

Audit ID	Date Identified	Current Status	Council	Issue Description	Assigned to Owner	Expected Resolution Date	Action Steps	Actual Resolution Date
2018-01	November 2018	Open	RBC & BDC	Policy - Effective working practice to be established to ensure policies are uniform and are uploaded on the Orb in a timely manner for both Councils at the same time to prevent any knowledge gaps. All policies must have a version control associated and a review date prominently displayed. There must be an established forum e.g. Orb, notice board, providing ease of use and access to information.	Martyn Bradley	30.04.19	Approval process is currently under review which will potentially change the delegation which will stream line the process and the activation and communication of policies. Update 27.03.19 - Health and Safety Statement of Intent and Supporting Manual of Organisation and Arrangements in final draft for approval by Committee on 05.04.19 and then to be signed by Kevin Dicks and both Council Leaders and subsequently published.	
2018-02	November 2018	Open	RBC & BDC	Policy - Cluttered notice boards must be eliminated and re-designed to make them more appealing, visually easier to read and to keep a control in place to update them. There should be clear responsibility established to maintaining such areas and it may also be worth considering new innovative ways of delivering the information in the offices e.g. scrolling monitors running presentations to keep all council staff up-to-date with relevant information, or having pop ups created from IT about important notices.	Martyn Bradley	30.04.19	How can we eliminate and redesign them? Update 27.03.19 - noticeboards are still in place, but had been decluttered since the audit. Funding not yet sought for alternatives such as rolling screens as this will require regular updating - need to establish who will own this.	
2018-03	November 2018	Open	RBC & BDC	Policy - It is recommended to start to introduce different colour hi-vis. Example: Green to represent First Aiders, Red to represent Fire Safety officers, Blue for Trainers to assist with assisting staff who are unsure who to go to during an emergency. It is also recommended to add a mandatory requirement to ensure all First Aider's qualifications are up to date and to have a log in place to ensure they do not lapse unnecessarily.	Martyn Bradley	30.04.19	This will be considered and a process devised when reviewing Emergency Planning Policy (or similar). Update 27.03.19 - a good idea in principle and tested with the potential introduction of red hi-vis for Fire Wardens, which would be standard, but there are many already in use that are orange and as such that is the colour that has been further supplied. Blue for Trainers is not necessary and it isn't clear for what purpose they serve. Green for First Aiders makes sense and can be introduced.	
2018-04	November 2018	Open	RBC & BDC	Policy - To consider having a joint and uniform approach where the blueprint map at Redditch Borough Council is similar to the design of the blueprint map at Bromsgrove District Council showing where you are stood in the building and where the nearest evacuation point is.	John Homer	30.04.19	Review of blue prints to be actioned by Facilities Management. To be put on the orb once updated. Place partnership will be working with the FM Manager at Bromsgrove to agree plans and consistent signage by 31st March 2019. To be reviewed in April 2019 when Facilities returns inhouse from place partnership.	
2018-05	November 2018	Closed	RBC & BDC	Training - Establish a mandatory requirement for IOSH training and issue reminders when completed training is set to expire.	Martyn Bradley	28.02.19	No real / legal need to commit to IOSH Managing Safely as a mandatory course, as there are alternative routes that could be taken. Update 27.03.19 - approval received from CMT on 12.03.19 to move forward with providing internal risk assessment training (and in due course accident investigation training) to be delivered by Martyn Bradley. This will be to front line managers in the first instance. IOSH Managing Safely may still be provided to 4th Tier.	12.03.19
2018-06	November 2018	Closed	RBC	Contractor Control - It is recommended that a risk assessment process is made available whereby a contractor carrying out maintenance on the lifts either fill in a form or we fill in one of their behalf and keep it on file. To establish and set up a control so that all information from the assessments is gathered together to provide an audit trail in case of incident.	John Homer / Martyn Bradley	N/A	Absolutely not! This goes against all known risk management training! Contractors must assess their own risks and communicate these to us prior to works commencing. If we have concerns we can raise them, but we must not edit or update or provide a template as this then becomes our risk assessment! The Council can only be responsible for risk management of lifts maintenance if we were to undertake it ourselves.	N/A
