

Report to Audit Committee 30th March 2017

Audit Report	Premises Management at SCC Establishments - 2016/17
Dated	28 th November 2016
Objective	“The corporate approach to health and safety ensures that statutory requirements are complied with and premises are adequately managed for both SCC-owned/occupied and co-located / shared establishments.”

This paper provides an update for members of Audit Committee in respect of the findings of the above Audit and officers’ actions taken and planned in response to the recommendations contained in that report.

As the Strategic Manager for Health and Safety retired from the organisation during February 2017, this paper has been compiled by the Director of HR and OD and the Head of Corporate Property.

Item	Recommendation	Management Response - Current Position
1.1a	That the Strategic Manager for Health & Safety (“SM H&S”) should ensure that premises managers are reminded of the requirement to complete and periodically review a Shared Use Agreement with all internal and external agencies with whom they are co-located in the same premises.	<p>Prior to his departure, the Strategic manager for Health & Safety set in train a programme of regular reminders to premises managers in relation to their roles and responsibilities to include the need to keep Shared Use Agreements under review.</p> <p>This will be carried out through RAMIS and any non-compliance will be raised at the Health & Safety Policy Steering Group.</p> <p>In addition, the Head of Corporate Property has, since September 2016, been contributing to regular Premises Manager training for both schools and corporate properties and this includes material on the sharing of premises.</p>
1.2a	That the SM H&S should ensure that a reminder is issued to all staff regarding the requirement for health and safety to be a standing agenda item at all [team] meetings and that all agreed actions should be documented and communicated. This could be achieved by an item in Core Brief to ensure it reaches all staff.	<p>An item reminding staff of the requirement for health and safety to be a standing agenda item at team meetings will be included in April’s Core Brief and repeated every 6-months.</p> <p>This is also to be included in the programme of regular reminders referred to in item 1.1a</p>

		above.
2.1a	That the SM H&S should ensure that mandatory corporate training for premises managers is enforced and a timescale for completion of refresher training should be agreed, in line with typical updates to both legislative and corporate requirements. Completion of training should be centrally monitored and reminders issued to staff when a refresher course is due.	<p>A new facility on the RAMIS system now allows officers to monitor the completion of training by Premises Managers. The need for services to ensure that the relevant members of their teams enrol on and complete the courses and to ensure that any change of premises management personnel is communicated to the Corporate Health & Safety Unit will be included as part of the reminder programme referred to above.</p> <p>In January 2017 a report on the trained status of PMs revealed that only 5 premises lacked a trained manager. Two were libraries with a trained supervisor and 2 were properties about to be closed. The fifth has been brought to the attention of the relevant service to ensure training is undertaken.</p>
2.2a	That the SM H&S should issue a standard health and safety induction checklist for managers to develop and use with all new staff members. Premises managers should be notified this documentation is available on the Health & Safety extranet, for them to access and tailor to their own specific requirements.	<p>Prior to his departure, the SM H&S set in train work to develop an induction checklist to be made available to premises managers through the extranet site. This will be reinforced through Premises Manager training content and we are also looking into the use of The Learning Centre for monitoring and reporting and to develop a wider induction package for Premises Managers in collaboration with FM and Property teams.</p> <p>The induction checklist was aimed at the schools SWAP audit and is available on ipost. The Corporate H&S Training Policy and Matrix will go live during the week commencing 27th March and HSPSG will be advised accordingly at the April 2017 meeting.</p>
3.1a	That the SM H&S should ensure that premises managers are made aware of inspection requirements through the mandatory corporate training for premises management. [Fire safety equipment and legionella]	<p>This is already in place for a number of areas including fire and legionella. A reminder will be included as part of the initiative to send regular reminders to employees, in relation to their roles and responsibilities as referred to above.</p> <p>Developments in the information and checklists available to Premises Managers through RAMIS will also compliment this</p>

