

Operational Services - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
OS - CW 1	Equipment maintenance	Ensure non-vehicular powered equipment is maintained to manufacturers' standards, commensurate with use. Ensuring an annual service of all items. Repair equipment based on priority and seasonality.	On-going	Fleet and Equipment Maintenance Operative	
OS - CW 2	Equipment maintenance	Procure replacement machinery in accordance with the Plant, Fleet and Equipment Plan.	On-going	Fleet and Equipment Maintenance Operative	
OS - CW 3	Fleet maintenance	Service and maintain fleet in adherence to manufacturers' standards and in accordance with the Corporate Transport Policy. Ensure MOTs and Tax are up to date.	Six monthly	Fleet and Stores Operative	
OS - CW 4	Fleet maintenance	Liaise with Insurance team to report accidental damage and progress claims and repairs.	As required	Operational Services Supervisor	
OS - CW 5	Stores	Ensure sufficient stores are held to support daily operation of the Division.	On-going	Fleet and Stores Operative	S1 A1
OS - CW 6	Stores	Ensure sufficient stocks of fuel are held for daily operation of fleet and equipment.	On-Going	Operational Services	S1 A1
OS - CW 7	Stores	Maintain fuel store and delivery equipment incl test and calibrate pumps.	Mar/April	Operational Services	S1 A1
OS - CW 8	Stores	Perform annual stocktake in March/April and forward report to the finance section.	Mar/April	Operational Services	S1 A1
OS - CW 9	Utilising IT and Technical resources	Liaise with IS for technical maintenance and provision of services across the Division, supporting local staff when required.	On-going	Operational Services Supervisor	B1
OS - CW 10	Utilising IT and Technical resources	Lead on provision of IS infrastructure on Heath Extension.	On-going	Operational Services Supervisor	B1
OS - CW 11	Utilising IT and Technical resources	Lead on collection and collation of visitor counts across the Division, including maintenance of equipment.	On-going	Operational Services Supervisor	P2
OS - CW 12	Events	Provide events technical and logistic support, temporary structures, lighting, moving display trailers and toilet blocks.	Per events diary	Operational Services Team	A1
OS - CW 13	Events	Store, maintain, install, & remove Christmas tree lighting at three locations across the Division.	Dec & Jan	Maintenance Team	H1
OS - CW 14	H&S	Lead on review and update of Risk Assessment for the Division.	July	Operational Services Supervisor	A1 A6

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OS - CW 15	H&S	Represent Division on Open Spaces H&S Improvement Group	Quarterly	Operational Services Supervisor	A1
OS - CW 16	H&S	Act as Secretary for the Divisional H&S Working Group. Organising, and taking minutes of meetings.	Quarterly	Operational Services Supervisor	A1
OS - CW 17	H&S	Represent the Division on the Departmental H&S Sub Group	Monthly	Operational Services Supervisor	A1
OS - CW 18	H&S	Organise Divisional H&S peer audits	Apr - Sep	Operational Services Supervisor	A1
OS - CW 19	H&S	Validate H&S audits of other Divisions of the Open Spaces Department	Oct	Operational Services Supervisor	A1
OS - CW 20	H&S	Collate accident reports and support Supervisors and Managers with reporting and investigation.	On-going	Operational Services Supervisor	A1
OS - CW 21	H&S	Liaise with Insurance Team to investigate and provide evidence relating to third party claims	On-going	Operational Services Supervisor	A1
OS - CW 22	H&S	Provide Events H&S support by reviewing RAMS and local procedures	On-going	Operational Services Supervisor	A1
OS - CW 23	Built Environment	Liaise with PFM / APFM / PSD to support BRM provision across the Division.	On-going	Fleet and Stores Operative	B1
OS - CW 24	Built Environment	Manage the Divisional permit to work system.	On-going	Operational Services Supervisor	A1 B1
OS - CW 25	Built Environment	Liaise with Surveyors operational team and contractors for delivering projects.	On-going	Operational Services Supervisor	B1 B7
OS - CW 26	Built Environment	Review Corporate Work Plan.	Jan-Apr	Operational Services Supervisor	B1 B7
OS - CW 27	Built Environment	Maintain headline built asset issues log for Division	On-going	Operational Services Supervisor	B1 B7

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OS - CW 28	Built Environment	Represent Division on BRM client group	On-going	Operational Services Supervisor	B1 B7
OS - CW 29	Built Environment	Emergency local response, and BRM "out of scope" maintenance and improvements.	On-going	Operational Services Supervisor	B1 B7