R= Complex
A= Medium
G = Simple

MAJOR - Out of Scope of Corp H&S Team or >£500,000
MEDIUM - Not sufficient budget but <£250,000k
MINOR - Accomodated under current Budget Plan
NONE - No spend required, Officer time

R= Not started / Progress delayed
A= In flight
G = Delivered

Recommendation Number	Recommendation	Legal Requirements	Time Frame & Complexity	Financial Impact	Departments Involved	Remarks	Tracker
1	It is recommended that for the higher risk areas of the Corporation, as identified in the above structure diagram and including the Barbican and Markets, a minimum standard in terms of numbers and qualifications of health and safety advisers should be established, with a view to any safety adviser who is either the sole practitioner or a head of a small function, should be developed to Chartered status of the Institution of Occupational Safety and Health.	The Management of Health and Safety at Work Regulations 1999	3-6 Months	MAJOR	Expected numbers of competant people based on Risk Profile and like for like benchmarking and CoL gap: MKTS x 3 (-2) BAR x 3 (-2) ENV x 2 (-1) CoLP x3 (-2) CCC x1 (-1) DCCS 2 (-0) (contractors) CS x 2 (-5) REM x 1 (-5)	H&S talent at Chartered level. 5 yrs relevant experience (between £50k-70K) appx £480,000 in salaries across four departments. Salary taken at mid point High level dicussions have been haad with CHB around planning these into the organisation. The rev8iew of the framework will crytalise the requirements likely to then be rolled out in 2025 as part of the business planning process.	
2	A programme of regular training and updating of part time staff in the health and safety professional network should be introduced and delivered by the corporate team to ensure such staff are kept up to date and are aware of legislative changes, new policies and key issues.	The Management of Health and Safety at Work Regulations 1999. Section 2 (2)(c) Health and Safety at Work etc. Act 1974	1-3 Months	MINOR	L&D Corp H&S	Corporate Membership of the London Health & Safety Study Group secured. Legal update session to bed eliverred to the Health & Safety Professionals Network on the 29th February as our first Kick Off	
3	For those in full time Health and Safety Professional roles, a regular programme of updates and continuing professional development should be provided in a regular corporate update programme between two and four times per year. For those in full time roles, who are not currently Chartered Members of the Institution of Occupational Health, the training and CPD programme for those individuals should be aimed at achieving this status.	The Management of Health and Safety at Work Regulations 1999. Section 2 (2)(c) Health and Safety at Work etc. Act 1974	1-3 Months	MINOR	Corp H&S	Corporate Membership of the London Health & Safety Study Group secured. Legal update session to bed eliverred to the Health & Safety Professionals Network on the 29th February as our first Kick Off	
4	All professional safety practitioners within the corporate team (other than the Fire Safety Adviser) should have a programme of training and development to achieve Chartered status of the Institution of Occupational Health and Safety. It is also recommended that when recruiting to the team there should be an expectation of either recruiting those of Chartered Status or if, this is not possible, those who are near being able to achieve it with an appropriate training and development programme put in place to achieve this status.	The Management of Health and Safety at Work Regulations 1999. Section 2 (2)(c) Health and Safety at Work etc. Act 1974	1-3 Months	MINOR	Corp H&S	Central team are all working towards Chartered OR qualifications. This has now been set as an objective in appraisals	
5	It is recommended that the Health and Safety Director becomes a member of the Executive Leadership Board, or if this is not possible, provides a regular input to each meeting. As a significant proportion of the major risks to the organisation are health and safety risks it would be appropriate for the Health and Safety Director to have an involvement in this meeting.	The Management of Health and Safety at Work Regulations 1999.	1-3 Months	NONE	SLT decision	SLT to be updated Monthly. Template and format being agreed. First update to happen in March.	
