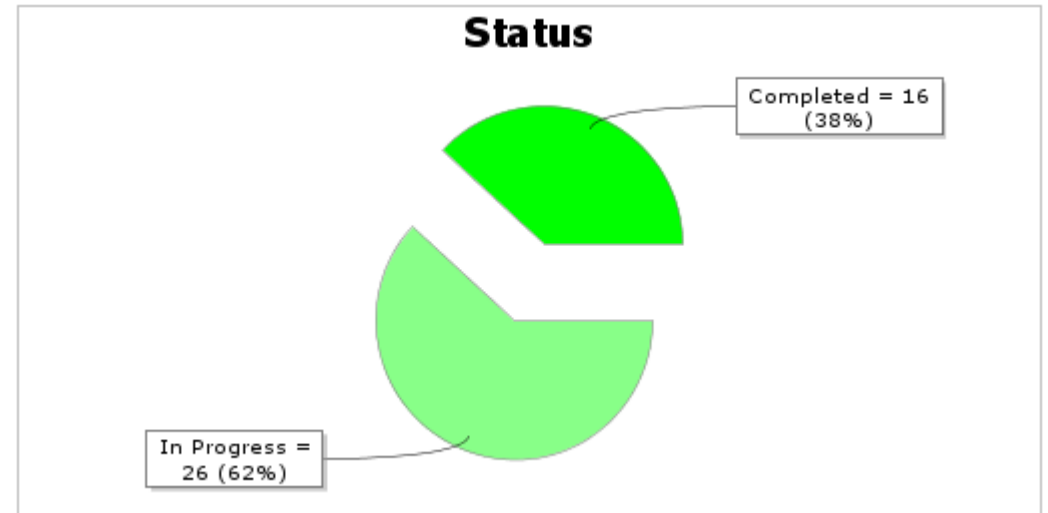


# 1718 Strategic Support Units - H&S Overview

Report Type: Actions Report











Report Author: Oonagh O'Doherty

Generated on: 20 December 2017




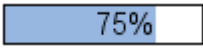



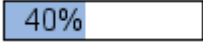
## 2.1 Lead Assurance Officer

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.2	Risk Assessments/SSOW - Internal Audit	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	Internal Audit have 2 RAs/SSOW and they were reviewed and updated in October 17	Denise McDonnell	John Kelpie
D.HSW1718.a.3	Risk Assessment/SSOW -Payroll Section	Complete sign off of Risk Assessment/SSOW with Payroll Section	31-Jan-2018	▶	95%	RAs are now complete for all sections. All staff with the exception of 2 (long term absence) have been formally communicated and signed off on RAs/SSOW and documentation uploaded to the S Drive	Denise McDonnell	John Kelpie
D.HSW1718.a.43	Risk Assessments/SSOW Corporate Health and Safety	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	Risk Assessment and SSOW reviewed and updated.	Denise McDonnell	John Kelpie
D.HSW1718.a.44	Risk Assessments/SSOW - Insurance and Risk Management	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018	✓	100%	Risk Assessment and SSOW reviewed and updated	Denise McDonnell	John Kelpie





Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.45	Risk Assessment/SSOW - Procurement and Payments	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%	RAS/SSOW have been updated and saved to the S Drive	Denise McDonnell	John Kelpie
D.HSW1718.a.46	Risk Assessments/SSOW - Emergency Planning	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%	RA/SSOW have been updated and saved to the s drive.	Denise McDonnell	John Kelpie
D.HSW1718.a.47	Risk Assessment/SSOW - Income	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%		Denise McDonnell	John Kelpie
D.HSW1718.a.69	Risk Assessment/SSOW Payroll	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%		Denise McDonnell	John Kelpie
D.HSW1718.c.2	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: 30%;"><div style="background-color: #4f81bd; height: 10px; width: 30%;"></div></div> 30%	Ongoing. Health and Safety needs have been identified and communicated to HR. Staff have been advised to complete the online training until such times as HR has organised the formal training. Internal Audit Section update Nov 17 - All staff have completed the following training Introduction to H&S, Fire Safety Awareness, A Guide to Manual Handling and DSE Training	Denise McDonnell	John Kelpie
D.HSW1718.d.1	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: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	Ongoing. Corporate Health and Safety Officer attends all quarterly meetings to provide health and safety update. The next meeting will take place on 15.12.17	Denise McDonnell	John Kelpie
D.HSW1718.e.2	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px; width: 90%;"></div></div> 90%	One recommendation currently outstanding in relation to training for Payroll Staff	Denise McDonnell	John Kelpie
D.HSW1718.g.1	OHSAS 18001 Procedures	Map all current OHSAS 18001 Procedures	31-Oct-2017		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	All procedures have now been mapped.	Oonagh O'Doherty	Denise McDonnell
D.HSW1718.g.2	OHSAS 18001 Procedures and Forms	Review all OHSAS 18001 Procedures and Forms	31-Jan-2018		<div style="width: 24%;"><div style="background-color: #4f81bd; height: 10px; width: 24%;"></div></div> 24%	In total we have 76 procedures and templates to review, to date we have reviewed and updated 26.	Oonagh O'Doherty	Denise McDonnell
D.HSW1718.g.3	OHSAS 18001 Procedures and Forms	Co-ordinate a Council wide communication of any changes to the procedures and forms	31-Jan-2018		<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px; width: 40%;"></div></div> 40%	Communication ongoing	Oonagh O'Doherty	Denise McDonnell

## 2.1 Lead Democratic Services & Improvement Officer








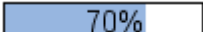

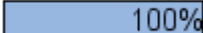





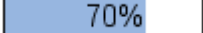
Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.1	Risk Assessments/SSOW Equality and Irish Language	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			RA has been reviewed and updated and signed off by relevant staff. Copy has been uploaded to the S Drive.	Ellen Cavanagh	John Kelpie
D.HSW1718.a.24	Work Activity Risk Assessment for Elected Member Activities and Safe System of Work action>	Work Activity Risk Assessment for Elected Member Activities and Safe System of Work	31-Mar-2018			RA developed for Members; to be communicated to Members at Gov&SP Committee in December.	Ellen Cavanagh	John Kelpie
D.HSW1718.a.34	Risk Assessments/SSOW Committee and Mayors Section	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			RA reviewed in August 2017	Ellen Cavanagh	John Kelpie
D.HSW1718.a.35	Risk Assessments/SSOW Information/Policy Section	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			RA has been reviewed, communicated to staff and uploaded to the S drive	Ellen Cavanagh	John Kelpie
D.HSW1718.a.42	Risk Assessments/SSOW - Facilities Management	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			RAs have been reviewed and signed off with relevant staff at Derry Road and Strand Road Offices	Ellen Cavanagh	John Kelpie
D.HSW1718.b.17	Control of Documents - Council Offices x 2	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			All documentation is complete and uploaded to the S Drive for both buildings	Ellen Cavanagh	John Kelpie
D.HSW1718.b.7	Health and Safety Documentation for Elected Members	Following training sessions, review and discuss options for Risk Assessments/SSOW in relation to Elected Members	31-Jan-2018			As per D.HSW1718.a.24. RA developed for Members; to be communicated to Members at Gov & SP Committee in December. IOSH publication 'Think about Health and Safety - What Elected Members of Local Authorities ned to know' issued to Members.	Ellen Cavanagh	John Kelpie
D.HSW1718.c.1	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			Mandatory health and safety training is progressing within all sections. All staff advised of the need to complete mandatory Health and Safety training. HR monitoring completion to date. Health and Safety is standard item on every team meeting agenda.	Ellen Cavanagh	John Kelpie
D.HSW1718.c.13	Training for Elected Members	Deliver health and Safety Awareness Training to Elected members, covering their health and safety responsibilities within Council	31-Jan-2018			Health and Safety Awareness Sessions have been completed by CHS.	Ellen Cavanagh	John Kelpie

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.d.2	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			Ongoing CHS attend quarterly Team Meetings to provide a health and safety update.	Ellen Cavanagh	John Kelpie
D.HSW1718.e.1	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018			Close out of audit findings at derry Road and Strand Road Offices are progressing	Ellen Cavanagh	John Kelpie
D.HSW1718.h.3	Fault reporting through the asset management system for DSU	All council premises within DSU to implement fault reporting through the Asset Management System	31-Mar-2018			Faults are being reported through the Asset Management System	Ellen Cavanagh	John Kelpie





