



## SR58: Corporate Health and Safety Action Plan 2019-20

Department:	<b>Corporate</b>	Service/School:		Team:	<b>Health and Safety</b>
Approved by:	<b>Personnel Committee &amp; CLT</b>	Date:		Review dates:	<b>Reviewed October 2019</b>

<b>Subject: Effective occupational health and safety management systems</b>					
<b>Ref:</b>	<b>Action and Expected Result</b>	<b>Lead</b>	<b>Timescale</b>	<b>Priority</b>	<b>Comments, Progress &amp; Result Update</b>
<b>1.1</b>	<p><b>Health and Safety management system</b></p> <p>Occupational Health and Safety Assessment Series (OHSAS 18001) strategic review of last three years</p> <p>Undertake gap analysis for transition to international standards organisation (ISO) 45001:2018</p> <p>Establish scope and context of organisation under ISO 45001 requirements</p> <p>Develop transition time line and action plan (Initial planning day 6 June 2019)</p>	Health and Safety	<p>July 2019</p> <p>July 2019</p> <p>From July 2019 deadline for conversion by March 2021</p>	Medium	<p>1 July 18001 strategic review of last 3 years safety performance - re-certificated until March 2021</p> <p>6 June initial 45001 planning day undertaken - scope and context established</p> <p>16 October 45001 migration assessment completed, draft action plan produced</p>

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<b>1.2</b>	<p><b>Safety Management Culture</b></p> <p>Establish mechanism for visible safety leadership in support of ISO 45001 requirements</p> <p>Establish KPIs for management safety tours:</p> <ul style="list-style-type: none"> <li>• Directors 1 per year</li> <li>• Group Managers 2 per year</li> <li>• Team Managers 4 per year</li> </ul>	<p>Health and Safety</p> <p>Directors and Group/Team Managers</p>	<p>Oct 2019</p> <p>Implement from April 2020</p>	Low	<p>Embed into revised Health and Safety Essentials core competency training</p> <p>Subject to Audit from April 2020</p>
<b>1.3</b>	<p><b>Review supporting policies and guidance</b> in line with changes to current legislation and best practice</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Occupational road risk</li> <li>• Incident Protocol</li> <li>• Lone working and personal safety</li> </ul>	Health and Safety	December 2019	Medium	<p>Risk assessment reviewed, no significant change</p> <p>ORR guidance finalised to be issued Jan 2020</p> <p>Ongoing, align to 45001</p> <p>Lone working group reviewing related guidance - resource library to be available January 2020</p>

<b>Subject: Health &amp; Safety Compliance and Risk Management</b>					
<b>Ref:</b>	<b>Action and Expected Result</b>	<b>Lead</b>	<b>Timescale</b>	<b>Priority</b>	<b>Comments, Progress &amp; Result Update</b>
<b>2.1</b>	<b>Audit and Quality assurance</b>  Implement internal inspection and audit programme  Inspections KPI's 75 inspections total for 2019-20 across all departments  80% to be reasonable assurance  Audits KPI less than 25% to have major nonconformities raised	Health and Safety	March 2020	Medium	
<b>2.2</b>	<b>Ensure effective health and safety management of suppliers, contractors and service delivery partners:</b>  Joint working between H&S and procurement to establish suite of KPIs for performance monitoring in order to strengthen H&S aspects of contract management  Report to H & S Compliance Board  Review supplier assessment form SR73a/b	Health and Safety	May 2019  June 2019  April 2019	High	Ongoing. Confirmation of suitable monitoring and safety management systems via supply chain audits  Procurement and contract management working group established, toolkit inc H&S requirements under production  Elearning revised Sept 19 Single SR 73 produced
<b>Subject: Health &amp; Safety Compliance and Risk Management</b>					

Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
2.3	<p><b>Event safety and security</b> Plan and implement arrangements to ensure staff safety during cricket world cup series and key matches in conjunction with Nottinghamshire County Cricket Club and the police</p> <p>Work with event organisers and safety advisory groups to ensure safely planned and delivered events</p>	Health and Safety	<p>April 19</p> <p>Ongoing</p>	High	<p>Major events monitored</p> <p>Positive inspection outcome from onsite compliance visits</p>
2.4	<p><b>Lone working and personal safety</b> Implementation of lone working App Guardian 24 and effective escalation procedures</p> <p>Scope and undertake crosscutting review of lone working and personal safety arrangements and report to H &amp; S Compliance Board</p> <p>Undertake lone working audit and report outcomes</p>	<p>ICT Health &amp; Safety</p> <p>Laurence Jones Health and Safety</p> <p>Health and Safety</p>	<p>September 2019</p> <p>June 2019</p>	High	<p>Personal safety and lone working group established and reporting to H &amp; S Compliance Board.</p> <p>Resource review undertaken and relaunch of 'tool kit' Jan 2020 to coincide with availability of lone working App</p> <p>Audit undertaken June 2019</p> <p>Members safety training</p>
2.5	<p><b>Security/personal safety in schools and academies</b> Work with tackling emerging threats to children's team (TETC) to provide joined up advice and reporting regarding knife crime prevention in schools</p> <p>Review how security advice is provided and security surveys are undertaken</p> <p>Develop supporting checklists</p>	TETC Health and Safety	<p>June 2019</p> <p>Oct 2019</p>		<p>Revise SR77 contractor induction to account for security of contractor's tools and equipment - Completed</p> <p>Joint ARC/ VIA/ NCC/ Nottinghamshire Police Campaign material produced in draft</p> <p>Monitor incident reports for trends and forward to TETC</p> <p>In response to Department for Education guidance</p> <p>Awaiting DFE final document</p>

