

APPENDIX 4

High risk / Priority 1 past due actions:

No.	Audit Year	Audit Name	Service Area	Rec ID	Management Action	Rating / Priority	Original Due Date	Expected Completion Date	Action Owner Comments
1	2022/23	Health and Safety (Inc. Lone Working)	DCL	1520	Continue to review and update all H&S related policies, procedures, and guidance.	High	31-Dec-23	TBD	Good progress has been made on the H&S codes since the last JAGC. A number of codes have been published following SMT approval. In addition, IA and H&S meet monthly to review progress on the codes. All H&S policies are under full review and will be re-issued as Codes (with the exception of the top level H&S Policy (statement) document. This will include a full review of existing Jarvis H&S content, and structure with the anticipation of full replacement within the course of this thorough review. To date 1 Code has been approved (HSC-32- Policy and Code Review), and a further 4 in the final review stages (HSC-1 - Fire, HSC - 4 - Risk Assessment, HSC-5 - Incident Reporting, HSC-10 - Violence and Agression at Work). Ongoing periodic review will be managed through a 'Health and safety Management Plan'.
2				1526	Develop a report to assist managers in monitoring training compliance and issue at agreed intervals.	High	31-Aug-23	TBD	Following implementation of the L&D training matrix and management, H&S will be able to present data to service managers as required. H&S unable to progress this action further, await new HR system.
3				1535	Implement a system for H&S inspections/monitoring, in line with HSE guidance and the councils' Health and Safety Policy.	High	31-Dec-23	TBD	This shall be incorporated within the proposed HSC-31 - Health and Safety Audit and Inspection Code. In part due to the incorporation of H&S team into Dev & Corp Landlord and previous FM experience of H&S team, Codes HSC-16 - Work Equipment (approved) and HSC-31 - Audit and Inspection will conclude this action.
4	2022/23	Health and Safety (Inc. Lone Working)	Finance	1540	Procurement to consult Health and Safety on the revised procurement process, guidance, and template documentation to ensure there is suitable consideration of health and safety requirements and controls to comply with relevant	High	31-Dec-23	TBD	Discussions are ongoing with H&S team. Documents not yet updated. Update Q2 2024: No progress but, where appropriate (Gateway, for example) service teams are encouraged by Procurement to engage with H&S when developing their specifications and evaluation criteria. This may be as much as Procurement can do considering it is not responsible for H&S
5				1541	Remind service teams of the requirement per the procurement procedure rules to obtain H&S documentation as part of the tender/award of contracts etc.	High	31-Dec-23	31-Dec-24	It has not been possible to progress this due to other work commitments.
6	2022/23	Mobile Home Parks	H&E	1671	Develop a programme of site visits.	Priority 1	31-Mar-24	31-Dec-24	Work still ongoing.
7				1672	Develop a site visit checklist, which includes a date stamp and a management review sign off.	Priority 1	31-Mar-24	31-Dec-24	
8	2022/23	Grounds and Parks Maintenance (incl. Trees)	DCL	1698	Liaise with supporting services (waste/property/H&S) to implement reasonable and practical solutions to resolve the observations identified during the site visits.	Priority 1	31-Mar-24	31-Dec-24	Good progress towards completion of the site visit actions has been made, with the majority of actions now taken. Still open as the team are awaiting materials from third parties.