

# Health and Safety Action Plan 2017/18

Ref	Action	Responsible person(s)	Target timescale	Further detail
1	Introduce a new schedule of quarterly review of H&S at senior management team meetings and integrate these with Authority reporting.	Senior Contracts Manager	September 2017	Set dates for meetings during 2017/18 for the relevant staff to meet and discuss progress made against the H&S action plan as well as other health and safety matters. Progress updates will be included in operations reports to Authority meetings.
2	Improve the existing document library for H&S and introduce a schedule for review and update that spreads the work throughout the year.	Operations Manager	September 2017	
3	Work with all contractors to build a formal schedule of H&S monitoring in to contracts and operations.	Senior Contracts Manager	February 2018	
4	Complete an unscheduled HSE style visit and inspection at both Twyford WTS & HRRC and the corporate offices	H&S Advisor	Random date within the year	Following the HSE visit in August 2016 this exercise will be conducted to help keep staff training and vigilance current and H&S to the forefront.
5	Complete procurement for companies to undertake: <ul style="list-style-type: none"> <li>▪ Training for site drivers to ensure continued competency</li> <li>▪ Manual handling training</li> <li>▪ Banksman training</li> <li>▪ On-going water risk assessment and legionella testing</li> <li>▪ The 5 year periodic fixed wiring testing</li> </ul>	Operations Manager	July 2017  July 2017 July 2017 July 2017  September 2017	
6	In light of the new guidance regarding fires at waste sites undertake a review of arrangements at Twyford WTS and HRRC	Operations Supervisor	August 2017	This is in addition to the requirement to undertake fire risk assessment of our premises.
7	Undertake a full review of driving needs (including training & licensing), plant safety and maintenance at Twyford WTS and HRRC	Operations Supervisor	Begin June 2017 and complete by February 2018	

## On-going/regular items

Ref	Item	Responsible person(s)	Location	Detail
A	Risk assessment reviews	All Supervisors and Managers	All	Review risk assessments on an annual basis, when processes change or after an incident/near-miss.
B	Health surveillance	Head of Finance and Performance	All	Organise for appropriate checks for new starters, existing employees
C	Drug and alcohol testing	Head of Finance and Performance	All	To be arranged for a random date and time sampling the workforce.
D	Driving licence testing	Head of Finance and Performance	All	For all staff that drive a vehicle/plant on behalf of WLWA for work purposes including personal vehicles to and from meetings/events.
E	Regular maintenance	Operations Supervisor	Twyford WTS and HHRC	Organise for small works as identified by site inspections and other monitoring/testing on site as well as changes that may be identified during risk assessment and review
F	Capital works	Operations Manager	Twyford WTS	Undertaking of works identified by structural and topographical surveys of the site.
G	Routine testing	Operations Supervisor	Twyford WTS and HHRC	This includes: <ul style="list-style-type: none"> <li>▪ Legionella testing every 3 months</li> <li>▪ Dust monitoring as appropriate</li> <li>▪ Vibration testing as appropriate</li> <li>▪ Lifting Operations Lifting Equipment Regulation (LOLER) testing</li> <li>▪ Obtain portable appliance testing quotes for testing in November 2017</li> </ul>
H	Site inspections	Operations Supervisor	Twyford WTS and HHRC	Daily visual inspection to check the site condition for safety and operational purposes