



**EAST AYRSHIRE COUNCIL**  
**DEPARTMENT OF CORPORATE SUPPORT - HEALTH & SAFETY ACTION PLAN 2009/ 2010**

No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 1.2 – Senior Managers will lead by example and set the tone for the safe and healthy delivery of their service</b>			
<b>CORPORATE GOAL</b>			
1.2.1	<b>Section Managers will ensure that risk assessments and communications are proportionate and relevant to their services.</b>	<b>October 2009 &amp; March 2010</b>	
<b>DEPARTMENTAL GOALS</b>			
1.2.1.1	To ensure that suitable and sufficient risk assessments exist and pertain to the needs of the service; subsequent, continual development and review of risk assessments is required. Risk Assessments can only be carried out by those who have attended an East Ayrshire Council, Risk Assessment Course.	As and when required	Risk assessments are continually developed and reviewed  Risk assessments are reviewed by senior managers during safety tours.  April-September 2009 saw 16 employees attend a one-day, risk assessment course.
1.2.1.2	Contents of risk assessments to be discussed with those for whom they are being developed/ reviewed, to ensure that they are suitable & sufficient and that there will be nothing 'new' in those control measures to be implemented. Risk Assessments to be signed off by Risk Assessors and Managers.	As and when required	Upon development and review of risk assessments, each Service is discussing the contents of risk assessments with pertinent personnel.
1.2.1.3	It will be the responsibility of Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly Meetings	Reporting is included as a part of the Departmental Risk Management Group Report.
1.2.1.4	Compliance with the distribution of risk assessments and associated communications will be reported to the Chief Executive's Health & Safety Strategy Group.	Chief Executive's Health & Safety Strategy Group	Reporting is included as a part of the Departmental Risk Management Group Report also.

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No	Goals	Target Date	Progress & Comments
1.2.1.5	Six-monthly reviews on progress of the development/ amendment of risk assessments and associated communications to Service's Safety Groups and Strategy Group.	Oct 2009 & March 2010	Six monthly reports will be amalgamated with quarterly reports to Departmental Risk Management Group and Chief Executive's Health & Safety Strategy Group.
<b>CORPORATE GOAL</b>			
1.2.2	<b>Section Managers to liaise with Corporate Safety Adviser and Safety Co-ordinators and other work groups when considering or undertaking remedial or new works.</b>	<b>Monthly Section Management Meetings</b>	
<b>DEPARTMENTAL GOALS</b>			
1.2.2.1	<p>Managers/ Supervisors development and delivery of Toolbox Talks (TBTs):</p> <ul style="list-style-type: none"> <li>TBTs to be developed so as to remind employees of the main corporate policies, procedures and objectives as well as the findings from (pertinent) risk assessments with respect to identified hazards and associated control measures. TBTs will also be delivered &amp; promptly, as a result of the report of any near misses or incidents. Examples include Reporting of Incident/ Near Miss and Incidents of Violence; Display Screen Equipment; Working at Height/ Ladder Safety; Manual Handling; Vehicle and Pedestrian Safety; Stress Awareness. Assistance can be provided by the Departmental Safety Co-ordinator or Safety Adviser.</li> </ul>	Delivery of six Tool Box Talks or Staff Safety Briefings	The Department of Corporate Support has a number of developed TBTs and a programme for rolling out the delivery is underway.
	<ul style="list-style-type: none"> <li>It will be the responsibility of the Services' Health &amp; Safety Groups to ensure compliance with this action area</li> <li>Compliance with the development &amp; delivery of TBTs will be reported on to the Chief Executive's Health &amp; Safety Strategy Group Meetings.</li> </ul>	<p>Monthly Section Management Meetings</p> <p>Chief Executive's Health &amp; Safety Strategy Group</p>	<p>DMT and Departmental Risk Management Group have standing items in this respect.</p> <p>Directors report to the Chief Executive Health and Safety Strategy Group provides this information.</p>

