

**F45-4: Corporate Health and Safety Action Plan April 2022-23**

Department:	<b>Corporate</b>	Service:	Corporate	Team:	<b>Health and Safety</b>
Approved by:	<b>Personnel Committee</b>	Date:	11/03/2022 <b>Version 2</b>		

**This plan identifies key Corporate safety actions and priorities and progress will be monitored Compliance Board**

Action Number:	Action	Priority	Timescale	Lead	Comments and Progress
1	<b>Maintain health and safety management system ISO45001</b> <ul style="list-style-type: none"> <li>Continuing assessment visits by BSI including strategic review period 2019-2022</li> <li>Development of ISO45001 process manual</li> </ul>	High	18-19 July 2022 Jan 2023 TBC  May 2022	Health and Safety	Context of organisation and interested parties to evidence
2	<b>Management of psychosocial risk</b> <ul style="list-style-type: none"> <li>Partnership working with Nottingham University embedding principles of ISO45003 to support staff health and wellbeing</li> </ul>	Medium	Ongoing	Health and Safety, Occupational Health and HR	Following Workshop 25 <sup>th</sup> March 2022 and arising actions  Health and safety team ISO45003 training - BSI 12 April 2022



Action Number:	Action	Priority	Timescale	Lead	Comments and Progress
	<ul style="list-style-type: none"> <li>Development of stress management tool for schools and internal NCC use linking to HSE toolkit</li> </ul>	Medium	June 2022		
3	<p><b>Effective response to fire evacuation</b></p> <ul style="list-style-type: none"> <li>Monitor effective implementation of new fire warden/marshal system</li> <li>Review and implement systems to aid those requiring assisted evacuation including Personal Emergency Evacuation Plans (PEEPS)</li> <li>Review existing Deaf Alert system and alternative alerting means</li> <li>Audit effectiveness of lift/disabled facilities alarms</li> </ul>	High	April 2022	Health and safety Property safety and facilities management	
		High	May 2022		
		Medium	June 2022		
		Medium	June 2022		
4	<p><b>Hybrid working</b></p> <ul style="list-style-type: none"> <li>Ongoing assessment of risk posed by hybrid working</li> <li>Review Hybrid/home working arrangements Dash form and relaunch</li> </ul>	Medium Low	Ongoing October 2022	Health and safety	Link to action points 2 and 3



Action Number:	Action	Priority	Timescale	Lead	Comments and Progress
	<ul style="list-style-type: none"> <li>Monitor hybrid / home working workstation provision ensuring compliance with Display Screen Equipment Regulations</li> </ul>	Medium	Ongoing		
5	<p><b>Implementation of 'Peoplesafe' lone worker system</b></p> <ul style="list-style-type: none"> <li>Establish new user requirement baseline</li> <li>Ensure adoption process is complete and devices functional</li> <li>Develop reporting and monitoring framework</li> <li>Relaunch communication re system and capability</li> </ul>	Medium	September 2022	Health and safety  Programmes and projects Service departments	
6	<p><b>Protective security</b></p> <ul style="list-style-type: none"> <li>Note Pending 'Protect' legislation requirements for publicly accessible locations (PALS) and implications for risk assessment, protective security measures and training</li> </ul>	Low	TBC	Health and safety  Emergency planning	Await draft legislation and launch date
7	<p><b>Monitoring health and safety performance</b></p> <ul style="list-style-type: none"> <li>Maintain corporate and maintained schools audit programme</li> <li>Maintain sold services and joint Ventures audit programme and review meetings</li> </ul>	Medium	Ongoing	Health and safety  Place commissioning	Where practicable remote auditing approach will be applied for pre-audit/main arrangements



Action Number:	Action	Priority	Timescale	Lead	Comments and Progress
	<ul style="list-style-type: none"> <li>Ongoing inspection according to risk demand including 3 point building checks</li> <li>F45-2 Health and safety arrangements self-audit - annual completion</li> <li>Summary reporting of incident statistics to management teams and Risk Safety and Emergency Management Groups</li> <li>Management review through Health and Safety Compliance Board quarterly meetings</li> </ul>	Medium	Ongoing	Health and safety	Group managers and designated team managers to complete
		Medium	March 2022		
		Medium	Ongoing		
		Medium	Ongoing		
8	<p><b>Incident reporting system</b></p> <ul style="list-style-type: none"> <li>Develop replacement for Wellworker system and launch internally</li> <li>Review incident reporting means for sold services</li> </ul>	Low	May 2022	Health and safety	System at trial stage, retain Wellworker until March 2023
		Low	September 2022	Health and safety	
9	<p><b>Water safety and drowning prevention</b></p> <ul style="list-style-type: none"> <li>Develop NCC Downing Prevention Policy based on ROSPA guidance</li> <li>Continue working with Nottinghamshire Water Safety Partnership</li> </ul>	Medium	August 2022	Health and safety	Key activity period summer 2022
		Medium	Ongoing		



Action Number:	Action	Priority	Timescale	Lead	Comments and Progress
	<ul style="list-style-type: none"> <li>Ongoing support to water safety group established for National Water Sports Centre and support their water safety education events</li> <li>Undertake refresher training in water safety awareness for key NCC staff who may be exposed to risk</li> <li>Review Risk assessment for flood risk team</li> </ul>	Medium	Ongoing	Place Commissioning	
10	<p><b>Infection Prevention and control (IPC)</b></p> <ul style="list-style-type: none"> <li>Monitor corporate buildings for poorly ventilated areas and action by procedural or environmental improvements with specific focus on adult social care specific premises</li> <li>Maintain capability to deliver face fit testing for respiratory protection and build capacity reflecting changing DHSC guidance on FFP masks in adult social care</li> </ul>	Medium	Ongoing	Health and safety Property safety and facilities management	<p>Covid-19 - As per remaining HSE and national guidance</p> <p>Residual stock of FFP3 masks and face fit testing kits held by health &amp; Safety at Lawn View House.</p>



Action Number:	Action	Priority	Timescale	Lead	Comments and Progress
11	<p><b>Learning and development</b></p> <ul style="list-style-type: none"> <li>Review health and safety training offer including eLearning and face to face packages and remote delivery means</li> </ul>	Medium	September 2022	Health and safety Learning and development and communications team	
	<ul style="list-style-type: none"> <li>Mandatory Fire awareness to include new fire warden/marshal procedures</li> </ul>	High	April 2022		

Reviews – this action plan should be reviewed at least every 3 months							
Review Date	Comments/Amendments	Reviewed By	Signature	Review Date	Comments/Amendments	Reviewed By	Signature
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