

# Health and Safety Action Plan 2015 - 2017

## Introduction

This plan concentrates on the needs identified as priorities for Kent County Council for the next 24 months. These priorities are drawn from intelligence from service connections, incident data, audit outcomes and observations from the adviser team.

The projects identified in the action plan are designed to assist Kent County Council in its change programme with a focus on contributing to strategic organisational design and supporting organisational development aspirations. Each project is categorised in one of four current priority categories: change management, development of self-sufficient managers, integration of organisational development targets and effective risk management.

This plan recognises the changing profile of County Council run activities and so projects also provide a base to assist in the strategic management of commissioning and procurement, New Ways of Working, risk profiling and monitoring staff wellbeing through the use of Management Standards.

The Action Plan objectives and outcomes strive to assist Kent County Council managers in becoming more self-sufficient in their ability to manage health and safety issues in their own environments, to encourage a less risk averse attitude in their management of health and safety and to be proportionate and reasonable in their application of health and safety controls whilst still meeting legal and industry safety standards.

This plan focusses on programmed activity and complements routine professional work such as supporting managers through internal or enforcing authority investigations and actions.

**Section 1: Team Focus:** H&S team development and re-engineering to operate in the new working environment evolving around us and building on the changes within the team;

**Section 2: Health and Safety Management across KCC:** policy issues and monitoring, incorporating Transformation and Facing the Challenge priorities;

**Section 3: Business Unit Projects:** specific business unit start and finish projects. Items will be added on a rolling basis as projects are commissioned to provide a project log.

## Health & Safety Team: Action Plan

### 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2017

#### SECTION 1: Team Focus

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>1.1 HR Skills development</b>  <b>Contributing to :</b>  <b>Change Priority Integration and OD</b>	To encourage strategic links across all parts of HR Division and provide a seamless service to customers	<ul style="list-style-type: none"> <li>• Drop in sessions to raise understanding of other teams</li> <li>• Attendance at HR briefing sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Casework arrangements</li> <li>• Shared information</li> <li>• Protocol</li> <li>• H&amp;S Service Offer aligned with HR offer.</li> </ul>	Flavio Walker	Ongoing
<b>1.2 Co-ordinating shadowing using CPD and Skills Matrix learning</b>  <b>Contributing to :</b> <b>Self Sufficiency</b>	For the continued development of competence and as part of change management all advisers to participate in a planned work shadow programme to enable flexibility and adaptability to suit service demands at any time.	<ul style="list-style-type: none"> <li>• Using skills matrix information design individual development plans</li> <li>• Allocate to projects</li> <li>• Update skills matrix</li> </ul>	<ul style="list-style-type: none"> <li>• Shadowing plan and timetable</li> <li>• Project opportunity map</li> <li>• Updated skills matrix</li> </ul>	Flavio Walker	Co-ordinating through ongoing shadowing. Updates quarterly Jun, Sep, Dec, Mar.

<b>Project Name Priority Group</b>	<b>Why we need to include. Outcomes</b>	<b>Elements / considerations to include such as the interests/needs of specific directorates/services</b>	<b>Outputs e.g. policy development, training, SafetyNet</b>	<b>Lead Manager</b>	<b>Planned Date By:</b>
<b>1.3 Allocation review</b>  <b>Contributing to : Self Sufficiency</b>	Review allocation of named advisers to KCC business units and newly formed LATCOS, Trusts etc commissioning our services to ensure fair and appropriate spread of workload across the team	<ul style="list-style-type: none"> <li>• Review list of business units</li> <li>• Match adviser backgrounds and experience to customer profile</li> <li>• Agree performance indicators for interactions</li> </ul>	<ul style="list-style-type: none"> <li>• Customer listing</li> <li>• Adviser listing</li> <li>• Activity log of contact with business units.</li> <li>• Advice line record of activity</li> </ul>	Tony Carty	Ongoing
<b>1.4 Confidence and competence growth</b>  <b>Contributing to : Self Sufficiency</b>	Team members need exposure to higher level work to increase team flexibility and competence level.	<ul style="list-style-type: none"> <li>• Shadowing at higher level strategic meetings</li> <li>• Preparation of reports by team members for presentation to higher level meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings log</li> <li>• Reports schedule</li> <li>• Skills base improvement logged on Skills Matrix</li> </ul>	Flavio Walker	Ongoing