6	It is recommended that consideration is given to forming a Health and Safety Board with the broad terms of reference and membership of the existing Health and Safety Committee (other than employee consultation and Trade Union Members) and a separate Committee is established for the sole purposes of consultation with employee representatives under the above Regulations. This would give more effective consultation with the Trade Unions (who have expressed a number of serious concerns on health and safety). Given the fact that all other Committees in the organisation have Member representation it may be necessary to rename the consultative Committee with a different name to make it clear this is not a member led Committee. There is no legal requirement under the Safety Representatives and Safety Committees Regulations 1977 for a consultative committee formed to fulfil the requirements of the Regulations to be actually called a committee in the title.	The Safety Representatives and Safety Committees Regulations 1977	3-6 Months	NONE	Corp H&S	Startegic Safety Board has been progressed. This will become live once our Policy is approved.	
7	It is recommended that job descriptions for managers include specific responsibilities for health and safety relevant to their role.	The Management of Health and Safety at Work Regulations 1999.	3-6 Months	NONE	HR	Scheme of delegation reviewed. Safety has been aligned to all roles as appropriate. People Strategy (Korn Ferry) Review work with HR not yet started.	
8	The IOSH approved Managing Safety training introduced for managers needs to also relate to the Corporation's policies and procedures. It is recommended that the current programme is extended by at least half a day to provide a session on these aspects. This training could be provided by relevant members of the Corporate health and safety team. This will enable managers to relate the principles discussed in the training to the actual practical procedures of the corporation.	The Management of Health and Safety at Work Regulations 1999.	6 Months +	MEDIUM	Corp H&S L&D	Not started.	
9	A programme of relevant health and safety training both for Members and Senior Management and Directors should be introduced. For Senior Management and Directors, the one day IOSH approved Safety for Executives and Directors would be appropriate. For Members, either this course or a bespoke two to three hour programme would be appropriate. For Members it may be possible and appropriate for the Director of Health and Safety to deliver this training.	Section 2 (2)(c) Health and Safety at Work etc. Act 1974	3-6 Months	MEDIUM	Corp H&S L&D C&MS	Convertaions have commenced with June Haynes. Permission sought and given from the Chief for Members sessions to commence in May.	
10	The Health, Safety and Wellbeing Policy is well written and should be finalised and adopted taking account of the changes needed following the removal of the Chief Operating Officer. References to the relevant legal requirements that the Policy is intended to fulfil should be included, specifically Section 2(3) of the Health and Safety at Work etc. Act 1974, Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Regulation 4 of the Construction (Design and Management) Regulations 2015.	Section 2 (3) Health and Safety at Work etc. Act 1974	1-3 Months	NONE	Corp H&S	Review Complete. Awaiting consultation and the approval in April.	
11	It should be ensured that in providing services to the Lord Mayor's Show Limited that a detailed health and safety policy for the organisation is produced and this includes visits of the members of corporate health and safety advice to the organisation.	Section 2 (3) Health and Safety at Work etc. Act 1974	3-6 Months	NONE	Corp H&S	Confirmed advice is in place.	
12	The Fire Safety Policy should be revised to remove references to Chief Officers either being or appointing "Responsible Persons" under the provisions of the Regulatory Reform (Fire Safety) Order 2005 and should correctly identify the corporate employer (normally the Corporation) as the Responsible Person. In addition, the Accountable Person and Principal Accountable Person should be properly defined as corporate entity. Reference to the Fire Safety (England) Regulations should be included in the Policy as should be the responsibilities of the Corporate Health and Safety Committee.	The Regulatory Reform (Fire Safety) Order 2005 The Building Safety Act 2022	1-3 Months	NONE	Corp H&S	Review is underway.	
13	The Fire Safety Policy should be amended to define what is meant by a low risk premises where an employee of the City of London Corporation would carry out the fire risk assessments and the training and experience of those undertaking such fire risk assessments.	The Regulatory Reform (Fire Safety) Order 2005	1-3 Months	NONE	Corp H&S	Review is underway.	
14	It is recommended that the funding of the Occupational Health Department is reviewed so that relevant contributions are placed on the City of London Police when more work such as extensive recruitment is undertaken.	No specific legal requirement	6 Months +	MAJOR	HR CoLP	Not started yet. Collaboration with HR required.	
