

Ref. No.	Priority	Item / Activity	Owner	To be Completed By	Slipped From	Update	Complete
1	A1	It is recommended that the Health and Safety Policy be reviewed.	RF	Jun-16	Sep-15	Submitted to Partnership Forum February 2016 and to be resubmitted for final approval to Resouces Committee in June 2016. Slippage from the original timescale is due to the consultation and approval process required for any policy.	Yes
1a	A1	The Health and Safety Policy should be dated and signed by the Chief Executive.	CE	Jun-16	Sep-15	As above	Yes
1b	A1	The Health and Safety Policy should be made available to all employees on the intranet.	CK	Jun-16	Sep-15	As above	Yes
1c	A1	The Health and Safety Policy should be displayed in all offices.	CK	Jul-16	Sep-15	Already signed and sent out but may not be displayed yet.	Yes
1d	A1	The revised Health and Safety Policy and any future updates should be brought to the attention of all employees.	CK	Jun-16	Sep-15	Has been issued by email to all ees and on the intranet.	Yes
2	A1	In reviewing the Health and Safety Policy it is recommended that consideration the workforce and their representatives are actively engaged in the review.	CK/JG/ TU Reps	Jun-16	Sep-15	Draft provided to HoOD for review by Policy Team prior to policy review group and Partnership Forum consultation. Linked to the above.	Yes
2a	A1	In reviewing the Health and Safety Policy advice should be obtained from a competent person	CK/RF	Aug-15		RF has developed draft policy and forwarded to CK.	Yes
3	A1	In reviewing the Health and Safety Policy it is recommended that consideration should be given to document hierarchy and structure.	CK/JG	Sep-15		Review document hierarchy, ensure policy and associated procedures aligns with system.	Yes
4	A1	When developing plans, policy and structure for managing for health and safety it is recommended that the level of competence necessary to comply with the law is considered.	CK/RF	Aug-15	Jul-15	RF engaged to act as competent person and work closely with CK and others to develop HSMS.	Yes
6	A1	Once identified in the structure it is recommended that health and safety information be provided to all employees.	PH	Aug-16	Mar-16	Review of H&S pages on the intranet to include names and qualifications. Delays are a result of the current changes is senior management structure. Once resolved, the site will be updated. Compassnet is being reviewed and relaunched first week of August so the H&S section will be updated at the same time.	Yes
7	A1	It is recommended that training is provided to employees with supervisory/managerial roles.	CK	Sep-16	Mar-16	Managing Safely training has been provided for all available staff. There have been mop-up sessions held, and there will be more held in 2017-18, facilitated by the Corporate Facilities, Health and Safety Adviser when there are sufficient numbers of new managers requiring training.	Yes
9	A1	It is recommended that appropriate training should be given members of the Board and Executive Management Team, who are pivotal in the process.	CK	Sep-17	Sep-15	Safety for Senior Executives training procured and scheduled March & June 16. Final Mop-up session booked on 26 September 2017.	
11	A1	To improve engagement it is recommended that the Care Inspectorate formally constitute a health and safety committee with a clear remit for both function and membership.	CK	Sep-15		Revised remit and membership agreed.	Yes
12	A1	It is recommended that health and safety performance is included within business performance indicators.	CK	Jan-17	Mar-16	Indicators agreed at Janaury 2017 HaSC.	Yes
16	A1	It is recommended that specific risk assessments should be undertaken when required.	CK / RF	Nov-15	Oct-15	A review of existing risk assessments has resulted in a set of draft generic assessments that can be adapted and amended to suit local and individual circumstances in progress.	Yes
17	A1	It is recommended that all persons undertaking risk assessments should have appropriate training in risk assessment.	CK	on going	2015-16	Managing Safely training has been provided for all available staff. There have been mop-up sessions held, and there will be more held in 2017-18, facilitated by the Corporate Facilities, Health and Safety Adviser when there are sufficient numbers of new managers requiring training.	Yes

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18	A1	It is recommended that a central register of risk assessments should be put in place.				There is a register already in place that is managed by the Health and Safety team.	Yes
19	A1	It is recommended that all generic risk assessments should be approved by chair of the health and safety committee following an agreed consultation process.	HoOD	Jul-16	Sep-15	The remit of the Health and Safety Committee (HaSC) revised to include the approval of all H&S policies, guidance and generic risk assessments. Reviewed assessment to go to next HaSC meeting for approval.	Yes
20	A1	It is recommended that specific/local risk assessments should be approved by local manager.				All generic risk assessments are completed and review by local managers and added to the risk register.	Yes
22	A1	It is recommended that a system of document hierarchy should be put in place as part of the ongoing review of documents.	CK/JG	Sep-15		Review document hierarchy, ensure policy and associated procedures aligns with system.	Yes
23	A1	It is recommended that a version control is incorporated into documents.	OD	Jan-16		Accepted and will put in place from 2016 on all live and revised documents.	Yes
24	A1	It is recommended that health and safety documents on the intranet are current and positioned in an area where information can be easily found.	PH	Aug-16	Nov-15	Same as Item 6 above.	Yes
25	A1	It is recommended that with the risk profile of the organisation the competent person should be a Safety Practitioner (Adviser) at Chartered Member of the Institution of Occupational Safety and Health.	HoOD	Nov-16		CMIOSH consultant in place from 1st August. CFHSA in place from June 2015. Diploma in Progress. All Units completed August 16. Results Nov-16	Yes
27	A1	It is recommended that conflict resolution training is provided for those who have a public interface.	OD	Dec-16	Aug-16	OD will be delivering Managing Difficult Conversations training as part of work related training.	Yes
28	A1	When reviewing the Driving Guidance document it is recommended that a replacement document be prepared on the Management of Occupational Road Risk (MORR).	CK	Nov-17	Nov-15	Risk Assessment completed Sept 16. MORR Policy Statement approved by H&S Ctte April 2017. Awaiting permission from RoSPA for the handbook. Risk assessment group meeting August 2017 to progress the assessment and action plan prior to Policy approval process.	
