

Ref	Recommendation	Categorisation	Accepted (Y/N)	Management Comment	Implementation Date	Manager Responsible
1.2a	The Force should clearly identify, document and regularly review Health and Safety training requirements, including those considered to be mandatory. This should be clearly communicated to staff.	Medium	Y	<p>A proposal has recently been discussed by the tri force heads of HR to have a combined statement of intent for the three forces, this work will supersede our present review currently still in process (a first draft has been reviewed and is being revised). The implementation date for a tri force statement is yet unknown as the first meeting is scheduled for the new year. At present therefore our existing statement still stands.</p> <p>Remains ongoing</p>	Jan 2014	Health and Wellbeing Services Manager
1.2b	The Force should review the training records held for staff members with key H&S responsibilities in the Force to ensure they are up to date with the actual training undertaken.	Medium	Y	<p>We update any classroom based training that is booked through L&D both internal and external. NCALT completed packages update when an individual completes a package. We can only conduct a review if we are given details of names/roles that should have completed specific training or accreditation. Individuals need to notify L&D if they think their record is inaccurate. This is the exception rather than the rule. We are now able to better report on % completions in our NCALT</p>	Jan 2014	Head of L&D

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				reporting. It is an onerous process to carry out and we are still striving for a Metis type solution. This will come about through the Origin/NCALT interface which is currently being developed by Capita, the system provider. Remains ongoing		
1.3a	The Force should carry out a risk mapping exercise to identify all areas where risk assessments are required to be undertaken. Any additional assessments required should be completed in priority order of significance.	Medium	Y	Our major (significant) H&S risk areas are covered. A meeting to discuss the amalgamation of the risk assessment for areas covered by collaboration is to take place. This is important as collaboration extends to other areas this process will become common practice. Implementation date to be decided for this to be decided. Remains ongoing	October 2013	Health and Wellbeing Services Manager
1.3b	A review of Risk Assessments should be conducted to ensure that all risk assessments are kept up to date and uploaded onto the H&S microsite for staff to access.	Low	N	This is has already been carried out and was evidence provided to the auditor. Completed	Carried out January/February 2013	Health and Wellbeing Services Manager

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1.4	<p>The employee that completes the F52A Incident report form and the F52B Near Miss form should clearly note the date of completion on the form, to ensure timeliness of completion of forms can be assessed.</p> <p>Timeliness completion of forms should then be reported to the Force Health and Safety Group and monitored on a quarterly basis.</p>	Low	Y	Completed	June 2013	Health and Wellbeing Services Manager
1.5	<p>For Headquarters Health and Safety Improvement Group meetings action plans generated from the meetings should display a timeframe in which actions should be completed by and this should be communicated to staff and actions followed up to confirm they have been implemented in line with the timeframe.</p>	Low	Y	Completed	July 2013	Health and Wellbeing Services Manager
1.6	<p>A detailed report should be produced that highlights the number of staff that have completed any H&S training (mandatory and additional training) compared to the total number of staff that are required to be trained.</p> <p>This should be reported to the Force H&S Improvement Group for discussion and escalation if required.</p>	Medium	Y	<p>Update as for 1.2b</p> <p>Remains ongoing</p>	Jan 2014	Head of L&D

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1.7	Once an incident has been classified as RIDDOR the date that it is reported to HSE should be recorded on the incident form to maintain an audit trail and the incident should be reported within the 15 day target period.	Low	Y	This has already been actioned. Completed	June 2013	Health and Safety Advisor
1.8	The reporting requirements to receive assurances and updates from Health and Safety at the Force should be set by OPCC and clearly documented. This should include what assurances are required and how often assurances are required. Requirements should be communicated to staff. The requirements are currently not documented within the Decision Making Policy	Medium	Y	Statement of requirements to be included with the policy, which is currently being reviewed. Completed	Mar 2014	Supt – Corporate Development Dept
1.9	The Health and Safety Annual Report should include more detailed information on the number of staff that are trained compared to the total number of staff that require training. This should include mandatory training and any additional training.	Low	Y	This was included in the 2012/13 Annual Report. Completed	June 2013	Health and Safety Advisor