
TO: FINANCE, RESOURCES AND CUSTOMER SERVICES POLICY BOARD

ON: 7 JUNE 2017

REPORT BY: DIRECTOR OF COMMUNITY RESOURCES

**HEADING: COMMUNITY RESOURCES ANNUAL HEALTH & SAFETY PLAN
2017/18**

1. Summary

- 1.1 The Council's Health & Safety Policy and Plan requires that all Services produce an annual Health & Safety Plan. The Plan for Community Resources is attached at Appendix 1 and reviews the Health & Safety performance of Community Resources in the previous financial year 2016/17 and sets out the future objectives in an Action Plan for the current financial year, 2017 to 2018.
 - 1.2 Prior to 2016/17, the Health & Safety plans were produced on a calendar year basis in order to complement the corporate Health & Safety committee meeting cycle. This approach was revised for 2016 to 2017 where the plan was set out in financial years to replicate the existing arrangements for all other service and operational plans and will continue in this manner.
 - 1.3 Community Resources has continued to enhance the arrangements in place for the management of Health & Safety and will look to ensure continuous improvement in relation to Health & Safety performance.
 - 1.4 BS OHSAS (Occupational Health and Safety Assessment Series) 2007 is an internationally applied British Standards for occupational health and safety management systems. By complying with this management system, this allows Community Resources to put in place policies, procedures and controls for employees in line with internationally recognised best practice.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board approves the Community Resources Health & Safety Plan for 2016/17 and the Action Plan for 2017/18.

3. Background

- 3.1 Community Resources services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. The service has a gross expenditure budget of approximately £68 million and has approximately 1800 employees.
- 3.2 The activities delivered include the safeguarding of public health, protection of the environment and improving communities, whilst ensuring the Health & Safety of our employees is of paramount importance.
- 3.3 The BS OHSAS 18001:2007 registration has been embedded within the Service and successfully retained in 2016/17. The retention of this registration reflects a strong commitment to ensuring robust, health, safety and welfare management arrangements are in place throughout Community Resources.
- 3.4 The actions outlined in the Action Plan for 2017 to 2018 will be monitored on Covalent, the Council's performance management system and regular performance updates will be submitted to the Community Resources Senior Leadership Team to ensure key actions are implemented.

Implications of the Report

1. **Financial** - none.
2. **HR & Organisational Development** - The report supports the Council's commitment to the health, safety and well being of employees.

3. **Community Planning**

Community Care, Health & Well-being – Facilitating the health, safety and well being of our employees by ensuring that appropriate policies and procedures are developed and adhered to, and that all legal requirements for health and safety are fulfilled.

Jobs and the Economy – The Council recognises employees as its most valuable asset and provides training and support for employees to ensure the organisation is viewed as a valued employer in the area.

4. **Legal** - The service will continue to comply with current Health & Safety legislation.
5. **Property/Assets** – Community Resources is currently rationalising and modernising their depots with work having commenced on upgrading Underwood Road in May 2017; supporting welfare and safety enhancement for employees
6. **Information Technology** – Community Resources will continue to use the Corporate ICT Systems for recording and monitoring Health & Safety.
7. **Equality & Human Rights** – the recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
8. **Health & Safety** - The report supports and demonstrates Community Resources commitment to ensuring effective Health & Safety management.
9. **Procurement** – None
10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact** - None.

List of Background Papers - None

Author Chris Dalrymple, Regulation and Enforcement Manager,
0141 618 4609, chris.dalrymple@renfrewshire.gcsx.gov.uk