29	A1	It is recommended that as a priority, systems should be developed in addressing stress through the use of the HSE Stress Management Standards.	CK	Nov-17	Dec-15	The HWL Work Positive program's organisation wide questionnaire was completed Dec 2016. The summary results were communicated to all staff with the analysis of the full results and responses to the open question circulated to the Executive Team. Report on themes from the responses to Committees and the Board in April 2017. Responses to provide the basis for an action plan, risk assessment and new Stress Management Policy. Risk assessment group meeting August 2017 to progress the assessment and action plan prior to Policy approval process.	
30	A1	It is recommended that employees and their representatives are fully engaged in developing systems to manage stress.	CK	Dec-16	Dec-15	All staff were invited to participate in the Work Positive Stress Risk Assessment questionnaire in December. The summary result and the next steps were communicated to all staff via an email and on the intranet the week before Christmas.	Yes
31	A1	It is recommended that when undertaking a review of documents and fire risk assessment processes sector specific guidance for offices on the Scottish Government website is used for reference and recognises that further external advice may be required.	CK	Jun-15		HWL based fire risk assessment is based on the benchmarks contained on the SG Sector Specific Guidance. Assessments reviewed against these benchmarks.	Yes
32	A1	It is recommended that procedures be put in place to exchange information with other occupants and view master fire assessment for shared premises.	PH	Dec-15		Already in place prior to report but formal procedure to be written.	Yes
34	A1	It is recommended that when reviewing the guidance and training for first aiders, reference is made to HSE website to obtain current information on requirements.	CK	Sep-15		First aid arrangements currently align with HSE guidelines.	Yes

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5	A2	It is recommended that job descriptions be reviewed to ensure the inclusion of health and safety responsibilities linked to the health and safety policy.	OD HR	Aug-17	Mar-16	Wording has been included in all new job profiles where managing people is part of the role. Wording has been included in all other job profiles for staff new to a post. Partnership Forum to consider issuing revised job profiles to all existing staff.	
8	A2	It is recommended that training is provided to those with specialist roles eg risk assessors, fire wardens.	PH	On-going	Oct-2015 to June 2016	Fire warden and DSE Assessor training completed. Evacu-chair warden training to be scheduled Qs 2 & 3 in 2016-17. Risk assessment is part of Managing Safely training. Evacu-Matress session to be scheduled after the summer holidays.	Yes
13	A2	It is recommended that all existing risk assessments should be reviewed to ensure that they are suitable and sufficient and that control measures are proportionate to the risk.	CK / RF	Nov-15	Dec-15	First drafts of Generic assessments carried out for Office based activities, Out of Office work and Home working. Discussion in February with some managers to review suitability.	Yes
14	A2	It is recommended that a system should be put in place to facilitate access to risk assessments for all employees.	PH	Sep-16	Dec-15	The H&S pages on the intranet are being updated to include all current content and approved risk assessments as they become active. Discussion with Comms for the moving of the H&S Pages, new logo and structure.	Yes
15	A2	It is recommended that a system should be put in place to facilitate the exchange of information relating to risk assessments to ensure consistency of control measures and avoid duplication.				Covered by previous actions.	Yes
26	A2	It is recommended that the system for recording and retrieval of information (PMS) be reviewed to assist in the management of risk.	tbc			Although there is capacity within PMS to log H&S issues against services, there is development required to make it prominent and reportable. This may be overtaken by other ICT developments. Discussion with Head of Finance & Corporate Governance regarding this type of information on PULSE, not PMS. There will be no further developments made to PMS.	