## 2.1 Lead Finance and Funding Officer






Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.4	Risk Assessments/SSOW - Finance Section	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	Ongoing - Will be reviewing during December	Alfie Dallas	John Kelpie
D.HSW1718.c.3	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: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	Training needs communicated to HR	Alfie Dallas	John Kelpie
D.HSW1718.d.3	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: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 50%	Ongoing - Team attend Quarterly CHS Updates	Alfie Dallas	John Kelpie
D.HSW1718.e.3	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	No internal audit findings to address	Alfie Dallas	John Kelpie

## 2.1 Lead Human Resources Officer

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.33	Activity Risk Assessments/SSOW for People Unit	All work activity RAs and accompanying SSOW for the People Unit to be created for 2016/17	31-Jul-2017			All created work activity RAs have been communicated and signed off by the HR Team	Paula Donnelly	John Kelpie
D.HSW1718.a.6	Risk Assessments/SSOW - HR Unit	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018			All RAs/SSOW have been reviewed and signed off with the HR Team.	Paula Donnelly	John Kelpie
D.HSW1718.a.7	Activity RAs/SSOW - HR Section	Complete sign off of Risk Assessments/SSOW for HR staff	01-Sep-2017			All Staff have signed off updated RAs/SSOW	Paula Donnelly	John Kelpie
D.HSW1718.c.5	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			All staff have completed online DSE Assessments and Fire Awareness Training on the elearning system. 2 remaining officers still outstanding Managing Safely, 1 remaining Officer outstanding leading sfely. Session has been organised.	Paula Donnelly	John Kelpie
D.HSW1718.d.5	Health and Safety Meetings	Lead Officer to arrange for CHS to attend quarterly Section meetings to provide health and safety update	31-Mar-2018			CHS in attendance at quarterly section meetings.	Paula Donnelly	John Kelpie
D.HSW1718.e.5	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018			All new starts are advised to complete Health and Safety elearning sessions. Induction sheet is signed off and returned to HR. Records are inputted into the PAMS System. Awaiting for PAMS to send template spreadsheet to download records from COLZ and upload to PAMS.	Paula Donnelly	John Kelpie
D.HSW1718.m	Health and Safety Compliance Training Tender	Complete Tender Exercise and review Corporate Training Procedure	31-Mar-2018			Tender exercise has been fully completed.	Paula Donnelly	John Kelpie
D.HSW1718.n	Record Keeping	Project Updates for Pams System implementation across Council	31-Mar-2018			Records have been uploaded to PAMS. Completion is ongoing.	Paula Donnelly	John Kelpie

## 2.1 Lead Legal Services Officer

Code	Title	Description	Due Date		Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.5	Risk Assessments/SSOW - Legal Section	All Service Areas to review Risk Assessments/SSOW created within 16/17 action plan	31-Mar-2018		<div style="width: 100%;"><div style="width: 100%; background-color: #4F81BD; color: white; text-align: center;">100%</div></div>	Work Activity RAs have been reviewed and updated and communicated and signed off with all staff.	Philip Kingston	John Kelpie
D.HSW1718.c.4	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: 0%;"><div style="width: 0%; background-color: #4F81BD; color: white; text-align: center;">0%</div></div>	Ongoing Required staff training has been identified and forwarded to HR	Philip Kingston	John Kelpie
D.HSW1718.d.4	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: 25%;"><div style="width: 25%; background-color: #4F81BD; color: white; text-align: center;">25%</div></div>	Ongoing CHS Officer attends quarterly Team Meetings to give H&S Update	Philip Kingston	John Kelpie
D.HSW1718.e.4	Internal Audit Findings	Percentage update of close out of internal audit findings	31-Mar-2018		<div style="width: 0%;"><div style="width: 0%; background-color: #4F81BD; color: white; text-align: center;">0%</div></div>	There have been no internal audits to date	Philip Kingston	John Kelpie

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