

Appendix 2: EFDC Internal Audit Recommendation Tracker (Overdue and In Progress)

Last updated: 18 December 2020

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Service Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
Health and Safety – Satellite Offices 2019/20 Report No. 06.19/20 (February 2020)	2	<p>Managers are formally reminded of the need to bring risk assessments up to date and for these to be reviewed and updated at least annually thereafter, or earlier if circumstances change.</p> <p>Centrally an officer is designated to carry out quarterly check that satellite office/depot risk assessments are up to date.</p> <p>A Lone Working Risk Assessment is undertaken at Norway House</p> <p>A fire risk assessment be undertaken at the Oakwood Hill Depot to assess whether there is an increased risk whilst the current building works are taking place.</p>	High	<p>All team managers have been instructed with immediate effect to record all training and training needs, risk assessments and upload these onto a matrix based on that of Oakwood Hill. They will also be tasked with discussing H&S at each team meeting and all records will be required to be sent to their Level 2 Service Manager ahead of the quarterly Corporate Safety Team to be checked for compliance with HSAWA</p> <p>Fire Risk assessment in the hands of Facilities Management.</p>	Contingency Planning and Corporate Safety Officer.	30/03/20	31/12/20 31/03/21	<p>Jun 20: The Council's immediate response to Covid19 has caused a significant shift in working arrangements which has altered the risk in relation to this recommendation. The current risks in satellite offices has reduced as work from these locations has been either suspended or reduced. The focus of H&S officers has been in ensuring that staff are working safely from home and all staff are being asked to complete a home safety assessment. An additional Health and Safety Officer has recently joined Epping Forest District Council and a priority task will be addressing these outstanding recommendations, once work on ensuring staff are working safely at home has been completed.</p> <p>Jul 20: This is being prioritised by the Strategic Safety Group (SSG).</p> <p>Sep 20: A risk assessment template is ready to be signed off at the next SSG meeting.</p> <p>An online electronic accident reporting form which links directly with HR records has been produced and is being trialled. This will have a reminder system so the H&S Officer can check for RIDDOR and enables uploading of risk assessments and safe systems of work if the incident calls for</p>	Overdue

Appendix 2: EFDC Internal Audit Recommendation Tracker (Overdue and In Progress)

Last updated: 18 December 2020

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Service Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
								<p>investigation. Currently working a way to produce reports for the SSG.</p> <p>Dec 20: Risk Assessment Guidance and initial templates signed off by the September SSG, with further work on the outstanding ones.</p> <p>SSG agreed that all tiers of management must complete risk assessment training, and this is being arranged by Corporate Safety to coincide with the formal launch of the Guidance and templates. Delivery of this and the launch has been delayed due to the second Covid lockdown but will be pursued as soon as possible.</p> <p>Managers have been requested to ensure all current risk assessments have been uploaded to the Z Drive but limited resources have not enabled the information to be reviewed in detail at this stage.</p> <p>An On-line accident reporting procedure and Guidance document was launched at the beginning of December. The system will not only streamline the process but also create a database which will enable greater analysis of the data to identify trends or key issues. This can be used to target future resources effectively.</p>	

Appendix 2: EFDC Internal Audit Recommendation Tracker (Overdue and In Progress)

Last updated: 18 December 2020

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Service Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
Health and Safety – Satellite Offices 2019/20 Report No. 06.19/20 (February 2020)	6	At least quarterly, the Contingency Planning and Corporate Safety Officer to receive the training matrices referred to above, to ensure that the appropriate H&S training is being identified and delivered in a timely manner.	Med	All points above are relevant to this and will ensure all training needs are identified in a timely manner.	Contingency Planning and Corporate Safety Officer.	30/03/20	31/12/20 31/03/21	<p>Jun/Jul 20: Linked to the action above. A corporate health & safety officer post has been created and the person commenced on 2 June 2020, and a complete review of the audit will be conducted as priority.</p> <p>Sep 20: Essential H&S training for all staff has been fully assessed by the Health & Safety Officer and options to obtain more robust online and interactive training modules at varying levels, including maintaining training records and for all H&S subjects prepared. This has been discussed with the Council's Learning & Development Manager to agree a budget for this. Regular reporting to the H&S Officer will be introduced for monitoring purposes.</p> <p>Dec 20: Significant progress has been made with a suite of 11 on-line H&S courses procured. At present the courses are being uploaded to the existing Vine HR system and going through final checks to ensure the technology is working correctly. Course topics are: - Introduction to H&S, Manual Handling, Fire, COSHH, DSE, PPE, Asbestos, Legionella, Electricity, Working at Height, Legionella, Driver Safety and Noise. Six of the courses will be mandatory for all staff and the remaining seven will be determined by the</p>	Overdue

Appendix 2: EFDC Internal Audit Recommendation Tracker (Overdue and In Progress)

Last updated: 18 December 2020

Audit Year (Date Report Issued)	Rec Ref	Original Recommendation	Priority	Managers Original Response	Responsible Officer / Service Director	Original Imp Date	Revised Imp Date	Status Update from Management	Status
								manager dependant on the employee's job role. It is anticipated that the courses will be live and launched in January 2021. Staff will have until the end of March to complete the six essential ones and until the end of May to complete any other. Managers will be responsible for monitoring progress and uploading information to a spreadsheet on the Z drive. Corporate Safety have managed to secure some admin assistance to review progress and follow up with specific managers as needed.	
Harlow Gilston Garden Town 2019/20 Report No. 08.19/20 (July 2020)	3	A data sharing agreement should be drawn up to cover any personal or commercially sensitive data which may be shared between the councils as part of the Garden Town project.	Med	A data sharing agreement will be developed and entered into by all the HGGT partners.	HGGT Director and HGGT Programme Manager	31/12/20	31/03/21	Dec 20: HGGT legal advisors, Weightmans, have been instructed to develop a data sharing protocol for the HGGT. The most appropriate form of agreement is currently being evaluated.	Overdue