

Progress to be reported to Senior Management Team at Weekly SMT Meetings

Issue and Action	Person Responsible	Target Date	Completion Date
1 <b>Books and information</b> obtained; four copies of the ACOP, leaflets and pocket guides for each	TW	<b>March 5</b>	Received and distributed
2 <b>Tool box talk</b> – Delivered to all relevant employees	AL	<b>March 12</b>	<b>Virtually Completed May 5</b> Mop up session for caretaker, cleaners and manual litter pickers scheduled for late May 2010
3 <b>Survey of activity</b> – Employees to record for one week their use of vibrating tools and machinery. This must be trigger time not on the job time.	AL	<b>March 19</b>	<b>Virtually Completed March 15</b> To ensure all seasonal tasks are covered for grounds maintenance in appropriate season – ongoing, final tasks by September 2010 – AL <b>May 5</b> 10 pieces of seasonal / specialist equipment on inventory not yet used and to be surveyed prior to next use, linked to previous action point – AL
4 <b>Verification of survey.</b> Managers to observe sample of employees to verify their activity and sign off as accurate	AL	<b>March 19</b>	<b>Virtually Completed March 29</b> Requirement to revisit

				certain tasks later in year to coincide with operations and for seasonal grounds maintenance tasks as outlined above – AL.
5	<b>Information from manufacturers.</b> Obtain updated information on vibration emissions to 2006/42/EC standards from manufacturers. (Include ride-ons) Housing tools and equipment	AL / MD	<b>March 19</b>	<b>Virtually Completed March 29</b> List of tools possibly needing replacement to be prepared following specific measurement / assessment – AL / MD <b>May 5</b> Difficulty tracing some items of equipment via own and manufacturers information (5 o/s out of 62) AL  NEDDC testing to be undertaken at Castle Leisure Park when equipment in use – awaiting confirmation of dates of tester’s availability
6	<b>Risk assessment for exposure to vibrating tools</b> – Use mfrs information supplied by service areas and the activity survey schedules supplied by service areas: assess whether exposure is within limits, and produce reports.	ALL	<b>April 2</b>	<b>Virtually completed May 5</b> Draft RA’s prepared for variety of issues, e.g.

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Appendix I

	Areas/tasks where exposure levels are unacceptable will be highlighted to service areas for priority action under 7 below Cross check tools in use with tools on register – query anomalies with service areas			generic, tool specific and combination of work – HSE’s views to be incorporated into approach adopted by end of May - ALL
7	<b>Risk assessments for tasks involving vibrating tools</b> - to reduce or remove the exposure to vibrating tools, even where the level is already below the Exposure Action Level.		<b>May 14</b>	<b>Virtually completed May 5</b> Draft RA’s prepared for variety of issues, e.g. generic, tool specific and combination of work – to be incorporated into approach adopted by end of May - ALL  <b>May 10</b> Details of all Contractors being assembled for common letter to be sent. Letters to Contractors to be sent by end of May – TW / MD
8	Secondary issues – not required to be reported on			
9	Secondary issues – not required to be reported on			
10	Secondary issues – not required to be reported on			
11	Secondary issues – not required to be reported on			
12	<b>Purchase, servicing and maintenance of tools and equipment.</b> set up common servicing and maintenance system		<b>April 23</b>	<b>Virtually completed April 22</b> Procurement guidance to be prepared and

			<p>demonstrations / work trials to ensure “fit for purpose” to be introduced for all equipment with HAV risk by June 2010</p> <p>Separate equipment into 2 lists – those classed as “consumables” and those requiring serving / maintenance. Also to include requirement for “test or replace” for items over a certain age – to be defined</p> <p>Consideration being given to testing equipment as part of PAT testing regime – see also item 19</p> <p>Ongoing system required for:</p> <ul style="list-style-type: none"> <li>• central filing</li> <li>• 10% audit of tools, tasks, etc</li> <li>• Record of use by item and operator</li> </ul> <p><b>May 5</b> HSE views to be incorporated into</p>
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				approach adopted by end of May - ALL
13	Secondary issues – not required to be reported on			
14	<b>Policy &amp; Procedure</b> – verify with HSE if any changes are needed and revise as needed.	TW	<b>April 23</b>	<b>Completed</b>
15	<b>Safety information</b> — includes information on vibrating tools and manual handling,	TW RJ AL LH	<b>May 3</b>	<b>Ongoing</b> <b>May 18</b> Introduction of “assessment wheel for all operatives to be investigated by end of May – AL / MD
16	<b>Training</b> - all operatives Housing and GM&C and depot are appropriately trained via an additional half day training course.	TW	<b>May 21</b>	<b>Completed</b>
17	<b>Training</b> - for managers in each area in health and safety risk assessment	TW	<b>My 21</b>	<b>Completed</b>
18	<b>Training</b> - IOSH ‘Directing Safely’ for Service Heads and senior operational managers who have not previously attended	TW	<b>May 21</b>	<b>May 10</b> Dates circulated and to be agreed with trainer
19	<b>Monitoring equipment</b> – investigate equipment / alternatives to monitor exposure	JG  SMT	<b>May 21</b>	April 22 Systems demonstration needed Consideration being given to purchasing own testing equipment and training appropriate employees to undertake tesing, e.g as part of PAT testing <b>May 5</b> Benchmarking Groups to

				be approached for monitoring systems in operation elsewhere <b>MAY 18</b> Investigate "assessment wheel" for all operatives by end of May – AL / MD
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