

SR58 – Corporate Health and Safety Action Plan 2016-2017

This document should be read in conjunction with the Corporate Occupational Health and Safety (OHS) Objectives and Programmes HSMS Ref: A0)

Not yet
started

Significant
chance of
missing
target

In Progress

(carried forward from
15/16 action plan)

Completed

No.	Action	Lead	Timescale	Comments
1. Effective occupational health and safety management systems				
1.1	Review supporting policies and guidance in line with changes to current legislation and best practice <ul style="list-style-type: none"> Asbestos management Construction design and management Control of contractors Occupational road risk 	Health and Safety	September 2016	
1.2	Review Corporate health and safety strategy to ensure ongoing suitability, adequacy and effectiveness of the health and safety management system Emphasis on compliance based model Scope against HSE work plan	Health and Safety and Health and Safety sponsors	March 2017	Current strategy extended - new three year strategy tie in to other strategy development



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1.3	<p>Occupational Health and Safety Assessment Series OHSAS 18001:2007:-</p> <p>Maintain management system accreditation for services within scope of Corporate certificate and risk management system - British Standards Institute re- certification three year review</p> <p>Re scope to account for Alternate Service Delivery Model's and retained client functions</p> <p>Focus on identified areas for improvement -</p> <ul style="list-style-type: none">• Risk assessment• Operational control• Incident investigation and corrective action• Evaluation of compliance <p>Monitor implications of change to International Standards Organisation 45001 safety management standard (due 2016)</p>	Health and Safety and Divisional OHSAS leads	<p>Ongoing</p> <p>July 16</p> <p>March 16</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Corporate management system reaccreditation due July 2016</p> <p>Reviewing against draft ISO 45001 standard and note additions to management commitment element.</p>



No.	Action	Lead	Timescale	Comments
2. Health and safety compliance				
2.1	<p>Recognising good health and safety management performance via 'Safety Smart' accreditation</p> <p>Priority LA managed schools</p>	Health and Safety team schools lead	March 2017	Target to achieve 4 awards this period
2.2	<p>Ensure effective health and safety management of suppliers, contractors and service delivery partners through:</p> <p>Ongoing safety performance monitoring in conjunction with key service delivery partners</p> <ul style="list-style-type: none"> • R Woodheads Ltd - quarterly • Lafarge Tarmac – quarterly* • Serco –NWSC – six monthly • Veolia – six monthly • Scape – six monthly* <p>*Until Alternate Service Delivery Models are established</p>	Health and Safety	<p>March 2017</p> <p>Ongoing as scheduled</p>	<p>Support Corporate procurement and service managers (when commissioning services) with pre-qualification and selection of prospective suppliers; contractors and service delivery partners</p> <p>Identify high risk contractual arrangements for monitoring and hold quarterly liaison meetings</p>
2.3	Develop compliance monitoring arrangements for Alternate Service Delivery Models's in conjunction with retained clients	Health and Safety and retained client functions	April 2016	Establish safety performance monitoring regimes and contract reviews against safety key performance indicators



No.	Action	Lead	Timescale	Comments
2.4	Evaluation of Compliance <ul style="list-style-type: none"> Maintain risk based programme of audits for 2016-17 and report non-compliance trends and outcomes to Risk Safety and Emergency Management Groups Utilise British Standards institute Occupational Health and Safety Assessment Series audit reports to evaluate areas for improvement Monitor incident trends/identify clusters Monitor accident/incident close outs by managers Develop system for close out after chase up by administrator if no action 	Health and Safety	January 2017 As audit programme Ongoing Ongoing April 2016	Monitor during incident reviews System administrator to maintain overview
3. Improved awareness and competence				
3.1	Deliver annual safety update to Senior management teams as follow on from active safety management	John Nilan	March 2017	



No.	Action	Lead	Timescale	Comments
3.2	<p>Continued promotion of</p> <ul style="list-style-type: none">• IOSH Managing Safety for Head Teachers and School Business Managers• IOSH Managing School Premises training	Health and Safety schools lead	Ongoing as programme	
3.3	<ul style="list-style-type: none">• Deliver core health and safety courses as 2016-17 learning and development programme to internal and external clients	Health and safety	March 2017	Continual review and update of training material. Amend as required as sold package to external clients
3.4	<p>Further develop e-learning packages specifically for inclusion on the learning portal</p> <p>New learning packages to be developed this period:</p> <ul style="list-style-type: none">• Occupational road risk• Winter driving• Control of substances hazardous to health	Health and Safety In conjunction with learning and development	March 2017	



