

**SR58 – Corporate Health & Safety Action Plan 2014-2015**

This document should be read in conjunction with the Corporate Occupational Health & Safety (OHS) Objectives & Programmes April 2010/11 – March 2014/15 HSMS Ref: A0)

Period 5 (2014-2015)

Not yet started	Significant chance of missing target	Chance of missing target	On target or Completed
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No.	Action	Lead	Timescale	Progress Update
<b>1. Effective occupational health and safety management systems</b>				
1.1	Review supporting policies and guidance in line with changes to current legislation & best practice	AH Health and Safety Team	March 15	<p>Reduce the amount of health and safety policies and move to guidance documents which are more readily accessible for managers.</p> <p>Implement signposting to legislation, Acops &amp; best practice guidance</p> <p>Documents for revision this period:</p> <ul style="list-style-type: none"> <li>• Accident recording LH</li> <li>• CDM (<a href="#">Awaiting 2015 changes</a>)</li> <li>• Work at height</li> <li>• Occupational road risk</li> <li>• Fire</li> <li>• Moving &amp; Handling</li> </ul>

No.	Action	Lead	Timescale	Progress Update
1.2	Review Corporate health & safety strategy (current 2010-15) to ensure ongoing suitability ,adequacy and effectiveness of the health & safety management system	J N & health & safety team & H&S sponsors	April 2015	
1.3	<p>Health and safety management system BS 18001:2007 :-</p> <p>Maintain accreditation for services within scope of corporate certificate.</p> <p>Focus on identified areas for improvement-</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Operational control</li> <li>• Incident investigation &amp; corrective action</li> <li>• Evaluation of compliance</li> </ul> <p>Gain accreditation in nominated services.</p> <p>Monitor implications of change to ISO</p>	H&S Team	April 2015	<p>Reaccreditation gained July 2013 which sets new 3 year strategic plan.</p> <p>Libraries stage 2 assessment scheduled for 19<sup>th</sup>-21<sup>st</sup> Jan 2015.</p> <p>.</p>

No.	Action	Lead	Timescale	Progress Update
	45001 (due 2016)			
1.4	Conduct review of NPO process  Improve awareness of property related health and safety issues by development of the NPO role and related communication process	Property  Property Group	Sept 13  On going	Draft report produced.
<b>2. Health and safety compliance</b>				
2.1	Review and revise the approach to statutory inspections to ensure more effective compliance with PUWER (Provision and use of work equipment regulations)	KT	May 2015	appointed preferred provider following successful tender process.  .  audit to be undertaken when contract is at 6 months
2.2	Introduce systems of recognising good health and safety management performance across all departments and schools	SB	April 2015	'Safety Smart' registration active in schools  Safety Smart currently awarded to 8 schools & Academies



No.	Action	Lead	Timescale	Progress Update
2.3	Ensure effective health & safety management of suppliers, contractors and service delivery partners	JN/AH	April 2015	<p>Support Corporate procurement and service managers with pre-qualification and selection of prospective suppliers. contractors and service delivery partners.</p> <p>Identify high risk contractual arrangements for priority monitoring</p> <p>Develop monitoring arrangements in conjunction with key service delivery partners</p> <p>Review supporting monitoring documentation</p> <p>Establish safety performance review regimes and end of contract reviews</p> <p>Note changes to legislation regarding self-employed people and the proposal to exempt from section 3 (2) of HASWA following the Lofsted report.</p>
<b>3. Improved awareness and competence</b>				
3.1	<p>Deliver revised safety management training:-</p> <p>Active Safety Management for Directors and Group managers</p>	<p>JN</p> <p>JN</p>	April 2015	<p>New Active Safety Management course has been designed and already delivered to:</p> <ul style="list-style-type: none"> <li>• CFCS Leadership Team;</li> <li>• ICT</li> <li>• E&amp;R</li> </ul> <p>Public health booked.</p>

No.	Action	Lead	Timescale	Progress Update
	'Health and Safety Essentials for Managers' course	KT	December 2014	<p>RSEMG's to be advised of new Active Safety Management and book courses departmentally.</p> <p>Health and Safety Essentials revised to include the new Policy, requirements for planning, risk assessment and monitoring of performance are made clear to managers.</p> <p>Attendance levels for training reported on the Corporate Scorecard.</p>
3.2	IOSH Managing Safety for Head Teachers and School Business Managers	SB	December 2014	<p>The IOSH Managing Safety for Head Teachers and School Business Managers training course approved in June 2013 continues to show good attendance.</p> <p>Market &amp; continued delivery as training plan</p> <p>Attendance levels reported on Departmental scorecard.</p>