COMMUNITY RESOURCES
ANNUAL HEALTH AND SAFETY REPORT

2016/17

1.0 Introduction

- 1.1 The Council's Health & Safety Policy and Plan requires that all Services produce an annual Health & Safety Plan. The Plan reviews the Health & Safety performance of the Service in the previous calendar year, 2016/17. Prior to 2016/17, the plan set out the action plan for the current calendar year, however in order to bring the Health & Safety Plan in to line with other service and operational plans the action plan will be for the current financial year 2017 to 2018. The action plan monitors the performance against key performance indicators in 2016/17 and allows target setting for performance in 2017 to 2018.
- 1.2 The principal role and purpose of Community Resources is to provide Public Protection (Community Safety & Regulatory Services in Renfrewshire, including Civil Contingency Services for Renfrewshire, East Renfrewshire, Inverclyde and West Dunbartonshire Council areas), Amenity Services (waste management and refuse collection), StreetScene (street cleansing, grounds maintenance) Land Services (parks, play areas & cemeteries), Transportation (vehicle maintenance, fleet management and social transport), Roads Services & Transportation Infrastructure, (road management & infrastructure management, road safety, transport strategy, flood prevention and structures & bridges) and Facilities Management (Hard Services including building services & street lighting repairs, repairs & maintenance and compliance and strategic monitoring of PPP contracts) (Soft Services including janitorial, cleaning, catering, caretaking and school crossing patrollers).
- 1.3 Community Resources' services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. The service contributes to the development of corporate policies and initiatives and the maintenance of effective working relationships with our partners and other organisations to deliver services throughout Renfrewshire. These services are delivered by approximately 1,800 employees employed on a full-time or part-time basis, with a gross expenditure budget of approximately £68 million. These wide ranging and highly visible services are delivered at around 270 Council premises, to over 83,000 households and businesses with more than 800km of roads and transport structures being maintained across Renfrewshire. Community Resources also provides statutory enforcement and related advisory/educational activities. These activities ensure the safeguarding of public health, and the protection of the environment, consumers, workers and local communities within Renfrewshire.
- 1.4 The BS OHSAS 18001:2007 registration has been embedded within the Service and successfully retained in 2016/17. The retention of this registration reflects a strong commitment to ensuring robust, health, safety and welfare management arrangements are in place throughout Community Resources.

2.0 Management of Health and Safety within the Service

Broad Context of Health and Safety Policy

- 2.1 The Director of Community Resources has overall responsibility for the application of Community Resources Health & Safety Policy. The Senior Leadership Team (SLT) of Community Resources also takes a lead and active role in the monitoring and application of the integrated “Quality and Health & Safety” management system. The role of Community Resources Health & Safety Coordinator is carried out by the Improvement and Development Manager.
- 2.2 The Health & Safety Policy continues to reflect and provide a guidance framework for the management of Health & Safety in Community Resources.
- 2.3 The objective of Community Resources is to ensure that health, safety and welfare is an integral part of its business and all service areas continually seek to develop a positive culture and attitude amongst its staff to achieve this.
- 2.4 The integrated “Quality, Health & Safety” management system has been further developed as part of the continuous improvement of our management system to reflect structure changes, service improvements and enhanced service delivery arrangements.
- 2.5 Continued review of the “Quality, Health & Safety” system will be carried out during 2017 to 2018 in order to take account of the structural changes required to reflect the significant changes which have occurred within the service in recent times.

3.0 Organisation for Implementing Health & Safety Management

Health & Safety Committee

- 3.1 Community Resources is represented on the Corporate Health & Safety Committee and seeks to play a positive part in the quarterly meetings of the Committee. A programme of meetings of the Community Resources Health & Safety Committee are arranged to match the quarterly meeting cycle of the Corporate Health & Safety Committee.
- 3.2 The Community Resources Health & Safety Committee will continue to keep the Health & Safety Policy up to date and assuring its relevance to, and implementation by, all employees. The committee meets quarterly and comprises Community Resources Senior Managers together with a representative from the Health and Safety Unit of Finance & Resources and Trade Union representatives.
- 3.3 The Community Resources Health & Safety Committee provides a forum for discussion and sharing of ideas in the development of the Quality, Health & Safety Management system. The group has been instrumental in the successful retention of BS OHSAS 18001:2007 registration. In addition to the quarterly meetings outlined above, the planning group meet regularly to ensure that a Health & Safety culture continues to be embedded in Community Resources.

3.4 The meetings are chaired by the Regulatory and Enforcement Manager and consider:

- (a) Accidents - statistics, trends, investigations and other information to identify causes and provide so far as is practicable for their prevention;
- (b) Workplace inspections (internal) and audits (Corporate and external);
- (c) The planning, performance management and review of our approach to Health & Safety;
- (d) The monitoring and implementation of the Health & Safety action plan;
- (e) The identification, assessment and recording of risks;
- (f) Actions arising from the deliberations of the corporate Health & Safety committee;
- (g) Actions arising from the corporate and service Risk Management and planning arrangements; and
- (h) New developments in Health & Safety arising from legislation and Government and Council policy.

