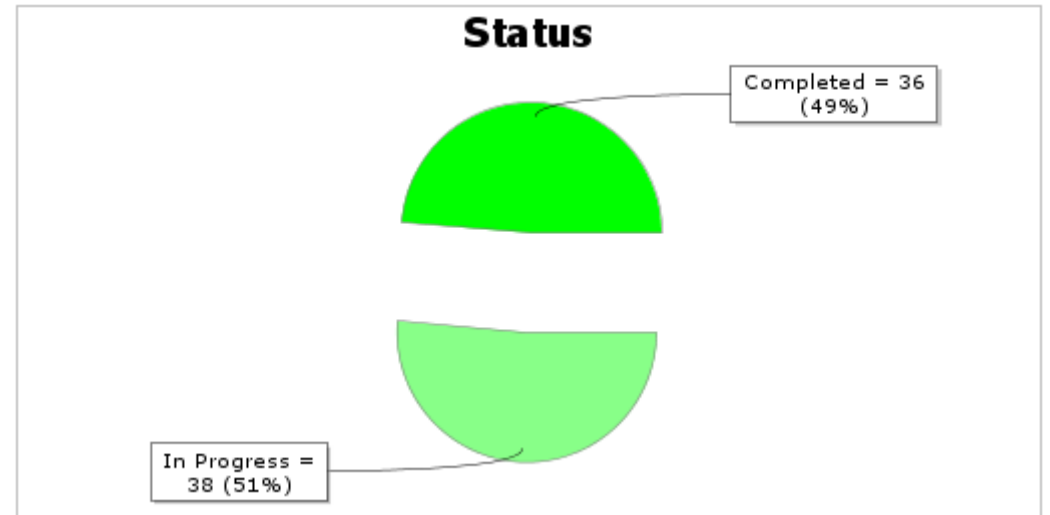





# 1819 Strategic Support Units - H&S Overview

**Report Type:** Actions Report  
**Report Author:** Oonagh O'Doherty  
**Generated on:** 04 December 2018




















## 2.1 Business Support and Change Manager

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.a.111	Risk Assessment/SSOW - Business Support and Change	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019	▶	25%	Work is ongoing on a draft RA	Rachael Craig	John Kelpie
D.HSW1819.b.120	Training Needs Analysis - Business Support and Change	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019	▶	25%	Work is ongoing with HR	Rachael Craig	John Kelpie
D.HSW1819.c.14	Health and Safety Team Meetings -	Head of Service to implement a quarterly meeting schedule with CHS for 2018/2019	31-Mar-2019	▶	50%	H&S Meetings have been established with CHS	Rachael Craig	John Kelpie

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
	Business Support and Change	period						
D.HSW1819.d.27	Participation in Internal Audit process - Business Support and Change	Section to participate in half day Internal Audit	31-Mar-2019		<input type="text" value="0%"/>	There have been no internal audits to date	Rachael Craig	John Kelpie
D.HSW1819.d.28	Remedial Actions Business Support and Change	Percentage update of close out of internal audit findings.	31-Mar-2019		<input type="text" value="0%"/>		Rachael Craig	John Kelpie
D.HSW1819.e.14	Number of Accidents/Incidents reported - Business Support and Change	Confirm full investigation has been completed and report progress of any remedial actions required.	31-Mar-2019		<input type="text" value="100%"/>	No incidents have been reported in the last quarter	Rachael Craig	John Kelpie

## 2.1 Lead Assurance Officer











Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1718.a.23	Risk Assessment/SSOW - Emergency Planning	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	RA and SSOW reviewed for 2018/19 period	Denise McDonnell	John Kelpie
D.HSW1819.a.17	Risk Assessment/SSOW - Internal Audit	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Oct-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.a.18	Risk Assessment/SSOW - Payroll	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px; width: 40%;"></div></div> 40%	In progress	Denise McDonnell	John Kelpie
D.HSW1819.a.19	Risk Assessment/SSOW - Corporate health & Safety	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Oct-2018		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	RA reviewed	Denise McDonnell	John Kelpie
D.HSW1819.a.21	Risk Assessment/SSOW - Insurance and Risk Management	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.a.22	Risk Assessment/SSOW - Procurement and Payments	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Risk assessment and SSOW reviewed for 18/19 period	Denise McDonnell	John Kelpie
D.HSW1819.a.24	Risk Assessment/SSOW - Income	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.b.10	Training, H&S Compliance, Internal Audit	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 60%;"><div style="background-color: #4f81bd; height: 10px; width: 60%;"></div></div> 60%	training in progress	Denise McDonnell	John Kelpie
D.HSW1819.b.11	Training H&S Compliance Payroll	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance	31-Mar-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	training in progress, some members of staff recently attended managing safely and working safely courses	Denise McDonnell	John Kelpie







Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
		training. Update localised training matrix.						
D.HSW1819.b.12	training Needs Analysis, Payroll	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.b.13	Training Needs Analysis, Corporate H&S	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.b.14	Training H&S Compliance Corporate H&S	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px; width: 40%;"></div></div> 40%	training in progress	Denise McDonnell	John Kelpie
D.HSW1819.b.15	Training H&S Compliance, Insurance and Risk Management	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	training up to date	Denise McDonnell	John Kelpie
D.HSW1819.b.16	Training Needs Analysis, Insurance and Risk Management	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.b.17	Training Needs Analysis, Procurements and Payments	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	completed	Denise McDonnell	John Kelpie
D.HSW1819.b.18	Training H&S Compliance, Procurement and payments	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px; width: 40%;"></div></div> 40%	training in progress	Denise McDonnell	John Kelpie
D.HSW1819.b.19	Training H&S Compliance Emergency Planning	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 90%;"><div style="background-color: #4F81BD; height: 10px; width: 90%;"></div></div> 90%	training in progress	Denise McDonnell	John Kelpie

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.b.20	Training Needs Analysis - Emergency planning	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019			completed	Denise McDonnell	John Kelpie
D.HSW1819.b.21	Training Needs Analysis - Income	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019			completed	Denise McDonnell	John Kelpie
D.HSW1819.b.23	Training H&S Compliance - Income	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019			training in progress	Denise McDonnell	John Kelpie
D.HSW1819.b.9	Training Needs Analysis, Internal Audit	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019			completed	Denise McDonnell	John Kelpie
D.HSW1819.c.2	Health and Safety Team Meetings - Assurance	Head of Service to implement a quarterly meeting schedule with CHS for 2018/2019 period	31-Mar-2019			ongoing - quarterly meeting established and dates for future meetings in the diary	Denise McDonnell	John Kelpie
D.HSW1819.d.3	Participation in Internal Audit process - Assurance	Section to participate in half day Internal Audit	31-Mar-2019			CHS section participated in recent internal audit 4/9/18	Denise McDonnell	John Kelpie
D.HSW1819.d.4	Remedial Actions - Assurance	Percentage update of close out of internal audit findings	31-Mar-2019			11 audit items raised, all closed on teams solutions	Denise McDonnell	John Kelpie
D.HSW1819.e.2	Number of Accidents/Incidents reported Assurance	Confirm full investigation has been completed and report progress of any remedial actions required.	31-Mar-2019			no incidents reported for this section in the last quarter	Denise McDonnell	John Kelpie

## 2.1 Lead Democratic Services & Improvement Officer

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.a.14	Risk Assessment/SSOW - Information and Records	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 85%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">85%</div></div>	RA has been reviewed and updated for 18/19. There is one outstanding member of staff to sign off due to maternity leave. SSOW has been reviewed and staff sign off is almost complete	Ellen Cavanagh	John Kelpie
D.HSW1819.a.15	Risk Assessment/SSOW - Policy Section	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">50%</div></div>	RA/SSOW are in the process of being reviewed and updated. The Policy Officer is completing a separate RA/SSOW for the new Irish Language Officer.	Ellen Cavanagh	John Kelpie
D.HSW1819.a.16	Risk Assessment/SSOW - Committee, Reception and Mayor's Section	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">100%</div></div>	RA/SSOW for Committee, Mayor's Section and Reception were reviewed in November 2018. RA/SSOW for Elected Members was created on 7 December 2017	Ellen Cavanagh	John Kelpie
D.HSW1819.a.20	Risk Assessment/SSOW - Facilities Management	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">100%</div></div>	All risk assessments and SSOW have been updated for 18/19 period	Ellen Cavanagh	John Kelpie
D.HSW1819.a.28	Premises RA - Strand Road	Premises RA to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">100%</div></div>	PRA is completed. Review due on 6.9.18	Ellen Cavanagh	John Kelpie
D.HSW1819.a.29	Premises RA - Derry Road	Premises RA to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">100%</div></div>	PRA completed on 10.07.18	Ellen Cavanagh	John Kelpie
D.HSW1819.b.1	Training Needs Analysis, Information and Records	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">100%</div></div>	TNA completed at the end of April and all training identified.	Ellen Cavanagh	John Kelpie
D.HSW1819.b.2	Training H&S Compliance, Information and Records	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 75%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">75%</div></div>	All staff have completed Working Safely/Managing Safely Training, Staff scheduled to complete MH in November. Compliance online training is ongoing and TM has been updated.	Ellen Cavanagh	John Kelpie
D.HSW1819.b.3	Training H&S Compliance, Policy Section	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any	31-Mar-2019		<div style="width: 85%;"><div style="background-color: #4f81bd; color: white; padding: 2px;">85%</div></div>	All staff have completed Working Safely Training. Compliance online training is progressing and TM has been updated.	Ellen Cavanagh	John Kelpie

