

## SR58: Corporate Health and Safety Action Plan 2017-18

Department:	<b>Corporate</b>	Service/School:		Team:	<b>Health and Safety</b>
Approved by:		Date:	<b>May 2017</b>	Review dates:	<b>June/September /Dec 2017</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>Risk Priority</b>	<b>Comments ,Progress &amp; Result Update</b>
<b>1.1</b>	<b>Review governance arrangements to reinforce a health and safety culture</b> in order to streamline, avoid duplication and clarify responsibilities	RS&EMB SRO Health and Safety	September 2017	High	Compliance Board to be re-established -chaired by the Chief Executive.
<b>1.2</b>	<b>Management Culture</b> Undertake Health and Safety culture survey to establish baseline	Health and Safety	October 2017	High	Use modified HSE survey tool
<b>1.3</b>	<b>Review supporting policies and guidance</b> in line with changes to current legislation and best practice <ul style="list-style-type: none"> <li>Asbestos management</li> <li>COSHH</li> <li>Risk assessment</li> <li>Occupational road risk</li> </ul>	Health and Safety	December 2017	Medium	To include non-building related asbestos control measures - contaminated land
<b>1.4</b>	<b>Occupational Health and Safety Assessment Series (OHSAS 18001):-</b> Maintain H&S management system accreditation for services within scope of Corporate certificate	Health and Safety	April 2017 onwards	Medium	

	<p>Focus on identified areas for improvement – (3 year review feedback)</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Operational control</li> <li>• Emergency preparedness</li> <li>• Document control</li> </ul> <p>Demonstrate visible safety leadership at all management levels by participation in active monitoring programmes.</p> <p>Services to Update SR60s to reflect changes</p>	<p>and service OHSAS leads</p> <p>Managers 2017/18 Led by senior managers</p> <p>Service managers/ RS&amp;EMG</p>		<p>Medium</p> <p>Medium</p>	<p>Re scope to account for alternate Service Delivery Model's and retained client functions</p> <p>Monitor and plan for implications of change to International Standards Organisation 45001 safety management standard</p>
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<b>Subject: Health and safety compliance</b>					
<b>Ref:</b>	<b>Action and Expected Result</b>	<b>Lead</b>	<b>Timescale</b>	<b>Risk Priority</b>	<b>Comments, Progress &amp; Result Update</b>
<b>2.1</b>	<b>Review safety arrangements for high risk plant and equipment users -</b> Country Parks Brook Farm Landscape Services	Health and Safety	September 2017	High	Examine competencies, suitability of plant, review asset management register, risk assessments and contractor arrangements.
<b>2.2</b>	<b>Review risk assessment process and supporting documentation</b> to encourage usage by managers and employees. Re-launch as part of Health and Safety Awareness week	Health and Safety	October 2017	High	
<b>2.3</b>	<b>Ensure effective health and safety management of</b>				

	<p><b>suppliers, contractors and service delivery partners</b> through: Ongoing safety performance monitoring in conjunction with key service delivery partners.</p> <ul style="list-style-type: none"> <li>• Parkwood -quarterly</li> <li>• Serco – NWSC – six monthly</li> <li>• Veolia – six monthly</li> <li>• RSPB-Sherwood visitors centre development</li> </ul> <p>H&amp;S Business partners to work with service managers to establish monitoring arrangements for framework contractors and second tier compliance arrangements.</p>	<p>Health and Safety</p> <p>Health and Safety and managers</p>	<p>Ongoing</p> <p>September 2017</p>	<p>High</p> <p>Medium</p>	
2.4	<p><b>Ongoing compliance monitoring arrangements for Alternate Service Delivery Model's in conjunction with retained clients</b></p> <ul style="list-style-type: none"> <li>• VIA – quarterly</li> <li>• Arc – monthly</li> <li>• Inspire – quarterly</li> </ul>	<p>Health and Safety and retained client functions</p>	<p>Ongoing</p>	<p>Medium</p>	<p>Monitor progress against OHSAS or similar accreditation – timescales dependant on current accreditation</p>
2.5	<p><b>Evaluation of Compliance</b> Maintain risk based programme of audits for 2017-18 and report non-compliance trends and outcomes to Compliance Board and Risk Safety and Emergency Management Groups</p>	<p>Health and Safety</p>	<p>Ongoing</p>	<p>High</p>	<p>Utilise British Standards Institute OHSAS audit reports to evaluate areas for improvement, monitor trends and patterns, ensure incidents closed and share learning</p>

	Priority area: Children's Social care, Highways Client, Property Compliance and Estates, Country parks, C&FM. Youth Service, Catering and Facilities Management				
<b>2.6</b>	<b>Monitor of effectiveness of and compliance with NCC asbestos code of practice</b> to include: -Induction processes and permissions to work -Contractor training and competence -Availability and use of asbestos survey information -Action to be taken on disturbed material from ground works and work planning considerations	Health and Safety and Property Compliance team	Ongoing	High	
<b>2.7</b>	<b>Recognising and embedding good health and safety management performance</b> via 'Safety Smart' accreditation in schools Priority LA managed schools	Health and Safety team schools lead	Ongoing	Medium	

<b>Subject:</b>		<b>Improved awareness and competence</b>			
<b>Ref:</b>	<b>Action and Expected Result</b>	<b>Lead</b>	<b>Timescale</b>	<b>Risk Priority</b>	<b>Comments, Progress &amp; Result Update</b>
<b>3.1</b>	<b>Revise Active Safety management and Health and Safety Essential's core competency courses</b> to account for learning from the Rufford incident	Health and Safety	June 2017	High	Highlight importance of risk assessment and operational control

