

BCH Health and Safety audit updates as at July 2020

RSM AUDIT SPECIFIC ACTIONS AND UPDATES – STATUS GREEN REFLECTS THOSE WHICH WERE CLOSED DURING THE FOLLOW UP AUDIT MEETING 4.19/20 dated 28 February 2020			
<p>Action 1 The Force will ensure the Health and Safety Policy is available on General Orders.</p> <p>Action Owner Corporate Communications</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ Communication relating to the BCH H&S policy, responsibilities and training was circulated via the intranet, 17th December 2019. Added to GO 13/1/20. 		
	<p>CAMBS:</p> <ul style="list-style-type: none"> ➤ Communication relating to the BCH H&S policy, responsibilities and training was circulated via the intranet, 11th December 2019. Added to monthly GO 9/1/20. 		
	<p>HERTS:</p> <ul style="list-style-type: none"> ➤ Communication relating to the BCH H&S policy, responsibilities and training was circulated via the intranet, 11th December 2019. Added to weekly GO communication 11th December 2019. 		
<p>Action 2 A health and safety audit programme covering all areas and departments (including JPS and wider policing health and safety areas) will be developed and delivered.</p> <p>Action Owner Fiona Nunn</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ Audit programme presented to BCH H&S Board 29th April 2020. Auditing has been delayed due to the support that has been given to the COVID19 response and increased H&S workload. Auditing is now underway. ➤ Deadline of April of plan creation and delivery met. Audit plan implementation delayed due to COVID 19 impact, first audit reports due for presentation at the BCH Board July 2020. 	April 2020	<p>RSM comments (1 July 2020): Although there were delays due to COVID 19 this is now complete and first audit reports due for presentation at the BCH Board July 2020.</p> <p>This will remain amber on the action plan waiting verification from Internal Audit.</p>

	CAMBS: As above	April 2020	As above
	HERTS: As above	April 2020	As above
<p>Action 3a Once the 2019 health and safety audit plan commence, audit recommendations from completed audits will be tracked formally in action trackers for each organisation. These will be sent on a quarterly basis to the Health and Safety Manager for review and summaries of progress against audit action plans will be regularly reported at appropriate levels throughout the governance structure. Where slippage is experienced, these will be explained with revised timescales.</p> <p>Action Owner Fiona Nunn</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ Due to COVID 19 impact, the audit programme commencement was delayed. Auditing now underway and reporting at the BCH Board July 2020 planned. ➤ Audit tracker scheduled to be presented at the BCH H&S Board. Monitoring to be via this Board ➤ Action remains amber until action tracker is presented at the BCH H&S Board. 	April 2020	<p>RSM comments (1 July 2020): Although there were delays due to COVID 19 this is now complete and first audit reports due for presentation at the BCH Board July 2020.</p> <p>This will remain amber on the action plan waiting verification from Internal Audit.</p>
	CAMBS: As above	April 2020	
	HERTS: As above	April 2020	
<p>Action 3 b Health and Safety Audit reports will make clear which recommendations apply to which Forces.</p> <p>Action Owner BCH H&S Board Chair</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ Due to COVID 19 impact, the audit programme commencement was delayed. Audit now underway and reporting at the BCH Board July 2020 planned. ➤ Clear reports will recommendations will be presented. H&S Manage to review all submissions. ➤ This action to remain as amber until the first audit reports and actions in the tracker have been presented. 	April 2020	<p>COVID 19 restrictions, including social distancing, working from home and other local high priority work tasks may affect and impact on delivery of the full audit programme.</p>
	CAMBS: As above	April 2020	As above

