

South Derbyshire DC - Depot Health & Safety

AUDIT RECOMMENDATIONS					MANAGEMENT RESPONSES		
Rec No.	Risk Rating	Summary of Weakness (Issue)	Issue Accepted	Suggested Action (Recommendation)	Action Details Inc. alternative solution (If no action please state reasons)	Officer Responsible (email address only)	Implementation Date (dd/mm/yyyy)
1	Moderate Risk	Procedural guidance/safety method statements had not been established for all duties undertaken by the Grounds Maintenance Operatives and signed records had not been kept to demonstrate when guidance had been issued and received.	YES	We recommend that procedural guidance/safety method statements are established for all duties undertaken by the Grounds Maintenance operatives. Signed records should be maintained to demonstrate that operatives had been issued with, received and understood the Health & Safety guidance/ codes of safe working practices issued to them. This would serve as a means of maintaining signed evidence that they are aware of what is expected of them.	Direct Services Manager, Service Manager (Grounds & Facilities) and the Health & Safety Officer are developing a series of tool box talks on procedural guidance and safe systems of work. These will be delivered on a month by month basis at team briefings. Guidance will be delivered on a priority basis commencing with the highest risk/probability rating.	adrian.lowery@south-derbys.gov.uk	01/03/2015 – 28/02/2016
2	Low Risk	A Code of Safe Working Practice for Grounds Maintenance had been prepared, but was not dated to evidence when it was produced, due for review or issued to operatives. In addition, the Code of Safe Working Practice for Street Cleansing was dated August 2004, making it nearly 11 years old.	YES	We recommend that Codes of Safe Working Practices are dated to evidence their date of production and that the current codes are reviewed to ensure their content remains appropriate and relevant prior to reissue to operatives. Ideally, signed records should be maintained or operatives training records should reflect that operatives have been issued with and are aware of the codes relevant to their area of work.	Codes of safe working practices for grounds refuse and cleansing are currently under review by the Direct Services Manager, Service Manager (Grounds & Facilities) and the Health & Safety Officer and new dated versions will be issued to all staff.	adrian.lowery@south-derbys.gov.uk	01/04/2015
3	Low Risk	Risk assessments for Waste and Cleansing had not been reviewed and updated since November 2012.	YES	We recommend that risk assessments are reviewed and updated on an annual basis to ensure their content remains relevant and up-to-date.	Annual reviews of all risk assessments have been arranged for Waste & Cleansing and Grounds Maintenance. 12/02/2015 – waste & cleansing 19/02/2015 - grounds	adrian.lowery@south-derbys.gov.uk	completed
4	Moderate Risk	Limited Health and Safety training had been provided to Grounds Maintenance and Waste and Cleansing operatives during the last 3 years.	YES	Given that duties undertaken by operatives based at the Council's Depot pose the biggest risk to the Council in terms of Health and Safety, we recommend that Depot operatives are required to undertake Health and Safety training on a regular basis, both in terms of mandatory training and task specific. This should be undertaken in conjunction with the Health and Safety Officer and records of attendance at training sessions should be maintained to demonstrate all operatives have attended and serve to indicate when refresher training was required.	Review and evidence current training records and plan a programme for all mandatory training and task specific training, with clear time frames for refresher training.	adrian.lowery@south-derbys.gov.uk	28/02/2015
5	Low Risk	Not all managers had undergone Health and Safety training specifically geared towards managers and their responsibilities as the employer.	YES	We recommend that all line managers at the Depot attend an IOSH Managing Safely or similar course. This would serve as a means of demonstrating that management awareness and responsibility of Health and Safety is fully understood.	IOSH Managing Safely or similar course to be arranged for supervisors at the depot. All three managers at the depot –A. Lowery, G. Coates and S. Sheppard have received IOSH or similar course on Health & Safety.	adrian.lowery@south-derbys.gov.uk	01/04/2015 – 31/03/2016
6	Low Risk	Risk management log sheets had not always been signed off by a Senior Officer to demonstrate that exposure levels had been monitored. Risk management log sheets were not being completed in respect of exposure to noise levels.	YES	We recommend that risk management log sheets are completed by operatives in respect of their use of tools and equipment. These should be completed in respect of both exposure to noise levels and vibration levels, signed and dated by the operative and by their Line Manager to demonstrate that checks have been undertaken to ensure exposure levels have not been exceeded for each day. Nil returns should also be submitted and filed.	Log sheets are completed and signed off by a line manager for exposure to vibration, including NIL returns; this will be expanded to incorporate noise exposure.	adrian.lowery@south-derbys.gov.uk	01/04/2015
7	Low Risk	There was no documented timetable to demonstrate when equipment was due for testing the vibration and noise levels it produced, or when it was due for replacing.	YES	We recommend that a documented timetable is established to clearly demonstrate when equipment is due to be subject to annual hand, arm vibration and noise test levels. The timetable should also indicate when the machinery is due for replacement.	All plant and equipment has been incorporated into the Vehicle, plant and equipment database with all servicing and testing timetabled. The database is reviewed every Monday morning by the Direct Services Manager.	adrian.lowery@south-derbys.gov.uk	completed

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8	Low Risk	The result of spot checks on refuse operatives working on site was not being documented.	YES	We recommend that the result of spot checks on operatives whilst working on site is documented. This would serve to demonstrate that the spot check has been undertaken and that operatives were complying with Health and Safety requirements whilst undertaking their duties.	A system was previously in place and this appears to have lapsed; this has now been reinstated and documented spot checks will be undertaken from 23/02/15	adrian.lowery@south-derbys.gov.uk	23/02/15
9	Low Risk	Operatives based at the Council's Depot had very limited access to Health and Safety information.	YES	We recommend that the computer installed in the rest area at the Depot is connected to the Council's network in order that it can provide operatives with electronic access to the Council's Health and Safety policies and procedures. In connecting this computer, consideration should be given to ensuring adherence to and compliance with the Council's IT User Security Policy and Procedures. Alternatively, we recommend management consider the option of utilising a notice board for displaying the Health and Safety policies and procedures and relevant risk assessments. This would also serve to ensure operatives had access to Health and Safety information.	The installation of the computer is not a practicable solution at this time, but should be considered for the new depot. A combination of tool box talks, mandatory training and codes of safe working practices along with risk assessments and generic use of notice boards.	adrian.lowery@south-derbys.gov.uk	01/03/2015 – 28/02/2016