

City of London Corporation



Departmental Health and Safety Plan

Open Spaces

V1.0 - 2014

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Open Spaces Department Health and Safety Plan

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Open Spaces Department HEALTH AND SAFETY POLICY STATEMENT

Safety isn't separate from our business. It's central to everything we do. Each and every one of us must put safety at the heart of what we do in delivering our excellent services. If we do this together we can all keep the Open Spaces working safely, for our visitors and our workforce.

Putting safety at the centre of everything does not mean placing obstacles in the way of progress; it's more about the behaviour displayed by our staff in discharging their responsibilities.

Being open and honest

We all have a duty to report and share information. It's not just accidents and emergencies that need to be recorded, but also those close calls or near misses. Getting that feedback means we will learn and hopefully prevent any accidents and let us get better at what we do.

Let's understand what went wrong, why it went wrong, and how we can make improvements.

Working with others

Although I maintain ultimate responsibility, I have delegated duties to the Superintendents to ensure that they have their own Divisional H&S procedures and policies bespoke and risk profiled to their services, which detail their commitment and arrangements as necessary, identify specific targets and provide a measure of monitoring to gauge their performance.

Safety isn't just a personal responsibility, our managers, our health and safety coordinators, the trade unions and external partners such as contractors, suppliers and volunteers, all have a critical role in delivering safety.

Embracing safety

It can be easy for people to see safety as getting in the way and slowing us down. The truth is that working safely improves productivity, efficiency and can often deliver substantial savings. This alone should align our business objectives to

ensure safety is used to drive and deliver savings and preventing waste.

Communicating clearly

As a unique and complex organisation we need to make sure that people understand what they need to do to stay safe, and so, our processes, safe systems of work and basic rules are much more likely to be remembered and adhered to if they are presented in a clear and uncomplicated way.

Trust your instincts

If something doesn't feel safe, the chances are it's not. So, don't do it, stop the job and speak up. If you see others doing something that feels risky, stop them and report it. Short cuts are often when accidents happen. So don't take them.

I don't believe in a blame culture within the Open Spaces Department. I do believe, however, in a just culture and that only by working as a team, with people taking responsibility, pride and acting professionally in their roles, to ensure they work safely, will we be able to foster a positive safety culture across the Open Spaces Department

Signed:

Sue Ireland
Director of Open Spaces

Departmental Statement of Intent

As the Director of the Open Spaces Department I recognise and accept my responsibility for ensuring the health and safety of everyone who may be affected by the work environment and activities of the Department. This includes the safety of employees, volunteers, contractors, local residents and visitors to our Open Spaces.

I am committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work, and to the provision of such information, training and supervision as needed for this purpose.

Effective management of health and safety at work is reliant on all the people involved. Whilst good communication and representation are essential, it is the responsibility of all staff to participate in the creation of a safety culture in the Department.

The allocation of duties and responsibilities for safety matters and the particular arrangements which we make to implement the policy and plan are set out in this plan.

The plan will be kept up to date, particularly in light of any significant changes. To ensure this, the plan and the way in which it is operated will be reviewed as necessary, and at least on an annual basis.

A handwritten signature in black ink, appearing to read 'Sue Ireland', with a long horizontal line extending from the end of the signature.

Sue Ireland
Director of Open Spaces

INTRODUCTION

This document sets out the framework for managing health and safety within the department.

