



SR58: Corporate Health and Safety Action Plan 2021-2022

Department:	Corporate	Service/School:		Team:	Health and Safety
Approved by:		Date:	April 2021	Review dates:	Review Sept 2021

Comment - Covid 19 continues to impact on the delivery of the plan and priorities will flex according to need

Subject: Effective occupational health and safety management systems					
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
1.1	<p>Health and Safety management system</p> <p>Embed ISO45001.</p> <ul style="list-style-type: none"> Remove reference to BS 18001 Renew H&S policy statement Review safety manual A section Develop management ISO45001 toolkit Revise SR form & document control New management arrangements SR60 to be developed Review how changing context and scope are considered Define management review process <p>Adult Social Care (ASCH) to be brought into ISO45001 scope</p>	<p>Health and Safety</p> <p>(Reporting to Health and Safety Compliance Board)</p>	<p>April 2021</p> <p>Progress to be commenced by 1st July 2021</p>	<p>Medium</p>	<p>Policy statement completed Feb 21</p> <p>Work commenced on management tool kit</p> <p>Former SR forms now designated F45</p> <p>Risk assessment reviewed and implemented F45-1</p> <p>First continuing assessment visit undertaken 1st July 2021</p> <p>Management review via Compliance Board April & September</p> <p>Initial work in ASCH with quality and improvements</p>

Subject: Effective occupational health and safety management systems					
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
1.2	Safety Management Culture Increase focus on Behavioural Safety <ul style="list-style-type: none"> • Site inspections 3 point check to examine behavioural safety • Pop up H&S contact points to discuss staff concerns and barriers to safe working-include on check visits • Ensure safety messaging is focused and continuous, via intranet 	Health and Safety	Implement from July 2021	Medium	
	<ul style="list-style-type: none"> • Establish KPIs for management safety tours: • Directors 1 per year • Group managers 2 per year • Team managers 4 per year 	Directors and Group/Team Managers	Jan 2022		On hold due to Covid 19, commence as occupation increases
1.3	Review supporting policies and guidance in line with changes to current legislation and best practice including temporary Covid 19 related guidance <ul style="list-style-type: none"> • H&S policy A1 • A section 3-16 	Health and Safety	Ongoing	Medium	Policy revised Feb 2021
	<ul style="list-style-type: none"> • Review inputs and information feeds for legislative and guidance change 	Health & safety	Oct 2021		Establish update sharing process with partners ARC & VIA

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 <ul style="list-style-type: none"> Revise audit template to account for ISO 45001 Revise Schools audit template to account for ISO 45001 Inspection programme inc behavioural safety aspects Implement remote auditing 	Health and Safety	July 2021	Medium	Completed
			Oct 2021		Now in reoccupation 3 point check Remote audit training undertaken BSI Audit standard procured
2.2	Personal Safety - Lone working device <ul style="list-style-type: none"> PeopleSafe App roll out to NCC mobile phones Supporting training package and procedure Second phase to review training and managing potential aggression techniques 	Laurance Jones	From April 2021	High	Link into H&S toolkit
		Health and Safety Jannine Harris	Dec 2021	Medium	
2.3	Office Reoccupation		June 2021	High	

	Implement proactive monitoring of safe working arrangements <ul style="list-style-type: none"> • Emergency procedures • Infection prevention and control- Ventilation, handwashing and building cleaning, (HSE requirement) • Staff confidence in safe working arrangements 	Health and Safety			
2.4	Home & Hybrid- Working Arrangements <ul style="list-style-type: none"> • Monitor health and safety impacts of prolonged home and hybrid working including • Suitability of equipment provided • Incidents in the home environment • Review how ISO45003 (Managing Psychosocial risks) complements ISO45001 	Health and Safety ICT/ HR	Ongoing Dec 2021		Work commenced with Nottingham University, (wellbeing, mental health first aid, counselling) Post Covid foreseeable risk

Subject: Improved Awareness & Competence					
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
3.1	Mandatory H&S training requirements <ul style="list-style-type: none"> • Review refresher training time frames • Review mandatory training • Review health and safety training offer – eLearning Online /remote Face to face delivery Learning from Covid19 processes including core H&S eLearning module and manager self learning links for ISO45001	Health and Safety Learning and workforce development Information governance	By October 2021	Medium Medium	Commenced -included as part of 45001 communication plan to be implemented from October 2021 Competency matrix updated to reflect new courses

3.2	Water safety <ul style="list-style-type: none"> Continued work through Nottinghamshire Water safety partnership and supply chain partners to raise awareness. Work to develop Nottinghamshire drowning prevention policy with water safety partnership Support awareness raising events summer 2021 and plan for water safety event Summer 2022 	Steve Robins Health and safety	Ongoing	Medium	County Hall with partnership support
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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 Monitor pending Protect legislation implications for publicly accessible locations	C&FM facilities NPOs Health and Safety C&FM facilities NPOs	April 2022	Medium	Specific action re County Hall and PPE store security reports rep police advice
4.2	Emerging risk from Reoccupation, Hybrid Working, organisational change and transformation Maintenance of emergency arrangement cover in corporate buildings and touch down areas sufficient trained persons available for:	Health and Safety	September 2021	Very High	Monitor to ensure effective cover during 3 point checks and report to Property Reoccupation Group

	<ul style="list-style-type: none"> • First aid emergencies • Fire evacuation • Implementation of personal evacuation plans • Other premise evacuations • Responding to internal alarms lift/panic 	C&FM Facilities management Property Corporate NPO			test arrangements by enhanced evacuation tests
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(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)