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No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 1.3 – Managers will communicate their expectations of health and safety performance with their employees</b>			
<b>CORPORATE GOAL</b>			
1.3.1	All new employees to receive Corporate, Departmental and local workplace Health & Safety Induction.	Within first two months of taking up appointment	
<b>DEPARTMENTAL GOALS</b>			
1.3.1.1	Employee and instructor to date & sign-off date(s) of induction training. Copy of contents of induction training programme to be retained.	Within two months of taking up appointment	All Employee's new to the Department receive all 3 levels of induction
<b>CORPORATE GOAL</b>			
1.3.2	Section managers and Premises Managers will establish Health & Safety Groups to review local health & safety issues with support from Corporate Safety Advisers and Safety Co-ordinators	October 2009	Management Work Groups and Monitoring Groups are in existence in Services, meeting on a regular basis.
1.3.3	Section Managers and Premises Managers will establish Health & Safety Groups to develop & review risk assessments, procedure documents and other similar safety publicity with support from Corporate Safety Advisers and Departmental Safety Co-ordinator(s).	October 2009	
<b>DEPARTMENTAL GOALS</b>			
1.3.3.1	To ensure that a series of suitable & sufficient risk assessments exist and pertain to the needs of the service; subsequent, continual development and review of risk assessments is required. Risk Assessments must only be carried out by those who have attended an East Ayrshire Council, Risk Assessment Course.	Provide monthly feedback to Section and Premises Managers	Formal reporting included as a part of the feedback to Departmental Risk Management Groups and Chief Executive's Health & Safety Strategy Group.
1.3.3.2	Contents of risk assessments to be discussed with those for whom they are being developed/ reviewed, to ensure that they are suitable & sufficient and that there will be nothing 'new' in those control measures to be implemented. Risk Assessments to be signed off by Risk Assessors and Managers.	Provide monthly feedback to Section and Premises Managers	Working groups have been formed to tackle revision of existing risk assessments.

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No	Goals	Target Date	Progress & Comments
1.3.3.3	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Provide monthly feedback to Section and Premises Managers	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
1.3.3.4	Compliance with the distribution of risk assessments and associated communications will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Provide monthly feedback to Section and Premises Managers	Reporting will be included as a part of the Departmental Risk Management Group Report also.
1.3.3.5	Six-monthly reviews on progress of the development/ amendment of risk assessments and associated communications to Local Service's Safety Groups and Strategy Group.	October 2009 and March 2010	Six monthly reports will have been amalgamated with quarterly reports to Departmental Risk Management Group and Chief Executive's Health & Safety Strategy Group.

<b>OBJECTIVE 2 – REDUCING INCIDENTS AND ILL-HEALTH AT WORK</b>			
<b>ACTION AREA 2.1 - Setting specific, measure-able, attainable, relevant, time bound (SMART) targets for health and safety performance including incident and ill-health reporting.</b>			
<b>CORPORATE GOAL</b>			
<b>2.1.1</b>	<b>Section Managers will review incident data with Corporate Safety Adviser and Safety Co-ordinator to consider trends or hot spots and ensure the review of risk assessment and procedure paperwork.</b>	<b>July 2009 then Monthly Management Section Meetings</b>	
<b>DEPARTMENTAL GOAL</b>			
2.1.1.1	Managers and Premises Managers will review incident data with Departmental Safety Co-ordinator or Safety Adviser to consider trends or hot spots and ensure the review of risk assessments and procedural paperwork and identify any further training issues.	Within four weeks of reported incident	All incidents will be investigated by Corporate Safety Adviser in addition to local management arrangements.
2.1.1.2	Development or review of risk assessments and associated procedural documentation when employee absence(s) is connected to a workplace incident. Development/ review of associated toolbox talk.	Within four weeks of reported incident	Departmental managers will review the risk assessments along with the Corporate Safety Adviser as required.
2.1.1.3	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly Meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.

