

# EFDC Internal Audit Recommendation Tracker (Overdue and High Priority)

Last updated: 06 November 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
<b>Health and Safety – Satellite Offices 2019/20 Report No. 06.19/20</b> (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&amp;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	<p><b>Jun 20:</b> 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&amp;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><b>Jul 20:</b> This is being prioritised by the Strategic Safety Group (SSG).</p> <p><b>Sep 20:</b> 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 by some members of staff. This will have a reminder system so the H&amp;S Officer can check for RIDDOR and enables uploading of risk assessments and safe systems of work if the</p>	Overdue

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								<p>incident calls for investigation. Currently working a way to produce reports for the SSG.</p> <p><b>Nov 20:</b> Updated Risk Assessment Guidance and some initial templates have been approved by the SSG to be launched shortly. Risk Assessment training to be 'essential' for all levels of management. Service Managers have been required to complete a Risk Assessment Index for their Service and upload this and current.</p> <p>The Oakwood Hill Depot now has a shared occupancy with both EFDC and Qualis staff and activities on site. EFDC remains the landlord of the site. In order to establish and agree H&amp;S duties and arrangements as landlord, occupier and tenant a liaison meeting has been arranged to be attended by Qualis H&amp;S Manager and relevant EFDC staff. Lines of responsibility and communication will be documented with an ongoing meeting schedule to facilitate effective shared occupancy</p>	
<b>Health and Safety – Satellite Offices 2019/20 Report No. 06.19/20</b> (February 2020)	6	At least quarterly, the Contingency Planning and Corporate Safety Officer to receive the training matrices referred to above, to	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	<b>Jun/Jul 20:</b> Linked to the action above. A corporate health & safety officer post has been created and they will implement the issues arising from this audit. The person commenced	Overdue

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		ensure that the appropriate H&S training is being identified and delivered in a timely manner.						<p>on 2 June 2020, and a complete review of the audit will be conducted as priority.</p> <p><b>Sep 20:</b> Essential H&amp;S training for all staff has been fully assessed by the Health &amp; Safety Officer and options to obtain more robust online and interactive training modules at varying levels, including maintaining training records and for all H&amp;S subjects prepared. This has been discussed with the Council's Learning &amp; Development Manager to agree a budget for this. Regular reporting to the H&amp;S Officer will be introduced for monitoring purposes.</p> <p><b>Nov 20:</b> Consultation and agreement from Learning &amp; Development Manager to proceed with purchase of suite of 13 online H&amp;S courses to be hosted on existing Vine HR system. Workplace H&amp;S course (level 2 equivalent) delivered to Construction Apprentices. Work in progress to deliver Risk Assessment training to all levels of management. Service managers are to providing details of H&amp;S training needs.</p>	

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<b>Asbestos Management 2019/20 Report No. 01.19/20</b> (April 2020)	2	<p>(a) The asbestos policy is formally assigned to Property Maintenance, so they take ownership of the document and periodically review its content and include links to other housing and asbestos policies, procedures, and informative literature (e.g. key emergency contacts and out of hours procedures).</p> <p>(b) The updated asbestos policy to be shared with the appropriate Officers who potentially come in to contact with asbestos as part of the asbestos awareness training.</p>	Med	<p>(a) Team Manager – Operational Assets and Compliance to liaise with H&amp;S Officer and review the corporate asbestos policy; liaise with Housing Strategy team to establish links with other relevant existing policy documents; liaise with Housing Repairs and M&amp;E Team managers with “out of hours” standby responsibilities to establish emergency contact details and procedures; incorporate relevant sections of the corporate asbestos policy into a new Asbestos Management Plan</p> <p>(b) Communicate new Asbestos Management Plan to all Property Maintenance teams and wider Housing &amp; Property Services directorate.</p>	<p>Service Manager – Property Maintenance</p> <p>Team Manager – Operational Assets and Compliance</p>	<p>(a) 30/09/20</p> <p>(b) 30/09/20</p>	<p>(a) complete</p> <p>(b) 14 Dec 2020</p>	<p><b>Nov 20:</b> The Draft Asbestos Policy incorporating an Asbestos Management Plan was circulated to and discussed with the Council’s Health and Safety Officers and comments received 21 October 2020.</p> <p>The policy will be circulated following sign off at Cabinet 16 November 2020.</p>	Overdue