33	A2	Removed as Duplicate of Item 8.					
36	A2	When reviewing and updating DSE and laptop guidance it is recommended that the documents are merged into a single document.	CK / OD Team	Aug-16	Dec-15	This recommendation was not fully undertaken as DSE is not solely about mobile devices. However, it has been incorporated into Out of Office Work and Home Working assessments and the new DSE Guidance and the Use of Mobile Devices Guidance has been published on the intranet in March 2016.. Consultation process has led to slippage.	Yes
37	A2	When reviewing the documents it is recommended that consideration should be given to the most cost effective measure for undertaking and recording DSE risk assessments.	CK / RF	Dec-15	Sep-15	Review of DSE requirements and training in progress including the use of e-learning. DSE assessments recorded on a central database. 3 year review of training with annual review of form and highlight if changes. e.g. Transport Scotland have 5 training packages for approx 500 Licences at around £3k. through British Safety Council.	Yes

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43	A2	It is recommended that when reviewing documentation a manual handling assessment form is also developed for use and appropriate training be put in place.	RF	Jul-16	Dec-15	Draft Risk Assessment in place and being used. Going to Health and Safety Committee (HaSC) in July for approval.	Yes
47	A2	It is recommended that when reviewing and updating the document systems for monitoring return of inspection reports and any action required are addressed in the guidance.		Dec-16		See previous comments on document control	Yes
10	A2	It is recommended that a training matrix be developed to embrace health and safety training requirements for all employees.	CK			This was submitted and agreed at the last Health and Safety Committee.	Yes
35	A2	Depending on any previous threat it would be prudent to consider the inclusion of procedures to address bomb threat and white powder incidents. It is recommended that other threats be considered when reviewing emergency procedures.				Included as part of the business continuity plan. No history or incidents reported in the last 13 years. Will be kept under review.	Yes
38	A2	In addition it is recommended that a management system be put in place to manage any DSE issues that arise and this should be supported with training for relevant employees.	CK/HR	Dec-15		Shared folder and spreadsheet in place to monitor all DSE assessments and issues. Management reports provided by Posturite. Further development of PULSE system in progress.	Yes
39	A2	It is also recommended that in developing a system to manage referrals, referral to a Health and Safety or Occupational Health Advisor should be the last stage.	CK	Dec-15		Working with OD team to revise procedures. Shared folder and spreadsheet in place to monitor all risk assessments and issues. Further development of PULSE system in progress.	Yes
40	A2	It is recommended that the supply of chairs and other DSE equipment be reviewed to ensure appropriate provision for individuals.	CK	Dec-15		New tender in place with Posturite. Escalation process to be developed. All internal DSE Assessors re-trained this year.	Yes
41	A2	It is recommended that when reviewing and updating guidance recognition is taken on technology changes where phone chargers may be more common in offices and due to transient nature may not be PAT tested.				Included in PAT regime.	Yes
42	A2	It is recommended that a system of monitoring compliance with guidance on standards is put in place unless such a system is already in place to ensure electrical safety and help reduce fire risk.				PAT regime and Fixed Wiring Testing in place.	Yes
45	A2	It is recommended that a system be put in place to ensure that H & S inspections undertaken are logged and where issues are identified follow up action is taken.				Premises inspection regime already in place.	Yes
46	A2	It is also recommended that when inspection reports are not completed or returned on time there should also be follow up action to identify the reason.				Premises inspection regime already in place.	Yes
48	A2	It is recommended that consideration be given to developing guidance on accident investigation.	CK	Jun-16	Dec-15	Accident investigation is covered in IOSH Managing Safely training. For any serious accident, we would use HSG 245 - Investigating Accidents and Incidents with people that have already received additional training eg the Corporate Facilities, Health and Safety Adviser and Trade Union Health and Safety Rep.	Yes
49	A2	It is recommended that consideration be given to reviewing the capacity tool for calculation of caseload.	JG			This has been completed by the by National Planning Team.	Yes
50	A3	It is recommended that any reduction in office space be monitored to ensure that adequate space provision is met for the health, safety and wellbeing of all employees regardless of Agency.				All office moves, changes or adaptations take this issue into account.	Yes
51	A3	It is recommended that a 3 year health and safety strategy be developed to assist in forward planning to help identify future requirements and help monitor actions arising from the health and safety review undertaken by consultants.	CK	Nov-17		Outline strategy in line with the Health & Safety Executive's new strategy and the 'Helping Great Britain Work Well Commitments' were submitted for discussion to the January 17 HaSC Meeting. These are being further developed into actions for the next 3 years.	