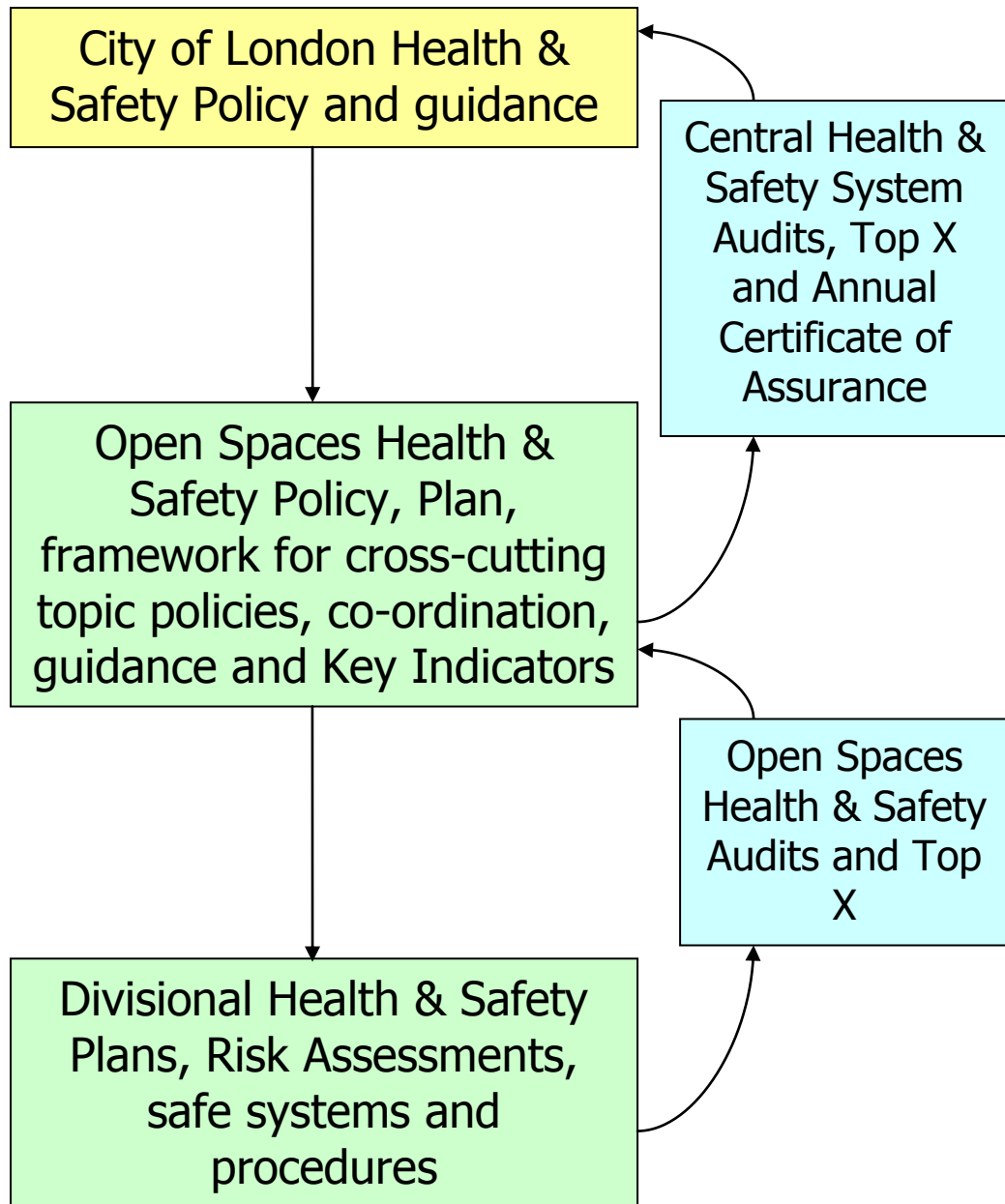
Our departmental system comprises the following:

- our health and safety policy statement
- our health and safety plan
- a health and safety committee which meets quarterly as the focal point of a community made up of staff with defined health and safety responsibilities
- defined health and safety responsibilities for all staff
- effective communications between managers, employees, volunteers, contractors and all stakeholders, including access to guidance documents
- effective planning processes to include risk management, appropriate health and safety training, accident prevention and investigation and inspection regimes
- provision for internal and external health and safety audits to ensure continuous improvement.

Our policy, plan and other documents are not intended to duplicate procedures or guidance but provides a link between the City Corporation's corporate requirements and the Open Spaces Department and demonstrate our commitment to managing health and safety within the Department. We endorse the City of London Corporation H&S Policy and the departmental policy should be read in conjunction with both the corporate Health and Safety policy and divisional arrangements.

Cross cutting corporate health & safety policies, procedures, codes of practice and guidance notes are adopted by the Department. However where there are specific Open Spaces risks and circumstances, this Plan and associated documents outline the arrangements that are in place to address these issues.

Policy Framework



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The work of the Open Spaces Department

The Open Spaces Department provides a wide and diverse range of services, reporting to a number of committees. The department consists of five operational divisions spread across London and bordering counties, each of which contributes to a departmental Business Plan and regular progress report updates for their reporting Committee. These divisions are:

- Burnham Beeches & City Commons;
- City of London Cemetery & Crematorium;
- Epping Forest;
- Hampstead Heath, Highgate Wood & Queen's Park;
- Parks & Gardens.

The Open Spaces Department vision links to the corporate aims and objectives set out in the Corporate Plan and The City Together Strategy. However, each Open Space managed by the City is a special place, with well-established management plans and dedicated staff. Given their operations, habitats and locations around London, the management of each site varies. They have in common, the management and maintenance of publically accessible land, amounting to almost 4,500 hectares and the City of London Cemetery & Crematorium provides burial and cremation services. We seek to balance the responsibilities of conserving and enhancing the special environments for a wide variety of uses, with policies to encourage access and increase the opportunities for enjoyment, education and recreation.

DEPARTMENTAL ROLES AND RESPONSIBILITIES

Chief Officer – Director of Open Spaces

The Director is ultimately responsible for ensuring the implementation of this departmental health and safety Plan. She will secure adequate resources for the Superintendents, the Departmental Business Manager, and other managers to fulfil their duties and responsibilities under the corporate and departmental health and safety policies and procedures.