Consultation Mechanisms

3.5 Information on Health & Safety issues is communicated to employees using various internal channels such as strategic meetings, operations meetings, trade union meetings, workload reviews, performance reviews, tool box talks, e-mail, notice boards and plasma screens.

3.6 The joint Community Resources Health & Safety Committee provides a forum for the exchange of views and consultations on Health & Safety issues between management and Trade Unions representing employees who work within Community Resources. This ensures that information is exchanged and disseminated to all employees. The communication with employee groups is essential and allows for better awareness and practice of Health & Safety; the management of risk; the prevention of accidents and ill health, and the maintenance of safe working practices.

3.7 This is complemented by joint working arrangements which have been introduced for employee and Trade Union consultation. Fortnightly meetings take place with Senior Managers and Trade Union representatives where key Health & Safety issues may be discussed.

3.8 Separate service subgroup meetings also take place involving Union and staff representatives to discuss and resolve specific service related concerns, including Health & Safety issues.

4.0 Planning and Setting Standards

Setting of Health and Safety Objectives

- 4.1 The Community Resources Health & Safety Committee reviews and assesses a number of matters, including:
- Developments in the regulation of health and safety in the workplace and in working practices,
 - The identification of areas of work where there is a need for improvement that may entail the implementation of works or investment in equipment, and
 - The need for training and raising awareness in relation to health & safety.
- 4.2 The Q-pulse management system assists with monitoring of Health & Safety performance. In addition, the Action Plan contained in the annual plan is monitored on Covalent, the Council's performance management system.

Training

- 4.3 Training is considered to be integral to the approach to Health & Safety within Community Resources. In 2016/17, there has been extensive training provided in relation to Health & Safety, a summary of which is attached at Appendix A. In particular there has been training in the following areas:
- 55 employees attended training in manual handling and postural awareness, Refresher Manual handling training has been planned for Community Resources in 2017.
 - Over 150 employees have attended a range of Health & Safety toolbox talks, in relation to COSHH, Risk Assessment and Safe Working Practices.
 - 121 employees received training in Driver Certificate of Professional Competence Driver Risk. 147 employees received Driver Handling and Overloading training.
- 4.4 All training is recorded in Q-pulse, with Service Managers having access to the system to allow performance monitoring of training programmes that have been developed.

5.0 Measuring Performance

- 5.1 The action plan from the current annual Health & Safety plan is monitored on Covalent, the Council's performance management system and quarterly reports are produced to monitor performance against the key performance indicators detailed in the plan.
- 5.2 There was sustained good performance against the key performance indicators in the plan throughout 2016/17. The performance report is detailed together with the action plan at Appendix B.

Active Monitoring

- 5.3 Community Resources successfully retained the BS OHSAS 18001:2007 registration during 2016/17 with the service being externally audited in line with the Council wide auditing programme by BSI, the Council's external assessor.
- 5.4 There were two audit visits during 2016/17 covering service areas throughout Community Resources and a total of two non conformances were raised.
- 1303303N1 – No refresher training has been completed by an employee re tree felling.
 - 1395297N4 – The system for controlling documents and records is not fully effective.
- 5.5 Only one non conformance 1395297N4 remains open. The justification for the auditor leaving the non conformance open was:
- "This process for documentary information e.g. statutory inspections is now being carried out by the one department. An overview of the new system was explained and demonstrated via the CAMIS electronic system, it was evident that significant works has been carried out, however, this is not completed at the present time during the assessment. Advised that the system will be going live from 1st April 2017. This non conformance will be followed up at the next assessment visit".
- 5.6 Community Resources will require to demonstrate that adequate actions have been taken to close this non conformance or it could potentially affect the re-certification audit due to take place in September 2017.
- 5.7 The next re-certification audit is due to take place in September 2017. The final part of the certification cycle is the most comprehensive re-certification audit at the conclusion of the third year surveillance year. Based on the visit, there will be a recommendation made on certification renewal (for another 3 year cycle), together with any adjustment required to the ongoing surveillance plan, based on observed trends throughout the certification cycle.
- 5.8 In addition to external audits, internal workplace inspections are carried out by relevant Community Resources management/supervisory staff, however, these were not comprehensively undertaken for all areas of service during 2016/17. The internal workplace inspections form has been updated and will be re-instated in 2017/18. Corporate Health & Safety workplace audits have also been carried out across all areas covered by Community Resources service during 2016/17.
- 5.9 The Health & Safety Committee met during 2016/17 facilitating the monitoring of health and safety performance throughout the year to ensure there is regular and focussed monitoring of the key Health & Safety activities within Community Resources.

