# PROJECT TITLE: Training & Competency

### Project Lead : Helen Perkins

Project Start Date: August 2019																											
Item No. Priority  Task Description	Update	Assigned to	End Date Prev RAG New RA	Au	g w/c	Sep	t w/c	Oct w/c	Nov w/c	Dec w/c	Jan w/c	Feb	w/c	March	ı w/c	April w	ı/c	May w/c June w/c	July w/	c August	Septemb	er (	October	No	vember		cember
Task Description	Opdate		Ellu Date Prev RAG New RA		2 19 26	2 9	16 23 3	30 7 14 21 28 4	4 11 18 25	2 9 16 23 30	0 6 13 20	27 3 10	17 24	2 9 16	5 23 30	6 13 2	20 27 4	11 18 25 1 8 15 22	29 6 13 20	27 3 10 17 24 31	7 14 21	28 5	12 19 2	6 2 9	16 23	30 7 1	.4 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. Update 22nd July - the numbers are pretty accurate, but there is still some on going work, which may result in some slight changes.	SLT	30/09/20					Jpdate due	Jpdate due													Final figures					
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. Update 22nd July: Suspended until new person in post, as focus is on Level 3 and SHE Assure training.	Corporate Safety Team	Ongoing			Course		Course	estroo	Course Harbours Course Harbours	Course X2 (1 TDA)	Course (TDA) Course		Cancelled COVID 19		Cancelled COVID 19		Cancelled COVID 19 Cancelled COVID 19	Cancelled COVID 19	Cancelled COVID 19							
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. Update 22nd July: Recovery courses in place, so back where intended to be by January 21.	Corporate Safety Team	Ongoing				Course		Course		Course			Cancelled COVID 19				Cancelled COVID 19	Cancelled COVID 19	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. Update 22nd July: Suspended to 2021, though no immediate need has been identified.	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). Update 22nd July: Seeking update for 30th Sept 20 completion	Corporate Safety Team	30/09/20													System live						ILearn updatec					
Medium All staff H&S training profiles to be entered on to SHE Electronic H&S Management System. SHE module live April 2020 system live from Nov 2019, manual tracking prior to April - to include TDA	for SHE Assure system being designed to include all H&S training	Health & Safety SHE leads from each team						Svetem live	System tive							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	30/09/20											Review due		SHE Module Live						To complete					
DSE based on the outcomes of item 1 which is an outcome from	d Services, though due to complexity of work for audit of Natural	Corporate Safety Team	31/03/20							Review due				Review due								DSE training complete					To complete
7 Medium Training matrix in place for TDA - identifying L2 / L3 training requirements and relevant staff booked on training programmes a required	Update 26th Nov: Matrix has been completed, and bookings being implemented. Update 22nd July: Matrix done, but some slippage in delivery due to COVID 19	TDA	01/10/19					Matrix / courses																			

