

**ITEM 9 APPENDIX 5: HUMAN RESOURCES HEALTH & SAFETY: Q4 UPDATE**

Action	Commentary	Next steps and/or potential risks
<b>Implementation of an EDI Learning Platform for staff and members</b>	72% of staff have completed or reached the insight stage of the training. A majority of Members yet to start the training module	EDI Steering Group to facilitate discussion groups to embed learning Promotion to Members and remaining staff through OMT
<b>Introduction of an applicant tracking system</b>	Completed System now roleld out for current posts advertised - good feedback from Managers	
<b>All staff survey and resulting action plan</b>	Completed Draft action plan proposed by Working Group sent to OMT. Plan approved by OMT on 11 March and sent to SLT for comment.	Presentation of action plan at all staff meeting on 14 May 2024
<b>Introduce new safeguarding policy and procedures</b>	New policy agreed by H&S committee and OMT and communicated to staff Policy has been communicated to Members 80% of staff have attended safeguarding training sessions with 3 more planed in 24/25	Further sessions to be arranged for those who have not been able to attend in Q1 and Q2 24/25. Training will be organised every 6 months for ne3w staff to attend
<b>Review of establishment within PIER</b>	Completed	
<b>Implementation of actions from the H&amp;S survey</b>	Action plan completed. Health and Safety Policy and Lone Working Guideance approved by OMT and communicated to all staff. All documents are on the intranet Reglular H&S newsletters and H&S updates now commuicated on a dedicated site on the intranet	ELMS e-learning Health and Safety courses due to be rolled out to staff in Q2 24/25 A Lone working training module is being developed with the aim of rolling out during Q3 24/25
<b>H&amp;S audit of camping barn and foxhole cottages at Seven Sisters Country Park</b>	Emergency services have visited Foxhole cottages and audits are complete Audit on camping barn has needed to be on hold until final works completed	Final audit of camping barn Q1 24/25 visit by our external H&S consultant to be arranged in Q2 24/25
<b>Introduction of an asset management system to aid health and safety auditing</b>	Second stage roll out will include IT assets. Once completed we will be in a position to use the system for H&S auditing	System will be rolled out to users in 24/25