		<p>activity.</p> <p>The following note has been included on the Health & Safety Extranet pages:</p> <p>Attention ALL SCC Premises Managers -A Legionella Annual Review Form has recently been produced and is now readily available on <u>RAMIS</u> for all Premises Managers to start completing. This form is the same as Premises Managers would be expected to complete annually for fire and asbestos. It's an annual review form that the Premises Manager needs to complete on an annual basis in between the years where their legionella risk assessment isn't carried out. For more information regarding this form, phone Fiona Packer on (07887) 853755 or email fapacker@somerset.gov.uk or refer to <u>HS 019 Legionella Policy</u>.</p>
3.2a	That the SM H&S should ensure that premises managers are made aware of inspection requirements through the mandatory corporate training for premises management. [Electrical, gas and oil installations]	<p>Premises Manager training includes guidance on the duties that fall to this role including testing and inspections. A review of the content of the Premises Manager training has been completed and updated information is now being delivered as part of Premise Managers Training.</p> <p>Matters such as this are also being worked through alongside the development of the induction checklist referred to above.</p> <p>In the wider context, guidance is being developed in conjunction with our Hard FM contractor regarding statutory servicing.</p>
3.2b	That the Head of Property should issue a reminder to all premises managers regarding the Atrium arrangements in respect of premises inspection certificates. This should include the expectations for monitoring by premises managers, where to access certificates and also the responsibilities for follow-up of identified remedial issues.	<p>This reminder has been produced and sent to all school Premises Managers. It is also available on iPost for schools. A version for Premises Managers of Corporate Properties is due to be sent out prior to the end of March 2017.</p>
3.4a	That the SM H&S should ensure that premises managers are made aware of inspection requirements through the mandatory corporate training for premises management. (External repairs)	<p>Premises Manager training includes guidance on the duties that fall to this role including testing and inspections. A review of the content of the Premises Manager training has been completed and updated information is now being delivered as part of Premise Managers Training.</p> <p>Matters such as this are also being worked through alongside the development of the induction checklist referred to above.</p>

3.5a	That the Head of Property should issue a reminder to all premises managers to advise of the process for use of the Atrium system to log and monitor property support calls.	This reminder has been produced and sent to all school Premises Managers. It is also available on iPost for schools. A version for Premises Managers of Corporate Properties is due to be sent out prior to the end of March 2017.
3.6a	That the SM H&S should liaise with the Asbestos Team to clarify the requirements for the Annual Return and issue an appropriate reminder to all premises managers.	<p>The facility on RAMIS to remind premises managers that tasks (including the Asbestos return) are overdue was enabled on 28th November 2016. The Asbestos Team will receive any returns that indicate there may be a need to follow-up – which they will then respond to as appropriate.</p> <p>This review of Premises Manager Training has taken place and updated information is now being delivered as part of Premise Managers Training</p> <p>Matters such as this are also being worked through alongside the development of the induction checklist referred to above.</p>
4.1a	<p>That the SM H&S should ensure that central monitoring of RAMIS is introduced and premises managers are reminded when tasks are overdue.</p> <p>It is also recommended that improved guidance for the responsibility of updates to the system is issued. This should include a requirement for all premises managers to have their own RAMIS accounts, to eliminate the use of shared login details.</p>	<p>The facility on RAMIS to remind premises managers that tasks are overdue was enabled on 28th November 2016.</p> <p>A review of the content of the Premises Manager training has been completed and updated information is now being delivered as part of Premise Managers Training.</p> <p>Matters such as this are also being worked through alongside the development of the induction checklist referred to above.</p>
4.2a	That the SM H&S should introduce a process to ensure that premises managers are required to complete a declaration that all required risk assessments are in place and are up-to-date. This is an interim arrangement pending the decision regarding a corporate electronic system.	There is already a process that covers fire, asbestos and legionella assessments. A process to cover the other assessments needed e.g. first aid, housekeeping, working at height via a declaration is being developed and placed on RAMIS for non-school premises managers to complete as at the end of March 2017.
5.1a	That the SM H&S should remind all senior management that Corporate Health & Safety Unit audit reports should be disseminated to premises managers to ensure they can verify suitable arrangements at their own establishments.	This will be undertaken at the April HSPSG Meeting

19th March 2017

Claire Lovett, Graham Holmes & Chris Squire

We will be working with Health and Safety colleagues over the coming weeks to develop a detailed action plan and ensure that implementation of the above recommendations is completed.