PROJECT TITLE: Training & Competency

Project Lead : Helen Perkins

Project Start Date: August 2019

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Item No. Priority Task Description	Update	Assigned to	nd Date Prev RAG New RAG	Aug w/c Sept w/c 5 12 19 26 2 9 16 23 3	Oct w/c	Nov w/c 3 4 11 18 25	Dec w/c Jan w/c 2 9 16 23 30 6 13 20		March w/c 2 9 16 23 30	April w/c May w/c 6 13 20 27 4 11 18 25	June w/c 1 8 15 22 29	July w/c August 6 13 20 27 3 10 17 24 31	September Octob 7 14 21 28 5 12 1	Per November December 9 26 2 9 16 23 30 7 14 21 28
High Identification of all staff (including TDA) requiring Level 2 (introduction) and Level 3 (Managing) H&S Training. Based on matrix contained within Health & Safety policy.	SLT to provide an update of who requires training and which level. Nov update. This information is nearing completion, though follow is required for some depts to complete. New completion date end of November - almost done. Anticipate final numbers are L3 - 153 places, L2 - 402 places	SLT	01/10/19 On track for revised date	0.70 + 70 + 70	Opdate due	Update due								
2 Ongoing Provide Level 2 Training - 1 day course	Plan for 140 places per annum: Courses planned every 4 weeks, additional courses planned in December 2019 for Harbours operational employees. Courses scheduled every 8 weeks up to August 2020.	Corporate Safety Team	Ongoing	Course	Course	Course	Course Harbours Course Harbours Course X2 (1 TDA)	Course (TDA) Course	Course	Course	Course	Course		
3 Ongoing Provide Level 3 Training - 3 day course	Plan for 60 places per annum: 6 courses. 18th Sept update (SC), additional two courses provided in Sept 19 and Jan 20. Courses scheduled up to September 2020.	Corporate Safety Team	Ongoing	Course		Course	Course		Course	Course	Course			
3a Ongoing Provide COSHH L2 Training 1 Day Course	Plan for 12 Places to be provided; first course cohort identified for the 13th February, however additional course have been	Corporate Safety Team	Ongoing					Course						
4 Medium Update iLearn (Electronic Learning) Compulsory H&S Modules : ILearn system live April 2020 and then able to access to update modules	Module updates complete by June 2020; I Learn modules in draft to be reviewed by Corporate H&S team and to include a substantive assessment, planned completion 31/12/2019 (PR)	Corporate Safety Team	30/06/20							System live	lLearn updated			
	Training updates to be completed by June 2020 - People module for SHE Assure system being designed to include all H&S training including mandatory, competency based and developmental - configuration commenced Nov 2019	Health & Safety SHE leads from each team	30/06/20			System Live				SHE Module Live	SHE updated			
high Training profiles and matrices, for those areas identified as High risk on audit(s), to be completed by end of Jan 2020 - see below		Corporate Safety Team	31/01/20						Review due	SHE Module Live				
DSE based on the outcomes of item 1 which is an outcome from the departmental audits (Item No's 3 and 4 from the Auditing ar Inspection work-stream)	Courses to be planned on the basis of needs as and when these are identified. 20th Jan Update: Completed for ICT, Harbours, Printign Services, though due to complexity fo work for auduit of Natural Environment, this will be completed by the end of Feb in line with that audit completion.	Corporate Safety Team	31/03/20				Review due		Review due					
7 Medium Training matrix in place for TDA - identifying L2 / L3 training requirements and relevant staff booked on training programmes required	Update 26th Nov: Matrix has been completed, and bookings being s as implemented	TDA	01/10/19	No. in the second secon	Matrix / courses									