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>1.5 Marketing services to schools</b>  <b>Contributing to : Integration and OD Risk Management Self Sufficiency</b>	Changing structure of the school market, especially foundation schools and academies.	<ul style="list-style-type: none"> <li>• Marketing plan for schools linked to the Schools Personnel Service (SPS)</li> <li>• Explore Service Level Agreement options (SLA)</li> <li>• Refresh the offer to schools</li> </ul>	<ul style="list-style-type: none"> <li>• EduKent Conference and Expo</li> <li>• Edukent Portal Offer</li> <li>• Direct contact with schools through operational activity ie inspections, audits, advice line enquiries</li> </ul>	Tony Carty	
<b>1.6 Customer Service Strategy</b>  <b>Contributing to : Integration and OD</b>	To ensure our customers have ease of access to H&S team members and/or information. Update of H&S information and advice pages with relevant information. Need for effective communication to empower managers	<ul style="list-style-type: none"> <li>• Reviewing SafetyNet and KELSI for relevance of information and accessibility</li> <li>• Actively market the H&amp;S Offer.</li> <li>• Review and update H&amp;S Offer in line with any change in service.</li> <li>• Further develop our communication strategy for reaching customer base.</li> </ul>	<ul style="list-style-type: none"> <li>• SafetyNet and KELSI pages</li> <li>• Customer Service Strategy Policy</li> <li>• Promotional event plan</li> </ul>	Carol Cassin	
<b>1.7 Roll out QMS</b>  <b>Contributing to : Integration and OD</b>	The expansion of a quality management system by the health and safety management team is an integral part of checking effectiveness of work.	<ul style="list-style-type: none"> <li>• Create scope of QMS</li> <li>• Organise QMS system</li> <li>• Instruct HSMT in use of system</li> </ul>	<ul style="list-style-type: none"> <li>• QMS framework for H&amp;S</li> <li>• QMS standards defined for each identified project</li> <li>• Record of H&amp;S effectiveness for 3 year plan</li> </ul>	Tony Carty	

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>1.8 IT information transfer</b>  <b>Contributing to: Change Integration and OD</b>	Information governance requirements have changed so that the organisation needs to update its IT management.  This will result in improved governance, information security and a review of electronic footprint	<ul style="list-style-type: none"> <li>• Review information held electronically.</li> <li>• Assess e-platform suitability</li> <li>• Organise transfer of information</li> <li>• Publish new IT address /locations</li> </ul>	<ul style="list-style-type: none"> <li>• New IT library format</li> <li>• Improved accessibility to our information.</li> <li>• New protocol for IT filing.</li> </ul>	Carol Cassin	
<b>1.9 Performance Bulletin benchmarking</b>  <b>Contributing to : Risk Management</b>	Performance bulletin to pull together all indicators relevant to risk and safety management from various relevant parts of the organisation will build a comprehensive picture for reporting purposes	<ul style="list-style-type: none"> <li>• Index critical information</li> <li>• Benchmarking against other Authorities</li> <li>• Correlation of information into useful strategic data</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report for use in HSE/KCC joint H&amp;S Committee/ DJCCs etc.</li> <li>• Meeting report schedule</li> </ul>	Flavio Walker	
<b>1.10 Alternative Service Delivery Models</b>  <b>Contributing to : Risk Management</b>	Ensure our customers have ease of access to H&S team members and/or information. Update of H&S information and advice pages. Need effective communication to empower managers	<ul style="list-style-type: none"> <li>• Actively market the HR Offer especially the H&amp;S Offer.</li> <li>• Further develop our communication strategy for reaching customer base.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison with other HR teams and Legal Services to devise:               <ol style="list-style-type: none"> <li>1. Customer Service Strategy</li> <li>2. Agreed accountabilities and liabilities</li> </ol> </li> </ul>	Tony Carty	

