

**Appendix 2 – 2018 Open Spaces H&S Annual Certificate of Assurance Summary**

	<b>Health and Safety</b>	Date:-  23/1/19
	<b>Annual Certificate of Assurance</b>	
	Department:- <b>OPEN SPACES</b>	

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: Julian Parker (GMB); Kevin O’Gorman (Unite)

<b>Committee in place and meetings held.</b>		Dates: 14 March 2018 31 July 2018 13 Sept 2018 12 Dec 2018
<b>Policy document.</b>	Reviewed by: OS H&S Improvement Group	Date: December 2018
<b>Top “x” report</b>	Monitored by: OS H&S Improvement Group OS divisions	Dates: July 2018 quarterly
<b>Inspection Programme</b>	Monitored by: OS H&S Improvement Group. A summary report was presented to the Open Spaces & City Gardens Committee in 2018 on the 2017 performance.	
<b>Assurance Team.</b>	Programme managed by:  Patrick Hegarty	Assurance Team Members: Declan Gallagher (NLOS) Jake Tibbetts (CG) Nick Clayden (EF) Stella Fox (WHP) David Kemp (Cem&Crem) Lucy Murphy (WHP) Patrick Hegarty (CG) Alex Piddington-Bishop (CG) Murdo MacMillan (NLOS) Allan Cameron (Commons) David Barnard (NLOS)

### **Findings and Action Plan**

Findings:  
Comprehensive self-assessments of H&S were done by divisions. Verification visits were carried out at Epping Forest, Tower Bridge, The Commons (Burnham Beeches) and CoL

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Cemetery & Crematorium. (OS divisions are generally verified over a two-year cycle or prioritised on a risk basis). Tower Bridge was integrated in the audit system this year.

**Action (including responsible person, target dates, references etc.):**  
Divisional action plans have been produced for H&S improvements in 2019. A summary report on H,S&W will be presented to the Open Spaces & City Gardens Committee (target July 2019).

**Findings:**  
We continue to find that overall no major issues were evident through the audit and many good systems are in place and improvements seen on previous audits. It was noted that many of the issues that were evident are of a lesser or 'housekeeping' nature and there was a drop in accidents and near misses occurring due to defective equipment, installation or maintenance compared to 2018. Some of the good practice identified on site included, staff quizzes on H&S and high standards of tree safety inspections.

**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:**  
The new staff leading on H&S in Epping Forest (EF) have now settled in and are making significant improvements on local training, records and compliance.

**Action (including responsible person, target dates, references etc.):**  
EF will continue to be supported through site visit by staff from other divisions as part of the 2019 audit validation programme.

**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 the Town Clerk's (TC) and City Surveyor's (CS) departments. The work of the H&SIG includes sharing information, monitoring accident trends and other indicators, organising the H&S Audit. It also develops risk assessments and safe systems of work through a Sub-group and departmental level guidance through the OS H&S Plan (reviewed in Dec 2018). During 2018 new policy/guidance sections were developed for the Plan, covering Breaking Ground and Unexploded Ordnance & Found Firearms, all focused on the operation of the OS Department. 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 2019. The OS H&S Sub-group to carry out two further topic reviews to provide appropriate guidance to OS staff.

**Findings:**  
A programme of development/review of risk assessments (RAs) for the control of substances hazardous to health (COSHH) was put in place through the Sub Group in 2018.

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This was identified as an area for action arising from the 2017 ACA and a temporary staff member was tasked on behalf of the Department, with discretionary funding from the Director. A large proportion of the work has been done and is expected to be completed in early 2019.

RAs are in place across the department, some are based on generic RAs produced by our H&S Sub-group but RAs are also produced in divisions and made available as a shared resource across the Department. A review of these and a co-ordination project was initiated in 2018 and has made significant progress in scoping the work.

**Action (including responsible person, target dates, references etc.):**  
Complete the COSHH RAs in early 2019 on behalf of all Divisions and continue to develop the co-ordination, quality control and production of general risk assessments as a shared resource.

**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 and follow up of individual issues. Particular emphasis has been placed on fire safety and staff welfare, particularly mental health, during the year.

**Action (including responsible person, target dates, references etc.):**  
Continue the close working with the CoL central support teams, particularly regarding fire habitat action plans. A programme of staff awareness of musculo-skeletal issues is being developed for roll-out in 2019 with support from the TC department.

**Findings:**

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

**Findings:**

Local management and supervision of staff, equipment and facilities was generally of a high quality with clear roles, responsibilities and procedures established.

**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 and the time it takes to complete investigations of accidents is improving. In 2018 78% of accident investigations were completed within 14 days (target 80%) and 96% were completed within 28 days (target 85%). This performance reflects the shift working patterns and the complexity of the investigation within the department.

**Action (including responsible person, target dates, references etc.):**  
Continued focus on the quality and timeliness of accident investigations to try to bring up the 14 day performance indicator without compromising investigations.