	HERTS: As above	April 2020	As above
Action 4 The Force will communicate the importance of completing accident, incident and near miss forms within five days of accidents occurring. Furthermore, the Force will ensure the severity level is consistently recorded on all forms. Action Owner Fiona Nunn	BEDS: <ul style="list-style-type: none"> ➤ H&S manager attended Local H&S Board in October and provided advice and guidance in relation to accident, incident and near miss procedure, proforma and requirements for reporting. Submission and investigations levels reiterated and questions answered. Actions tasked via Local H&S Boards leads and members to disseminate to their teams, commands, divisions etc. ➤ BCH Intranet communications circulated January 2020. ➤ H&S IOD auditing conducted February 2020. ➤ <i>eSafety development underway to identify digital solutions for monitoring and compliance remains ongoing.</i> 	October 2019	eSafety development on going, supplier build underway. Using email as the submission system, completing word document forms and having no way of formally tracking days leaves BCH vulnerable and unable to clearly track this audit action.
	CAMBS: As above	October 2019	As above
	HERTS: As above	October 2019	As above
Action 5 The NCALT Health and Safety Mandatory Training Proposal report will be presented to the Learning and Development Working Group and this will be implemented. The minimum training requirements will be communicated to all staff and passed to Fiona Nunn for inclusion in the Health and Safety Policy Action Owner Amanda Meech	BEDS: <ul style="list-style-type: none"> ➤ NCALT H&S Mandatory presented to the L&D Working group September 2019. Proposal agreed. ➤ Proposal agreement taken to the BCH H&S Board in November 2019. Roll out and reporting discussed and agreed. ➤ Communication prepared and circulated December 2019. All packages were to be originally completed by March 2020. Due to COVID19, date extended to June 2020 ➤ Local Inspire report created by Bedfordshire in January 2020 to assist with weekly tracking of completion rates. ➤ L&D reports and Inspire data enables BCH H&S monitoring at Board level. ➤ Regular updates (generally weekly) provided to Force H&S Board leads by the H&S manager on H&S NCALT elearning completion percentages to enable oversight and monitoring. 	December 2019	Reporting of L&D data is manual and timely and admin support has only been agreed from the initial launch date up to an 80% compliance rate. H&S Boards will be unable to monitor without data. Inspire report created to assist with L&D manual reporting also relies on manual input.

	CAMBS: As above	December 2019			
	HERTS: As above	December 2019			
<p>Previous Action 6 <i>The Force will introduce a centralised role-specific training analysis to identify staff in need of training specific to their roles.</i></p> <p>Action Owners Phil Chandler / Fiona Nunn</p> <p>Revised Action 6 The training needs assessments will be completed by each of the L&D representatives to enable all the training needs to be identified across BCH.</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ Approach agreed to use L&D LNA activity to collate initial data. LNA circulated December 2019. Original submission date for BCH of January 2020 was extended to March 2020. During this time the follow up audit was conducted and the action amended. ➤ LNA data was reviewed in March, however the data collated from BCH business submissions did not fully identify all BCH H&S training needs. ➤ Work now underway to identify training needs across BCH through individual departmental contact, L&D training course and material reviews, current internal and external course delivery, risk assessment training requirement specifications, H&S policy set standards etc. This activity has been delayed has been due to the support that has been required for the BCH COVID19 response. ➤ RSM auditor briefed on progress and revised date. 	April 2020	<p>Quality of LNA data collated by L&D and submitted by BCH training SPOCS will influence ability to create role specific training analysis.</p> <p>Ability to be able to deliver training requirements inhouse or source/appoint reputable external H&S course providers to meet identified needs. Possible rise in training costs.</p>		
		CAMBS: As above		April 2020	Revised expected date was June 2020, however due to COVID19 impact this has been extended to September 2020
		HERTS: As above		April 2020	As above
				As above	As above
<p>Action 7 Health and safety training compliance will be monitored and reported on a regular basis throughout the governance structure. There will be representation from the Learning and Development Team at Local</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ L&D training compliance H&S manually produced training monitoring reports developed and provided to the BCH H&S Board. ➤ Attendance at BCH Board and Local Boards agreed. L&D representatives now present at H&S Boards. ➤ <i>iLearn development underway to identify digital solutions</i> 	April 2020	<p>Reports to be developed based on data available. Dependant on the introduction of iLearn, development ongoing.</p>		
		CAMBS: As above		April 2020	As above

<p>Health and Safety Boards as well as the BCH Health and Safety Boards.</p> <p>Action Owner Alison Thompson</p>	<p>HERTS: As above</p>	<p>April 2020</p>	<p>As above</p>
<p>Action 8 – Beds, Cambs, JPS and Herts The BCH and Local Health and Safety Chairs will implement their own plans and target date for the implementation of the Model Task Risk Assessment approach will be set. The completion of risk assessments will be centrally recorded and a method for identifying risk assessments that are due will be implemented. Exception reporting on risk assessment completion will take place throughout the governance structure</p> <p>Action Owner BCH and Local Health and Safety Board Chairs</p> <p>BCH – DCC Trevor Rodenhurst Beds – Audrey Campbell</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ H&S team proposed BCH risk assessment approach April 2019 and presented to BCH H&S Board. Approach to RA compliance and use of MTRA library agreed for roll out Q1 2019/20. H&S Board lead briefed May 19. H&S Board lead change. New lead briefed October 2019. Local Beds MTRA contact identified December 2019 and briefed by H&S team. Communications drafted and work commenced. ➤ Basic monitoring tools developed and draft circulated by H&S team December 2019. For use and bespoke change, as required. ➤ Risk Assessment presentation launched April 2019 for use and briefing. RA procedure revised and published July 2019. Supporting procedures revised (MH, PPE) December 2019 ➤ MTRA library launched May 2019. New MTRA's have been produced, no further BCH requests to action currently. Support by H&S team in place and ongoing across BCH for H&S Boards, line managers etc. ➤ iQuery articles on MTRA developed and published and new guidance provided, to enhance procedure information and support BCH line managers and Local Boards. 	<p>December 2020</p>	<p>Each individual board is coordinating their approach differently due to resources and structures. Success of task and monitoring still to be determined as in very early stages of roll out and BCH RA completion.</p> <p>Varied RA understanding by line managers across BCH and limited H&S SPOC's and new H&S Advisors in place to assist with RA completion support.</p>

