

	Health and Safety	Date:- 11/1/18
	Annual Certificate of Assurance	
	Department :- OPEN SPACES	

I am aware that I need to monitor performance with regard to Health and Safety. This certificate is given in order to confirm this action and to report significant findings in respect of best practice and exception, and is produced to assist the Department and the City as a whole in their goal of constant improvement.

Signed.
Chief Officer/Director: Colin Buttery

I can confirm that there has been regular opportunity for consultation and active involvement with the trades unions and employee representatives in connection with health and safety matters.

Signed
On behalf of GMB/Unite:

Committee in place and meetings held.		Dates: 14 March 2017 20 June 2017 12 Sept 2017 7 Dec 2017
Policy document.	Reviewed by: OS H&S Improvement Group	Date: 20 June 2017
Top “x” report	Monitored by: OS H&S Improvement Group OS divisions	Dates: 7 Dec 2017 quarterly
Inspection Programme	Monitored by: OS H&S Improvement Group	
Assurance Team.	Programme managed by: Patrick Hegarty	Assurance Team Members: Declan Gallagher (NLOS) Jake Tibbetts (CG) Nick Clayden (EF) Jo Hurst (EF) Stella Fox (WHP) David Kemp (Cem&Crem) Lucy Anne Murphy (WHP) Patrick Hegarty (CG) Alex Piddington Bishop (CG) Murdo MacMillan (NLOS) Allan Cameron (Commons)
Findings and Action Plan		
Findings: Comprehensive self-assessments were done by all divisions and verification visits carried out at North London Open Spaces, Epping Forest and City Gardens divisions. (OS divisions are verified over a two-year cycle and the other divisions were verified last year).		

	Health and Safety	Date:- 11/1/18
	Annual Certificate of Assurance	
	Department :- OPEN SPACES	

Action (including responsible person, target dates, references etc.):

Tower Bridge has recently joined the OS department as a new division and will be incorporated in the process for next year's audit. Similarly, Keats House is in the process of being integrated into the management of H&S at Hampstead Heath. Divisional action plans have been produced for H&S improvements in each division in 2018. A summary report on the audit will be presented to the Open Spaces & City Gardens Committee as in previous years.

Findings:

We continue to find that overall no major issues were evident through the audit and many good systems are in place. However, whilst it was again noted that many of the issues that were evident are of a lesser or 'housekeeping' nature, records indicate that we still have about 12% of accidents and near misses occurring throughout the year due to defective equipment, installation or maintenance.

Action (including responsible person, target dates, references etc.):

An ongoing commitment is required of all managers and staff to keep on top of housekeeping issues including keeping work areas tidy, site inspections and ensuring equipment is correctly installed and maintained. This ongoing commitment includes ensuring systems are maintained and monitored such as first aid provision, fire checks, relevant notices in place, site and vehicle security maintained, etc.

Findings:

Loss of key H&S staff in Epping Forest (EF) and recruitment of replacements during the year had an impact on progress on H&S actions there and a thorough review is now underway by the new H&S and Asset Manager at EF.

Action (including responsible person, target dates, references etc.):

Normally progress in H&S at EF would have been re-validated in 2019 but given the change-over and concerns raised with the lack of continuity, EF will be included in the 2018 validation programme. To compensate for this West Han Park will be skipped for a year and be validated again in 2019 as an amalgamated part of the Parks & Gardens division.

Findings:

The departmental H&S Improvement Group (H&SIG) continues to be an effective focus of H&S progress. It meets quarterly, is chaired by the Director and is well attended by all divisions and supported by central H&S colleagues in TC and CS. The work of the H&SIG includes sharing information, monitoring accident trends and other indicators and it organises the H&S Audit (through a Sub-group) and develops guidance through the OS H&S Plan. New policy/guidance sections were developed for the Plan, covering Volunteering, CDM regulations, Vibration and Water Safety, all focused on the operation of the OS Department. A position statement on the safe use of the herbicide glyphosate was also produced. Other H&S meetings were also well supported at all levels (corporately, departmentally and divisionally) in support of the HS&W Policy.

Actions:

Continue to support good communication of HS&W in 2018. The OS H&S Sub-group to carry out two further topic reviews in 2018 to provide appropriate guidance to OS staff.

	Health and Safety	Date:- 11/1/18
	Annual Certificate of Assurance	
	Department :- OPEN SPACES	

Findings:

Risk assessments are in place across the department, many are based on generic RAs produced by our H&S Sub-group. These are adapted to meet local needs at a divisional level. The generic RAs provide guidance to assist officers with a more efficient and consistent approach to assessing risk and putting safe systems of work in place across the department.

Action (including responsible person, target dates, references etc.):

Reinvigorate the Sub-group and continue to develop risk assessments, particularly focusing on COSHH for 2018 through the H&S Sub Group.

Findings:

Very good ongoing central support from the HS&W and OH sections of the TC Department and the CS Department was noted across the OS Department in the form of attendance at H&S meeting in the department and follow up of individual issues. This support was particularly evident when the HSE made an information finding visit to look at the CoL OS's management and control of staff exposure to vibration in 2017. Evidence of the OS Vibration Policy, its implementation and OH monitoring, was presented, to the satisfaction of the HSE. Wellbeing support for staff was also noted with regard to the sad cases of colleagues who died in service.

Action (including responsible person, target dates, references etc.):

Continue the close working with the CoL central support teams, particularly regarding fire safety actions arising from FRAs.

Findings:

Across the department driver training and procedures, including licence checks, are in place in line with the Corporate Transport Policy and compliance levels are high.

Action (including responsible person, target dates, references etc.):

Maintain the focus on compliance with the Corporate Transport Policy and ensure new starters are followed up. Monitor the trial of ROSPA on-line driver training versus the City's driver training assessment as a cost-effective option.

Findings:

Local management and supervision of staff, equipment and facilities was generally of a high quality with clear roles, responsibilities and procedures established. However, in some sections there were isolated examples where improvements were identified, particularly in non-public areas and action plans have been put in place to address the issues identified.

Action (including responsible person, target dates, references etc.):

Maintain the improvements as an integral aspect of site management.

Findings:

Excellent reporting and investigation of accidents and incidents is being undertaken across the department although the performance indicator of 14 days to finalise investigations of accidents is not always met. In 2017 64% of investigations were completed within 14 days, a performance which reflects the shift working patterns and the complexity of the investigation within the department.

Action (including responsible person, target dates, references etc.):

A 28 day performance indicator is being introduced in addition to the 14 day indicator to give

	Health and Safety		Date:-
	Annual Certificate of Assurance		
	Department :- OPEN SPACES		11/1/18

a more useful target for completion of investigations.