

**Greater Manchester Waste Disposal Authority
Health and Safety (H&S) Action Plan 2016/17**

Area	Date	Officer	Key Outcomes/Targets
Safety Management System (SMS) Reviewed to ensure it is compliant with legislation and good practice, is up to date and relevant. Communicate any changes to staff and place on SharePoint.	Reviewed monthly - whole system reviewed annually by April (2016)	AT	Ensure compliance and review at monthly H&S meetings with DT/PH
Review of the H&S policy	Reviewed annually by April (2016)	AT	Ensure up to date with legislation, Authority operational and role changes. Regularly track the required changes in order to implement when H&S policy is reviewed.
Review of all Waste specific guidance on the HSE website.	Ongoing.	AT	Identify best practice and any gaps in the SMS.
Carry out a full audit at Salford Road, Bredbury Engineering Team accommodation (site cabins/workshops), and Metropolitan Place sites to ensure compliance with H&S legislation, hazard identification, risk assessment and adherence to Authority safety procedures.	Reviewed annually by March (2017)	AT	To audit all sites annually. Action any recommendations.
Engineering Team. Carry out scheduled site safety Inspections at Bredbury, Waithlands, Barlow Hall, Cringle Road and Salford Road.	Weekly checks by Engineering team on a rota. H&S to check weekly inspection if required will carry out full inspection.	MK/AT	To assess and report on safety matters in relation to the site environment, tools and equipment, plant, work activity task, safety documentation, work method and provision of Personal Protective Equipment (PPE). Compliance with the schedule.
Carry out safety inspections of (<i>Metropolitan Place</i>) including fire precautions - walk round observations,	Weekly	AT	Carry out a weekly inspection. Premises fully compliant with legislative requirements.

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in consultation with OMBC including updating SMS, risk assessments, DSE assessments, Fire Safety	Commencing March 2016	AT/PH	New premises audited and fully compliant
<p>Risk Assessments to be undertaken for each department and reviewed</p> <ul style="list-style-type: none"> • Manual Handling; • Display Screen Equipment; • Noise; • Vibration; • Home Working; • Lone office working (Christmas) • After hours car parking arrangements • Statutory Inspections Fire - Site plant and control rooms - e.g. All Methane Stripping Plants (MSPs); and <p>All other relevant risk assessments e.g. specific Contract Services RAs. Annual review Viridor induction with contract services.</p>	Annual/Monthly as appropriate	Line Managers/AT	<p>Each department will be monitored monthly for any changes. Electronic Documentation completed-signed/dated and on Sharepoint by March 2016.</p> <p>Engineering Team, Risk Assessments. Review and update Rewrite where necessary & new assessments to be undertaken for gaps.</p>
Ensure that Method Statements are in place as appropriate	Monthly	Line Managers/AT	Each department will be audited annually, other than Engineering who will check monthly and monitor for any changes. Electronic Documentation completed-signed/dated and on SharePoint by March 2016.
To ensure that the Training and Competency Matrix includes H&S specific (all departments excluding Engineering Team see section below) and is included in the staff appraisal process. Members of Business Management Team (BMT) will also have Health and Safety as part of their Competency Framework.	Ongoing	AT/PH/ Line Managers	Discuss with managers to agree requirements when needed.

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Electrical safety testing	Annually	AT	All equipment tested and PAT compliant
Working closely with MK to further and continually promote, guide, advise and influence cultural change for example:-	Ongoing	AT	AT and MK achievement and evidence from Audits and Inspections
Statutory Inspections - Respiratory Protective Equipment, Safety tackle, Gas Safety Monitors and other equipment.	Annually by March (2017)	MK/AT	Ensure competent person(s) complete. All inspections completed to schedule. AT to audit.
A specific H&S Training and Competency Matrix for engineering and implement essential training is in place. Identify refresher courses and update records.	Ongoing	AT	Matrix completed finalised and agreed with MK. Courses undertaken subsequent to completion.
Carry out 11 fixed (Viridor Laing (Greater Manchester) Limited (VLGM) sites) and two third party sites scheduled health and safety inspections of contract facilities as agreed with Strategic Direction Team (SDT), Strategic Officers' Group (SOG) and Governance.	Commenced January 2015 to schedule.	AT/DT	11 fixed scheduled (VLGM) sites) and two third party sites inspections completed. Resolution of any non-compliances or unsafe acts/ conditions.
Audit of VLGM Safety Management Systems.	Annually. Commenced April 2015.	AT/DT	Audit Completed