Subject: Improved Awareness & Competence					
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
3.1	<b>Review health and safety competency matrix and mandatory H&amp;S training</b>				
	Revise Health & Safety essentials to include ISO 45001 requirements	Health and Safety	October 2019	Medium	Commenced - included as part of 45001 communication plan to be implemented from April 2020
	35% managers to have undertaken H&S essentials within period	Health and Safety	October 2019		
	Develop new safety leadership training to replace active safety management and align to 45001 requirements		October 2020	Medium	Competency matrix updated to reflect new courses
	35% Group Managers and above to have undertaken		October 2019	Medium	
	Develop workbook based COSHH training for schools		October 2019		
3.2	<b>Risk Assessment</b>				Include ISO 45001 requirements
	Review training content and provide briefing sessions to address identified knowledge gaps	Health and Safety	Oct 2019		No legislative change but now to include opportunities for improvement
3.3	<b>Establish more effective means of recording and reporting on training at corporate level</b>	HRWOD Health and Safety Departments	May 2019		To include <b>all</b> health and safety training
	Communications to staff and managers instructing them to use the My Learning, My Career portal to record training				Promote during learning week
					Communicated via Team Briefing
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3.4	<b>Develop new E-learning packages</b> specifically for inclusion on the learning portal and to support blended learning <ul style="list-style-type: none"> <li>Remote working &amp; mobile devices</li> <li>Lone working App</li> <li>Asbestos code of practice</li> </ul>	Health and Safety Property compliance team in conjunction with Arc	Developed by October 2019	Medium	Will feature as part of lone working App, launch  eLearning course produced PowerPoint resource on school's portal from Oct 2019
3.5	<b>Health &amp; Safety promotional events</b> Water safety day  Lone working, personal safety & security day  Host Working Well together mock trial	Health & Safety  Health & Safety and trade unions  Health & Safety WWT/HSE	July 2019  Oct 2019  16 April 2019 10 July 2019	Low	Raise staff and school awareness of open water swimming dangers in conjunction with Water Safety Partnership. Event held 16 July 2019  January 2020 date TBC  Two mock trials completed Positive feedback from Working Well Together and HSE
3.6	<b>Counter Terrorism Awareness Training</b> Maintain updates of Action Counters Terrorism (ACT) eLearning package Specific face to face taught training as required	Health and Safety	Ongoing quarterly	Medium	Quarterly report to system provider  Total sessions completed = 143 Total since April 2019 = 42
3.7	<b>Occupational Road Risk (ORR)</b> Implement recommendations from Griffiths & Armour action plan <ul style="list-style-type: none"> <li>Eyesight suitability confirmation</li> <li>Driving conviction checks</li> </ul>	Health and Safety, Transportation and Risk and Insurance	September 2019  Ongoing	High	Check box for driving requirement on recruitment forms

<b>Subject:</b>	<b>Premises and Facilities Management</b>
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Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
4.1	<p><b>Premises and Protective Security</b></p> <p>Ensure Corporate buildings have assessed security risks and have effective incident response plans in place</p> <p>Plans are exercised and tested</p>	<p>C&amp;FM Facilities NPOs Health and Safety</p> <p>C&amp;FM Facilities NPOs</p>	September 2019	Medium	<p>SR85 Protective security risk assessment</p> <p>SR90 Emergency action template under review</p> <p>Post room - Lawn View House contingencies exercise undertaken</p>
4.2	<p><b>Identify emerging risk from organisational change and transformation</b> including:</p> <p>Maintenance of emergency arrangement cover in corporate buildings and touch down areas sufficient trained persons available for:</p> <ul style="list-style-type: none"> <li>• First aid emergencies</li> <li>• Fire evacuation</li> <li>• Implementation of personal evacuation plans</li> <li>• Other premise evacuations</li> <li>• Responding to internal alarms lift/panic</li> </ul> <p>Implementation of Evacuation chair replacement programme with evacuation mats</p>	<p>Health and Safety and Programme and Projects</p> <p>C&amp;FM Facilities Management</p> <p>C&amp;FM Facilities Management</p>	<p>April 2019 onwards</p> <p>September 2019</p>	High	<p>Monitor to ensure effective cover maintained during Smarter Working 2 moves -Ongoing</p> <p>Distributed to sites awaiting installation and training</p>
<b>Subject:</b>	<b>Premises and Facilities Management</b>				
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update

4.3	<b>Review risk control and safety arrangements at vacant premises</b>  Monitor surplus and vacant premises as part of inspection programme  Work with Smarter Working and managers and insurers to ensure safe closure or handover of premises including: <ul style="list-style-type: none"> <li>• Office relocation of staff and equipment</li> <li>• Temporary storage arrangements</li> <li>• Contractor performance monitoring</li> </ul>	Property  Risk and insurance  Health and Safety	Ongoing  Ongoing	High	Vacant premises inspection process reviewed  Risk priority guidance issued  Decommissioning and closedown protocols established with Arc
4.4	<b>Statutory engineering inspection contract</b>  Ensure complete handover to Arc to enable new supplier to undertake contract	Health and Safety Property and Arc	May 2019	Medium	Managed by property and Arc from April 2019  Handover complete May 2019

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