

## ANNEX A –AGREED ACTIONS TO ADDRESS CONTROL WEAKNESSES

Action Number	Issue	Risk	Agreed Action	Priority*	Responsible Officer	Timescale
1	The premises register is incomplete.	Health and safety responsibilities are not met in a timely manner.	The premises register will be completed and technical issues resolved. This will include entering the overall property risk ratings.	2	Head of Health & Safety	April 2018
2	Not all premises have asbestos surveys.	Asbestos risks are not appropriately managed.	The H&S team will conduct surveys for those properties that require them and include the results in Techforge.	3	Head of Health & Safety	April 2018
3	Legionella and asbestos compliance notes require updating and training needs to be provided to nominated persons.	Asbestos and Legionella risks may not be managed appropriately, increasing the likelihood of exposure to asbestos or Legionella.	<p>a) The compliance notes for Legionella and asbestos will be updated.</p> <p>b) The appropriate level of training at council premises and schools will be identified.</p> <p>c) Training will be rolled out to officers who require it following the revision of the compliance notes.</p>	2	Head of Health & Safety	<p>A &amp; B – April 2018</p> <p>C – April 2019 with interim update October 2018</p>

4	Staff members requiring health surveillance are not attending appointments.	Non-attendance has a potential cost to the council, both financially and in staff time. There is also a risk of future liability claims if staff members do not receive final health checks.	<p>a) The leavers' checklist will be updated to include a requirement to notify Business Support if appropriate that the leaver requires a final health check.</p> <p>b) A decision will be taken on re-charging costs of non-attendance to services.</p>	3	Head of Human Resources	July 2018
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### Priorities for Actions

Priority 1	A fundamental system weakness, which presents unacceptable risk to the system objectives and requires urgent attention by management.
Priority 2	A significant system weakness, whose impact or frequency presents risks to the system objectives, which needs to be addressed by management.
Priority 3	The system objectives are not exposed to significant risk, but the issue merits attention by management.