

SR58: Corporate Health and Safety Action Plan 2018-19

Department:	Corporate	Service/School:		Team:	Health and Safety
Approved by:	Personnel Committee & CLT	Date:	May 2018	Review dates:	June/September/Dec 2018

Subject: Effective occupational health and safety management systems

Ref:	Action and Expected Result	Lead	Timescale	Risk Priority	Comments, Progress & Result Update	Link
1.1	Occupational Health and Safety Assessment Series (OHSAS 18001) Review services within scope including audit frequency. Review implications of the introduction of ISO 45001	Health and Safety Services within scope	April 2018 Oct 2018	Medium	Re scope to account for Alternate Service Delivery Models and retained client functions	Compliance Board
1.2	Management Culture Undertake Health and Safety culture survey to establish baseline	Chief Exec Health and Safety	Autumn 2018	Low	Invitation to HSE Buxton - Date TBC Consider using modified HSE survey tool	Carry forward 2017-18 action plan
1.3	Review supporting policies and guidance in line with changes to current legislation and best practice <ul style="list-style-type: none"> • Risk assessment • Occupational road risk • Incident Protocol • NPO Guidance 	Health and Safety	December 2018	Medium		

	<ul style="list-style-type: none"> Minibus guidance Violence to staff 					
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Subject: Health and Safety Compliance

Ref:	Action and Expected Result	Lead	Timescale	Risk Priority	Comments, Progress & Result Update	Link
2.1	Audit and Quality assurance Develop and implement 2018-19 audit and inspection programme Implement audit procedural changes KPI of 100 inspections total for 2018-19 across all departments KPI 80% to be reasonable assurance	Health and Safety	May 2018 May 2018	High	Maintain risk based programme of audits for 2017-18. Report non-compliance trends and outcomes to Compliance Board and Risk Safety and Emergency Management Groups Include checks on SR106 managers office inspections Risk assessments to be reviewed for suitability and policy compliance as part of audits	Internal Audit Report on Health and Safety
2.2	Ensure effective health and safety management of suppliers, contractors and service delivery partners Commence pilot audit within Place Department	Health and Safety	May 2018	High	Confirmation of suitable monitoring and safety management systems via supply chain audit. Review KPI and audit data against contract requirements Check SR77 contractor inductions are undertaken	Compliance Board Internal Audit Report Health and Safety

2.3	Event safety and security Ensure that event organisers are using appropriate (Safety Advisory Group) template and proportionate safety plans are produced including security arrangements	Health and Safety	May 2018	High		
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Subject: Improved Awareness and Competence

Ref:	Action and Expected Result	Lead	Timescale	Risk Priority	Comments ,Progress & Result Update	Link
3.1	Review health and safety competency matrix and mandatory H&S training All staff to undertake refresher training: 70% 100%	Health and Safety	June 2017 April 2018 September 2018	High High High	Training and competency matrix reviewed Current estimate at 70%	Compliance Board
3.2	Establish more effective means of recording and reporting on training at corporate level To record all staff related training undertaken	WPOD Health and Safety	September 2018		To include all health and safety training	Report to Compliance Board Also recommended by Internal Audit Report Health and Safety

3.3	Develop new e-learning packages specifically for inclusion on the learning portal <ul style="list-style-type: none"> Event management Remote working & mobile devices Lone working App 	Health and Safety	Developed by December 2018	Medium		
3.4	Health & Safety Week 2018 Personal safety & security theme	Health & Safety and trades unions	October 2018	Medium	Safety week to coincide with national personal safety week to include lone working, violence & aggression, Counter Terrorism Awareness, Lone working App instruction	Link to raising awareness and health and safety culture
3.5	Asbestos Training Ensure via training and briefings that duty holders are aware of NCC procedures, Code of Practice and statutory requirements. Refresher briefing to all duty holders to inc revised Asbestos Code of Practice B8	Health and Safety and Compliance team Property Compliance team	As Property compliance team programme	Medium	Monitor during inspection and audit	
3.6	Counter Terrorism Training Establish Online ACT Awareness Counter Terrorism training module Provide supporting face to face sessions as required	Health and Safety	May 2018	Medium	Work with police & NaCTSO to establish training module	
3.7	Health and safety information to be made more accessible on the intranet	Corporate Communications Health and Safety	June 2018	Medium	Current intranet pages not readily accessible	Internal Audit Report Health and Safety

3.8	Occupational Road Risk (ORR) Appoint Fleet manager Develop consistent ORR procedures and training and monitor compliance	Health and Safety Risk and Insurance	June 2018 Ongoing	High	Occupational road risk group re-established	Corporate Occupational Road Risk working Group and Griffiths & Armour action plan Compliance Board
3.9	Violence to Staff Treat staff with respect initiative and violence to staff policy review Review Wellworker reporting fields to ensure consistency	ASCH Health & Safety	October 2018	Medium		ASCH health & Safety plan 2018

Subject: Premises and Facilities Management

Ref:	Action and Expected Result	Lead	Timescale	Risk Priority	Comments, Progress & Result Update	Link
4.1	Premises and Personal Security Ensure Corporate buildings have assessed security risks and have effective incident response plans	NPOs Health and Safety	Dec 2018	Medium	SR 85 Protective security risk assessment and SR 90 Emergency action template completed and exercised	
4.2	Occupational water safety Review training and operational procedures for staff exposed to open water hazards including flooding and public access and ensure emergency procedures and equipment in place	Health and Safety/ Community Safety	May 2018	Medium	Conformation of safe operating procedures when working near water including arrangements at Rufford and National Water Sports Centre	Notts Water Safety Partnership Action Plan

4.3	Identify emerging risk from organisational change and transformation including: <ul style="list-style-type: none"> Maintenance of emergency arrangement cover in corporate buildings and touch down areas Designated fire officer database to be updated Provision of evacuation mats and training 	Health and Safety and Programme and Projects	June 2018 onwards	Medium	First aider recruitment promotion undertaken	
		C&FM Facilities management	September 2018			
		C&FM Facilities management Health and safety	September 2018		Project for replacement of Evac Chairs with evacuation mats ongoing	Internal Audit Report Health and Safety
4.4	Review risk control and safety arrangements at vacant premises <ul style="list-style-type: none"> Duty of care to manage asbestos maintained Fire risks managed Site hazards minimised Risk based inspection programme implemented Security assessments undertaken 	Property Health and Safety	April 2018	High	Vacant property risk assessment undertaken as premises become empty including fire risk assessment	Internal Audit report Vacant Property Management
4.5	Biomass boilers Review operator training ensuring operatives are competent and safety and maintenance procedures are followed	C&FM Health and safety	June 2018	Medium		

4.6	Re-tender statutory engineering inspection contract	Property C&FM	May 2019	Medium	Contract in final extension year. Must be re-let by May 2019 Need to determine responsibility for management of the contract	
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