PROJECT TITLE: Auditing and Inspection

Project Lead : Helen Perkins

Project Start Date : August 2019

t Start Date : August 2019																				
No. Priority Task Description	Update	Assigned to	End Date Prev RAG	G New RAG	Aug w/c	Sept w/c 26 2 9 16 23 30	Oct w/c		Dec w/c	Jan w/c	March w/c		May w/c	June w/c	July w/c		September 7 14 21 28	October 5 12 19 2	November 6 2 9 16 23 30	December
	Idings: Town Programme to be produced for commencement in January 2020. 20th Jan update: Time tabled into diary between 21st jan-3rd Mar	Corporate Safety Team	31/03/20																	, 11, 21,
Priority Carry out a risk profiling exercise across all Council department and RAG rated based on work hazards and confidence management. Scoring matrix description of 1 to 5 - the higher the score, risk	picture which can then be used to complete the risk scoring matrix. designed to 07/08 complete ahead of schedule	Corporate Safety Team	31/08/19			isk matrix completed														
High Ensure all Departments/Teams identified as High Risk (areas) are audited within 3 months	(4 service Remedial action plans to be produced as part of audits. 9th Oct Update (SC): One department/team allocated to SSG to complete by end of Oct. (NOV update) - Harbours and Beaches, and ICT departmental audits have been completed and actions are being tracked; High risk area in Print Services, COSHH, has been completed and remedial action taken, remaining risks to be audited Dec 19; Natural Environment has been scoped for audit to be completed in Dec 19.	Corporate Safety Team	29/02/20	On track for revised date				Audits		Printing completed	FINAL Audits									
Medium Ensure all Departments/Teams identified as Medium R service areas) are audited by end financial year	Risk (12 Remedial action plans to be produced as part of audits. 9th Oct Update (SC): Four departments/teams allocated to SSG to complete by end of Oct; (Nov update) - Highways, Housing Standards, Local and Strategic Transport, Waste and Registrars completed via SSG	Corporate Safety Team	30/04/20					4 Audits completed				Audite								
Medium Ensure all Departments/Teams identified as Low (48) r self assessment audits in the 2020/21 financial year.	risk undertake Monitor monthly and ensure 50% of audits completed by Dec 2020 this will be tracked via SHE Assure audit module post implementation.	Corporate Safety Team	30/04/21									ole accompany		Self assessment comple	Self assessment comple	Self assessment comple	Self assessment comple	Colf accaccment romple	Self assessment comple	
Priority Carry out an audit to ensure that our contractors are emanaged by TDA and managers alike.	Initial meeting held with TDA staff on audit scope 30/9/19 (PR) - Met with Procurement and identified potential areas requiring further work, Temporary Worker contract updated on South-West Portal with new H&S wording. Review ongoing and due to size and complexity of work is now scheduled to be complete by Jan 2020. 20th Jan Update: decision made to look at two areas, TDA and Natural Environment initially and apply lessosn learnt to otehr audit areas and ensure Procurement processes in place.	Corporate Safety Team	31/10/19	On track for revised date							Audit due									
Priority To ensure that departments have completed all outstar from the SSG audits. Only med and low risk outstanding tracked separately and available if required)		Corporate Safety Team	30/04/20									Completed								
and undertake remedial plans where appropriate (Mai	Self assessment questionnaires issued to all maintained schools on 30/9/19 (PR) (Nov 2019 update) Of the 19 maintained schools 8 have returned the assessment documents, these have raised a number of areas requiring greater scrutiny, including inter alia, competency of Business Managers, recommendation to train these to Level 3, as well as some issues with RA's including fire and general maintenance activities which are being dealt with on a case by case basis with visits and support at the schools. 20th Jan update: 8 schools completed, though further trainign to be offered. One school there is no SLA and needs follow up visit. Training to Buisnes Managers to be offered.	Corporate Safety Team	31/10/19					Self assessment completed	Visits & initial support completed		Complete final school audit	Trainign completed								
Ongoing To maintain a training spreadsheet until the implement to ensure relevant staff are receiving appropriate train commensurate with their role.	, , , , , , , , , , , , , , , , , , , ,	Corporate Safety Team	30/04/20					Updated		Updated										
Medium TDA to have reviewed their risk assessments and build assessments	Tech Forge now implemented. Key risk areas are being identified as part of this D'base, though population of data into D'base taking longer than anticipated due to complexity and volume. New revised completion date January 2020; Update Nov 2019 - A series of monitoring meetings continued to be held to ensure that revised deadline, agreed due to volume and complexity of task, is adhered to. Update 20th Jan: To complete Tech Forge March 2020 is a more relaistic date.	TDA	30/09/19	On track for revised date																