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
		required Health and Safety compliance training. Update localised training matrix.						
D.HSW1819.b.4	Training Needs Analysis, Policy Section	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	TNA completed at the end of April and all training identified.	Ellen Cavanagh	John Kelpie
D.HSW1819.b.5	Training Needs Analysis, Committee, Reception & Mayor	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	TNA completed at the end of April and all training identified.	Ellen Cavanagh	John Kelpie
D.HSW1819.b.6	Training H&S Compliance, Committee, Reception & Mayor's Section	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 80%;"><div style="width: 80%; background-color: #4f81bd; color: white; text-align: center;">80%</div></div>	100% of staff have completed Working Safely training and 1 member of staff to complete Managing Safely and 1 member of staff to complete D-Fib training. Online and compliance training is ongoing. TM has been updated	Ellen Cavanagh	John Kelpie
D.HSW1819.b.7	Training, H&S Compliance - Facilities Management	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 60%;"><div style="width: 60%; background-color: #4f81bd; color: white; text-align: center;">60%</div></div>	Compliance and online training is ongoing. TM has been updated.	Ellen Cavanagh	John Kelpie
D.HSW1819.b.8	Training Needs Analysis, Facilities Management	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	TNA completed at the end of April and all training identified.	Ellen Cavanagh	John Kelpie
D.HSW1819.c.1	Health and Safety Team Meetings - DS&IU	Head of Service to implement a quarterly meeting schedule with CHS for 2018/2019 period	31-Mar-2019		<div style="width: 75%;"><div style="width: 75%; background-color: #4f81bd; color: white; text-align: center;">75%</div></div>	Quarterly meetings have been established with CHS.	Ellen Cavanagh	John Kelpie
D.HSW1819.d.1	Participation in Internal Audit process - DS&IU	Section to participate in half day Internal Audit	31-Mar-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	Internal audit completed 11/10/18	Ellen Cavanagh	John Kelpie
D.HSW1819.d.2	Remedial Actions - DS&IU	Percentage update of close out of internal audit findings	31-Mar-2019		<div style="width: 95%;"><div style="width: 95%; background-color: #4f81bd; color: white; text-align: center;">95%</div></div>	Internal Audit raised 22 actions. To date 21/22 actions have been closed out on the Team Solutions System	Ellen Cavanagh	John Kelpie
D.HSW1819.e.1	Number of Accidents/Incidents reported - DS&IU	Confirm full investigation has been completed and report progress of any remedial actions required.	31-Mar-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	Investigations complete and all actions closed out.	Ellen Cavanagh	John Kelpie
D.HSW1819.f.1	Asset Management System - Strand Road	Implement AMS for Fault Reporting	31-Mar-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; color: white; text-align: center;">100%</div></div>	All faults reported on the AMS	Ellen Cavanagh	John Kelpie







Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.f.2	Asset Management System - Strand Rd	Implement AMS for Strand Road - certification compliance	01-Oct-2018			All compliance certification has been uploaded to the AMS	Ellen Cavanagh	John Kelpie
D.HSW1819.f.3	Asset Management System - Derry Road	Implement AMS for fault reporting	31-Mar-2019			All faults reported through the AMS	Ellen Cavanagh	John Kelpie
D.HSW1819.f.4	Asset Management System - Derry Rd	Implement AMS for Derry Road - certification compliance	30-Sep-2018			All compliance certification has been uploaded to the AMS	Ellen Cavanagh	John Kelpie



## 2.1 Lead Finance and Funding Officer

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.a.25	Risk Assessment/SSOW - Finance Unit	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 30%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 30%	Process ongoing	Alfie Dallas	John Kelpie
D.HSW1819.b.24	Training H&S Compliance - Finance Unit	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 20%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 20%	progress ongoing. meeting scheduled for 24th October to review training progress	Alfie Dallas	John Kelpie
D.HSW1819.b.25	Training Needs Analysis - Finance Unit	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	Training needs analysis complete	Alfie Dallas	John Kelpie
D.HSW1819.c.3	Health and Safety Team Meetings Finance	Head of Service to implement a quarterly meeting schedule with CHS for 2018/2019 period	31-Mar-2019		<div style="width: 75%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 75%	Team meetings established, team have opportunity to attend the assurance, legal, HR and finance meetings.	Alfie Dallas	John Kelpie
D.HSW1819.d.5	Participation in Internal Audit Process - Finance	Section to participate in half day Internal Audit	31-Mar-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%	To date, section have not participated in the internal audit process of 2018/19	Alfie Dallas	John Kelpie
D.HSW1819.d.6	Remedial Actions - Finance	Percentage update of close out of internal audit findings	31-Mar-2019		<div style="width: 70%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 70%	to date, 0 incidents/ accidents recorded for staff within the fiance department.	Alfie Dallas	John Kelpie
D.HSW1819.e.3	Number of Accidents/Incidents reported - Finance	Confirm full investigation has been completed and report progress of any remedial actions required.	31-Mar-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%		Alfie Dallas	John Kelpie