2018-07	November 2018	Open	RBC	Risk Management - Bigger stickers are required on the [secure lift] doors to further deter someone from opening the door to the main electrical switch. Also to create a measure to ensure that all doors are kept locked and that there is more vigilance in this regard.	John Homer	30.04.19	Currently having a new contract tendered which will include lift risk assessments in all public buildings. Additional staff being hired to help support documents being kept up to date. Bigger stickers have been put on doors so has been implemented Oct-18. Property Services will put in place a revised procedure and risk assessment for the maintenance of lifts to ensure compliance is moving forward by end of December 2018. Property services have issued an email to all relevant officers to ensure that the secure doors are properly secured and locked. <i>N.B. Italics in this action denotes approach not believed to be applicable by H&S Advisor (see above action 2018-06 regarding reasoning).</i>	31.10.18 for stickers
2018-08	November 2018	Closed	RBC	Fuelling Point Safety at Crossgates - There has not been an updated health and safety hazard report since 2010 which is prior to the 2014 external health and safety audit report.	Guy Revans	01.11.18	Following consultation with the [former] Health and Safety Officer it has been agreed that the current Health and Safety Hazard report completed in 2010 is still relevant and valid as there have been no changes. Implemented.	01.11.18

2018-09	November 2018	Open	RBC	Fuelling Point Safety at Crossgates - The concrete on the dispenser island was showing wear. The areas around the dispenser should be impervious.	John Homer	31.12.18	Fuel tank has been recognised to be 40 years old and requires somebody to come and check the concrete dispenser island and pumps. Place Partnership is commissioning a review of the fuel pumps and fuelling area and tanks to assess current state and works required this is due to be completed by 31st December 2018 and any resulting capital works will be programmed accordingly during 2019/20. Update 05.04.19 - it had been decided that this would be addressed once the Place Partnership contract had ended and John Homer would then lead on this from within RBC.	
2018-10	November 2018	Closed	RBC	Fuelling Point Safety at Crossgates - Vehicles are parking in the no-parking zones which can be found on top of the fuel dispensers with the engines left needlessly running.	Guy Revans	30.11.18	Email has been sent to all Housing and Environmental services managers to ensure that all teams are reminded not to park in the fuelling zones or leave engines running. Implemented.	30.11.18
2018-11	November 2018	Closed	RBC & BDC	Fire Risk Assessments Action Plan - To update the 2014 action plan to include all public buildings for both councils and to ensure that it is up to date to mirror the actual fire risk assessments that have been filled in. It is recommended to have regular meetings regarding the process on the action plan to ensure controls are in place and to create an audit trail through the minutes. To ensure 'high risk' items are updated and dealt with in as a priority and it a timely manner.	Jas Sidhu / Martyn Bradley	30.11.19	An IT system has been sourced and will be part of the asset management system implementation that Senior Contracts Manager is leading on and will enable better maintenance of records and data. Public buildings will be managed centrally. Budget bid for dedicated system linking to PPL transfer in-house. Bromsgrove to review in October/November 2019. Place Partnership will no longer be carrying out this work post 31st March 2019. It is therefore intended that processes and procedures will be established as part of the Officer in Charge process to ensure that all fire safety checks are carried out in a timely and compliant way by the transfer date. It is also intended that all officers with responsibility for FRAs will review risk assessment and action plans and training will be delivered where required. Health checks are currently being carried out in the Housing Schemes and new FRAs being developed for High Risk Housing. Update 27.03.19 - it was agreed on 20.03.19 at CMT that Jas Sidhu will focus on Housing related FRAs and John Homer (with advisory support from Martyn Bradley) will focus on all other RBC / BDC buildings FRAs.	20.03.19
2018-12	November 2018	Open	RBC & BDC	Fire Alarm Testing - To ensure a control is in place at both councils to carry out a weekly fire alarm test and record it to comply within British Standards 5839. If a test is not completed on a weekly basis then there needs to be justification to support why it was not carried out in case a fire officer visits the site and questions it.	John Homer / Martyn Bradley	30.04.19	To create a sub group to work through recommendations and give a clear plan by April 2019. Group to feature Health and Safety Advisor, Facilities and be supported by Claire Felton and Guy Revans. This group will also review officer behaviour through fire drills to ensure compliance.	
2018-13	November 2018	Open	RBC & BDC	Fire Alarm Testing - Redditch Borough Council and Bromsgrove District Council need to establish a requirement to complete a fire test regularly to remain within compliance for fire safety regulations.	John Homer / Martyn Bradley	30.04.19	To create a sub group to work through recommendations and give a clear plan by April 2019. Group to feature Health and Safety Advisor, Facilities and be supported by Claire Felton and Guy Revans. This group will also review officer behaviour through fire drills to ensure compliance.	