<p>Cambs – Vicki Evans Herts – Jenna Telfer JPS – Paul Sandwell</p>	<ul style="list-style-type: none"> ➤ Increased focus on localised risk assessment completion throughout January – March has seen an increase in compliance. Including ERSOU. ➤ eSafety development underway to identify digital solutions for monitoring and compliance remains ongoing. Monitoring currently on excel spreadsheets and reported via HR balanced scorecard underway. 		
	<p>CAMBS:</p> <ul style="list-style-type: none"> ➤ H&S team proposed BCH risk assessment approach April 2019 and presented to BCH H&S Board. Approach to RA compliance and use of MTRA library agreed for roll out Q1 2019/20. H&S Board lead briefed July 19. Local Cambs MTRA contact identified July 2019 and briefed by H&S team. Communications drafted and work commenced. ➤ Basic monitoring tools developed and draft circulated by H&S team December 2019. ➤ Risk Assessment presentation launched April 2019 for use and briefing. RA procedure revised and published July 2019. Supporting procedures revised (MH, PPE) December 2019 ➤ MTRA library launched May 2019. New MTRA’s have been produced, no further BCH requests to action currently. Support by H&S team in place and ongoing across BCH for H&S Boards, line managers etc. ➤ iQuery articles on MTRA developed and published and new guidance provided, to enhance procedure information and support BCH line managers and Local Boards. ➤ Progress has been slow and a change in MTRA SPOC has resulted in further delays. New ACC reviewing and actioning. ➤ eSafety development underway to identify digital solutions for monitoring and compliance remains 	<p>December 2020</p>	<p>As above</p>

	ongoing. Monitoring currently on excel spreadsheets and reported via HR balanced scorecard underway.		
	<p>HERTS:</p> <ul style="list-style-type: none"> ➤ H&S team proposed BCH risk assessment approach April 2019 and presented to BCH H&S Board. Approach to RA compliance and use of MTRA library agreed for roll out Q1 2019/20. H&S Board lead briefed July 19. Local Herts MTRA contact identified July 2019 and briefed by H&S team. Contact then left and role was reallocated October 2019. Briefing conducted November 2019. Work commenced. ➤ Basic monitoring tools developed and draft circulated by H&S team December 2019. ➤ Risk Assessment presentation launched April 2019 for use and briefing. RA procedure revised and published July 2019. Supporting procedures revised (MH, PPE) December 2019 ➤ MTRA library launched May 2019. New MTRA's have been produced, no further BCH requests to action currently. Support by H&S team in place and ongoing across BCH for H&S Boards, line managers etc. ➤ iQuery articles on MTRA developed and published and new guidance provided, to enhance procedure information and support BCH line managers and Local Boards. ➤ Change in MTRA SPOC and allocation of dedicated support to coordinate localised risk assessments has seen an increase in compliance. ➤ eSafety development underway to identify digital solutions for monitoring and compliance remains ongoing. 	December 2020	As above
	<p>JPS:</p> <ul style="list-style-type: none"> ➤ H&S team proposed BCH risk assessment approach April 2019 and presented to BCH H&S Board. Approach to RA compliance and use of MTRA library agreed for roll out 	December 2020	As above