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No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 2.2 - Heads of Service will include Occupational Stress Audits within their Action Planning processes.</b>			
<b>CORPORATE GOAL</b>			
2.2.1	<b>Heads of Service and their Section Managers will work with Human Resources Officers to implement a series of Occupational Stress Audits using the HSE Stress Management Toolkit, facilitated by Corporate Safety Advisers and Safety Co-ordinators.</b>	<b>December 2009 for programme</b>	Human Resources staff identified to facilitate Stress Focus Groups following return of audit questionnaires. Training completed November 2009.
2.2.2	<b>Implement interventions identified following the reporting of the HSE Stress Management Toolkit.</b>	<b>Identify interventions: first February 2010</b>	
<b>DEPARTMENTAL GOAL</b>			
2.2.2.1	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly meeting	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
<b>CORPORATE GOAL (Not in present Corporate Action Plan)</b>			
2.2.3	<b>Health Surveillance – Determine those health hazards and conditions that could cause harm to the body and implement control measures to minimise if not eliminate effects.</b>		

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No	Goals	Target Date	Progress & Comments
<b>DEPARTMENTAL GOAL</b>			
2.2.3.1	Managers – The development of suitable & sufficient risk assessments, by competent persons to determine how exposure to hazards can cause harm and impact upon the body – DSE; COSHH, Noise, Stress; HAVs/ Whole Body Vibration; Asbestos and other physical, chemical, biological & ergonomic hazards encountered in and/ or as a result of the work activity and the environment.	As and when required	COSHH and DSE Assessments are developed and reviewed as appropriate. Advice and support from Corporate Safety Adviser.
2.2.3.2	Co-ordination of health surveillance techniques and monitoring of results with Occupational Health.	As and when required	No identified target areas within Department of Corporate Support.
2.2.3.3	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.

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No	Goals	Target Date	Progress & Comments
<b>OBJECTIVE 3 - UNDERTAKING CONSISTENT AND PROPORTIONATE AUDITS AND INSPECTIONS</b>			
<b>ACTION AREA 3.1 - Executive Director will report active monitoring outcomes and resultant action plan progress to demonstrate safety management performance</b>			
<b>CORPORATE GOAL</b>			
3.1.1	<b>Heads of Service and Section Managers will ensure six-monthly workplace inspections are undertaken and action plans developed to rectify failures.</b>	<b>At six-monthly intervals</b>	
<b>DEPARTMENTAL GOALS</b>			
3.1.1.1	Remedial action must be taken where there are issues that have the potential to cause harm to all that have the potential of accessing/egressing and using/ visiting the premises. All remediation works must be carried out by a competent person with records maintained, in a timely manner; being instructed through Asset Management Service.	Within four weeks of Inspection being undertaken	All remedial action will be reported through relevant Property Sector Officer for appropriate action
3.1.1.2	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly Meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
3.1.1.3	Compliance with the undertaking of six-monthly management workplace inspections will be monitored, being reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly Meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.

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No	Goals	Target Date	Progress & Comments
<b>CORPORATE GOAL</b>			
3.1.2	<b>Executive Directors will work with Corporate Safety Advisers and Safety Co-ordinators to identify and audit the performance of the safety management of their activities.</b>	<b>September 2009 for programme</b>	
<b>DEPARTMENTAL GOAL</b>			
3.1.2.1	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly Meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
<b>ACTION AREA 3.2 - Depute Chief Executive will report safety performance of the council, following an active monitoring programme</b>			
<b>CORPORATE GOAL</b>			
3.2.1	<b>The Corporate Safety Section will undertake bespoke slice audits of activities or premises to confirm safety performance reporting.</b>	<b>May 2009 and Nov 2009</b>	
3.2.2	<b>The Corporate Safety Section will undertake active monitoring through review audits of the workplace inspections implemented locally.</b>	<b>March 2010</b>	
<b>DEPARTMENTAL GOALS</b>			
3.2.2.1	Findings of audits to be presented to Heads of Service and Executive Director; items identified to be addressed and suitably tackled.	Timescales as identified within body of Audit	
3.2.2.2	To ensure the efficacy of the environment in which work is being undertaken and the health, safety & welfare of those directly and indirectly affected, COSHH Assessments will be processed through the Corporate Safety Adviser.	As required	COSHH Assessments are developed and reviewed using the SYPOL System
3.2.2.3	The Corporate Safety Adviser will work with a programme for ensuring that Fire Risk Assessments are undertaken on premises that are, or are in the main, occupied by personnel working within Corporate Support.	Programme of fire risk assessments to be identified - July 2009	Fire Risk Assessments being undertaken by Corporate Safety Adviser.