PROJECT TITLE: Management System

Project Lead : Helen Perkins

Project Start Date: August 2019

Priority Incident and Priority Incident and	ent system. In in place for implementation and Accident module to go live by 1/11/19 Solution of Accident module to go live for maintained schools by 31/01/20 S	ncident module configuration carried out during October 19, Incident report module went live, in accordance with the updated roll plan on 18/11/19 along with guidance materials. Initial date achieved, for incident module 31/10/2019. Roll out of whole system to be completed by 31/03/2020. System went live 18/11/19	Corporate Safety Team Corporate Safety Team	End Date 6	Prev RAG	New RAG	Aug w/c 5 12 19 26	2 9 16		Oct w/c 14 21 28 4	Nov w/c 11 18 25	Dec w/c 2 9 16 23 3	Jan w/c 0 6 13 20	Feb w/			April w/c 5 13 20 27	May w/c 4 11 18 25 1	June w/c 8 15 22	29 6 13 2	August 17 24 31 7	September 14 21 28 5	9 16 23 30	7 14 2:
Priority Incident and Priority Incident and	ent system. In in place for implementation and Accident module to go live by 1/11/19 Solution of Accident module to go live for maintained schools by 31/01/20 S	report module went live, in accordance with the updated roll plan on 18/11/19 along with guidance materials. Initial date achieved, for incident module 31/10/2019. Roll out of whole system to be completed by 31/03/2020.	Team Corporate Safety	9 31/03/20													<u> </u>		 					
Priority Incident and	nd Accident module to go live for maintained schools by 31/01/20 S	System went live 18/11/19	_	6																				
				01/11/1							Live													
Medium Risk Module	а	System went live 18/11/19 - Intend to accelerate roll out to schools so they are live by end of January 2020.	Corporate Safety Team	31/03/20									Training	Live										
	eview/reminder for managers quarterly remarks 2	All new/updated risk assessments will be delivered through new system commencing in January 2020; configuration work is currently underway and roll out plan updated to reflect implementation by mid to end January 2020. 20th Jan Update: Slippage in tiemscales, though still well within tracker timetable.	Corporate Safety Team	01/04/20										Training	Live					Review		Review		
Medium People and A	d Auditing Modules to go live by 1/4/20	People register populated; Training matrices being configured currently.	Corporate Safety Team	01/04/20												Training Training Live								
_	tation of the system. T A fi	Original date unrealistic as system wasn't configured until end of October. Training has been rolled out to all identified TBC staff and completed. Additional training provided 26th November to pick up any non attendees from previous courses. TDA sessions planned separately and yet to be completed.	Corporate Safety Team	30/09/19					Training delivered	Training delivered	Training delivered		0											
	vned occupied assists to be completed by end Oct	Tech Forge implemented, data transfer continues with a planned completion date for the end of January 2020. Update Nov 2019 - A series of monitoring meetings continued to be held to ensure that revised deadline, agreed due to volume and complexity of task, is adhered to.	TDA	30/10/19		On track for revised date				System initiated						System updated								

PROJECT TITLE: Culture and Communication

Project Lead : Helen Perkins

Project Start Date : August 2019

								20	19	2019	2019	2019	2019	2	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
ltem No.	Drionity	Task Description	Update	Assigned to	End Date	Prev RAG	New RAG	Aug		Sept w/c	Oct w/c	Nov w/c	Dec w/				March w/c	April w/c	May w/c	June w/c	July w/c	August	September	October	November	December
item No.	Priority	Task Description	Opdate	Assigned to	End Date	Prev RAG	New KAG	5 12		9 16 23 30	7 14 21 28	4 11 18	25 2 9 16			10 17 24 2 9	9 16 23 30	6 13 20 27		1 8 15 22	29 6 13 20 27	3 10 17 24 31		5 12 19 26	2 9 16 23 30	7 14 21 28
1	Medium	To develop a more positive health and safety culture across the organisation through the use of comms, training and info. fed through the H&S Working Group. As per enclosed narrative.	9th Oct update (SC): SHE Management system communications are bein rolled out with Posters, Staff News and Managers Forum presentation.	g Corporate Safety Team	30/04/20						H & S management system	1. To incre Council SH	ease awareness of	Torbay System 2. To i	ir rease the awa	areness of the Torbay and safety Policy		3. To increase as assessments in i	wareness of risk relation to DSE , ling , new and	4. To increase	awareness of stress nagement					
2	High	Produce a H&S Communication Policy for use within the organisation	9th Oct Update (SC): Strategy written, which beds in the communication part of the broader H&S Policy	Corporate Safety Team	31/08/19				Policy																	
3	Medium	To review the H&S webpages on the intranet to ensure information is both factually correct and relevant	Dynamic assessment being undertaken regularly, roles and responsibilities for Corporate H&S tem updated, SHE Assure links added Nov 19.	es Corporate Safety Team	31/03/20																					
4	Medium	To review Corporate Policies and Procedures to reflect H & S requirements and update where necessary	Prioritisation programme being implemented due to volume of updates required. Main H&S Policy also reviewed as new documents and responsibilities updated and rolled out.	Corporate Safety Team	31/03/20																					
5	Medium		Health and Safety Policy has been approved by TDA Board in Nov 2019, being rolled out to TDA staff, completion by end of Dec 19.	TDA	06/09/19					TDA SLT		Board Approved														
6	Medium	To develop a better VATB system across the Council which links all the VATB information through departments.	Initial work commenced.	Corporate Safety Team	30/04/20																					
7	Medium	To review the Communications strategy at the Health and Safety Working Group	In progress, Terms of Reference updated and completed.	Corporate Safety Team	Every Six weeks				meeting	מ פ ע ע ע ע			meeting		meeting											