## SECTION 2: Health & Safety Management across KCC

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>2.1 Management Standards</b>  <b>Contributing to : Change Self Sufficiency</b>	<p>Restructuring and new management appointments with potential responsibility awareness gaps.</p> <p>Empower managers to manage health and safety within their remit and promote self-sufficient managers.</p>	<ul style="list-style-type: none"> <li>• Competence base needs establishing and agreeing.</li> <li>• Review of awareness training provision</li> <li>• Kent Manager input</li> <li>• Risk Profiling programme</li> <li>• Communication and support mechanism to be agreed and implemented.</li> <li>• Development of a KCC management guidelines on health and safety.</li> <li>• Updates for national changes</li> </ul>	<ul style="list-style-type: none"> <li>• Manager skills audit as part of business partner discussion</li> <li>• Standardised training package</li> <li>• Kent Manager content to incorporate IoD/HSE 'Leading H&amp;S at Work'</li> <li>• Risk profiling results as methodology for awareness raising</li> <li>• KNet and business link message</li> <li>• KCC management guidance on health and safety.</li> </ul>	Tony Carty	
<b>2.2 Resilience</b>  <b>Contributing to : Change</b>	<p>To sustain action plans from management standards exercises and to promote resilience building as part of managerial responsibility</p>	<ul style="list-style-type: none"> <li>• Link with other HR teams to create a resilience tool library</li> <li>• Provide awareness sessions to managers</li> <li>• Explore and promote relevant tools and strategies</li> <li>• Contribute to OD/organisational efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Resilience tool library</li> <li>• Action plan for promotion</li> </ul>	Tony Carty	

<b>Project Name Priority Group</b>	<b>Why we need to include. Outcomes</b>	<b>Elements / considerations to include such as the interests/needs of specific directorates/services</b>	<b>Outputs e.g. policy development, training, SafetyNet</b>	<b>Lead Manager</b>	<b>Planned Date By:</b>
<b>2.3 Risk Profile Register maintenance and update</b>  <b>Contributing to : Self Sufficiency Risk Management</b>	Business units will have risk profiles produced during this plan period. The continued review of risk profiles and the supporting management arrangements must be embedded in the business units.	<ul style="list-style-type: none"> <li>• Review risk profile completion</li> <li>• Design optional reviewing officer role description</li> <li>• Organise self- audit through allocated adviser links</li> <li>• Support review project network</li> </ul>	<ul style="list-style-type: none"> <li>• Risk profile update</li> <li>• Cohort of reviewing officers</li> </ul>	Flavio Walker	
<b>2.4 European Week for Safety and Health at Work 2015</b>  <b>Contributing to : Self Sufficiency</b>	Annual awareness activity promoted by the HSE. These events act as useful means of targeting awareness of topics and offer opportunities to work in partnership.	<ul style="list-style-type: none"> <li>• Identify co-ordination group</li> <li>• Design programme to fit topic</li> <li>• Deliver programme Outputs and Outcomes</li> <li>• Follow up with service unit activity</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar</li> <li>• Workshops/drop in training sessions</li> <li>• Online resources</li> </ul>	Carol Cassin	
<b>2.5 H&amp;S training</b>  <b>Contributing to : Self Sufficiency</b>	Costs and methodology arrangements for H&S training framework requires review to bring in line with organisational changes	<ul style="list-style-type: none"> <li>• Work with L&amp;D to review course provision in line with customer need.</li> <li>• Evaluate appropriateness of delivery methods</li> <li>• Review promotion methods.</li> <li>• Review provider list</li> <li>• Produce schedule of framework courses and supplement with specialist provision list</li> </ul>	<ul style="list-style-type: none"> <li>• Revised offer</li> <li>• Revised promotional approach</li> <li>• Reviewed provider list</li> <li>• Revised schedule of training</li> <li>• Expand H&amp;S e-learning modules for essential compliance topics</li> </ul>	Flavio Walker	