## PROJECT TITLE: Auditing and Inspection

### Project Lead : Helen Perkins

Project Start Date : August 2019  Item No. Priority  Assigned to																									
Item No. Priority  Task Description	Update	Assigned to	End Date I	Prev RAG New RAG	Aug w/c 5 12 19 26	Sept w/		Oct w/c	Nov w/c 28 4 11 18 25	Dec w/		an w/c	Feb w/c 3 10 17 24	March w,		pril w/c 13 20 27	May w/c 4 11 18 25	June w	ily w/c .3 <mark>4</mark> 20 27	August 3 10 17 24	So 4 31 7	October	Novembe 2 9 16 2		ecember 14 21 28
1 Ongoing Undertake workplace inspections of all Corporate buildings : Town hall / TorHIII / Electric House / Harbour Estates / ARC / Parkfield / MyPlace / Torre Abbey		Corporate Safety Team	31/03/21											Not complete to COVD 1	ed due										
Priority  Carry out a risk profiling exercise across all Council departments and RAG rated based on work hazards and confidence in management.  Scoring matrix designed to score depts on a scale of 1 to 5 - the higher the score, the higher the risk	Questionnaire sent to all depts to gather info and provide full picture which can then be used to complete the risk scoring matrix. 07/08 complete ahead of schedule	Corporate Safety Team	31/08/19		isk matrix completed																				
High Ensure all Departments/Teams identified as High Risk (4 service areas) are audited within 3 months	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. Update 22nd July: Seeking update.		29/02/20	Need update					Audits		Printing completed		FINAL Audits												
4 Medium Ensure all Departments/Teams identified as Medium Risk (12 service areas) are audited by end financial year	Remedial action plans to be produced as part of audits. 9th Oct Update (SC): Five 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. Update 22nd July: Managers confirm that works done for audits that have been completed to date, however red and amber actions from SSG audits on to SHE Assure for tracking purposes by end of August. Also completed are Information compliance, Torre Abbey, legal services and business rates done and on SHE Assure. Outstanding 3 audits pick up by end of 31st Dec 20	Corporate Safety Team	31/12/20						4 Audits completed						Delayed due to COVID 19						On to SHE Assure for tracking				Outstanding three audits
5 Medium Ensure all Departments/Teams identified as Low (48) risk undertak self assessment audits in the 2020/21 financial year.	Monitor monthly and ensure 50% of audits completed by Dec 2020 this will be tracked via SHE Assure audit module post implementation. Update 22nd July: This forms part of the recovery plan, for second half of 2020/21.		30/03/21														Delayed due to COVID			Delayed due to COVID	19		oeil dassessifierit compre	Self assessment comple	Self assessment comple
6 Priority Carry out an audit to ensure that our contractors are effectively managed 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 lessons learnt to other audit areas and ensure Procurement processes in place. Update 22nd July: seeking update		31/10/19	Need update									Audit due												
7 Priority  To ensure that departments have completed all outstanding action from the SSG audits. Only med and low risk outstanding (being tracked separately and available if required)	Beaches completed Harbours / Children's / Parking ongoing - reviews being held regularly and outstanding actions monitored with evidence being supplied when complete. Updated 22nd July: Completed, but will audit in 2020/21.	Corporate Safety Team	30/04/20													Completed									
	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 training to be offered. One school there is no SLA and needs follow up visit. Training to Business Managers to be offered. Updated 22nd July: Seeking update.		31/10/19	Need update				7100	Self assessment completed		Visits & initial support completed		Complete final school audit		Training completed										
to ensure relevant staff are receiving appropriate training commensurate with their role.	Update 26th Nov: Updated to include all course where results have been received. Available on request. Update 20th July: Training ceased in March due to COVID 19, so document remains up to date.		30/04/20						Updated																
10 Medium TDA to have reviewed their risk assessments and building risk 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 realistic date. Update 22nd July: Review progress by mid August.		15/07/20	On track for revised date																					