2018-14	November 2018	Overdue	RBC & BDC	Fire Evacuation Drills - It is recommended that both depots start to commence fire drills within a 6 month window to ensure that they are compliant and regiment the evacuation process for any fire Marshalls.	Carl Walker / Kevin Hiron	31.12.18	To deliver fire drills at all sites in Dec-18.	
2018-15	November 2018	Open	RBC & BDC	Fire Evacuations - A process to be established where a designated fire warden is located next to one of the fire exits to ensure no unauthorised personnel re-enter the building until safe to do so.	Martyn Bradley	30.04.19	To create a sub group to work through recommendations and give a clear plan by April 2019. Group to feature Health and Safety Advisor, Facilities and be supported by Claire Felton and Guy Revans. This group will also review officer behaviour through fire drills to ensure compliance.	
2018-16	November 2018	Open	RBC & BDC	Fire Alarm Testing - Better planning to ensure that the fire alarms are tested on time and that the key is available and not moved.	John Homer / Martyn Bradley	30.04.19	To create a sub group to work through recommendations and give a clear plan by April 2019. Group to feature Health and Safety Advisor, Facilities and be supported by Claire Felton and Guy Revans. This group will also review officer behaviour through fire drills to ensure compliance.	
2018-17	November 2018	Open	RBC & BDC	Contractor Control - A process is established to ensure all contractors sign a register when coming to work on site and that they have basic induction training to know where the fire evacuation point is.	John Homer / Martyn Bradley	30.04.19	To create a sub group to work through recommendations and give a clear plan by April 2019. Group to feature Health and Safety Advisor, Facilities and be supported by Claire Felton and Guy Revans. This group will also review officer behaviour through fire drills to ensure compliance.	
2018-18	November 2018	Overdue	RBC & BDC	Fire Evacuations - It is recommended to have a systematic approach to ensuring all documentation is up-to-date at all times so that if departments change locations this does not impact on obtaining an assurance that everyone has left the building.	Martyn Bradley	30.11.18	To provide audit trail moving forwards, to be implemented immediately. Update 27.03.19 - Fire Warden training has been taking place, new sign-in sheets have been provided to confirm attendance on site(s).	
2018-19	November 2018	Closed	RBC	Fire Evacuation Drills - To arrange for a fire drill with someone who uses a wheel chair to assist with monitoring how long it would take in a fire evacuation for the individual to exit the building from the top floor.	Martyn Bradley	N/A	Really not necessary (under these circumstances you would put the individual under emotional pressure) – why not address this once EvacChairs have been procured (and people trained) and then time / stage an evacuation with a wheelchair user without actually setting the alarms off? To arrange test to identify learning to develop guidance notes. Co-ordination required with facilities and planned to be picked up as part of next fire drill. Drill training date to be agreed	N/A

2018-20	November 2018	Overdue	RBC	Fire Response & Planning - To develop a procedure manual with who is responsible for the person(s) in case of a fire and what needs to happen, to arrange for appropriate signs to be implemented to locate the stair lift in a fire emergency situation.	John Homer / Martyn Bradley	31.03.19	Place Partnership to review the procedure with Health and Safety Advisor. Update 27.03.19 - to be reviewed during April / May 2019 once Place Partnership no longer working with RBC, also addressing BDC at the same time.	
2018-21	November 2018	Open	RBC & BDC	Follow other authorities' leads with the Hide, Run, and Tell policy for terror. Consider training staff on terrorism attacks through e-learning or various methods. Create a process in how to best suit the situation at both councils. Create an action plan date as soon as possible to discuss this.	Sue Hanley	28.02.19	To be reviewed at CMT to ensure the pitch is right.	
2018-22	November 2018	Closed	RBC	To ensure all doors are shut at 09:00am at Redditch Borough Council Town Hall. (Practical / pragmatic in a public building Consider the most appropriate and safest foot traffic route for entry to the building).	John Homer / Martyn Bradley	28.02.19	Lock down of doors, 9am onwards. Update 27.03.19 - this has changed inasmuch as doors from Town Hall car park are now opened at 08:45am, but the other access route (via the basement) is on swipe access only anyway.	28.02.19