She chairs the Open Spaces H&S Improvement Group and as well as representing the Department, has a responsibility for H&S corporately through the Corporate Health & Safety Committee.

The Superintendents and the Departmental Business Manager (see the Departmental Structure chart below)

are responsible for ensuring the implementation of the departmental H&S Plan and the development of further policies and procedures appropriate to their operations and risks. They must ensure safe systems of work and safe practices are in place within their areas through their management control.

As appointed safety officers, they are responsible for ensuring that this Plan is being complied with. They must ensure the necessary resources are provided so that

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managers and other staff can fulfil their duties and responsibilities. They must also ensure adequate monitoring is carried out and recorded, to assure processes are implemented, are working and are being effective.

They will attend the quarterly meetings of the Departmental Health & Safety Improvement Group or send nominated deputies.

Together with the Director they form the Senior Management Team (SMT) for the Open Spaces Department. Health & Safety is a standing item on the agenda of the SMT which meets twice monthly and holds a telephone-conference in the intervening period. The departmental Safety Co-ordinator will be invited to attend as and when required.

Managers (see the Departmental Structure chart below)

Managers are responsible for the daily implementation of this plan and the development of any safe systems of work as required. As such they are responsible for ensuring that work activities are assessed, planned and organised, so as to reduce risks to the lowest level reasonably practicable.

Managers are responsible for ensuring that auditing and the review of risk assessments for their respective teams takes place as required including the maintenance of their safety risk registers (not to be confused with business risk registers) which ultimately inform the departmental Top X.

Managers will encourage and support reporting of accidents/incidents and near misses and bring to the attention of the senior management any health and safety concerns within their teams or the division.

Employees

All employees have a duty to take reasonable care for their own health and safety, and for that of others, and to co-operate with their manager or supervisor on health and safety matters. They must also follow the procedures laid down for safety and ensure they only carry out tasks for which they have been trained.

In addition to these general responsibilities many employees in the Open Spaces have specific H&S roles as well as expertise and skills which are crucial for the safe operation of the Department. Appropriate training commensurate with these responsibilities and the risk profile of the department will be given. Whilst the application of these roles and skills is co-ordinated and managed through managers, supervisors and team leaders, it is the responsibility of all staff to carry out their tasks in a safe manner and contribute to the creation of a safety culture in the Department.

All departmental staff are supported by safety co-ordinators:

Departmental Safety Co-ordinator – Technical Manager

The Technical Manager is the Departmental Safety Co-ordinator. His role is the co-ordination of the H&S work of the Open Spaces, including the work of the Open Spaces H&S Improvement Group. He represents the Department on matters of

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health and safety; as such he will ensure the regular monitoring of departmental safety performance and will support the consideration of safety issues at SMT meetings.

Other roles include monitoring and auditing health and safety, encouraging accident/incident reporting and providing regular feedback on performance and issues to the Senior Management Team and the Corporate Safety team through the Departmental Safety Managers Forum (DSMF quarterly). Further responsibilities include:

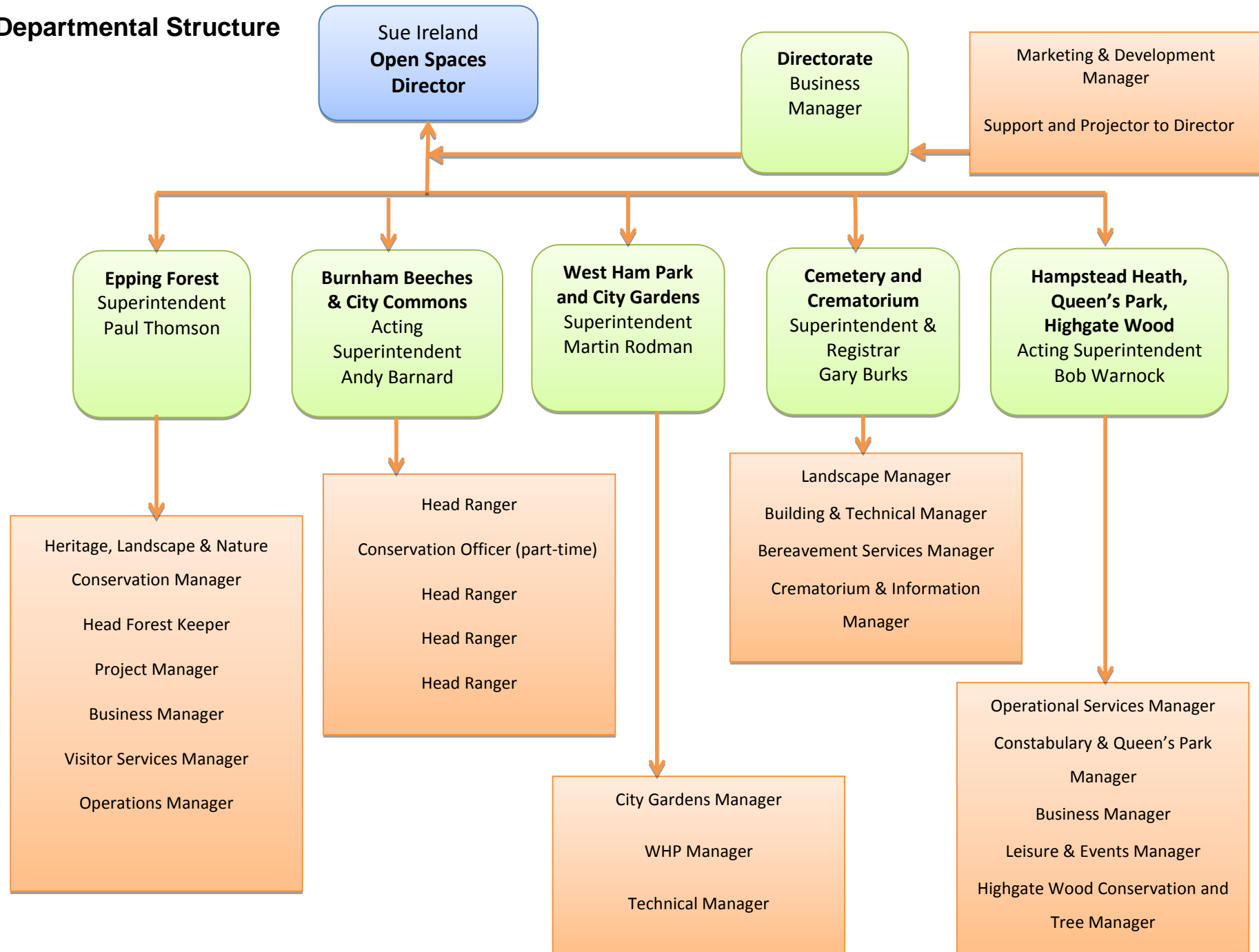
- Liaising with Managers to ensure risk assessments, including fire risk assessments and display screen equipment assessment, and accident investigations are completed/reviewed as required;
- Review and report accident trends to the Open Spaces Health & Safety Improvement Group;
- Ensure audits (self-assessments) of divisional health and safety performance are carried out as necessary;
- Provide an annual certificate of assurance on H&S to the Town Clerk's Department;
- Co-ordinate departmental Top X reports twice a year;
- Co-ordinate the development of departmental wide safety policies and procedures;
- Co-ordinate and update the departmental Occupational Safety and Health Manual;
- Feed back issues throughout the Department;
- Liaise with the Corporate Safety Team to ensure best practice;
- Adhere to the principles of Sensible Risk Management.

Divisional Safety Co-ordination

At a divisional level Safety Assistants or nominated managers, carry out co-ordination of local health and safety including:

- Co-ordinate and monitor risk assessments, accidents, control measures and health investigations;
- Provide regular updates to Senior Managers on H&S performance;
- Liaise with the Corporate Safety Team to ensure best practice;
- Adhere to the principles of Sensible Risk Management.
- Analyse local H&S processes and recognise limitations of these processes;
- Identify resource and H&S training needs for continuous improvement;
- Ensure proactive monitoring is carried out as identified by the Risk Assessments and that it is adequately recorded, e.g. for noise and vibration exposure, Display Screen Equipment, etc.;
- Maintain H&S training records through monitoring;
- Coordinate and report results of any workplace inspections;
- Liaise with Managers to ensure risk assessments / fire risk assessments and accident investigations are completed/reviewed as required;
- Co-ordinate divisional Top X reports.

Departmental Structure



Other Support

As part of the City of London, the implementation of our Policy relies on support from teams in the Town Clerk's Department and the City Surveyor's Department in particular. The Occupational Health Manager and the corporate Health and Safety Manager for People are within the HR Division of the Town Clerk's Department. The corporate Health & Safety Manager for Property is within the City Surveyor's Department and the City Surveyor is also responsible for building and infrastructure maintenance.

Health and Safety Manager (for People)

Oliver Sanandres is the **Competent Person** as defined by the Health & Safety Executive. He and his team provide:

- advice and guidance on current and new health & safety legislation;
- advice and guidance in response to specific local issues and concerns;
- production and updating of City of London Health & Safety Policy and Codes of Practice;
- system inspections and audits;
- provision of internal health and safety training;
- attendance and support at the Open Spaces Health & Safety Improvement Group (plus local meetings when required);
- accident policy, training, codes of practice and investigation of major incidents;
- analysis and feedback on cross City of London trends (accidents, verbal/physical abuse etc);
- support for occupational hygiene issues such as specialist risk assessments;
- maintain the Display Screen Equipment assessment tool, Assessrite.

Occupational Health Manager

The Occupational Health Service provides:

- pre-employment assessments including base line health surveillance.
- health surveillance programmes following risk assessment (including drivers, noise, vibration (HAVS), work related vaccinations, life guards,);
- advice and referral in relation to musculoskeletal problems
- management referrals of staff where specialist advice is required.

Health & Safety Manager (Property)

He and his team provide:

- Control of contractors guidance;
- a competent person with regard to Legionella;
- a competent person with regard to Asbestos;
- premises related system inspections and audits;
- advice and guidance on new and existing legislation in relation to buildings, infrastructure and equipment;
- where consulted, ensuring the consideration of health and safety in the provision of contracted work, infrastructure inspections and long term site plans;
- fire safety advice.

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Property Facilities Manager (PFM)

Acts as a point of contact in the City Surveyor's Department for Open Spaces issues arising under the corporate building and infrastructure maintenance contract. The contract is held by **MITIE** who are responsible for:

- portable appliance testing (PAT) (frequency based on advice/risk assessment);
- advice and recording regarding asbestos;
- electrical circuit fixed wiring testing (every five years);
- gas appliance testing/servicing (annually);
- emergency light testing (every six months);
- security alarm testing/servicing (annually);
- fire alarm testing (every six months);
- fire extinguisher and equipment testing (annually);
- pressure vessel testing (annually);
- lifting equipment testing (every six months);
- water systems temperature and legionella testing (quarterly);

See also **Specific working arrangements for the corporate building and infrastructure maintenance contract** below.

CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open Spaces Health & Safety Improvement Group

See Appendix 1 for the current membership of the Open Spaces H&S Improvement Group.

The Health and Safety Improvement Group meets quarterly and has an advisory and co-ordinating role with the power to make recommendations within the Department. It is chaired by the Director of Open Spaces, assisted by the Technical Manager and is attended by the Superintendents, officers with specific H&S responsibilities, employee representatives and corporate H&S, Occupational Health and Insurance managers.

The Department recognises Safety Representatives of the City of London Branch of the GMB and Unite unions. The Director co-operates fully in safety matters with such employee representatives and will provide them with sufficient facilities to enable them to act effectively in this function and with opportunities for training.

The Improvement Group is the focal point for the management of H&S in the Open Spaces Department and responsible for:

- monitoring the Top X risks,
- reviewing accidents and near miss reports in order to target improvement efforts and pass on learning points,
- reporting on H&S training initiatives,
- receiving information on corporate and legislative changes in H&S and
- the monitoring and review of this plan

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Minutes of the meetings are sent to all attendees for sharing at local level and made available via the intranet. An Action Sheet is maintained to monitor progress on issues discussed.

The Improvement Group is supported by regular safety meetings at site level through Divisional Health & Safety Working Groups and a Sub-group.

H&S Sub-group

The H&S Sub-group is composed of officers with H&S responsibilities from each Division who meet to develop departmental guidance and procedures such as generic risk assessments and safe systems of work. It is chaired by the Technical Manager and looks into specialist topics and reports back to the Improvement Group. It also organises the annual H&S Audit of the Department with the assistance of additional Managers to carry out the audit validation visits.

Divisional Health & Safety Working Groups

Each division has local H&S working groups appropriate to the size and risk profile of the division. They meet regularly usually quarterly, and are representative of the staffing structure of the division. They are empowered to address H&S issues at a local level and communicate their minutes to all staff in the division. They cascade issues which arise at the corporate and departmental level and are an opportunity for staff to raise H&S issues directly or through representatives.

Corporate Health & Safety Committee (CHS)

The CHS is chaired by the Town Clerk and meets quarterly. Its function is to advise and make recommendations to the City Corporation's Chief Officer Group on matters relating to the overall management of health, safety and welfare throughout the organisation. The Committee may delegate appropriate business to managers and/or departmental safety committees/groups and can require reports of any outcomes. The CHS will also receive reports on the meetings of the departmental safety committees / groups or other meetings where safety issues have been discussed to ensure corporate oversight and sharing of issues raised within one service area or externally where these may have implications for other City Corporation service areas.

The Director represents the Open Spaces Department on the Corporate Health & Safety Committee where she raises issues and reports to the CHS on relevant matters. Information from the CHS is proactively shared with the Safety Co-ordinator and SMT and forms part of an update on corporate matters to the H&S Improvement Group.

Departmental Health & Safety Managers Forum (DSMF)

The DSMF is a corporate group of safety staff and who meet quarterly to communicate on all safety matters. It provides a forum for sharing good practice and support for the departmental Safety Co-ordinators. Being linked to the corporate health and safety systems, it helps promote more effective control, facilitates

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consultation and aids co-ordination of implementation or amendment of any procedures or formal policies, to ensure successful embedding and improved H&S compliance.

The Technical Manager is the nominated representative to attend the Departmental Health & Safety Managers Forum and is responsible for reporting back on relevant matters to the Open Spaces H&S Improvement Group.

General Communication

Notice boards must be provided in communal areas for staff to access the latest minutes of H&S meetings, local procedures, guidance and statutory information. A H&S Law Poster must be displayed in all divisions. Notice boards should have dedicated H&S areas, be kept uncluttered and up to date and have nominated individuals to take responsibility for them.

Fire and evacuation notices must be displayed on all sites in line with the local Fire Risk Assessment. The names of First Aiders and the location of First Aid kits and equipment should be clearly displayed. Emergency Action Plans should also be available for staff to familiarise themselves with local arrangements.

Relevant H&S documentation must be readily available to allow staff to undertake their work safely.

In addition Tool Box Talks and safety awareness events should be undertaken to supplement formal safety training.

GUIDANCE AND PROCEDURES

Corporate guidance

Policies, procedures and guidance are available from the [City of London H&S Management System](#) on the intranet along with useful contact details.

Open Spaces departmental guidance

A H&S toolkit is available on the [Open Spaces H&S intranet pages](#).

Additional procedures and guidance is available in each Division tailored to local operational requirements.

An [Open Spaces Occupational Safety & Health Manual](#) has been developed to provide a framework for the management of the key safety topics in the Department and is available in our intranet H&S site. This document is provided to assist managers to carry out their H&S duties under the Safety at Work Act 1974 and regulations under the Act, as an integral part of all work related activities. It provides Key Principles of H&S and outlines management responsibility regarding the following topics:

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- Manual handling
- Use of work equipment
- Use of chemicals
- Violence at work including bullying and harassment
- Confined spaces
- Lone working
- Working at height
- Thermal comfort
- Noise
- First aid
- Fire
- Managing contractors
- Managing volunteers
- Managing the public
- Managing events
- Managing trees
- Managing grazing
- Managing water
- Safe vehicle movements
- Asbestos
- Legionella

Control of Contractors

Contractors undertaking work on premises under the control of the City of London must have the competence to perform the contract without risks to the health and safety of any person who may be affected by the works.

Contractors must be provided with all relevant information about the premises (e.g. location, condition, and extent of any known or presumed asbestos or areas which may be too inaccessible to survey) which may affect the health and safety of any person. Where necessary a further more complex survey may be required prior to the works commencing.

All contractors must be signed in when accessing a site and shall not commence work until permitted to do so. Permit to Work systems will be introduced and enforced where appropriate.

Specific working arrangements for the corporate building and infrastructure maintenance contract

In providing staff or subcontractors to carry out works in Open Spaces, Mitie are responsible for checking Risk Assessments and Method Statements for their staff and subcontractors and when satisfied issue a Permit to Work. At this point notification of the visit is sent to the site and the next stage is a Permit to Access. This process is sample audited by the Surveyors' Technical Advisory Group (TAG) team and the Property Facilities Manager / Assistant Property Facilities Manager (PFM/APFM).

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The OS site manager is responsible for the Permit to Access which covers local access arrangements and will ensure those contractors and their employees:

- adhere to site rules;
- are aware of emergency procedures;
- are aware of health and safety risks and measures in place to deal with those risks;
- communicate arrangements and control OS staff activities and public safety on site during works.

Reporting and Investigation of All Accidents & Near Misses

All accidents and near misses must be reported in line with the [Corporate Accident Reporting Procedure](#). All incidents, which include accidents, abuse, dangerous occurrences, instances of occupational diseases and 'near miss' incidents to be reported on the Incident Line – 0207 3321920.

The line manager of the injured party must review and investigate all reported accidents as necessary and determine the course of action to be taken to ensure there is no further risk to staff or members of the public and discuss them in team meetings. This may require revision of risk assessments or amendments to procedures and processes.

All line managers will be responsible for ensuring the necessary paperwork is attached to any accident report notification as necessary. This is critical for the investigation process and may be crucial if required to uphold a valid personal injury claim or mitigate or defend against one.

All accident reports will be discussed, monitored and actioned at the departmental Health and Safety Group quarterly.

Risk Management

Risk management is the responsibility of all line managers who control a given task or activity. It implies an understanding of which risks may arise from work activities. Risks must be identified pro-actively before an accident or ill health occurs. We should prioritise our actions in responding to risks.

In the majority of cases, an initial risk assessment is all that is required. Particularly if the manager knows that little more can be done to control the risk at present, or can demonstrate that the risk is at a tolerable level. If the controls are obvious, then they are recorded on the assessment. The manager must define, by exception, which risks require assessing at a detailed level.

Lower risks are more easily dealt with by local discussion and agreement between local managers and staff, or through health and safety inspections. Higher risks may need to be referred to the relevant management team for consideration.

Whilst risk assessment exists as a tool to aid the identification of appropriate risk controls for a given individual risk, risk management uses risk assessment information to direct limited resources to known high-risk tasks and to the most significant risks faced at any given time. At the same time, the City of London does

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not wish line managers to become obsessed with Health & Safety risk control, it must make sense within the context of operational duties, available resources and the effort involved. It is therefore imperative that line managers concentrate simply on the most significant risks at the time. What is required is a balanced judgement of H&S risk so as to ensure the implementation of sensible and practical controls within the resources available.

Risk Assessment

Risk Assessment is a legal requirement and as such the process is controlled corporately.

All managers are responsible for ensuring that risk assessments for their respective teams and service areas are in place, are reviewed, updated as necessary or at least once a year.

The divisions will appoint trained Risk Assessors who will facilitate this process to the managers responsible. This does not mean they simply delegate this task but are part of it and are led through the process by the Risk Assessor. This is done to assure quality and negate the need for duplication of training and improving departmental efficiency and consistency between assessments and controls.

In order to manage their risk assessment process all divisions will maintain a register of their risk assessments and supporting documents. This is to identify gaps and facilitate sharing of documentation as well as keeping track of review dates.

Written safe systems of work/instructions will be developed from risk assessment for all significant tasks and activities.

The Open Spaces H&S Sub-group has produced generic risk assessments and safe systems of work covering the main hazardous operations of the Department. These can be accessed on a shared area – [Risk Assessments and Safe Systems of Work](#).

The process for Risk Assessment can be accessed through this link – [Risk Assessment Process](#)

Template for Risk Assessment can be found here: [Risk Assessment Template](#)

Top X

Top X is the Corporate Health & Safety Risk Scoping and assessment tool. The aim of Top X is for significant risks to be identified and pushed up from divisions to the Open Spaces Department level where risks can be acknowledged and action plans put in place to minimise their impact on the Department – their impact can be manifested through injury, loss or damage to equipment or in some tasks, death.

Top X reports **must** be included as part of the Open Spaces business planning process and is required by the City's business planning framework.

[Top X Guidance and Templates](#)

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This process is linked to risk assessment as many risks will be identified within this register so it is often useful to consider these processes in tandem. As the process is driven from the bottom up, all teams must prepare their Top X Registers and submit their Top X to the next layer of management as necessary.

This process will be coordinated by the Health & Safety Coordinator who will submit the departmental Top X Registers twice yearly to the Corporate Health & Safety Team. The [Open Spaces Top X](#) is discussed at the H&S Improvement Group in December and April before it is submitted to the Town Clerk's Department. This is monitored centrally as a KPI.

Training

Safety training is an important way of achieving competence and helps to convert information into safe working practices. The departmental risk assessments should help to determine the level of training needed for each type of work as part of the preventive and protective measures. The training should include basic skills training, specific "on-the-job" training and training in health and safety or emergency procedures. A training needs analysis (TNA) must be carried out for each post, posts can be grouped under a general TNA, however, line managers must identify any particular need that an individual member of staff may have as a result of their duties or personal circumstances.

Training needs may be significant on recruitment but new employees must receive basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. Particular attention must be given to the needs of young employees and those who are disabled or have special needs. Line managers must ensure that any new employee is given a full induction including completing the H&S e-learning package.

The responsibility for ensuring that safety training needs are assessed lies with the head of service in consultation with the line managers of individuals. Those for whom safety training is deemed necessary are required to attend such training.

Identification of safety training needs of new staff must be carried out by the line manager, normally during the first weeks of the staff's appointment, and delivery of that training will normally form part of the staff member's competency assessment. A refresher procedure should operate for existing staff. Line Managers may call upon the services of the Corporate Safety Team in determining safety training needs.

All new staff will be given instructions on the local emergency procedures during their first week this will be done by their line manager.

Local Induction

All new staff will complete the new corporate safety induction. This information will be captured by Learning & Development.

All managers must also provide an orientation induction and this must cover local H&S information, most this information is contained in this plan. A local induction

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must be recorded locally and be given to the employee within the first day of starting their employment. A guide to what must be included in local H&S induction can be found at Appendix 2.

MONITORING, REVIEW & CONTINUAL IMPROVEMENT

Local arrangements shall be monitored closely by each Superintendent and will be subject to a self-assessment by each division each year as part of the Open Spaces H&S Audit System.

Open Spaces H&S Audit System

Annual H&S audits are carried out across the Open Spaces Department to monitor existing arrangements under twelve H&S indicators which are described in Appendix 3. The aims of the process are to assure the effectiveness of our H&S management system and support managers in carrying out their H&S roles.

Members of staff from other Open Spaces divisions validate these self-assessments in alternate years, to share best practice and to review management practices, procedures and the safety culture on the ground.

Following the self-assessment each division prepares an annual H&S improvement plan to carry out identified actions. These tasks are integrated in work programmes and Superintendents are responsible for developing and delivering the action plans.

An annual report on the Open Spaces audit is submitted to the Open Spaces & City Gardens Committee and the Health & Safety Manager (People), Town Clerk's Department as a certificate of assurance for the management of Health & Safety in the Open Spaces Department.

In addition visits and specialist audits by the corporate Health and Safety managers will take place. Independent external audits will be commissioned as deemed necessary. Outcomes of H&S audits will be reported back to the Improvement Group or divisional H&S Working Groups as appropriate to share key learning.

For further information on the [Open Spaces H&S Audit](#) click on the link.

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Appendix 1

Current Membership of the Open Spaces H&S Improvement Group

Role
Director
Technical Manager
PA to Director (notes)
Departmental Business Manager
Superintendent Parks & Gardens
City Gardens Manager
Manager West Ham Park
Support Officer West Ham Park
Acting Superintendent Hampstead Heath, Highgate Wood & Queen's Park
Operational Services Manager Hampstead Heath
Assistant Operational Services Manager Hampstead Heath
Senior Technical Officer Hampstead Heath
Superintendent Cemetery and Crematorium
Technical Officer Cemetery and Crematorium
Acting Superintendent Burnham Beeches & City Commons
Head Ranger City Commons
Head Ranger Burnham Beeches
Superintendent Epping Forest
Business Manager Epping Forest
Technical Officer Epping Forest
Unite representative
GMB representative
H&S Manager (for people) Town Clerk's Department
H&S Manager (Property) City Surveyor's Department
Occupational Health Manager Town Clerk's Department
Occupational Health Advisor Town Clerk's Department

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Appendix 2

Health & Safety Induction Guide

(What every new member of staff should receive or know on their first day)

Item	Receive	Be Told
Safety Policy (Corporate and Departmental)	✓ (e-link will suffice)	
Fire Evacuation Plan *Does member of staff require PEEP (Personal Evacuation & Emergency Plan)	✓	
Fire evacuation route(s), Assembly Point(s) and when systems are checked		✓
How to Access The H&S online guide		✓
First Aid Provision: Who's your First-aider / First Aid Kit location		✓
Accident reporting procedures. All incidents, which include accidents, abuse, dangerous occurrences, instances of occupational diseases and 'near miss' incidents to be reported on the Incident Line – 0207 3321920		✓
Display Screen Assessment (if a user) - undertaken by manager/DSE Assessor HR to send out (link to WorkRite software from DSE Assessor)	✓	
General Risk Assessment for their post Any other specific risk assessments relevant to the post -COSHH, Work Equipment etc	✓	
Any Post-Specific Guidance, e.g. Lone Workers' Security etc.	✓	
Hazard Reporting Procedures		✓
Safety Representative(s) or approved trade unions—names and locations		✓
Location of any Welfare Facilities		✓
Location of Occupational Health	✓	
Training Needs Assessment	✓	

Open Spaces Department Health and Safety Plan

Appendix 3

The Open Spaces H&S Audit Indicators

Indicator 1: Organisation, Implementation and Communication. Each Division must have a local Health & Safety Plan and statement, and ensure that is regularly updated, clearly communicated and understood by all staff.

Indicator 2: Risk Management. Each Division should have Risk Assessments and Safe Systems of Work in place that cover all activities, operations and premises and adhere to current legislation and City Codes of Practice.

Indicator 3: Training. All staff shall receive a thorough health & safety induction followed by regular recorded and evaluated training determined by legislation, risk assessments and duties.

Indicator 4: Volunteers, Contractors and Suppliers. Each Division should have local arrangements to ensure that all third parties are working in accordance with health & safety legislation.

Indicator 5: Accident and Near Miss Reporting. Each Division must have procedures to ensure the reporting, investigation and analysis of accidents, incidents and near misses in accordance with City and Departmental Codes of Practice.

Indicator 6: Central Support. Each Division should have arrangements in place with the City Surveyors Department, the Occupational Health Section and the central Health and Safety Section to ensure central support according to the schedules defined in the Open Spaces Health & Safety Policy.

Indicator 7: Checklists, Inspections and Maintenance Records. Each Division should ensure that all statutory tests and inspections are undertaken in accordance with current legislation and that infrastructure is regularly inspected according to an accurate asset inventory.

Indicator 8: Policies. Based on Departmental guidance, each Division should define site specific policies (as applicable) on Water Safety, Tree Safety, Play Equipment, Vehicle Safety, Events and Lone Working.

Indicator 9: First Aid. Each Division should have appropriate first aid arrangements relating to training and provision according to current legislation and local risk assessments.

Indicator 10: Emergency Action Plans. Each Division should have plans and procedures to deal with emergencies and disasters.

Indicator 11: Fire Safety. Each Division should have appropriate fire safety equipment, training and procedures based on local fire risk assessments.

Indicator 12: Monitoring and Review. Each Division should review their local Health & Safety Plan on an annual basis, advising the Open Spaces Health & Safety Committee of any key issues arising from this process.