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<b>No</b>	<b>Goals</b>	<b>Target Date</b>	<b>Progress &amp; Comments</b>
3.2.2.4	It will be the responsibility of the local and Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly meetings	Fire Risk Assessments being undertaken by Corporate Safety Adviser.

<b>OBJECTIVE 4 - TRAINED, COMPETENT EMPLOYEES</b>			
<b>ACTION AREA 4.1 - Departmental Management Teams to ensure appropriate training is provided for employees to enable them to work safely.</b>			
<b>CORPORATE GOAL</b>			
4.1.1	<b>Section Managers will ensure their employees receive appropriate training to enable them to carry out their tasks safely.</b>	<b>Nov 2009 for EAGER returns to Organisational Development</b>	6 employees from Skills Development & Employability attended the one-day, IOSH Managing Safely Refresher course during October 2009.
4.1.2	<b>Section Managers will ensure their employees receive specific training for any additional functions they are assigned e.g. Fire Warden, First Aider, Risk Assessor, DSE Assessor.</b>	<b>Nov 2009 for EAGER returns to Organisational Development</b>	Section Managers are maintaining First Aiders – achieved through ARC Training.
4.1.3	<b>Section Managers should ensure EAGER identifies training to complement the competencies required to undertake their work safely.</b>	<b>Nov 2009 for EAGER returns to Organisational Development</b>	

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No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 4.2 - Departmental Management Teams to ensure relevant management and safety training is undertaken by employees</b>			
<b>CORPORATE GOALS</b>			
4.2.1	Each Head of Service and their Section Managers will identify supervisory employees to undertake management development programmes, e.g. IOSH Managing Safely and Stress Management.	Nov 2009 for EAGER returns to Organisational Development	
4.2.2	Section Heads to identify employees requiring general health, safety & welfare awareness training, e.g.: <ul style="list-style-type: none"> <li>◆ Personal Stress Awareness</li> <li>◆ Lifting &amp; Handling</li> <li>◆ Ladder Safety</li> <li>◆ COSHH Awareness</li> <li>◆ Asbestos Awareness</li> <li>◆ Sharps/ Blood-borne Viruses</li> <li>◆ Non-violent crisis intervention training (CPI).</li> </ul>	Nov 2009 for EAGER returns to Organisational Development	Ongoing delivery of CPI, Fire Wardens and attendance at Drivers' Awareness Seminar.  Attendance at Work at Height and Asbestos Awareness courses as well as IOSH Managing Safely during April-September 2009.
<b>DEPARTMENTAL GOALS</b>			
4.2.2.1	Compliance with the training topics delivered, expected numbers and numbers of those who attended will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly meetings	Reporting will be included as a part of the Departmental Risk Management Group Report.

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No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 4.3 - Departmental Management Teams to ensure adequate resources are provided to enable training of employees.</b>			
<b>CORPORATE GOAL</b>			
4.3.1	<b>Section Managers will ensure adequate cover is available to support employee attendance at training courses.</b>	<b>Nov 2009 for EAGER returns to Organisational Development</b>	
<b>DEPARTMENTAL GOALS</b>			
4.3.1.1	Compliance with the training topics delivered, expected numbers and numbers of those who attended will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly Meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
4.3.1.2	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly Meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.

