

Internal Audit Report – Implementation Schedule – Updated 28 March 2017

Report Title:	Health and Safety	Report Date:	18 th November 2016
		Response Due By Date:	9 th December 2016

Recommendations		Priority (High, Medium, Low)	Action	To be Implemented By:		Comments
				Officer	Date	
R1	A review of all Health and Safety policies, protocols and guidance should be undertaken to ensure they are up to date and reflect the most current legislation and approved codes of practice.	High		MJ	July '17	It is proposed to review the main health and safety policy and look to integrate and consolidate much of the supporting guidance documents.
				MJ	Dec '16	The list of all policies and processes has been produced and reviewed and a report will be submitted to the April H&S committee with a prioritized plan – it is proposed that many of the documents can be integrated into the main policy and others can be substantially consolidated.
				H&S Cttee	Apr '17	
R2	To ensure all Health and Safety related information and guidance is available to employees the Intranet should be updated to contain links to relevant policies.					COMPLETED
R3	Generic training needs for all employees should be reviewed to ensure training is up to date.	Medium		MJ	Apr '17	The responsibility for ensuring training is identified and implemented sits with the relevant service and CMT managers. Generic training will in future be provided through the on-line Learning Pool and this has now become live. A further review of training needs will be undertaken more widely and reported to the April H&S committee.

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R4	It must be ensured all corporate Health & Safety training is recorded on the SHE System against the individual employee record	Medium		KH/MJ	May '17	There is a need to ensure that training is recorded in a central location and the circumstances are changing with the introduction of Learning Pool. This is being further reviewed with HR colleagues.
R5	Procedures for monitoring and measuring performance in respect of the Corporate Health and Safety Unit should be identified and reported on a periodic basis.	Medium		MK/ H&S Cttee	Jun '17	There is an on-going review of the role of health and safety unit and the role of the improvement plan under the direction of the Health & Safety Committee. The current improvement plan is also being reviewed and new performance measures will be considered by the Health & Safety Committee alongside development of strategic aims and objectives.
R6	It is essential that the programme of Health and Safety audits are recommenced as soon as possible.	High		MK/ SLT	Apr '17	There is currently insufficient resource in the health and safety unit to address existing urgent and priority issues – options for service redesign and to be considered by SLT in April 2017.
				CMT / H&S Cttee	Jun '17	The audit programme needs to be reviewed by CMT and the Health & Safety Committee as part of a wider review of the role and functions of the health and safety unit.
R7	It is essential that the Corporate Asbestos Management Plan is reviewed as soon as possible.	High		MK	May '17	The initial focus of the Asbestos Steering Group has been establishing a baseline assessment of the condition of asbestos in Council premises and design of a centralized recording system (Keystone). This will be a key part of the Asbestos Management Plan. The Asbestos Steering Group will oversee the development of a new Asbestos Management Plan once the survey and recording has been finalized (see R8).

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R8	It is essential that the programme of inspections and surveys of the Council-owned non-domestic premises to make a materials assessment for asbestos is commenced as soon as possible.	High		MK	Jan '17	The survey of Council-owned non-domestic premises is progressing - the majority of corporately occupied buildings have been surveyed and reported and the commercially let premises surveys will commence in April 2017.
R9	Closer working between the Health and Safety Unit and other Council departments should take place during the early stages of organisational developments e.g. office moves / structural changes.					COMPLETED The Project Management Office will ensure that all relevant impacts and resource requirements are considered and provided for before the project commences. Also where there are organizational developments that may need health and safety input, these will be highlighted at CMT and actioned accordingly.
R10	The possibility of benchmarking against other local authorities should be considered.	Low		MK	Sep '17	Benchmarking health and safety performance is complex as it is essential that benchmarked organisations have the same mix of operations. The Health & Safety Committee have requested that key incident, accident and health statistics are reviewed and presented differently. Once this has been completed (due January 2017) trends across services will be more easily identified. Once the data has been recorded for a period to allow trends to be identified the opportunity for benchmarking will be reviewed.
R11	It must be ensured that the Managing contractors code of practice and related procedures must be adhered to. If departmental failings are identified the appropriate reminders / training should be given	High		MK/MJ	Mar '17	A task and finish groups to review the policies, processes and arrangements for Contractor Assessment and management has been established by the H&S Committee. The first meeting will be April 2017.

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R12	The Health and Safety Units budget should be closely monitored with adverse variances in respect of professional fees having already being identified. The Health and Wellbeing Manager should continue to investigate the possibility of the virement / centralisation of budgets regarding health and safety expenditure.					COMPLETED The budgets are already monitored and any variances are analysed. The budgets have been reviewed in detail as part of the budget setting for 2017/18.

Please tick the appropriate response (✓) and give comments for all recommendations not agreed.

Signed Head of Service:		Date:	Revised 28 March 2017
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Note: In respect of any High priority recommendations please forward evidence of their implementation to internal audit as soon as possible.