

DRAFT v3 - Health and Safety Action Plan 2018/19

Ref	Action	Responsible person(s)	Target timescale	Further details
1	Review all H&S policies including the main policy statement and intent document.	Senior Contracts Manager	March 2019	<p>There are a number of health and safety policy related documents that require review this year, these are listed below:</p> <ul style="list-style-type: none"> ▪ Health and Safety Policy ▪ Staff Health and Safety Booklet ▪ Driving at Work Policy, Guidance and Forms ▪ Lone Working Policy and Procedure ▪ Avoidance of Violence to Staff Policy ▪ Display Screen Equipment Policy and Assessment Procedure ▪ Manual Handling Policy, Guidance and Assessment Procedure ▪ Control of Noise at Work Policy ▪ Management of Asbestos Policy ▪ Work with Asbestos Policy ▪ Induction Training Checklist ▪ New Starter Induction Checklist ▪ Contractor's Site Induction Checklist
2	Develop a procedure for ensuring all staff are aware of current policies, consulted on policy changes and made aware of any agreed and implemented changes.	Senior Contracts Manager	March 2019	This procedure will be based on recommendations from the Authority's H&S advisor.
3	Introduce H&S checks to the procedure vetting new suppliers, where appropriate	Head of Finance and Performance	March 2019	This will integrate in to the procedure used to check financial status.
4	Development of detailed H&S systems for the new office location	Head of Finance and Performance	March 2019	This is part of the project to move from Hounslow Civic Centre to a new office location.
5	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	The purpose of these visits is to provide an independent check of the Authority's systems and procedures.
6	Complete the works to repair the fire damage at the Abbey Road waste transfer station and implement all fire risk assessment recommendations.	Site Manager	March 2019	
7	Develop a new emergency plan for the Abbey Road site	Site Manager	July 2018	

Ref	Action	Responsible person(s)	Target timescale	Further details
8	Encourage shared best practice between all the HRRC and WTS	Operations Manager	March 2019	This relates to the business plan project to provide a harmonised HRRC and WTS to deliver a consistent and professional high quality service to all residents in the WLWA area efficiently and offering best value.

On-going/regular items

Ref	Item	Responsible person(s)	Location	Further details
A	Deliver training as per the training matrix	Line Managers	Abbey Road Civic Office	
B	Risk assessment reviews	All Supervisors and Managers	Abbey Road Civic Office	
C	Health surveillance	Head of Finance and Performance	Abbey Road Civic Office	
D	Drug and alcohol testing	Head of Finance and Performance	Abbey Road Civic Office	
E	Driving licence testing	Head of Finance and Performance	Abbey Road Civic Office	
G	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	Abbey Road	
H	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 ▪ Fire equipment 	Assistant Site Manager	Abbey Road	
I	Site inspections	Assistant Site Manager	Abbey Road	