

Appendix 1: Health and Safety Action Plan 2019/20 – update January 2019

Ref	Action	Responsible person(s)	Target timescale	Further details	Progress to date
1	Appoint new H&S Advisor for WLWA	Managing Director	December 2019 Complete	The revised WLWA Health and Safety policy has resulted in the removal of the management appointee role and creation of a Health and Safety Advisor and enhanced health and safety involvement of managers. The new policy document sets out the responsibilities of this role and an external expert needs to be appointed.	Following an open tender process, Universal Safety Practitioners has been appointed as WLWA's corporate H&S advisor for 2020.
2	Develop additional guidance for: <ul style="list-style-type: none"> • Provision and Use of Work Equipment (PUWER); • Electrical Equipment • Working at Height • Lifting Equipment and Lifting Operations (LOLER) • Reporting of accidents, incidents and near misses in support of the new revised overarching policy document.	Operations Manager	December 2019	During the revision of the policy and supporting documents the need for these updates was identified.	<p>Consultation on the content of these documents is currently underway with managers. They will be agreed in January and issued to all staff in February.</p> <p>In addition to this guidance new guidance for driving at work has also been developed. The guidance is divided in to documents for driving personal vehicles, driving the new electric vehicle and operating mobile plant.</p>
3	Communicate with all staff so they are informed about the revised document and aware of the contents.	Managing Director	August 2019 Complete	This will be carried out using the new procedure members approved at the June 2019 meeting (appendix 2 to the H&S report).	<p>Toolbox talks have been delivered to all staff. All staff have either been provided with a folder of policies, or directed to the intranet where the files are available.</p> <p>This information will be delivered to all new starters.</p>
4	Make relevant stakeholders aware of the new documentation	Senior Contracts	September 2019	WLWA will share the documentation with boroughs, contractors, partners	All boroughs and waste contractors are now aware of

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		Manager		etc.	WLWA's new policy.
5	Review all job descriptions to ensure health and safety responsibilities as outlined in the new policy are clearly articulated	Head of Finance and Performance	March 2020	All existing job descriptions will be reviewed and changes made where appropriate.	This work has begun and will be completed before the end of the year.
6	Begin developing a positive reporting culture for near misses, accidents, incidents and property damage.	Operations Manager	March 2020	Work closely with staff to develop their knowledge and understanding of the importance of reporting near misses and accidents to help avoid future injury and ill-health	Work has begun on this with several reports received so far. Further focused work will take place later in the year after the new guidance regarding the reporting of accidents, incidents and near misses is adopted
7	Review head office health and safety arrangements	Head of Finance and Performance	March 2020	Having moved into a new head office and established activities, it will be useful to take stock of and review the head office health and safety procedures to ensure they are appropriate and suitably embedded.	This is being undertaken by the new H&S advisor and will be completed by the end of March.
8	Encourage shared best practice between all the HRRC and WTS	Operations Manager	March 2020 On-going	WLWA will schedule quarterly HRRC best practice meetings with all boroughs to encourage communication and sharing of information. The user group meetings for Transport Avenue and Victoria Road will continue quarterly with health and safety being a key item on the agenda including the reporting of incident statistics.	The first meeting was held in April 2019. A subsequent meeting was held in September. One will take place in February.
9	Driver induction project for WTS and HRRC's	Operations Manager	September 2019 On-going	To ensure that the WTS and HRRC a project will be undertaken to ensure that all sites have appropriate inductions and checks in place to ensure that all vehicles (excluding residents in cars) are aware of and follow the site rules to help keep everyone safe on site.	Re-inductions have been held for drivers using the Lakeside energy from waste plant. No HRRC has an induction process in place for ensuring that all vehicles (excluding residents in cars) are aware of and follow the site rules to help keep everyone safe on site. Sites are being

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					encouraged to introduce them.
10	Develop new staff handbook for Abbey Road HRRC and WTS	Site Manager	March 2020	There have been a lot of changes and improvements at the site. These need to be compiled together and made quickly and easily available for staff. This will also include wider processes and procedures not just those directly related to health and safety.	Staff have been given a new staff folder containing the new health and safety policy and guidance as well as HR policies. This will be added to during the year to give them a full range of documents.
11	New induction for Abbey Road HRRC and WTS visitors and trade waste customers	Site Manager	August 2019	The current induction will be updated to include new rules and processes being introduced on site.	This has been put on hold until February 2020 because we're going to be sending out new information about opening times, duty of care and wearing of appropriate PPE to customers.
12	Complete the works to repair the fire damage at the Abbey Road waste transfer station and implement all fire risk assessment recommendations.	Site Manager	March 2020	There are a number of stages to this work, the Site Manager will oversee and co-ordinate the work to keep the site safe and operational throughout the works.	The majority of the works are now complete.
13	Organise a DSEAR assessment for storage of gas bottles at HRRC sites	Site Manager	September 2019	This is a new practice being introduced by Suez to their sites across the country. WLWA will adopt this practice and undertake any appropriate actions identified.	This is going to be reviewed by the new H&S advisor.