accidents/incidents per month which have been recorded on the TS System	31-Mar-2018		<input type="text" value="100%"/>	There were 0 accidents in the month of November.	Barry O'Hagan	Karen McFarland

## 2.1 Head of Health & Community Wellbeing


Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.11	Risk Assessments/SSOW EH - Health Promotion	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.27	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Public Conveniences	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.36	Risk Assessments?/SSOW - EH - Environmental Promotion, Control and Enforcement	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.37	Risk Assessment/SSOW EH - Animal Welfare	-- enter action details here --	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.38	Risk Assessments/SSOW EH - Public Event Safety	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.39	Risk Assessments/SSOW - Registrars Office	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.40	Risk Assessments/SSOW - Licensing and Street Trading	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.a.41	Risk Assessments/SSOW EH - HMOs/Housing Unfitness, Public Conveniences	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.c.8	Mandatory Training Community Services and Community Relations	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		<input type="text" value="0%"/>		Barry O'Hagan	Karen McFarland
D.HSW1718.d.9	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		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.e.8	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.h.10	Fault Reporting through the Asset Management System - Health & Wellbeing	All Council Premises within Health and Wellbeing Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.l	Public Conveniences	-- enter action details here --	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.l.1	Public Conveniences	Review Ownership	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.l.2	Publci Conveniences	Create/review required health and safety documentation for each site.	31-Mar-2018		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland



2.1 Head of Health & Community Wellbeing; 2.2 Environmental Health






Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.22	Risk Assessments, Radon	Complete Radon RA at Council Premises and implement any recommendations or actions as per 2014. EH Section	31-Jul-2017		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.b.12	Control of Documents - Animal Shelter	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		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.b.13	Control of Documents - Air Monitoring	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		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland
D.HSW1718.b.3	Control of Documents - Public Conveniences	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		<input type="text" value="0%"/>		Seamus Donaghy	Karen McFarland

## 2.2 Community & Good Relations

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.h.12	Fault Reporting through the Asset Management System - Community	All Council Premises within Community Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<input type="text" value="0%"/>		Barry O'Hagan	Karen McFarland

## 2.2 Leisure Sevices & Sports Development

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.26	COSHH Assessments	COSHH Assessments to be reviewed in each Section using Corporate COSHH RA Template and COSHH Register, Leisure	31-Mar-2018		<input type="text" value="20%"/>	-- enter new status update --	Barry O'Hagan	Karen McFarland
D.HSW1718.h.11	Fault Reporting through the Asset Management System Leisure & SD	All Council Premises within Leisure and SD Section to implement Fault Reporting through the Asset Management System	31-Mar-2018		<input type="text" value="0%"/>		Barry O'Hagan	Karen McFarland

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