

	<b>Health and Safety</b>	<b>Date:-</b>  <b>11/1/17</b>
	<b>Annual Certificate of Assurance</b>	
	<b>Department :- 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: Sue Ireland

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: Danny Byrne

Unite: Colin Bull

<b>Committee in place and meetings held.</b>		Dates: 15 March 2016 7 June 2016 13 Sept 2016 6 Dec 2016
<b>Policy document.</b>	Reviewed by: OS H&S Improvement Group	Date: 13 Sept 2016
<b>Top “x” report</b>	Monitored by: OS H&S Improvement Group	Dates: 7/6/16 6/12/16
<b>Inspection Programme</b>	Monitored by: OS H&S Improvement Group	
<b>Assurance Team.</b>	Programme managed by:  Patrick Hegarty	Assurance Team Members: Declan Gallagher Louisa Allen Bertrand Vandermarcq Stella Fox David Kemp Lucy Anne Murphy Patrick Hegarty Alex Piddington Bishop Murdo MacMillan <b>Joined by John Smith of M&amp;CP</b>
<b>Findings and Action Plan</b>		
Findings: Comprehensive self-assessments were carried out by all divisions and verification visits*		

	<b>Health and Safety</b>	<b>Date:-</b>  <b>11/1/17</b>
	<b>Annual Certificate of Assurance</b>	
	<b>Department :- OPEN SPACES</b>	

carried out at CoL Cemetery & Crematorium, Ashted Common, West Wickham & Coulsdon Common, West Ham Park. (\*All divisions verified over two year cycle.)

**Action:**

Summary report of the Director on the Audit to be presented to the Open Spaces & City Gardens Committee in May 2017. Divisional action plans have been produced for H&S improvements in 2017.

**Findings:**

We continue to find that overall no major issues were evident through the audit and many good systems are in place. However it was again noted that many of the issues that were evident are of a lesser or 'housekeeping' nature. Good work was found to have been done on reducing and rationalising stocks of chemicals held, improved storage and record keeping.

**Action:**

An ongoing commitment is required of all managers and staff to keep on top of housekeeping issues including keeping work areas tidy, ensuring systems are maintained and monitored such as first aid kits, fire extinguisher checks up to date, relevant notices in place, fire points and exits clear, site and vehicle security maintained, etc.

**Findings:**

Risk assessments are in place across the department, many are based on generic RAs produced by our H&S Sub Group which were reviewed in 2016. These are adapted to meet local needs at the 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:**

Continue to develop risk assessments, particularly focusing on COSHH for 2017 through the H&S Sub Group.

**Findings:**

The departmental H&S Improvement Group 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 IG includes sharing information, monitoring accident trends and other indicators and it organises the H&S Audit and develops guidance through a H&S Sub Group. It reviewed the OS H&S Plan in September 2016 and new policy/guidance sections covering Managing Volunteers and Transport Safety were added. A paper on provision of defibrillators was also prepared for the IG. The terms of reference of the Sub Group were revised in 2016 to give it wider responsibility and better effectiveness.

**Actions:**


Sub groups to carry out two further topic reviews in 2017 to provide appropriate guidance to OS staff.

**Findings:**

A Control of Contractors/permit to work system introduced as a pilot at Epping Forest has been rolled out across most of the department in 2016. This has helped manage the risk of unsafe practices among contractors. During the audit, contractor maintenance of fire extinguishers was found to be an issue with inconsistent service across the department.

**Action:**

Continue the implementation of strong, locally managed controls on contractors working in

	<b>Health and Safety</b>	<b>Date:-</b>  <b>11/1/17</b>
	<b>Annual Certificate of Assurance</b>	
	<b>Department :- OPEN SPACES</b>	

the Open Spaces. Particular attention is needed to monitor contractor's maintenance of fire extinguishers. OS focused guidance on the CDM Regs 2015 has also been identified as needed and training is being organised for delivery in early 2017.

**Findings:**

An OS policy on Transport Safety was introduced in 2016 to implement the corporate policy. Following on from this, checks were carried out to identify drivers and their managers in the department and Transport Safety Policy training undertaken by the relevant staff, currently about 97% of OS staff have completed the requirements.

**Action:**

Follow up next phase of the Transport Policy requirements regarding driving licence checks.

**Findings:**

Considerable improvements were made regarding tree safety management at West Ham Park during the year with comprehensive tree surveying and completion of remedial works. This reflected the embedding and implementation of the OS Tree Safety Policy at WHP.

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

Maintain the improvements as an integral aspect of site management with the monitoring programme which has been put in place.

**Findings:**

There is a need for consistency in capturing staff H&S training on City People. Cases were found of local records being maintained but information not going onto the corporate system.

**Action:**

Further understanding of why records are not always going on the system needs to be explored in 2017. A trial of staff directly uploading training records is taking place in the OS Department, the results of which will be analysed to determine future practices.

**Findings:**

Excellent reporting and investigation of accidents and incidents is being undertaken across the department although the key performance indicator of 14 days to finalise investigations is not always met. Average figures for the final quarter of 2016 were low at 59% submitted within 14 days although some divisions reached 100% in that period. Our target for the KPI is 80% and the reasons for not reaching that level include availability of key investigators and complexity of the investigation.

**Action:**

Consider training additional managers and supervisors in accident investigation where this is an issue in divisions.

**Findings:**

There is a need to share the work of compliance with H&S systems and to involve more staff in the site self-assessments and to take responsibility for ensuring very local 'housekeeping' safety issues are dealt with in a timely manner. It was noted that a revised approach to the annual audit at HH, HW and QP gave a more focused and clearer set of self-assessments in 2016. This involved an overall assessment dealing with the common issues across the division and more focused localised assessments for the individual sites.

Another innovation this year was having the Technical Officer from the Markets and Consumer Protection take part in the validation visit to The Commons. We are very grateful

	<b>Health and Safety</b>	Date:-  11/1/17
	<b>Annual Certificate of Assurance</b>	
	Department :- <b>OPEN SPACES</b>	

for his insight and assistance in this matter.

**Action:**

Consider the more focused self-assessment approach in other multiple site divisions in 2017. Encourage more inter-department audit visits.