# PROJECT TITLE: Management System

### Project Lead : Helen Perkins

							2019	2019	2	019	2019	2019	2020	2020	2020	202	0 2020	2020	2020	2020	2020	20	020 2	2020 20
Item No. Priority			Assigned to				Aug w/c	Sept w/	/c Oc	ct w/c	Nov w/c	Dec w/c	Jan w/c	Feb w/c	March w	<b>//c</b> April	y/c May w/c	June w/c	July w/c	August	Septembe	er Oct	tober No	ovember Decei
	Task Description	Update		End Date	Prev RAG	New RAG	5 12 19		23 30 7 14	4 21 28 4	11 18 25	2 9 16 23 30	6 13 20 27	3 10 17 24	2 9 16	<b>23 30</b> 6 13	20 27 4 11 18	25 1 8 15 22	29 6 13 20	27 3 10 17 24	31 7 14 21	28 5 12	19 26 2 9	16 23 30 7 14
1 Priority	Ensure the delivery and implementation of the new SHE assure H&S management system.  Project plan in place for implementation	Incident 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.	Corporate Safety Team	31/03/20																				
2 Priority	Incident and Accident module to go live by 1/11/19	System went live 18/11/19	Corporate Safety Team	01/11/19							Live													
2a Priority	Incident and Accident module to go live for maintained schools by 31/01/	System went live 18/11/19 - Intend to accelerate roll out to schools so they are live by end of January 2020. Update 22nd July: Module went Live in March, but unable to complete training due to COVID 19. Training dates in diary and training programme partially rolled out, with new 1st September 20 completion date	Corporate Safety Team	01/09/20												LIVE					To complete			
3 Medium	Risk Module to go Live by 1/1/20 Schedule review/reminder for managers quarterly	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 timescales, though still well within tracker timetable. Updated 22nd July: System went live on time, but training of managers delayed due to COVID 19. Key work stream for reminder of year, anticipating training to managers rolled out by 31st December 20. Dates in diary.	Corporate Safety Team	31/12/20												LIVE								
4 Medium	People and Auditing Modules to go live by 1/4/20	People register populated; Training matrices being configured currently.  Updated 22nd July: System went live on time, but training of managers delayed due to COVID 19. Key work stream for reminder of year, anticipating training to managers rolled out by 31st December 20. Dates in diary.	Corporate Safety Team	31/12/20												LIVE								
5 High	Provide training for users and system administrators to ensure the effecti implementation of the system.	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	Training delivered	Training TDA												
6 Medium	Property management system: Tech Forge - TDA populate new system - Council owned 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. Update 22nd July: Review by mid August.	TDA	30/10/19		Need update				System initiated						System updated				Update required				

## **PROJECT TITLE: Culture and Communication**

### Project Lead : Helen Perkins

							2019		2019	2019	2019	2019	20	020 2020	2020	0 2	020 202	0	2020	2020	2020	2020	2020	2020	2020
Item No.	Priority	Task Description	Update	Assigned to	End Date	Prev RAG New RA	Aug w/		Sept w/c	Oct w/c	Nov w/c	Dec w/c	Jan	n w/c Feb w/c	March	w/c Ap	ril w/c May	v/c	June w/c	July w/c	August	September	October	November	December
	,							26 2	9 16 23 30	7 14 21	28 4 11 18 2	5 2 9 16 23	3 30 6 13	20 27 3 10 17	24 2 9 16	<b>23 30</b> 6 13	3 20 27 4 11	18 25 1	8 15 22 29	6 13 20 27	3 10 17 24 3	1 7 14 21 28	5 12 19	26 2 9 16 23	30 7 14 21 28
1	Medium	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 being rolled out with Posters, Staff News and Managers Forum presentation. Update 22nd July - communications strategy needs to be reviewed, as focus needs to be on embedding SHE Assure and a cultural change. Review to be completed by 30th Sept 20	Team	30/04/20					H & S managemen system	1. To incre Council SHI includi	ase awareness of To	orbay ystem 2. To in	ncrease the awareness o and safety Policy (Delay	f the Torbay Counc	3. To asses asses	increase awareness of sments in relation to anual handling , new a cant mothers (Delaye COVID 19)	of risk DSE , nd	4. To increase awa management (Delaye	reness ( f stress		To Review			
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		Dynamic assessment being undertaken regularly, roles and responsibilities for Corporate H&S tem updated, SHE Assure links added Nov 19.	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. Updated 22nd July: This work is being tied together with SWISCo and the new Barbour Index subscription. Completion by 31st Dec 20.	Corporate Safety Team	31/12/20							Work starte	ed												
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. Update 22nd July: Seeking an update.	Corporate Safety Team	30/04/20																				
7	Medium	, , , , , , , , , , , , , , , , , , ,	In progress, Terms of Reference updated and completed. Update 22nd July: See point 1 above, as this is being reviewed.	Corporate Safety Team	Every Six weeks				meeting			meeting		meeting								Complete review			