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3.3	Further develop e-learning packages via Learning Pool for health and safety training.	AH	April 2015	<p>Develop a suite of learning packages to deliver health and safety training either as a standalone course or to support/direct to other learning packages.</p> <p>Courses now on Skillport:</p> <ul style="list-style-type: none"><li>• Display Screen Equipment</li><li>• Infection Control</li><li>• Violence and aggression</li><li>• Manual Handling</li><li>• Asbestos Awareness</li><li>• Fire Safety Awareness</li><li>• Risk Assessment</li></ul> <p>Currently in development</p> <ul style="list-style-type: none"><li>• Accident Investigation,</li><li>• Procurement &amp; contractor management</li></ul> <p>Rationalise hand out materials to reduce and streamline health and safety information.</p>

No.	Action	Lead	Timescale	Progress Update
<b>4. Risk priorities</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)				
<b>4.1</b>	<p>Identify emerging risk from organisational change &amp; transformation</p> <ol style="list-style-type: none"> <li>1. Consider health and safety implications of alternative service delivery models.</li> <li>2. Flexible working with new technology</li> <li>3. Maintenance of emergency arrangement cover in corporate buildings utilising touch down &amp; hot desking</li> <li>4. Safety arrangements at vacant premises</li> </ol>	<p>H&amp;S team</p> <p>WOW</p> <p>H&amp;S &amp; ICT</p> <p>NPOs</p> <p>Property</p>	Ongoing	<p>Link to B3- compliance monitoring arrangements of arms -length or outsourced services</p> <p>Updated e-learning &amp; assessment documentation</p> <p>H&amp;S monitoring vacant sites, liaison with property &amp; risk &amp; Insurance</p>

No.	Action	Lead	Timescale	Progress Update
4.2	<p>Fire safety</p> <p>Review Fire evacuation and implement changed processes</p> <p>Review Personal evacuation plans &amp; procedures</p>	<p>RC</p> <p>DC</p> <p>DJ</p> <p>KT</p>	<p>April 2015</p>	<p>Introduction of phased evacuation procedures in County Buildings. Trent Bridge House complete</p> <p>Maintenance of the online 'Designated Fire Officer' system to ensure fire inspections being completed and an up to date list of Fire Wardens maintained.</p> <p>Attend Corporate equalities group 13th November</p>
4.3	<p>Asbestos</p> <p>1.Continued development of internal code of practice to manage</p> <p>2.Review of supporting AF Forms</p> <p>3.Pre- qualification of Asbestos Analyst tender</p>	<p>BW</p> <p>BW</p> <p>BW H&amp;S team</p>	<p>ongoing</p>	<p>Initial compliance review undertaken.</p> <p>Information sessions being rolled out by Corporate Property to NPOs &amp; Schools. Information also reinforced on health and safety training</p> <p>Consultation with end users of forms undertaken and forms amended</p> <p>Prequel assessment undertaken</p>



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	4.Develop safe working systems for highways infrastructure containing asbestos	Highways		<a href="#">Successful contractors appointed</a>  Working group established, initial scoping undertaken, information received from other authorities & contractors outlining safe working systems.  <a href="#">Street lighting review undertaken Autumn 2013</a>
<b>4.4</b>	Occupational Road Risk external audit  Undertake audit of compliance to legislative requirements	JN and Risk and Insurance	February 2015	Initial meeting to discuss the scope of the audit and the areas of concern.
<b>4.5</b>	Implement guidance for ' Safe Stop' procedures for operational plant & vehicles )	H&S Fleet maintenance		Fit vehicle cab advisory stickers-Country parks, Landscape & Highway vehicles  Provide Toolbox awareness talks to operatives
<b>4.6</b>	Implement face fit testing for respiratory equipment	Highways C&FM Property		Highways have received training to undertake face fit testing and to monitor the arrangements. Main area of concern around silica dust in cutting.
<b>4.7</b>	Provide update briefing of new traffic management Safety at Street Works & Road Works ( Red Book) Implemented 1 <sup>st</sup> Oct 14	Highways	By Dec 14	3 Counties Highway safety group joint working on common approach



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4.8	Lone working devices trial reliance personal safety devices	CFCS ASCH Highways	ongoing	issued on risk basis to mitigate lone working risk and deter Violence & Aggression
4.9	Maintain periodic tree inspections across corporate estate and highway trees in view of ash die back  Advise schools to undertake periodic tree inspections from delegated budget	Highways Property  CFCS H&S team		Monitor during audits

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**Key**

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**Glossary**

**ASM – Active Safety Management (Training Course)**

**BMS – Business Management System**

**CLT – Corporate Leadership Team**

**COSHH – Control of Substances hazardous to Health**

**CHSWP – Central Health Safety & Welfare Panel**

**DRSEMG – Departmental Safety & Emergency Management Group**

**DSEAR – Dangerous Substances in Explosive Atmospheres**

**MAPA – Management of Actual and Potential Aggression**

**NPC – Nominated Property Contact**

**NPO – Nominated property Officer**

**OHSAS – Occupational Health and Safety Advisory Standard 18001**

**OHSMS – Occupational Health and Safety Management System**