Nottinghamshire County Council

SR58: Corporate Health and Safety Action Plan 2018-19

Department:	**Corporate**	Service/School:		Team:	**Health and Safety**
Approved by:	**Personnel Committee & CLT**	Date:	**April 2018**	Review dates:	**June/September /Dec 2018 Reviewed October 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 (June 2019 deadline for conversion)	Medium	Re scope to account for Alternate Service Delivery Model's and retained client functions- waiting Place & BSI feedback Meeting held 31 Oct to scope move to 45001. Migration training February 2019 future model focussed on	Compliance Board

					management arrangements Next key date July 19 –re certification audit.	
1.2	**Management Culture** Undertake Health and Safety culture survey to establish baseline	Chief Exec Health and Safety	Start by June 2018	Low	Consideration of survey methods and outputs ongoing	Carry forward 2017-18 action plan
1.3	**Review supporting policies and guidance** in line with changes to current legislation and best practice • Risk assessment • Occupational road risk • Incident Protocol • NPO Guidance • Minibus guidance • Violence to staff	Health and Safety	December 2018	Medium	Ongoing	

Subject:	Health & 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 2018-19 and report non-compliance trends and outcomes to Compliance Board and Risk Safety and Emergency Management Groups 43 compliance inspections undertaken 72% reasonable assurance to date.	Compliance Board Internal Audit Report Health and Safety
2.2	**Ensure effective health and safety management of suppliers, contractors and service delivery partners**: Commence pilot within Place Department	Health and Safety	May 2018	High	Ongoing- confirmation of suitable monitoring and safety management systems via supply chain audit receive KPI and audit data against contract requirements Routine review meetings held with	Compliance Board Internal Audit Report Health and Safety

Ref:	Action and Expected Result	Lead	Timescale	Risk Priority	Comments, Progress & Result Update	link
					Arc, Via, Parkwood RSPB, Veolia, Serco	
2.3	**Event safety and security** Monitor that event organisers are using appropriate (Safety Advisory Group) template and proportionate safety plans are produced. Event management plans include security arrangements	Health and Safety	April 18	High	Major events monitored and work in conjunction with Newark and Sherwood SAG undertaken. Event security training undertaken	

Subject:	Improved Awareness & 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	Medium Medium	Competency matrix updated to include new e-learning courses. Estimate is that target has been achieved from taught and online learning	

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 Departments	September 2018		To include **all** health and safety training, Work ongoing with workforce planning and organisational development on data capture improvements	Compliance Board Internal Audit Report Health and Safety
3.3	**Develop new e-learning packages** specifically for inclusion on the learning portal and to support blended learning • Event management • Remote working & mobile devices • Lone working App	Health and Safety	Developed by December 2018	Medium	Listed courses ongoing: Driving safely, nominated property officer, shared lives, asbestos awareness revised, fire awareness revised.	

3.4	**Health & Safety Week 2018** Personal safety & security theme	Health & Safety and trade unions	Oct 2018	Low	Completed, continue to distribute information and extend awareness training. Future themes to include Property and water safety	
3.5	**Asbestos Training** Ensure via training and briefings that duty holders are aware of NCC procedures, Code of Practice and statutory requirements. Monitor during inspection and audit 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	Ongoing delivery by property compliance team. eLearning training updated	
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	ACT eLearning available via learning pool from Oct 2018	

3.7	**Health and safety information to be made more accessible in the intranet**	Corporate Communications Health and Safety	June 2018	Medium	New quick link to health and safety intranet pages operational. Ongoing work developing pages.	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 a	June 2018 Ongoing	High	Occupational road risk group re-established Driver assessment form (SR 63-64) revised	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	ASCH Health & Safety	October 2018	Medium	Work ongoing with HR to tie in with overall corporate policy	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	SR85 Protective security risk assessment and SR 90 Emergency action template under review Postal threat training undertaken	
4.2	**Occupational water safety** Review training & 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	Risk profiling exercise undertaken of all NCC sites with water features on or adjacent. Ongoing work with Nottinghamshire water safety partnership	Nottinghamshire water safety partnership action plan

4.3	**Identify emerging risk from organisational change and transformation** including:					
	• Maintenance of emergency arrangement cover in corporate buildings and touch down areas	Health and Safety and Programme and Projects	June 2018 onwards	Medium	First aider recruitment promotion Promoted at safety event, work with First aid provider to induct new first aiders into role.	
						Internal Audit Report Health and Safety
	• Designated fire officer database to be updated	C&FM Facilities				
	• Provision of evacuation mats and training	C&FM Facilities management Health and safety	September 2018		Project to replacement of Evac Chairs with evacuation mats ongoing	

4.4	**Review risk control and safety arrangements at vacant premises** • 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 un-occupied. Including fire risk assessment. Work with property estates and risk and insurance ongoing. Forms revised and briefing session on vacant property risk developed.	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	C&FM to assess training need	
4.6	**Re-tender statutory engineering inspection contract**	Property C&FM Facilities management	May 2019	Medium	Contract in final extension year must be re-let by May 2019 Managed by property from April 2019	

(all departments will be required to develop action plans to identify the measures/steps being taken to priorities, eliminate and reduce identified risks and address any outstanding issues or areas of concern with a particular focus on the following areas)