

## Addendum to report SD 02/12

Update Jan 2012: Risk Improvement Requirements & Recommendations: Travelers Insurance Co. Ltd, 19 April 2011

Recommendations made by Travelers Insurance Co Ltd	Progress to date	Responsible Service Manager/Safety Health and Environmental Manager (SHE)
Driver assessment scheme should include all employees who drive on Council business. Driver assessments should include health surveillance and fitness checks, particularly high mileage drivers (>20k miles) or drivers who operated vehicle machinery.	Complete. Internal driver assessment is undertaken for those who drive Council vehicles. Health surveillance is already undertaken for all persons using Council vehicles/machinery.	Relevant Managers and SHE Manager
Driver licence checks should be carried out following accidents. Insurance checks should be carried out for those drivers who are on Council business and who provide their own insurance cover. Monitoring arrangements should be in place to ensure these arrangements are adhered to.	Driver licence and insurance checks and self declaration form collation is currently underway. 80% information has been collated. Follow up of outstanding documents to be completed by end of Feb 2012.	Relevant Service Managers who have persons driving on Council business within their teams.
Produce a comprehensive driver handbook to include Council's road safety policy, driver's code of conduct, reporting of accidents, driver assessments and driver licence requirements etc.	Management of Road Risk Policy (MORR) is already in place. Driver handbook to be progressed Jan/Feb 2012.	SHE / Transport Co-ordinator / Managers of teams using Council Vehicles
Loss control arrangements within Neighbourhoods and Green Spaces require further evaluation and improvement.	An updated action plan is now in place to address risk management of the Council's tree stock. A survey programme for trees is part of the Neighbourhoods and Green Spaces transformation 2012-13. An inspection regime will prioritise the work and survey results will be recorded electronically.	Neighbourhoods and Green Spaces Team. This is now included on their Operational Risk Register.
A system should be implemented to reliably measure operator exposure time to harmful vibration.	Refresher training has been carried out and the only outstanding team to complete this is Neighbourhoods and Green Spaces. This will be carried out April 2012-13.	Neighbourhoods and Green Spaces Manager
Improve health and safety arrangements within Highways Services – Ensure risk assessments are suitable and sufficient Ensure working practices are always safe Ensure working practices are always enforced	Risk assessments within Highway Services have been updated. Safe working practices are being progressed within the next 6 months. Refer to report GD 05/12 for further details.	Local Environment Asst Director / Highways Manager.