<p><b>2.6 Electronic Reporting System</b></p> <p><b>Contributing to : Self Sufficiency</b></p>	<p>Continued development of IT systems allows our existing incident logging to become more interactive</p>	<ul style="list-style-type: none"> <li>• Design system with ICT</li> <li>• Make system live</li> <li>• Produce guidance and training for users</li> </ul>	<ul style="list-style-type: none"> <li>• Self sufficient electronic reporting system</li> <li>• Integrated statistics platform</li> <li>• Faster reporting timescales</li> </ul>	<p>Tony Carty</p>	
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Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>2.7 New Ways of Working</b>  <b>Contributing to : Change Integration and OD</b>	<p>To provide health and safety advice and support across project groups ensuring that health and safety is dealt with in accordance with HSWA, Management of Health and Safety at Work and Workplace (HS&amp;W) Regulations – Space Planning, Fire Safety, PEEPs, Access / Egress, firefighting equipment – passive / active, DSE etc.</p>	<ul style="list-style-type: none"> <li>Review and influence the choice of furniture and equipment chosen in conjunction with H&amp;S unit to ensure suitability / compliance.</li> <li>Review and provide guidance on working arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Attend the 3 project groups - EK WK and MK on a regular basis to keep abreast of the work being undertaken - new builds, refurbishments, relocations.</li> <li>Provide updates on any issues / risks coming out of the groups.</li> </ul>	Carol Cassin	
<b>2.8 Commissioning and Procurement</b>  <b>Contributing to : Integration and OD Risk Management</b>	<p>Policy and guidance needs to keep pace with organisational development.</p> <p>Interface with Property requires review following transfer to LATCO</p> <p>Effect of increased commissioning of services requires ongoing input and review</p> <p>Vetting and compliance monitoring of contractors system needs establishing</p>	<ul style="list-style-type: none"> <li>Assess business user requirements.</li> <li>Review policy, guidance and system in line with business need.</li> <li>Establish vetting and auditing standards.</li> <li>Raise wider team competence to be able to carry out vetting and auditing.</li> <li>Provision of advisory services for Procurement Life Cycle activity on request from business units for duration of Action Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Contractor listings</li> <li>Policy and guidance update</li> <li>Awareness raising</li> <li>Vetting and auditing protocol</li> <li>Input into contract specifications</li> <li>Clearly identified liabilities and accountabilities for contracts.</li> </ul>	Tony Carty	

<b>2.9 Consultation and Management</b>  <b>Contributing to : Integration and OD</b>	Promotion and development of good relationships and activity with unions and staff representatives through H&S Group, Management Teams, Committees, and JCC's.	<ul style="list-style-type: none"> <li>• Review mechanisms for consultation</li> <li>• Meetings, actions plans and monitoring of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Events and Performance Report to CMT and Corporate Board</li> <li>• Local H&amp;S Reports</li> <li>• List of consultation fora : HSE liaison DMTs Joint Committees Corporate Board CMM JCCs</li> </ul>	Helen Bale	Quarterly meetings
<b>2.10 Health Wellbeing and Resilience</b>  <b>Contributing to : Change Integration and OD</b>	Maintenance of wellbeing activity to support staff and managers through change and pressured work periods.	<ul style="list-style-type: none"> <li>• Participate in Health Wellbeing and Resilience Group for strategic consideration and collaborative working</li> <li>• Devise action plan with other HR colleagues</li> <li>• Implement action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Wellbeing Charter/ 6 Ways to Wellbeing philosophy</li> <li>• Joint initiatives with Staff Care Services</li> </ul>	Helen Bale	

