

## AUDIT AND RISK MANAGEMENT COMMITTEE - Outstanding Actions- May 2017 update

<b>Date Added</b>	<b>ITEM</b>	<b>Action</b>	<b>Officer responsible and target date</b>
23.5.2017	<b>HMIC - CITY OF LONDON POLICE INSPECTION -UPDATE</b>	Deloitte review of economy, effectiveness and the workforce plan - results to be provided to the Audit and Risk Management Committee in the Autumn.	<i>Commissioner, City of London Police</i>  October/November 2017
23.5.2017	<b>EXTERNAL REVIEW OF INTERNAL AUDIT IN THE CITY OF LONDON CORPORATION</b>	Members suggested that the action plan distinguish <u>low, medium and high</u> priority risks and be more outward focussed.	Head of Internal Audit and Risk Management  November 2017
23.5.2017	<b>INTERNAL AUDIT CHARTER</b>	Members asked for cyber awareness to be more visible in all internal audit reviews and suggested that this be more explicit in the Charter.	<i>Head of Internal Audit and Risk Management</i>  This will be actioned for all audits going forward. A section will be added to the Charter for the next review by the ARMC.
23.5.2017	<b>HEAD OF INTERNAL AUDIT OPINION AND ANNUAL REPORT 2016/17</b>	Members requested: <ol style="list-style-type: none"> <li>1. An update on the 5 red risks.</li> <li>2. The numbers of greens, ambers and reds would give greater assurance than just stating the number of reds.</li> <li>3. Future opinion reports include the quality of internal audit and coverage.</li> </ol>	<i>Head of Internal Audit and Risk Management</i>  <ol style="list-style-type: none"> <li>1. To be included in the Follow up report on the agenda for 24 July.</li> <li>2 &amp; 3 – To be included in the next HoIA Opinion in May 2018</li> </ol>
23.5.2017	<b>INTERNAL AUDIT PLAN 2017/18</b>	Members requested: <ol style="list-style-type: none"> <li>1. Could there be a review of significant areas every 3 years and an indication of the type of work which would be covered over the course of the year.</li> </ol>	<i>Head of Internal Audit and Risk Management</i>  <ol style="list-style-type: none"> <li>1. This will be actioned for the next Audit Plan.</li> </ol>

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		2. Whether future reviews could include an analysis of efficiency and include resources and training.	2. This will be considered as part of the forthcoming planning process.
23.5.2017	<b>DEEP DIVE RISK REVIEW: CR09 - CORPORATE HEALTH AND SAFETY – STREET CLEANING VEHICLES</b>	Operation of street cleaning vehicles	<i>Health and Safety Manager</i>  An update is appended to this outstanding actions list.

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## **APPENDIX**

### **DEEP DIVE RISK REVIEW: CR09 - CORPORATE HEALTH AND SAFETY – STREET CLEANING VEHICLES**

It is common national practice to operate both ride on and pedestrian mechanical sweeping equipment on public footpaths and other accessible public space as the area that can be covered by a mechanised device is more than manual operations. However it is recognised that the use of mechanised equipment in close proximity to members of the public can also have an increased risk.

Amey, the contractor providing the cleansing service, have, as far as reasonably practicable, reduced the risk by ensuring that the vehicles are fit for purpose, the operatives are trained and competent to use the equipment and they regularly monitor the operation to ensure safety compliance and good practice.

All vehicles used as part of these operations are inspected before each shift to ensure they are fully functional to be able to undertake their designated role. Part of this check is the operation of the horn and warning beacons to ensure that anyone in the vicinity of the vehicle is aware of its presence.

Any failure of the safety equipment such as beacons, audible alarms, horn etc. would prohibit the vehicle being used as this would breach Amey's Safe Systems of Work as this would increase the potential for human and vehicle contact and therefore the potential for injury, due to a failure to alert persons in the locality of the presence of equipment.

All staff are given mandated corporate inductions and specific equipment training (including mechanical sweeper driving and operations) as well as local account inductions that explain the contract, the people involved and the outcomes required to deliver an exemplar service to the client and visitors to the City of London.

As part of Amey's on-going management of the service they actively review the risk assessment and the deployment times of the crews to ensure, as far as reasonably practicable, they don't coincide with the busiest times for pedestrian footfall such as morning and evening commute, pub and club closing times etc.

Because you cannot always predict what members of the public on foot, on bikes, scooters and in cars do when confronted by a vehicle Amey empower and train the operatives to give way and stop the operation until it is safe to continue, and report any issues so we can advise and deal accordingly.

Having reviewed the safety statistics back to 2013 for all near miss incidents and property damage we cannot find any reported issues whereby any person has been in contact with a mechanical sweeper on the pavement. However, we are grateful to the Chairman of the Audit and Risk Management Committee for bringing to our attention a concern involving a cleaning vehicle operated by Amey our contractor. As a client we take our health and safety responsibilities seriously. This has been reported back to Amey's management, and through the toolbox talks the safe system of work has reinforced with operatives. Amey are currently rolling out a series of improvements to the fleet by the fitting of CCTV recording devices that will act as a source of information to benefit Amey, the City of London and the public.

**Update provided by Assistant Director of Operations/Cleaning / Health, Safety and Wellbeing Manager (People).**