	<b>All staff to undertake refresher training: 70% by 100% by</b>		April 2018 September 2018	High	Corporate Leadership Team Briefing – May 2017 Directors Business Meeting and Extended Leadership Team Briefing – June 2017
<b>3.2</b>	<b>Further develop e-learning packages</b> specifically for inclusion on the learning portal  New learning packages to be developed this period: <ul style="list-style-type: none"> <li>• COSHH</li> <li>• Event management</li> <li>• Commissioning services including construction client duties</li> </ul> Remote working & mobile devices	Health and Safety learning and development teams	Delivery by April 2018	Medium	
<b>3.3</b>	<b>Campaign of raising health and safety awareness</b>	Health & Safety and trade unions	April 2017 – April 2018		<ul style="list-style-type: none"> <li>• 16<sup>th</sup> May learning at work event - Occupational road risk theme</li> <li>• October 2017 Health and Safety Awareness Week – focus on risk assessment</li> <li>• Ongoing programme of awareness raising – Team Talk, Chief Executive's blog, intranet articles, Extended Leadership Team and Director's Business meeting briefing</li> </ul>
<b>3.4</b>	<b>Revised EPDR process</b> to ensure Health and Safety targets and actions are set and achieved	HR to review process  Managers to implement	May 2017  2017/18		Review effectiveness March/April 2018
<b>3.5</b>	<b>Asbestos Training</b> Ensure via training and briefings that duty holders are aware of NCC procedures, Code of Practice and statutory requirements. Monitor during	Health and Safety and Compliance team	June 2017		Inclusion of COSHH within programme

	inspection and audit  Refresher briefing to all duty holders	Property Compliance team	April 2018		
3.6	<b>Continued promotion of training in schools:</b> <ul style="list-style-type: none"> <li>IOSH Managing Safety for Head Teachers and School Business Managers and refresher training</li> <li>IOSH Managing Safety in School Premises training</li> </ul>	Health and Safety schools lead	Ongoing	Medium	

Subject	<b>Key risk priorities not identified above</b> (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)				
Ref:	Action and Expected Result	Lead	Timescale	Risk Priority	Comments, Progress & Result Update
4.1	<b>Occupational Road Risk</b> <ul style="list-style-type: none"> <li>Fleet risk audit to be undertaken by Griffiths &amp; Armour &amp; share outcomes</li> <li>Monitor Pedestrian/vehicle segregation on selected NCC sites</li> <li>Review and monitor vehicle movement plans on construction sites and events</li> </ul>	Health and Safety, Risk and Insurance and Road Safety	June 2017  Ongoing	High	Occupational road risk group re-established first meeting held 16/5/2017
4.2	<b>Premises and Personal Security</b> Review counter terrorism security procedures in corporate buildings including	NPOs/NPCs	October 2017	High	New SR90 action card developed and checked by police CTSA's

	<p>developing local level response plans</p> <p>Work with democratic services on elected members' personal safety-new elected members induction</p> <p>Deliver Griffin Training on risk basis.</p>	<p>Health and Safety Emergency Planning</p> <p>Health and Safety</p>	<p>September 2017</p> <p>Ongoing</p>	<p>High</p> <p>Medium</p>	Actioned
<b>4.3</b>	<b>Review fire safety of Council buildings and arrangements for evacuation</b>	Property, ARC and Health and safety team	September 2017	High	In conjunction with fire officer and fire service
<b>4.4</b>	<b>Review health and safety risks posed by event management</b> Working with event organisers / Parkwood and Safety Advisory Groups.	Health and Safety and Emergency Planning	April-June 2017	Medium	Review key NCC event plans and undertake monitoring visits during set up and event
<b>4.5</b>	<b>Identify emerging risk from organisational change and transformation</b> including: <ul style="list-style-type: none"> <li>• Maintenance of emergency arrangement cover in corporate buildings and touch down areas</li> <li>• Use of volunteers and casual staff</li> <li>• Use of mobile electronic devices</li> </ul> Remote working	Health and Safety and Programme and Projects team	May 2017 onwards	Medium	
<b>4.6</b>	<b>Monitor CLASP demolition works</b>	Property, Health and safety, Communications, Facilities Team	Immediate for duration of programme - June 2017	High	Includes: <ul style="list-style-type: none"> <li>• Monthly compliance meetings</li> <li>• Amend communication plan to suit site conditions</li> <li>• Sign and monitor pedestrian route</li> </ul>

<b>4.7</b>	<b>Review safety arrangements at vacant premises</b> to ensure: <ul style="list-style-type: none"> <li>• Duty of care to manage asbestos maintained</li> <li>• Sites secure and hazards minimised</li> <li>• Risk based inspection programme</li> </ul>	Property	August 2017	Medium	
<b>4.8</b>	Monitor installation and remedial works programme re <b>biomass boilers</b> ( Woodhead's & Tomlinson's managed by Arc)	Property & Health and Safety	Immediate for duration of programme	Medium	
<b>4.9</b>	<b>Tree inspections and works</b> Work with Green estates and country parks to improve/review contract management for tree works and subcontracted works  Maintain periodic tree inspections across corporate estate  Review tree risk management arrangements during planned audits ( schools )	Corporate Procurement and Health and safety  Highways and Property team  Health and Safety	September 2017  Ongoing  Ongoing	Medium  Low  Low	