

DRAFT v3 - Health and Safety Action Plan 2017/18 end of year report

Ref	Action	Responsible person(s)	Status	Updates
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	Green	Meetings were set until Summer 2018 and will continue every year.
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	Green	Documents have been moved to a shared location and a timetable for review drafted. This timetable forms part of the action plan for 2018/19.
3	Work with all contractors to build a formal schedule of H&S monitoring in to contracts and operations.	Senior Contracts Manager	Green	Health and safety is now a standing agenda item for existing contracts and has been built in to contract meetings for the new contracts awarded for food waste, mixed organics and transport.
4	Complete an unscheduled HSE style visit and inspection at both Twyford WTS & HRRC and the corporate offices	H&S Advisor	Green	Both audits and inspections have now taken place. Actions from this audit are included in the action plan for 2018/19 and associated detailed action list.
5	Complete procurement for companies to undertake: <ul style="list-style-type: none"> ▪ Training for site drivers to ensure continued competency ▪ Manual handling training ▪ Banksman training ▪ On-going water risk assessment and legionella testing ▪ The 5 year periodic fixed wiring testing 	Operations Manager	Green	<ul style="list-style-type: none"> ▪ Driver re- training has taken place for the mobile plant ▪ Manual handling training took place on 23 March. ▪ All staff have now completed banksman training, training took place in September. ▪ A new legionella risk assessment and all testing for 2017/18 was completed in January ▪ The periodic electrical testing took place at the end of March 2018, the remedial works identified were completed at the beginning of June.
6	In light of the new guidance regarding fires at waste sites undertake a review of arrangements at Twyford WTS and HRRC	Operations Manager	Green	A new fire risk assessment was undertaken on site at the end of January. Training for all staff about fire awareness has been carried out. New fire wardens have been identified and been trained. Further actions are included in the 2018/19 action plan and associated detailed action list.
7	Undertake a full review of driving needs (including training & licensing), plant safety and maintenance at Twyford WTS and HRRC	Assistant Site Manager	Green	Proposals have been received for alternative vehicles options. Further work is needed before a final decision is made.

On-going/regular items

Ref	Item	Responsible person(s)	Status	Update
A	Risk assessment reviews	All Supervisors and Managers	Green	A programme of risk assessment reviews has begun with the site staff and trade union representative.
B	Health surveillance	Head of Finance and Performance	Green	This was completed for both sites in March.
C	Drug and alcohol testing	Head of Finance and Performance	Green	This was completed for both sites in March.
D	Driving licence testing	Head of Finance and Performance	Green	This was complete in February.
E	Regular maintenance - 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	Assistant Site Manager	Green	A number of small works have taken place, the companies used for maintenance work are constantly reviewed.
F	Capital works	Operations Manager	Amber	<p>A series of surveys have been undertaken – drainage, topographical, utilities and structural. The results of these will be combined with aspirations for the site layout to produce technical specifications in order to procure the works.</p> <p>A timetable for the works is not yet in place.</p>
G	Routine testing This includes: <ul style="list-style-type: none"> ▪ Legionella testing every 3 months ▪ Dust monitoring as appropriate ▪ Vibration testing as appropriate ▪ Lifting Operations Lifting Equipment Regulation (LOLER) testing ▪ Obtain portable appliance testing quotes for testing in November 2017 	Assistant Site Manager	Green	<ul style="list-style-type: none"> ▪ Legionella testing – a programme has been established, testing is up to date. ▪ LOLER testing is undertaken by WLWA's insurance company ▪ PAT was completed in December 2017. ▪ WLWA's insurers carry out the LOLER testing. ▪ No vibration testing was carried out this year.
H	Site inspections	Assistant Site Manager	Green	Daily visual inspection to check the site condition for safety and operational purposes.