

Health and Safety Action Plan April 2016 – March 2017: Summary of actions undertaken

Reference	Action	Responsibility	Target timescale for completion	Actions Taken
1.	Test all staff in accordance with the Authority's Drugs and Alcohol Policy	Head of Finance & Performance	Random <31/03/2017	Testing took place at Twyford WTS and HRRC in February 2017. All staff passed the testing.
2.	On-going review of contractors' H&S policies	SAD(O)	On-going	Health and Safety is a standing item on meeting agendas for the Suez PPP contract and the Lakeside EfW contract. WLWA are made aware of any issues that arise and receive details of relevant incidents and accidents as part of the contract monitoring.
3.	Twyford Site Rule Book to be reviewed and where required updated to reflect new and revised requirements i.e. hard hat policy other necessary revisions identified.	Site Manager & H&S Adviser	Interim ("DIY" Version) July 2016 & Final Version when works completed anticipated March 2017	Revisions were made to the leaflet Twyford waste Transfer Site Safety rules for drivers of RCV's and waste carriers to include updated guidance about wearing of PPE. At the end of March 2017 wood shredding stopped at the site, as a result of this change further revisions are needed in 2017/18. This action is included in the H&S action plan for 2017/18.
4.	Review of pedestrian and vehicular interfaces at Twyford to reduce potential conflict issues and introduce separation.	Site Manager & H&S Adviser	September 2016	A lot of work regarding pedestrian and vehicle separation was carried out at Twyford during the Autumn. As a result there are now a number of clearly marked walkways (barriered where possible) and revised signage on site to help make sure all people working on the site and visiting the site to dispose of waste or recycle know where to walk and drive to keep everyone safe.
5.	Dust monitoring of operational activities at Twyford	Site Manager & H&S Adviser	When necessary	No testing took place in 2016/17 as following the HSE inspection shredding and screening of the waste wood took place out of normal operating hours and the past surveys

				showed low levels of dust.
6.	Appropriate on-going refresher training for all staff and suitable induction training for new staff. To include driving & plant operations, fire marshals & first aid	Site Manager	On- going	The training completed this year is detailed below: <ul style="list-style-type: none"> • 1 member of staff was trained as a First Aider • 5 staff undertook operators Familiarisation for the Liebherr LH24 • 16 staff undertook the Safe Use of Respiratory Protective Equipment training • 13 staff were trained in the safe handling and storage of bottled gas
7..	Health checks to be performed on all staff	Head of Finance & Performance	31/03/2017	Health checks were completed in October 2016 for all staff.

Main Regular/Routine Items at Twyford SWTS

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a.	Legionella Testing	Site Manager	Testing has been taking place on a 3 monthly basis. Records are available on site.
b.	PAT testing	Site Manager	Portable Appliance Testing took place in November 2016. The fixed wiring testing was not due this year.
c.	Fire Safety	Site Manager & Site Supervisor(O)	Records of the alarm testing are kept on site. The last fire drill took place in September 2016.
d.	Fire Plans	Site Manager & Site Supervisor(O)	Fire Risk assessments in place and kept under review. Complete re-assessment completed every 5 years. Next re-assessment due 2018.
e.	Driver Competence Checking	Site Manager & Site Supervisor(A)	Certificates checked every 3 or 5 years as appropriate. Training is scheduled for 2017/18.
f.	First Aid Provision	Site Manager	Training/refresher every 3 years as required. One person was trained in November 2016 bringing the total number of first aiders on site to three.

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g.	Visual Site Inspection	Site Supervisor(O)	Records are kept on site of the daily visual inspections to check the site condition for safety and operational purposes.
h.	Personal health and safety matters	Site Manger & Site Supervisors(O)&(A)	Issues in connection with PPE, Manual Handling and similar H&S matters are monitored on an on-going basis to ensure suitable provision is in place.
i.	Annual site inspection and risk assessment	Site Manager and H&S Adviser	WLWA's health and safety advisor carried out reviews of all risk assessments during this year.