15	The overall arrangements for managing contractors, not under the control of City Surveyors, should be reviewed and a clear policy put in place under the Construction (Design and Management) Regulations 2015 including requirements for the appointment of Principal Contractors and Principal Designers and checking construction phase plans are in place. Training and authorisation should also be provided for those appointing contractors that are not under the control of City Surveyors and an approved contractors list should be established as a mandatory requirement for engaging contractors within the Corporation.	The Construction (Design and Management) Regulations 2015	12 months	MEDIUM	Corp H&S CS PROC	Timeline extended to 12 months after the initial safety mangement framework is in place.	
16	It is recommended that the overall arrangement for monitoring property and plant health and safety issues in areas not controlled by City Surveyors is reviewed with a view to it coming under more central control and management. It is understood that this recommendation has already been made in a Property Health and Safety Report to the June 2023 Executive Leadership Board.	The Electricity at Work Regulations 1989 The Lifting Equipment and Lifting Operations Regulations 1998 The Pressure Systems Regulations 2000 The Control of Asbestos Regulations 2012	12 months	MEDIUM	Corp H&S	Complexity has increased. Timeline extended to 12 months after the initial safety mangement framework is in place.	
17	A centrally based software system which is capable of allowing the recording and monitoring for risk assessments, the monitoring of close out of actions on risk assessments, employee health and safety training records so that outstanding training can be identified, and accident reporting should be introduced. There are various standard systems on the market that will enable this action and in the case of training and accident records this will obviously need to interface with existing HR systems.	The Management of Health and Safety at Work Regulations 1999	6 Months +	MAJOR	Corp H&S DITS HR	Two systems currently being explored: SahrePoint to drive safety processes & Safe365 to provide our assurance capability. Currently in Business Requiremnt Document preparation stage.	
18	A thorough review should be undertaken of all areas where corporate health and safety policies and procedures should be introduced to cover all relevant areas of the Corporation and existing policies should be reviewed for accuracy and current legal requirements.	The Management of Health and Safety at Work Regulations 1999	3-6 Months	MINOR	Corp H&S	Will be an output of the Safety Mgt Framework review.	
19	It is recommended that action is taken to address the issues raised in Section 16 of this report identified during the site visits.	The Confined Spaces Regulations 1997 Section 2 (2) Health and Safety at Work etc Act 1974 The Provision and Use of Work Equipment Regulations 1998 The Electricity at Work Regulations 1989	In flight (see below)	MEDIUM	TB Port Health Smithfield	In flight with Departments, see below.	

	Tracker	Evidence
a. **Tower Bridge** The counterweights, when moving downwards, then cross a low level walkway and doorway inside the bridge structure. Whilst the staff were very aware of the risk of crushing anyone that had entered this area and there were procedures in place to prevent this there was no physical interlocking arrangement In addition, the publicly accessible machine room had an exhibit of the original machinery of the bridge which was powered by electric motors. The public were prevented from accessing this by a guardrail and fence but there was no physical interlocking to prevent cleaners being killed by the machinery if it started when they were cleaning it inside the enclosure. Again, a physical interlocking system should be introduced to ensure that the	Reviews taking place Reviews taking place	
b. **London Gateway and Tilbury Ports** Environmental Health Staff, as part of their role, would enter engine rooms on ships some of which may be regarded as confined spaces. However, unlike some other authorities, they were not provided with gas monitors or training in their use to detect if the atmosphere in such places was dangerous. On some occasions a whole consignment of food had to be unpacked in an enclosed freezer room (-18C) without windows but it was not known if emergency lighting was present in the room or was tested. It is recommended that this is established from those in control of the premises at the Border Control Point	Controlled. Activity ceased. Developing permanement monitoring controls Uncontrolled - communicated to dept for investigation	
c. **Smithfield Market** It was noted that the market appeared to have cast iron columns supporting the roof which were particularly vulnerable to forklift truck impact. This did not appear to have been considered and should be reviewed as if these areas cast iron. then they should be protected from forklift truck imoact. A more detailed review should also be undertaken on the use of mains voltage high pressure water jetting equipment due to the electric shock risk to establish if this can be switched to 110 volt centre tapped earth supply and equipment	Pillars confirmed as steel, protected by radiation as a non HOT area Safe by design confirmed by electrician	E-mail trail and evidence seen E-mail trail and evidence seen