- 5.10 Accident statistics were reported and analysed at the committee and planning groups with subsequent accident prevention programmes being devised.

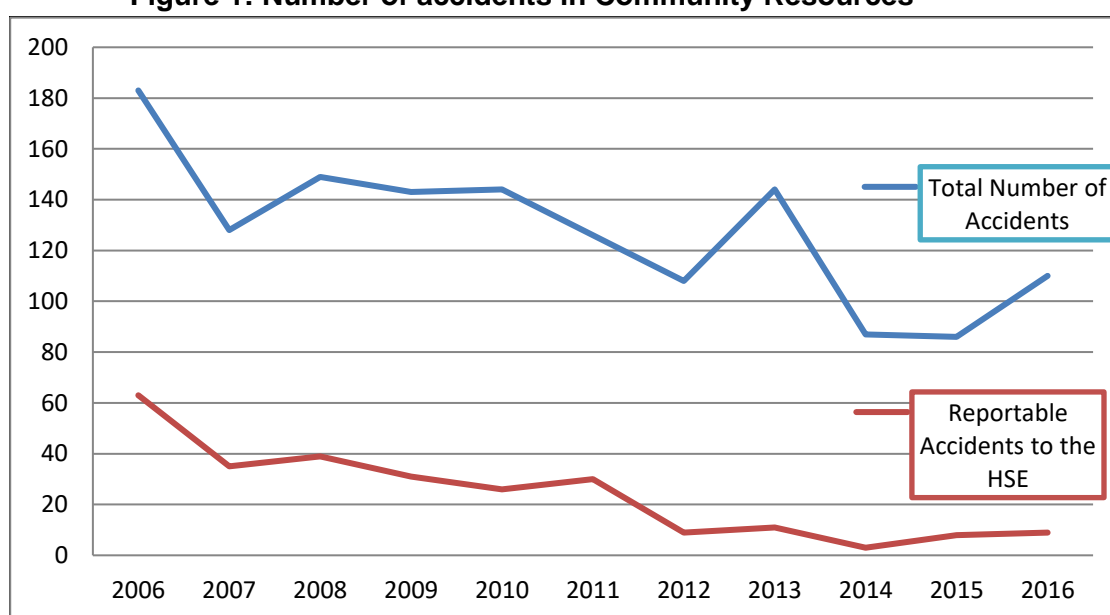
Reactive Monitoring

- 5.11 The number of accidents that have occurred in recent years is detailed in the following graph and table:

Table 1: Table detailing number of accidents in Community Resources

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Total Number of Accidents	183	128	149	143	144	126	108	114	87	86	110
Reportable Accidents to the HSE	63	35	39	31	26	30	9	11	3	8	9

Figure 1: Number of accidents in Community Resources



- 5.12 There has been an increase in the number of accidents, incidents and occurrences of violence and aggression reported in 2016/17, compared to 2015/16. 88% of all accidents, incidents and occurrences of violence and aggression were recorded as minor accidents or incidents. 9% of accidents were recorded as RIDDOR reportable, 4 being reported as “over 7 days” and 5 being reported as “major injuries”. The other 3% were reported as first aid, near miss or major injury not reportable. There does not seem to be any clear definitive reason or pattern for the increase in accidents in 2016/17. Accident trends over 2017/18 will be monitored very closely by the Health and Safety Co-ordinators and quarterly through the Community Resources Health

and Safety Committee meeting to determine if any actions need to be taken to ensure the safety of our employees and members of the public.

5.13 Accident trends have been analysed in 2016/17 and the breakdown of figures for each type of accident and service area is provided in the charts below:

Chart 1: No of accidents in each service area in 2016/7

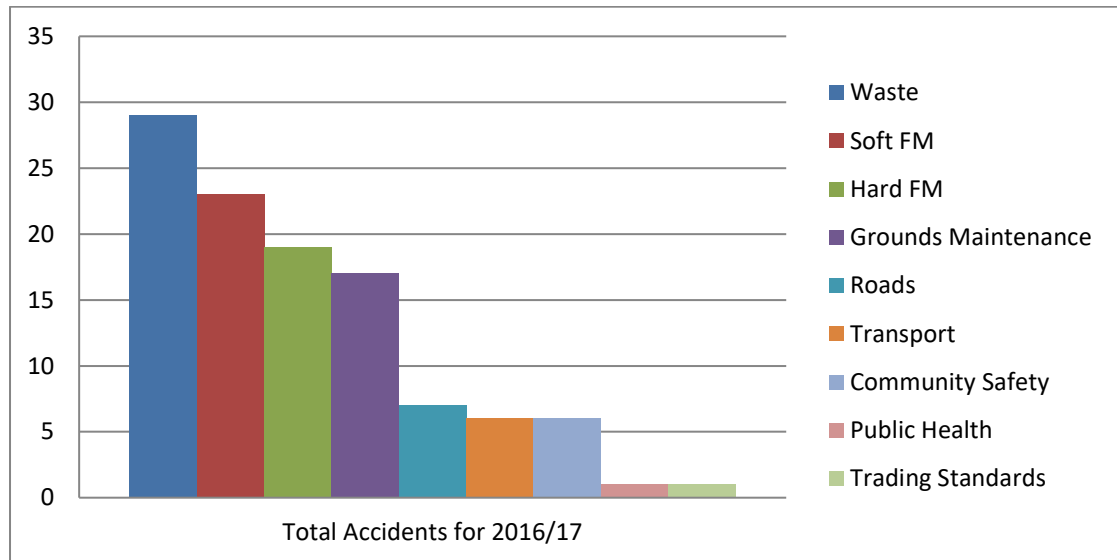
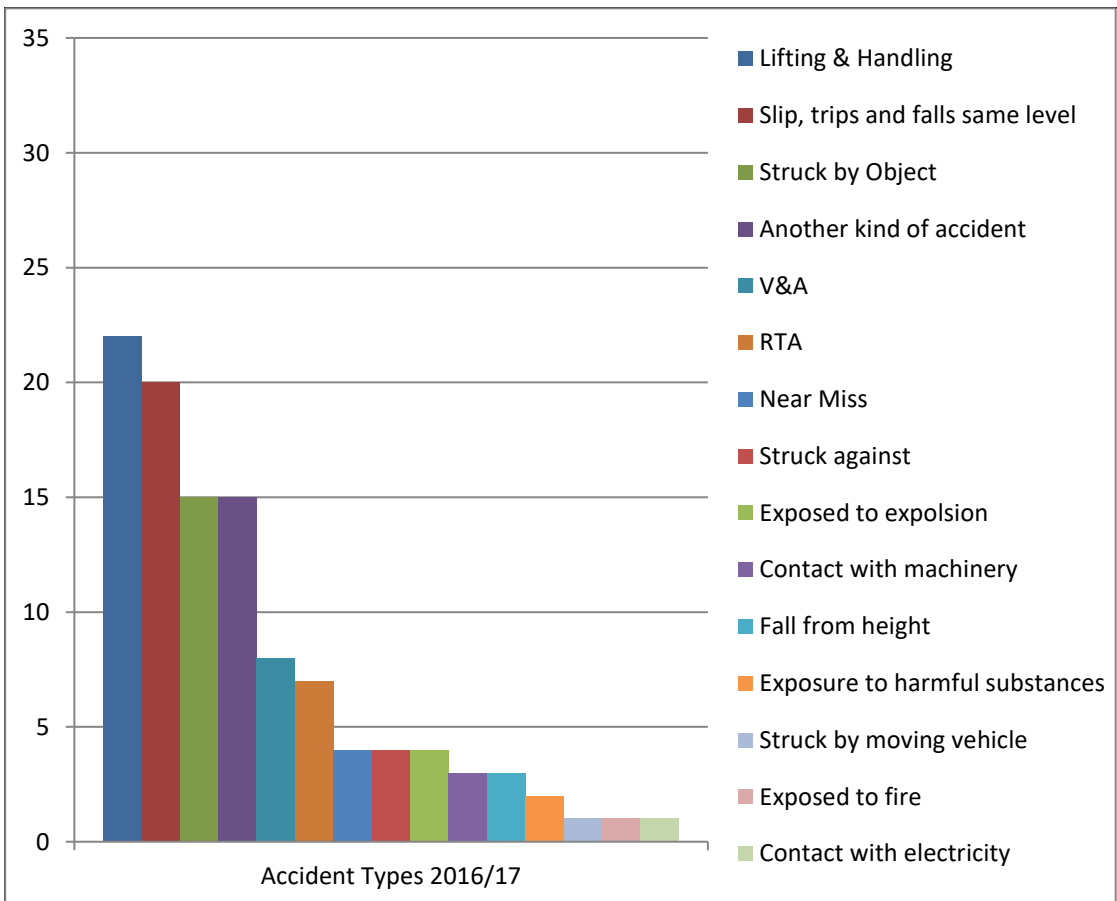


Chart 2: Total number of each type of accident in Community Resources in 2016/7



- 5.14 The analysis of the accident figures identified that both lifting and handling and slips, trips and falls from same level were the most significant type of accident across Community Resources in 2016/17. Manual Handling training is due for renewal in some service areas and this will be a priority for 2017/18 to ensure that the number of accidents involving lifting and handling reduces.
- 5.15 The following areas were identified as the most significant types of accident across Community Resources and details are provided into what preventative steps have been taken to reduce the number of accidents in these areas:
- Manual Handling – 20% of all accidents in Community Resources in 2016/17 were attributed to lifting and handling injuries. This is a 3% increase from 2015. Whilst due to the nature of the services delivered this will always be a significant factor in accident reporting, it is positive that only a small number of employees have been affected and with a focus on delivering refresher manual handling training in 2017/18 this will hopefully reduce the number of lifting and handling accidents in the future.
 - Slip/Trips – Slip/Trips accounted for 18% of accidents in Community Resources in 2016/7. Incident reviews are carried out after each accident and any required training or awareness is provided. All employees are provided with the correct Personal Protective Equipment (PPE) to carry out their tasks.

Accident Reporting and Investigation

- 5.16 Community Resources has fully implemented use of the Corporate Accident/Incident Recording Database (AIRD) with local arrangements in place to accommodate staff within Soft FM services who do not have access to a PC. Support is provided to Service Managers in recording and investigating accidents as required.
- 5.17 Training is available in the use of the AIRD database for Supervisors and Managers who are using the system for the first time and checklists have been developed to assist with this. Where issues have been identified in relation to specific accident forms, these have been taken up with the Service Managers responsible to ensure the accident forms are completed accurately and effectively.

Health and Safety Executive Intervention

- 5.18 Following a personal visit to a Renfrewshire Council Household Waste Recycling Centre, an HSE Officer witnessed practices in relation to the compactor that were noted to be of concern. From this visit and a subsequent follow up visit, an action plan was drafted by both Corporate Health and Safety and Community Resources to allow Amenity Services (Waste) to undertake actions and ensure all work in relation to compactors was carried out using safe working practices.

6. Review of Health and Safety Management


- 6.1 The Community Resources Health and Safety Committee will continue to review Health & Safety management issues across the service.
- 6.2 A review of the Quality and Health and Safety management system will be carried out in 2017/18 to reflect the operational and structural changes required by the departmental and Council reviews.
- 6.3 Supporting attendance is a key priority for Community Resources. Arrangements are in place to utilise the services of the Council's Occupational Health provider. The main elements of the service utilised by Community Resources have been:
- Early intervention programme,
 - Employee counselling service,
 - Treating employees referred to the service,
 - Physiotherapy, and
 - Cognitive behavioural therapy for employees.
- 6.4 Service managers are provided with regular updates providing the number of employees who did not attend occupational health appointments. The updates are distributed by the Health & Safety co-ordinator to ensure service managers are able to monitor the use of this valuable resource and to maximise attendance at appointments.


APPENDIX A**Provision of Training for 01 April 2016 to 31 March 2017**




Appropriate health and safety training courses, or bespoke courses				
	Q1	Q2	Q3	Q4
Elementary Food Hygiene	15	15	3	0
First Aid at Work – 2 Day Refresher	3	1	7	0
Manual Handling in Industry	39	0	65	12
Cross Contamination Toolbox	26	0	0	12
Cleaning Chemical (COSHH)	0	0	16	0
Personal Hygiene (toolbox talk)	12	0	0	0
Manual Handling and Postural Awareness	27	0	0	0
Accident/Incident Reporting Tool Box Talk	14	0	0	12
DCPC – Law CRS 5850/383	51	45	0	0
DCPC – Fire Fighting & First Aid	4	1	2	0
DCPC – Manual Handling	5	3	1	0
DCPC –Digital Tachograph	1	4	2	0
DCPC – Realities of Transport	10	0	2	0
DCPC – PCV Roles	13	0	23	0
Fire Prevention Toolbox	0	0	0	0
Driving Assessment Cat C	0	5	0	2
Driving Assessment Cat C1	0	0	0	1
Induction Seasonal Staff	42	4	0	36
Violence and Aggression Tool box talk	0	0	0	0
Food Safety Management	0	0	0	12
Isuzu 7.5T Easy Shift Training	0	0	0	0
Reverse Assessment and Bin Lift Training	5	18	0	31
Driver Handling NS Overloading Training	9	17	0	0
Vehicle Tail Lift Training (Transport)	0	0	0	0
CSCS Operative Health and Safety Training	0	0	0	0
Driver Assessment Cat B	24	9	12	5
Chainsaw Safe Working Practices Toolbox	0	8	0	0
Electrical Safety	0	0	0	0
Play Area Risk Rating Toolbox	4	0	0	0
Health and Safety Update	0	0	0	0
Water Jetting	0	8	7	0
Lift Truck Operator Training				
City & Guilds Level 2 Principles of Safe Handling				
TBT Safe Systems of Work (book issued)				
Risk Assessment / Safe Working Practices	0	0	0	15
Fire Panel Training				
Dogs That Fight and Bite Training				
Working at Heights	0	0	35	26
Ladder Safety	0	0	0	9
Asbestos Awareness	0	0	0	21

Operator Licence	0	0	0	47
COTS Safe use of Shoring	0	0	0	3
COTS Sit astride ATV	0	0	0	2
Terrorism Awareness	0	0	0	19
Hate Crime	0	0	0	19
Site Awareness	0	0	0	1
Competence for Individual Gas Fitter Operatives	0	0	10	0
Cable Avoidance	0	0	10	0
Roads Construction Reinstatement	0	0	10	0
Roads Construction Health & safety at work	0	0	10	0
HWRC Enforcement	0	0	23	0
Gas Safety @ HWRC	0	0	17	0
Wood Chipper	0	0	11	0
Mask face fitting	10	1	2	0
Basic Tree Climbing	0	0	1	0
CCTV	0	24	1	0
Intruder Alarm	0	0	1	0
Quad Bike	0	0	2	0
Legionella Update	0	0	6	0
Static Boom	4	4	4	0
Explosives Update	0	0	1	0
Health Protection Information Management	0	0	1	0
Food Law Code of Practice	0	0	1	0
Equipment Training	0	8	102	4
Incident Review	0	26	0	0
Driver Hours	0	6	0	0
BPEC Domestic Gas	1	0	0	0
PASMA	6	0	0	0
Medicals (Drivers)	34	0	0	0
Glasgow FAI	6	0	0	0


Health and Safety Objective	
01: Managing non-conformities resulting from internal audits and BS OHSAS 18001:2007 audits	

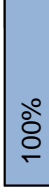

Related PI Code	Description	Performance		Status	Latest Note
		Value	Target		
CR.SERV.0 5a	% of health and safety audits due to be carried out by Community Resources, undertaken on schedule (both internal and 3rd party)	2014/15	100%		100% of external audits were carried out on schedule and 75% of internal audits were completed based on risk assessment.
		2015/16	100%		
		2016/17	75%		
		2017/18			

Related PI Code	Description	Performance		Status	Latest Note
		Value	Target		
CR.SERV.0 5b	% of actions, resulting from Health and Safety audits, carried out on schedule (including Community Resources audits, BSI audits and Corporate H&S	2014/15	90%		All actions that were raised through audits were completed.
		2015/16	100%		
		2016/17	100%		
		2017/18			


	audits)						
Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note		
CR.HS.16.01.0 ₁	Continue to ensure BS OHSAS 18001:2007 standard is retained by Community Resources	31 March 2017	<div><div>100%</div></div>		This is an on-going action, assessed by external auditors every 6 months.		
Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note		
CR.HS.16.01.0 ₂	Undertake a programme of internal audits and workplace inspections and ensure non-conformances and areas for improvement identified are resolved within appropriate timescales	31 March 2017	<div><div>75%</div></div>		100% of external audits were complete on schedule, 75% of internal audits were complete based on risk assessment.		
Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note		
CR.HS.16.01.0 ₃	Ensure Community Resources is prepared for the transition from OHSAS18001:2007 to ISO45001:2018	31 March 2021	<div><div>50%</div></div>		There has been a delay in BSi issuing the ISO45001:2016 standard and this will not come into place until 2017/18. Community Resources will be prepared to transition over when it comes into place. There will then be a 3 year period to allow implementation.		



Health and Safety Objective
02: Monitor and review risk assessment programmes

Related PI Code	Description	Performance			Status	Latest Note
CR.SERV.1 1	% of Community Resources risk assessments reviewed, as scheduled		Value	Target		A full risk assessment review has taken place and a new format for risk assessments has been developed. This review has resulted in a delay in reviewing some risk assessments which will now take place in the next few months.
		2014/15	93%	90%		
		2015/16	95%	95%		
		2016/17	80%	96%		
		2017/18				


Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note
CR.HS.16.02.0 1	Continue to improve health and safety by working with services to develop, improve and implement risk assessments and safe working practices	31 March 2017			Health and Safety Reps continue to work with all Services in Community Resources to by implementing risk assessments and safe working practices.

Health and Safety Objective	
03: Secure a reduction in the number of accidents in the workplace and the resulting days lost due to accidents	

Related PI Code	Description	Performance	Status	Latest Note
CR.SERV.05c	Number of recorded workplace accidents for Community Resources' employees (RIDDOR, Major and Minor)			The trend for accidents in 2016 increased slightly from 2015. The accident trends over 2017 will be monitored very closely by the Health and Safety Co-ordinators and quarterly through the Community Resources Health and Safety Committee meeting to determine if any actions need to be taken to ensure the safety of our employees and members of the public.

Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note
CR.HS.16.03.01	Monitor and review the number of workplace accidents to deliver a downward trend in the number of accidents	31-Mar-2017			The trend for accidents in 2016 increased slightly from 2015. The accident trends over 2017 will be monitored very closely by the Health and Safety Co-ordinators and quarterly through the

					Community Resources Health and Safety Committee meeting to determine if any actions need to be taken to ensure the safety of our employees and members of the public.
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Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note
CR.HS.16.03.02	Monitor post action recommendations and ensure they are robust and fully completed for RIDDOR and major accidents	31-Mar-2017	<div> <div></div> 100% </div>		All RIDDOR reportable accidents and recommendations are checked to ensure completed. The Community Resources H&S Committee will look to continue to strengthen this in 2017 by ensuring all Managers and Supervisors follow up actions.

Health and Safety Objective	
04: Ensure health and safety training is appropriately delivered and recorded	

Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note
CR.HS.16.04.01	Monitor new working practices, legislation changes, internal and external accident trends and provide training for employees on specific activities to ensure safe working practices are followed	31-Mar-2017	<div> <div></div> <div>75%</div> </div>		A non conformance was highlighted during external audit regarding refresher training for staff and this has now been rectified. This work is on-going to ensure Community Resources is aware of new working practices, changes in legislation and reviewing accident trends.

Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note
CR.HS.16.04.02	Ensure employees receive health and safety induction training	31-Mar-2017	<div> <div></div> <div>100%</div> </div>		All new employees receive Health and Safety induction training. In 2017, H&S Coordinators will dip sample to ensure new staff have received H&S induction training.

Health and Safety Objective	
05: Undertake a health and safety inspection programme	

Related Action Code	Related Action Description	Due Date	Progress	Status	Latest Note
CR.HS.15.05.01	Monitor the implementation of the annual corporate health and safety inspection programme for Community Resources	31-Mar-2017	<div> <div>100%</div> </div>		Progress will be monitored at quarterly Community Resources Health & Safety meetings with Corporate Health & Safety management, service managers and trade union reps.