## 2.1 Lead Human Resources Officer

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.a.27	Risk Assessment/SSOW HR Unit	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	Hr team informed of updated/revised risk assessment at HR team meeting on 27th June 2018. Updated SSOW signed by HR team June/July 2018. Updated SSOW signed by HR team June/July 2018	Paula Donnelly	John Kelpie
D.HSW1819.b.29	Training Needs Analysis - HR Unit	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	Training needs analysis undertaken March 2018, valid for 18-24 months. Quarterly training programmes devised based on training needs identified	Paula Donnelly	John Kelpie
D.HSW1819.c.5	Health and Safety Team Meetings - HR	Head of Service to implement a quarterly meeting schedule with CHS for 2018/2019 period	31-Mar-2019		<div style="width: 75%;"><div style="background-color: #4F81BD; height: 10px; width: 75%;"></div></div> 75%	Ongoing. Corporate Health and Safety invited to HR team meetings on a quarterly basis	Paula Donnelly	John Kelpie
D.HSW1819.d.10	Remedial Actions HR	Percentage update of close out of internal audit findings.	31-Mar-2019		<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 0%;"></div></div> 0%	N/A as team have yet to participate in the internal audit programme for 2018/19	Paula Donnelly	John Kelpie
D.HSW1819.d.9	Participation in internal audit process - HR	Section to participate in half day Internal Audit	31-Mar-2019		<div style="width: 75%;"><div style="background-color: #4F81BD; height: 10px; width: 75%;"></div></div> 75%	75% of findings have been closed out. Work is ongoing to close out remaining actions.	Paula Donnelly	John Kelpie
D.HSW1819.e.5	Number of Accidents/Incidents reported - HR	Confirm full investigation has been completed and report progress of any remedial actions required.	31-Mar-2019		<div style="width: 70%;"><div style="background-color: #4F81BD; height: 10px; width: 70%;"></div></div> 70%	to date zero accidents/incidents have been logged for this service area	Paula Donnelly	John Kelpie

## 2.1 Lead Legal Services Officer

Code	Title	Description	Due Date	Status	Progress Bar	Latest Status Update	Managed By	Assigned To
D.HSW1819.a.26	Risk Assessment/SSOW - Legal Section	All Activity RAs/SSOW created in 17/18 to be reviewed and updated for 18/19	31-Mar-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; width: 50%;"></div></div> 50%	RAs/SSOW are in the progress of being reviewed and updated and signed off with all staff	Philip Kingston	John Kelpie
D.HSW1819.b.26	Training Needs Analysis - Legal Section	Complete TNA Forms with HR. Service Areas must use Activity RAs to guide required compliance training per Section	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; width: 100%;"></div></div> 100%	A TNA for all staff has been completed with HR	Philip Kingston	John Kelpie
D.HSW1819.b.27	Training H&S Compliance - Legal Section	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; width: 50%;"></div></div> 50%	All staff have completed relevant Managing and Working Safely Training. Completion of online training is ongoing	Philip Kingston	John Kelpie
D.HSW1819.b.28	Training H&S Compliance HR	Report progress of any Health and Safety compliance training completed to date at each Section meeting Send reminder email to HR regarding any required Health and Safety compliance training. Update localised training matrix.	31-Mar-2019		<div style="width: 25%;"><div style="background-color: #4f81bd; width: 25%;"></div></div> 25%	training ongoing	Paula Donnelly	John Kelpie
D.HSW1819.c.4	Health and Safety Meetings - Legal Section	Head of Service to implement a quarterly meeting schedule with CHS for 2018/2019 period	31-Mar-2019		<div style="width: 75%;"><div style="background-color: #4f81bd; width: 75%;"></div></div> 75%	Quarterly H&S team meetings have been established.	Philip Kingston	John Kelpie
D.HSW1819.d.7	Participation in Internal Audit process - Legal	Section to participate in half day Internal Audit	31-Mar-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; width: 0%;"></div></div> 0%	Service area have yet to participate in audit programme for 2018/19	Philip Kingston	John Kelpie
D.HSW1819.d.8	Remedial Actions - Legal	Percentage Update of close out of internal audit findings	31-Mar-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; width: 0%;"></div></div> 0%	N/A (service yet to participate in audit process for 2018/19)	Philip Kingston	John Kelpie
D.HSW1819.e.4	Number of Accidents/Incidents reported - Legal	Confirm full investigation has been completed and report progress of any remedial actions required.	31-Mar-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; width: 0%;"></div></div> 0%	zero accidents reported for this section to date	Philip Kingston	John Kelpie

Action Status	
	Cancelled

	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed