

APPRAISAL FINDINGS

1. Health and Safety Groups

1.1 Weekly Health and Safety Action Group

1.1.1 The Health and Safety Working Group continues to consider, allocate and review progress of the residual actions from the health and safety review.

1.2 Quarterly Health and Safety Committee

1.2.1 The Health and Safety Committee has been re-instated with representation from all levels and areas of the business. This will be an important part of the consultation with employee process.

2. Staff Resource

2.1. A temporary dedicated Health and Safety Officer has been retained whilst recruitment into the permanent full time role is being progressed

3. System Resources

- A new SharePoint area has been developed where resources are available for staff to utilise.
- There is a programme of familiarisation ongoing for the staff as SharePoint is a newly developed area. For this reason, other forms such as accident reporting remain in the original areas for a period of time.
- Each business area has an area in the H&S Shared drive along with general areas for general resources.
- Articles have been placed in One Team and information shared by the health and safety team with managers and staff at all meetings and training sessions.

4. Fire Risk Assessments

4.1 Fire risk assessments have been completed and shared with the relevant areas including tenants. Residual actions are being carried out.

5. Policies and Procedures

5.1 During the initial period, the existing Health and Safety policy and arrangements were reviewed, and new arrangements developed. These are awaiting formal approval.

5.2 Fire and emergency procedures have been developed for the Princes Rd and Promenade Park buildings; these are currently under review by relevant managers.

6. Health & Safety Inspections

6.1 MDC area inspections are now current. Inspections have been carried out in all

MDC occupied premises for the last two quarters. An e-form that captures residual actions and is saved into the relevant shared areas.

7. Legionella

7.1 Whilst there has been progress there are still areas for improvement in the legionella management system. A contractor has been brought in to carry out the assessments and identify residual needs. The results from these assessments have been actioned.

8. Training

8.1 There is an e training portal for staff to use which is undergoing review, with new courses being developed that are suitable for business needs.

8.2 Other courses delivered during Q4 and Q1

- Risk Assessment & COSHH - 17 attended
- Risk Assessment - 16 attended
- Lone working - 26 attended
- Working at Height/Ladder Use - 29 attended
- First Aid – 8 attended

9. Accident-Near Miss Reporting

9.1 As part of the move to SharePoint a new reporting system for accidents, incidents and near misses has been developed. The previous reporting system remains available whilst the move across is familiar to staff. In addition, a template for accident investigation has been developed with explanation for staff to assist with when they should involve the H&S Team and carrying out lower-level investigation.

10. Priorities going forward

10.1 The priorities for the next quarter are as follows:

- Continue to further develop existing strategies for MDC safety management system
- Develop strategies to ensure Managers embed the required supervision with their staff.
- To continue to promote best practices for a safe working environment for staff and visitors.
- Continuing to assist managers with inspections across MDC sites
- Improve awareness of the need for near miss and accident reporting.
- Continue to assist staff to develop risk assessments for all tasks and activities that could pose a health and safety risk
- Build a robust contractor management system
- Continue with training for staff.
- Continue to improve the health and safety culture amongst staff
- Continue to review and improve lone working systems/ protocols
- Develop the e training system