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>2.11 Risk Profiling</b>  <b>Contributing to : Integration and OD Risk Management</b>	<p>To continue to establish a corporate health and safety risk profile document in one format as compliance record and to assist managers in health and safety organisation and management of service risks.</p> <p>To encourage and promote self-sufficient managers.</p>	<ul style="list-style-type: none"> <li>• Establish programme</li> <li>• Phased approach to cover all key business units</li> <li>• Produce updated risk profile record and publish</li> <li>• Agree action plans for follow up.</li> <li>• Validate with parallel audit programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Project document in phased sections</li> <li>• Master risk profile records</li> <li>• Action plans for improvement</li> <li>• Audit validation programme records</li> </ul>	Flavio Walker	
<b>2.12 Audit Programme (arrangements and procedures)</b>  <b>(Cross refer project 2.3)</b>  <b>Contributing to : Self Sufficiency Risk Management</b>	<p>To continue to assist managers in checking compliance and standards. Need to establish audit programme to self-monitor health and safety management performance.</p> <p>Audit needs to be 'layered' to include local activity and corporate activity.</p>	<ul style="list-style-type: none"> <li>• Use risk profiling data as base.</li> <li>• Design and deliver training for auditors at all levels</li> <li>• Programme corporate level audits to follow risk profile results</li> <li>• Integrate local auditing by managers into health and safety management standard (Kent Manager)</li> </ul>	<ul style="list-style-type: none"> <li>• Draft business unit action plans from risk profile</li> <li>• Audit project plan and timetable</li> <li>• Kent Manager input / alternative information methodologies</li> <li>• Progress reports and recommendations</li> <li>• Agreed corrective processes</li> </ul>	Carol Cassin	

<b>2.13 Radon/water hygiene/Asbestos monitoring</b>  <b>Contributing to : Risk Management</b>	<p>Need to protect occupants and meet Ionising Radiation Regulations 99</p>	<ul style="list-style-type: none"> <li>• Establish and agree standard.</li> <li>• Update policy and guidance</li> <li>• Implement risk based monitoring programme across the organisation</li> <li>• Statutory awareness training for key staff.</li> <li>• Update risk assessment map.</li> </ul>	<ul style="list-style-type: none"> <li>• Explore benchmark and standards</li> <li>• Policy and guidance document</li> <li>• Programme for monitoring</li> <li>• Records and reporting method</li> <li>• Report on sample monitoring.</li> </ul>	Carol Cassin	
<b>2.14 Prevention and Management of Violence to Staff Policy and Lone Working Policy</b>  <b>Contributing to : Risk Management</b>	<p>We currently have a number of documents across the organisation that need to be consolidated into one overarching policy with specific references to individual services where applicable.</p> <p>There is a high incidence of reported violence in certain business areas of KCC.</p>	<ul style="list-style-type: none"> <li>• Explore good practice and benchmarks of other organisations</li> <li>• Review all current policies and guidance</li> <li>• Introduce a common standard and approach to the prevention and management of staff</li> <li>• Produce policy and guidance</li> <li>• Publication of new policy and guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Policy and guidance document</li> <li>• Review of training provision</li> <li>• Dissemination of policy and guidance</li> </ul>	Carol Cassin	
<b>2.15 New CDM Regs 2015</b>  <b>Contributing to : Change Risk Management</b>	<p>Introduction of new CDM Regs April 2015 will require review of KCC systems and processes</p>	<ul style="list-style-type: none"> <li>• Produce summary of changes and impacts.</li> <li>• Identify business units affected.</li> <li>• Provide awareness training in those units.</li> <li>• Provide assistance to those units.</li> <li>• Cross refer to Commissioning and Procurement work</li> </ul>	<ul style="list-style-type: none"> <li>• Updated CDM information.</li> <li>• Target audiences list.</li> <li>• Updated Commissioning and Procurement procedures.</li> </ul>	Carol Cassin	

