Nottinghamshire County Council

SR58: Corporate Health and Safety Action Plan 2019-20

Department:	**Corporate**	Service/School:		Team:	**Health and Safety**
Approved by:	**Personnel Committee & CLT**	Date:		Review dates:	**June/September/December 2019**

Subject:	Effective occupational health and safety management systems				
Ref:	**Action and Expected Result**	**Lead**	**Timescale**	**Priority**	**Comments, Progress & Result Update**
1.1	**Health and Safety management system** Occupational Health and Safety Assessment Series (OHSAS 18001) strategic review of last three years Undertake gap analysis for transition to international standards organisation (ISO) 45001:2018 Establish scope and context of organisation under ISO 45001 requirements Develop transition time line and action plan (Initial planning day June 6th 2019)	Health and Safety	July 2019 July 2019 From July 2019 deadline for conversion by March 2021	Medium	Future model focussed on management arrangements Next key date 1 July 2019 – re certification audit

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1.2	**Safety Management Culture** Establish mechanism for visible safety leadership in support of ISO 45001 requirements Establish KPIs for management safety tours: • Directors 1 per year • Group managers 2 per year • Team managers 4 per year	Health and Safety Directors and Group/team managers	Oct 2019 Implement from April 2020	Low	Develop new SR form for recording Based on opportunities for improvement
1.3	**Review supporting policies and guidance** in line with changes to current legislation and best practice • Risk assessment • Occupational road risk • Incident Protocol • Lone working and personal safety	Health and Safety	December 2019	Medium	Ongoing

Subject:	Health & Safety Compliance and Risk Management				
Ref:	**Action and Expected Result**	**Lead**	**Timescale**	**Priority**	**Comments, Progress & Result Update**
2.1	**Audit and Quality assurance** 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	
2.2	**Ensure effective health and safety management of suppliers, contractors and service delivery partners**: 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 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 Receive supplier performance updates-ongoing through planned programme Produce single simplified form

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2.3	**Event safety and security** 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 Work with event organisers and safety advisory groups to ensure safely planned and delivered events	Health and Safety	April 19 Ongoing	High	 Major events monitored Rufford and Sherwood country parks
2.4	**Lone working and personal safety** Implementation of lone working App Guardian 24 and effective escalation procedures Scope and undertake crosscutting review of lone working and personal safety arrangements and report to Compliance Board Undertake lone working audit and report outcomes	ICT Health & Safety Laurence Jones Health and Safety Health and Safety	September 2019 June 2019	High	
2.5	**Security/personal safety in schools and academies** Work with tackling emerging threats to children's team (TETC) to provide joined up advice and reporting regarding knife crime prevention in schools Review how security advice is provided and security surveys are undertaken Develop supporting checklists	TETC Health and Safety	June 2019 Oct 2019		Revise SR77 contractor induction to account for security of contractors tools and equipment Monitor incident reports for trends and forward to TETC In response to Department for Education guidance

Subject:	Improved Awareness & Competence				
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
3.1	**Review health and safety competency matrix and mandatory H&S training** Revise Health & Safety essentials to include ISO 45001 requirements 35% managers to have undertaken H&S essentials within period Develop new safety leadership training to replace active safety management and align to 45001 requirements 35% Group Managers and above to have undertaken Develop workbook based COSHH training for schools	Health and Safety Health and Safety	October 2019 October 2019 October 2020 October 2019 October 2019	Medium Medium Medium	Competency matrix updated to reflect new courses
3.2	**Risk Assessment** Review training content and provide briefing sessions to address identified knowledge gaps	Health and Safety	Oct 2019		Include ISO 45001 requirements
3.3	**Establish more effective means of recording and reporting on training at corporate level** Communications to staff and managers instructing them to use the My learning, My Career portal to record training	HRWOD Health and Safety Departments	May 2019		To include **all** health and safety training Promote during learning week

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3.4	**Develop new E-learning packages** specifically for inclusion on the learning portal and to support blended learning • Remote working & mobile devices • Lone working App • Asbestos code of practice	Health and Safety Property compliance team in conjunction with Arc	Developed by October 2019	Medium	To enable continued access to updates after compliance team move to Arc
3.5	**Health & Safety promotional events** 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 April 16th 2019 July 10th 2019	Low	Raise staff and school awareness of open water swimming dangers in conjunction with Water Safety Partnership Use to promote lone working App Facilitated by Robert Woodhead Ltd
3.6	**Counter Terrorism Awareness Training** 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 provider
3.7	**Occupational Road Risk (ORR)** Implement recommendations from Griffiths & Armour action plan • Eyesight suitability confirmation • Driving conviction checks	Health and Safety, Transportation and Risk and Insurance	September 2019 Ongoing	High	Check box for driving requirement on recruitment forms

Subject:	Premises and Facilities Management				
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
4.1	**Premises and Protective Security** Ensure Corporate buildings have assessed security risks and have effective incident response plans in place Plans are exercised and tested	C&FM facilities NPOs Health and Safety C&FM facilities NPOs	September 2019	Medium	SR85 Protective security risk assessment SR 90 Emergency action template under review
4.2	**Identify emerging risk from organisational change and transformation** including: Maintenance of emergency arrangement cover in corporate buildings and touch down areas sufficient trained persons available for: • First aid emergencies • Fire evacuation • Implementation of personal evacuation plans • Other premise evacuations • Responding to internal alarms lift/panic Implementation of Evacuation chair replacement programme with evacuation mats	Health and Safety and Programme and Projects C&FM Facilities management C&FM Facilities management	April 2019 onwards September 2019	High	Monitor to ensure effective cover maintained during Smarter Working 2 moves

Subject:	Premises and Facilities Management				
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments ,Progress & Result Update
4.3	**Review risk control and safety arrangements at vacant premises** 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 – - Office relocation of staff and equipment - Temporary storage arrangements - Contractor performance monitoring	Property Risk and insurance Health and Safety	Ongoing Ongoing	High	
4.4	**Statutory engineering inspection contract** 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

(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 this Action Plan)