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No	Goals	Target Date	Progress & Comments
<b>OBJECTIVE 5 – KEY RISK AREAS</b>			
<b>ACTION AREA 5.1 - Management of Road Risk</b>			
<b>CORPORATE GOAL</b>			
5.1.1	<b>Each Head of Service to report to Executive Director their compliance with Master Safety File Standard B21 – <i>Vehicle Policy</i> to Chief Executive’s Health &amp; Safety Strategy Group.</b>	<b>Quarterly as per Meetings Grid</b>	Employees attending the Drivers’ Seminar as facilitated by Jim Melville, Road Safety in conjunction with Strathclyde Police
<b>DEPARTMENTAL GOALS</b>			
5.1.1.1	Need to undertake suitable & sufficient risk assessments - refer to 1.2 for the process	As and when required	
5.1.1.2	It will be the responsibility of the local and Services’ Health & Safety Groups to ensure compliance with this action area.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group’s considerations.
5.1.1.3	Compliance with associated training topics delivered, expected numbers and numbers of those who attended and (remedial) works undertaken to improve risks to road and pedestrians’ safety, will be reported on to the Chief Executive’s Health & Safety Strategy Group Meetings.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group’s considerations.
5.1.1.4	Identification of number of fleet vehicles; number of persons with permits and number of persons driving private vehicles. It must be ensured that personnel driving fleet vehicles have been appropriately trained and are undertaking daily log checks, recording them in the log book.	Verified annually or when changes effected	Reporting will be further developed and included as a part of the Departmental Risk Management Group’s considerations.

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No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 5.2 - Personal Safety</b>			
<b>CORPORATE GOAL</b>			
5.2.1	<b>Section Managers will ensure that risk assessments identify suitable control measures for lone working or where there is a risk of violence and that effective communications are in place.</b>	September 2009	
<b>DEPARTMENTAL GOALS</b>			
5.2.1.1	Need to undertake suitable and sufficient risk assessments - refer to 1.2 for the process	As and when required	
5.2.1.2	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
5.2.1.3	Upon receipt of the new Personal Safety Standard, for inclusion within the Master Safety File, the document will be brought to employee's attention and be identified and discussed at team meetings.	Within one month of receipt of new/ revised Master Safety	Tool Box Talk or Staff Briefing to ensure employee awareness will be delivered by Section Managers.
5.2.1.4	Compliance with the training topics delivered, expected numbers and numbers of those who attended will be reported on to the Chief Executive's Health & Safety Strategy Group Meetings.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
<b>CORPORATE GOAL</b>			
5.2.2	<b>Section Managers will ensure control measures identified in risk assessments are understood and implemented by employees.</b>	July 2009	

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<b>DEPARTMENTAL GOAL</b>			
5.2.2.1	It is the responsibility of the local and Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.
<b>ACTION AREA 5.3 - Statutory and Critical Examinations – Timely inspections &amp; thorough examinations as directed by legislation and best practice.</b>			
<b>CORPORATE GOAL</b>			
5.3.1	<b>Premises Managers will undertake an annual review of compliance by completing a bespoke self-check report.</b>	<b>March 2010</b>	Premises Manager's Self-Audit Tool will be ready to be rolled out in the last quarter – 2009/10. Arrangements will be made to assist Premises managers with their completion.
5.3.2	<b>Identified statutory and critical inspections exceeding their programmed review by a competent person and where they are out-with the control of the Premises Manager; will be reported to the appropriate Head of Service.</b>	<b>March 2010</b>	
5.3.3	<b>Upon notification of a failed statutory or critical examination, Head of Service will raise matter with the Asset Manager and agree suitable timescale for rectification.</b>	<b>Within one month of notification</b>	
<b>DEPARTMENTAL GOAL</b>			
5.3.3.1	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area.	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.

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No	Goals	Target Date	Progress & Comments
<b>ACTION AREA 5.4 – WORK AT HEIGHT (Not in present Corporate Action Plan)</b>			
<b>DEPARTMENTAL GOALS</b>			
5.4.1.1	Ensure that suitable and sufficient risk assessments have been undertaken by competent persons – refer to 2.1 of this Plan.	July 2009	Assessment of work at height will be incorporated into existing activity assessments.
5.4.1.2	Where assistance is required regarding the type of work; equipment to be used; inspections/ tests/ examinations required; provision, use and maintenance of personal protective equipment and training associated with each of these broad areas, contact with the Corporate Safety Adviser should be made.	As and when required	Corporate Safety Adviser will advise and support line management and seek further competent assistance as required.
5.4.1.3	It will be the responsibility of the Services' Health & Safety Groups to ensure compliance with this action area	Quarterly meetings	Reporting will be further developed and included as a part of the Departmental Risk Management Group's considerations.