<p><b>2.16 Slips Trips and Falls and Work at Height review</b></p> <p><b>Contributing to : Risk Management</b></p>	<p>Slips trips and falls have been identified as the second highest cause of reported incidents at KCC. Working at height incidents have been a point of interest for HSE. The review of incidents and the management of these topics will provide reassurance of our management and identify improvements as needed. Changes in work locations and work environments will benefit from assessment.</p>	<ul style="list-style-type: none"> <li>• Review incident data and identify any trends.</li> <li>• Review information and guidance on slips trips and falls and Work at Height.</li> <li>• Review KCC guidance / policy documents across KCC</li> <li>• Produce information / guidance for managers.</li> <li>• Identify any training needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Trends analysis.</li> <li>• Policy /guidance reviewed</li> <li>• Training programme.</li> </ul>	<p>Carol Cassin</p>	
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### SECTION 3: *Business Unit Projects*

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>EY1. Work Experience Review</b>  <b>EY</b>  <b>Contributing to : Risk Management</b>	Finalise arrangements reviewed in previous year.	Link with EY organisers and review documentation and process from H&S point of view.	Finalised work experience process and procedures.	Tony Carty	
<b>EY2. D&amp;T Audit in school sector</b>  <b>EY</b>  <b>Contributing to : Risk Management</b>	Audit required to obtain a position statement / health check on the operation of D&T following updates of BSI standards	<ul style="list-style-type: none"> <li>• Check a sample of community schools to establish compliance with CLEAPSS advice and standards.</li> <li>• Agree level of training, arrangements for support to staff, machinery inspection arrangements and more.</li> <li>• Issue guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance report</li> <li>• Action plan for improvement</li> <li>• Training programme</li> <li>• Updated KCC guidance</li> </ul>	Tony Carty	
<b>GT1. Gateway Projects</b>  <b>GT</b>  <b>Contributing to : Integration and OD</b>	Gateway team continue the roll out of new Gateway premises throughout Kent during this plan period. H&S involvement from an early stage ensures cost effective planning and construction activity and minimises retrospective remedial works after build completion.	<ul style="list-style-type: none"> <li>• Notification of Gateway plans.</li> <li>• Nominated H&amp;S rep to attend Gateway planning meetings</li> <li>• Input on H&amp;S items to all meetings</li> <li>• Active H&amp;S management during build and usage planning stages</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S input to Gateway plans</li> <li>• H&amp;S guidance for users</li> <li>• Gateway manuals including H&amp;S input</li> <li>• Explore parallels with New Workspaces and engage with leads</li> </ul>	Flavio Walker	

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>GT2. CDM 2015: (specific to Highways and Transportation)</b>  <b>GT</b> (Growth, Environment and Transport)  <b>Contributing to :</b> <b>Risk Management</b>	Compliance with CDM 2015 Regulations.	<ul style="list-style-type: none"> <li>Evidence required that the authority is complying with best practice and compliant with all duties &amp; responsibilities.</li> <li>Appropriate storage and sharing of information.</li> </ul>	<ul style="list-style-type: none"> <li>Policy needed</li> <li>Training for client &amp; designer</li> <li>Specific CDM compliance audit to be established.</li> </ul>	Flavio Walker	
<b>GT3. Themed Audit Programme.</b>  <b>Specific to Waste Services</b>  <b>GT</b> (Growth, Environment & Transport)  <b>Contributing to:</b> <b>Risk Management</b>	Audits required in order to assure KCC of H&S compliance by contractors in the operation of Household Waste Recycling Centres and Transfer Stations.	<ul style="list-style-type: none"> <li>All 18 sites to be audited.</li> <li>Specific topics identified for audit following previous site visits.</li> </ul>	<ul style="list-style-type: none"> <li>Audit Project Plan and Timetable</li> <li>Agreed corrective processes</li> <li>Action Plans for improvement</li> </ul>	Flavio Walker	May 2015
<b>GT4. Heritage Conservation Review of Health and Safety Procedures for Windmills</b>  <b>GT</b>	<p>Responsibility for Health &amp; Safety in the running of the seven Kent windmills open to the public is shared by KCC and the respective mill trusts.</p> <p>Heritage Conservation requires a review of existing Health &amp; Safety procedures and the Volunteer manuals produced in 2006. This is necessary in order to ensure that Health and Safety standards appropriate to the running of the Windmills are maintained</p>	<ul style="list-style-type: none"> <li>Review windmill systems and processes.</li> <li>Visit each mill to determine H&amp;S issues specific to each mill.</li> <li>Consult with Heritage Conservation, Mill Trusts and volunteers.</li> <li>Explore roles, responsibilities and competencies</li> <li>Develop revised H&amp;S policy, procedures &amp; guidance package.</li> <li>Develop and deliver appropriate H&amp;S workshops for volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Revised H&amp;S procedures and guidance package for volunteers.</li> <li>H&amp;S workshops for volunteers.</li> <li>Windmill Self Audit system.</li> </ul>	<p>Flavio Walker</p> <p>Alan Maitland Sandra Twort Gill Wiseman</p> <p>Windmill Trust Representatives and Volunteer representatives</p> <p>Other H&amp;S team members as needed</p>	

