

## Health and Safety Action Plan 2019/20

Ref	Action	Responsible person(s)	Target timescale	Further details
1	Appoint new H&S Advisor for WLWA	Managing Director	August 2019	The revised WLWA Health and Safety policy has resulted in the removal of the management appointee role and creation of a Health and Safety Advisor and enhanced health and safety involvement of managers. The new policy document sets out the responsibilities of this role and an external expert needs to be appointed.
2	Develop additional guidance for: <ul style="list-style-type: none"> <li>• Provision and Use of Work Equipment (PUWER);</li> <li>• Electrical Equipment</li> <li>• Working at Height</li> <li>• Lifting Equipment and Lifting Operations (LOLER)</li> <li>• Reporting of accidents, incidents and near misses</li> </ul> in support of the new revised overarching policy document.	Operations Manager	December 2019	During the revision of the policy and supporting documents the need for these updates was identified.
3	Communicate with all staff so they are informed about the revised document and aware of the contents.	Managing Director	August 2019	This will be carried out using the new procedure members are asked to approve in June 2019 (appendix 2 to the H&S report).
4	Make relevant stakeholders aware of the new documentation	Senior Contracts Manager	September 2019	WLWA will share the documentation with boroughs, contractors, partners etc.
5	Review all job descriptions to ensure health and safety responsibilities as outlined in the new policy are clearly articulated	Head of Finance and Performance	March 2020	All existing job descriptions will be reviewed and changes made where appropriate.
6	Begin developing a positive reporting culture for near misses, accidents, incidents and property damage.	Operations Manager	March 2020	Work closely with staff to develop their knowledge and understanding of the importance of reporting near misses and accidents to help avoid future injury and ill-health
7	Review head office health and safety arrangements	Head of Finance and Performance	March 2020	Having moved into a new head office and established activities, it will be useful to take stock of and review the head office health and safety procedures to ensure they are appropriate and suitably

				embedded.
8	Encourage shared best practice between all the HRRC and WTS	Operations Manager	March 2020	<p>WLWA will schedule quarterly HRRC best practice meetings with all boroughs to encourage communication and sharing of information.</p> <p>The user group meetings for Transport Avenue and Victoria Road will continue quarterly with health and safety being a key item on the agenda including the reporting of incident statistics.</p>
9	Driver induction project for WTS and HRRC's	Operations Manager	September 2019	To ensure that the WTS and HRRC a project will be undertaken to ensure that all sites have appropriate inductions and checks in place to ensure that all vehicles (excluding residents in cars) are aware of and follow the site rules to help keep everyone safe on site.
10	Develop new staff handbook for Abbey Road HRRC and WTS	Site Manager	March 2020	There have been a lot of changes and improvements at the site. These need to be compiled together and made quickly and easily available for staff. This will also include wider processes and procedures not just those directly related to health and safety.
11	New induction for Abbey Road HRRC and WTS visitors and trade waste customers	Site Manager	August 2019	The current induction will be updated to include new rules and processes being introduced on site.
12	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 2020	There are a number of stages to this work, the Site Manager will oversee and co-ordinate the work to keep the site safe and operational throughout the works.
13	Organise a DSEAR assessment for storage of gas bottles at HRRC sites	Site Manager	September 2019	This is a new practice being introduced by Suez to their sites across the country. WLWA will adopt this practice and undertake any appropriate actions identified.

## Business as usual - On-going/regular items

Ref	Item	Responsible person(s)	Location	Further details
A	Deliver training as per the training matrix	Line Managers	Abbey Road West Drayton	
B	Risk assessment reviews	All Supervisors and Managers	Abbey Road West Drayton	
C	Health surveillance	Head of Finance and Performance	Abbey Road West Drayton	
D	Drug and alcohol testing	Head of Finance and Performance	Abbey Road West Drayton	
E	Driving licence testing	Head of Finance and Performance	Abbey Road West Drayton	
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	Head of Finance and Performance Site Manager	Abbey Road West Drayton	
H	Routine testing This includes: <ul style="list-style-type: none"> <li>▪ Legionella testing every 3 months (6 monthly at West Drayton)</li> <li>▪ Dust monitoring as appropriate</li> <li>▪ Vibration testing as appropriate</li> <li>▪ Lifting Operations Lifting Equipment Regulation (LOLER) testing</li> <li>▪ Fire equipment</li> <li>▪ Noise</li> <li>▪ Bio-aerosols</li> <li>▪ Provision and use of work equipment (PUWER)</li> </ul>	Head of Finance and Performance Site Manager	Abbey Road West Drayton	
I	Site inspections	Head of Finance and Performance Site Manager	Abbey Road West Drayton	