No.	Action	Lead	Timescale	Comments
	<ul style="list-style-type: none"> Personal security and Counter Terrorism awareness Occupational water safety Event management Commissioning services including construction client duties 	in conjunction with The Police Counter Terrorism Security Advisors		
4. Risk priorities (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)				
4.1	Identify emerging risk from organisational change and transformation <ol style="list-style-type: none"> Consider health and safety implications of alternative service delivery models Maintenance of emergency arrangement cover in corporate buildings utilising touch down and hot desking Safety arrangements at vacant premises Use of volunteers and casual staff 	Health and Safety Health and Safety NPOs Property Health and Safety	Ongoing April 2016 Ongoing January 2016 April 2016	Link to 2.3 - compliance monitoring arrangements of arms -length or outsourced/commissioned services Risk matrix now established and incorporated into surplus and vacant property list Review volunteer use and existing safety arrangements
4.2	Asbestos <ol style="list-style-type: none"> Review of effectiveness of and compliance with NCC asbestos code of practice to include: 	Health and Safety and Property team	March 2016	



No.	Action	Lead	Timescale	Comments
	<ul style="list-style-type: none"> • Induction processes and permissions to work • Contractor training and competence • Availability and use of asbestos survey information <p>2. Roof void access procedures for maintenance staff to be developed to support the Asbestos Code of Practice</p> <p>3. Ensure via training and briefings that duty holders are aware of NCC procedures, Code of Practice and statutory requirements. Monitor during inspection and audit</p> <p>4 Refresher briefing to all duty holders</p>	<p>Health and Safety and framework consultant</p> <p>Health and Safety and Property team</p> <p>Health and Safety and Property team</p>	<p>April 2016</p> <p>Ongoing</p> <p>March 2017</p>	<p>Draft produced by Acorn consultants</p>
4.3	<p>Occupational Road Risk</p> <ul style="list-style-type: none"> • Disseminate learning outcomes from 2015 insurance review in conjunction with issue of revised guidance <p>Monitor:</p> <ul style="list-style-type: none"> • Pedestrian/vehicle segregation on all NCCsites 	<p>Health and Safety, Risk and Insurance and Road Safety</p>	<p>April 2016</p> <p>Ongoing</p>	<p>Monitor during inspection or safety plan reviews</p>



No.	Action	Lead	Timescale	Comments
	<ul style="list-style-type: none"> Vehicle movement plans on construction sites and events Issue self assessment for lower risk site and review returns <p>Review:</p> <ul style="list-style-type: none"> Banksman procedures Plant and vehicle related risk assessment Driver/operator training and competencies for off road vehicles and plant 		<p>September 2016</p> <p>September 2016</p>	
4.4	<p>Maintain periodic tree inspections across corporate estate and highway trees in view of ash die back</p> <p>Note tree risk management arrangements during planned audits (schools)</p>	<p>Highways and Property team</p> <p>Health and Safety</p>	<p>October 2016</p>	<p>Liaison with Highways tree inspectors</p> <p>Monitor during management review audits</p>
4.5	Work with Departments to improve/review contract management for tree works and subcontracted works	Corporate Procurement and Health and safety	June 2017	
4.6	<p>Review safety management systems for installation and design and use of biomass boilers</p> <p>Site specific risk assessments to be undertaken at each installation</p>	<p>Property, Health and Safety and Risk and Insurance</p> <p>Property</p>	<p>January 2016</p> <p>March 2016</p>	<p>Incident reports under review to establish safety critical learning points</p>



No.	Action	Lead	Timescale	Comments
	Monitor incident trends and communicate learning from incidents	PropertyandHealth and Safety	Ongoing	
	Review, commission and undertake training for Biomass boiler operatives and overseeing managers	Property team	March 2016	Commence with Ashwell type systems as priority
4.7	Review health and safety risks posed by event management	Health and Safety and Emergency Planning	April 2016	
	Work alongside event organisers and Safety Advisory Groups where NCC has the responsibility for events			
	Review key NCC event plans and undertake monitoring visits during set up and event		Ongoing	
	Develop standard forms for event planning and management		April 2016	
4.8	Premises and Personal Security	Health and Safety		
	Monitor arrangements and review security related incidents including visitor and contractor access control arrangements		May 2016	
	Undertake security risk assessment for key premises	Facilities Management	Jan 2016	



No.	Action	Lead	Timescale	Comments
	Review counter terrorism security procedures and training	Health and Safety and Emergency Planning	Jan 2016	

Document Owner: John Nilan (Health and Safety)