Project Name Priority Group	Why we need to include. Outcomes	Elements / considerations to include such as the interests/needs of specific directorates/services	Outputs e.g. policy development, training, SafetyNet	Lead Manager	Planned Date By:
<b>SC1. Good Day Programme</b>  <b>SC</b> (Social Care, Health and Wellbeing)  <b>Contributing to : Risk Management Integration and OD</b>	Kent will not create any new segregated services. We will assist in the transformation / refurbishment and utilisation of community facilities to meet the needs of people with learning disabilities in Kent	<ul style="list-style-type: none"> <li>• Working with Landlord/rented premises.</li> <li>• Access/egress</li> <li>• Occupant Capacities</li> <li>• Fire Safety</li> <li>• Personal Care</li> <li>• Behavioural Safety</li> <li>• Office/mobile working</li> <li>• Catering facilities</li> <li>• Risk Assessment</li> <li>• Specific individual care requirements</li> </ul>		Carol Cassin	
<b>SC2. SCHWB Transformation</b>  Prisons Service  Short Breaks Units	To provide health and safety advice and support across project groups ensuring that health and safety is dealt with in accordance with HSWA, Management of Health and Safety at Work and Workplace (HS&W)	<ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Risk assessment</li> <li>• Premises reviews</li> <li>• Fire Safety</li> <li>• Access/Egress</li> <li>• Specific individual care requirements</li> </ul>		Carol Cassin	
<b>SC3. Closure of Asylum Residential Centre @ Millbank Ashford and the introduction of new 4 bedded units across Ashford</b>	To provide health and safety advice and support across project groups ensuring that health and safety is dealt with in accordance with HSWA, Management of Health and Safety at Work and Workplace (HS&W) Regs			Carol Cassin	



<b>SC4. Review of Social Care health and safety policies</b>	To work in conjunction with the Senior Policy Manager and Consultant to provide information and support for this programme of policy reviews	<ul style="list-style-type: none"> <li>• Provide professional health and safety advice on the requirements for specific policies under review</li> <li>• Provide historic information in connection with the health and safety policies and documents</li> <li>• Provision of guidance and materials to aid the review of policies</li> <li>• Review of current guidance and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Updated policies, procedures and guidance issued</li> </ul>	Carol Cassin	
<b>SC5. Directorate Health and Safety Arrangements</b>	Establish regular meetings between the Directorate H&S lead and Unison Health and Safety Representative	<ul style="list-style-type: none"> <li>• Regular liaison meetings</li> <li>• Notes to be shared with the Directorate H&amp;S Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Review and closure of Safety Complaints</li> </ul>	Carol Cassin	
<b>SC6. Drug and Alcohol Team</b>				Carol Cassin	

<b>SC7. Provider Forums</b>	To disseminate health and safety best practice across all external providers.	<ul style="list-style-type: none"> <li>Attend forums and provide relevant health and safety information for external providers of social care.</li> </ul>		Carol Cassin	

END