	<p>Q1 2019/20. H&S Board lead briefed May 19. Local JPS MTRA contact identified July 2019 and briefed by H&S team. Communications drafted and work commenced.</p> <ul style="list-style-type: none"> ➤ JPS trailed MTRA approach March & April 2019 and provided feedback ready for formal briefings May 2019. ➤ Basic monitoring tools developed and draft circulated by H&S team December 2019. ➤ Risk Assessment presentation launched April 2019 for use and briefing. RA procedure revised and published July 2019. Supporting procedures revised (MH, PPE) December 2019 ➤ MTRA library launched May 2019. New MTRA's have been produced, no further BCH requests to action currently. Support by H&S team in place and ongoing across BCH for H&S Boards, line managers etc. ➤ iQuery articles on MTRA developed and published and new guidance provided, to enhance procedure information and support BCH line managers and Local Boards. ➤ Increased focus on localised risk assessments completion throughout January – March has seen an increase in risk assessment compliance and risk mitigation. ➤ eSafety development underway to identify digital solutions for monitoring and compliance remains ongoing. 		
<p>Action 9 Terms of references for the local Health and Safety Boards will be reviewed, updated where appropriate and assigned dates for next review.</p>	<p>BEDS: ➤ Terms of reference updated and reviewed November 2019 at Beds Local H&S Board. Finalised January 2020 and uploaded to JPL.</p>	April 2020	
	<p>CAMBS: ➤ Terms of reference updated and reviewed July 2019 at Cambs Local H&S Board. Uploaded to JPL.</p>	April 2020	

<p>Action Owner Local Health and Safety Board Chairs</p> <p>Beds – Audrey Campbell Cambs – Sharn Basra (now Vicki Evans) Herts – Nat Briant (now Genna Telfer) JPS – Nick Caveney (now Paul Sandwell)</p>	<p>HERTS: ➤ Terms of reference updated and reviewed October 2019 at Herts Local H&S Board. Finalised January 2020 and uploaded to JPL.</p>	<p>April 2020</p>	
	<p>JPS ➤ Terms of reference updated and reviewed January 202 at JPS Local H&S Board. Uploaded to JPL.</p>	<p>April 2020</p>	
<p>Action 10 A set of health and safety KPIs will be developed and reported consistently across the local Health and Safety Boards with summary reporting to the BCH Board. Reporting will be RAG rated to provide context to the reported information. Evidence of review, scrutiny and challenge of performance information will be maintained throughout the governance structure.</p> <p>Action Owner Fiona Nunn</p>	<p>BEDS: ➤ eSafety development continues to deliver a BCH H&S digital system, which will include performance and KPI reporting. UAT is scheduled for summer 2020. Completion of this action relies on the eSafety system implementation and reporting continues to be developed.</p> <p>➤ H&S KPI developed.</p> <p>➤ KPI reporting to the next BCH H&S Board expected.</p>	<p>June 2020</p>	<p>RSM comments (1 July 2020): KPI's are in place and expected to be reported against at next BCH H&S Board. But eSafety development continues to deliver a BCH H&S digital system, which will include performance and KPI reporting. This system has reached testing phase, waiting for completion of that before new completion date can be given.</p>
	<p>CAMBS: As above</p>	<p>June 2020</p>	<p>As above</p>

	HERTS: As above	June 2020	As above
<p>Action 11 All members of Boards throughout the health and safety governance structure will nominate deputies for attendance where there are apologies.</p> <p>Action Owner Local Health and Safety Board Chairs</p> <p>Beds – Audrey Campbell Cambs – Sharn Basra (now Vicki Evans) Herts – Nat Briant (now Genna Telfer) JPS – Nick Caveney (now Paul Sandwell)</p>	<p>BEDS:</p> <ul style="list-style-type: none"> ➤ DCC Rodenhurst addressed this action at the last BCH H&S Board when the RSM audit findings for BCH were presented. Beds lead, Audrey Campbell, agreed to nominate a deputy if she was unable to attend. ➤ Board leads to address with Local Board attendees at next meeting. Addressed 14th January 2020. 	October 2019	Board leads and local board representatives can change and organisational priorities can lead to short notice meeting cancellation. Without named and identified deputies, representation for each board may not attend.
	<p>CAMBS:</p> <ul style="list-style-type: none"> ➤ DCC Rodenhurst addressed this action at the last BCH H&S Board when the RSM audit findings for BCH were presented. Cambs deputy, Laura Hunt attended the meeting and agreed to update the Cambs Board lead. ➤ Board leads to address with Local Board attendees at next meeting. Addressed 21st January 2020. 	October 2019	As above
	<p>HERTS:</p> <ul style="list-style-type: none"> ➤ DCC Rodenhurst addressed this action at the last BCH H&S Board when the RSM audit findings for BCH were presented. Ian Potter provided Herts representation and agreed to update the Herts Board lead. ➤ Board leads to address with Local Board attendees at next meeting. Addressed 13th January 2020. 	October 2019	As above
	<p>JPS</p> <ul style="list-style-type: none"> ➤ DCC Rodenhurst addressed this action at the last BCH H&S Board when the RSM audit findings for BCH were presented. Nick Caveney, JPS lead, agreed to nominate a deputy if he was unable to attend. Addressed 29th January 2020. 	October 2019	