

CORPORATE HEALTH AND SAFETY ACTION PLAN 2010- 2013

Objective	Responsibility	Actions	Target Date
<p>1. Co-ordination of health and safety:</p> <p>Committees agree annual Directorate priorities that are determined by risk. Action plans to be compiled with <i>SMART</i> targets. (Specific, Measurable, Achievable, Realistic & Time-related)</p>	<p>Directorate & Senior Management Teams. (DMT/SMT)</p> <p>Corporate Management Team. (CMT)</p>	<ul style="list-style-type: none"> Set up new Committees/Forums. Committees/Forums are made up of appropriate representatives. Committee/Forum representatives to drive improvements in health & safety through relevant management processes. Chairs of Directorate Health & Safety Committees/Forums to report to Corporate Health & Safety Committee (CCF). 	Completed
			Completed
			Ongoing
			01/11/2011
<p>2. Establish and maintain systems for health and safety management:</p> <p>Directorates maintain programme of audits.</p> <p>Directorates develop action plans on audit findings in line with standards established in the document 'Guide to Audits'.</p>	<p>Managers with Level 3 responsibilities.</p> <p>Chair of Health & Safety Committees/Forums.</p> <p>(Corp. Health & Safety Team will assist Level 3 Managers to develop action plans. Assisted audits will be conducted on a risk basis).</p>	<ul style="list-style-type: none"> Directorate audit programmes in place. Corp H&S Team carrying out audits in higher risk services Directorates to report to relevant Health & Safety Committees/Forums. Health & Safety Committees/Forums will monitor progress of action plans. 	31/03/2012
			From 01/07/2011
			01/11/2011
			31/03/2012

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<p>3. Effective monitoring of health and safety performance is in place:</p> <p>Health and safety performance targets are integrated into Service Plans. (Selection of target determined by individual service risks - as 4 below.)</p>	<p>Managers with Levels 2/3/4 responsibility.</p> <p>DMTs/SMTs.</p> <p>Corporate. H&S Team</p>	<ul style="list-style-type: none"> Individual Directorate targets to be agreed by their H&S Committees/Forums Accident/incident data submitted to Directorate Health & Safety Committees/Forums to assist with setting priorities. 	01/11/2011
			Ongoing
<p>4. Appropriate control of areas/activities of significant risk.</p> <p>Directorates focus on areas where there is a significant risk of injury or loss.</p> <p>Priority areas include: Asbestos, exposure to biological and chemical agents, fire, Personal Safety (physical/verbal aggression), Plant & Equipment, falls from height, work- related stress, vehicle safety and musculoskeletal disorders.</p>	<p>Managers with Levels 2, 3 & 4 responsibilities.</p> <p>DMTs - individual services to identify their specific risks and to feed those priorities and actions into the Directorate Action Plan.</p> <p>Service areas & DMTs - high level Directorate-wide H&S risks (red) to be detailed in Risk Registers</p>	<ul style="list-style-type: none"> Individual Directorate priority areas to be identified by H&S Committees. DMTs to integrate priorities into operational risk management process. Risk assessments to be carried out for all areas where there is a significant risk of injury or loss. Risk Assessments to be recorded, reviewed and communicated to staff Where there is a significant risk, Safe Operating Procedures to be in place. Staff to be trained in specific control measures 	01/11/2011
			31/03/2013
			31/03/2012
			31/03/2013
			31/03/2012
			31/03/2012

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<p>5. Health and safety training and instruction:</p> <p>All employees are provided with suitable health and safety training.</p> <p>All non-employees and contractors are provided with suitable health and safety information before the commencement of the contract.</p>	<p>Managers with Levels 2 & 3 responsibilities</p> <p>Contract/Project Managers.</p> <p>Corporate Health & Safety team</p>	<ul style="list-style-type: none"> L 1 & 2 training courses in place. Level 3 written. Individual instruction given during audits. Managers have identified which staff need training and have booked them on a relevant course Procurement Policy in place. Contractors to be monitored as part of normal contract procedures. 	01/11/2011
			01/07/2011
			31/03/2013
			Completed
			31/03/2012
<p>6. Integration of Wellbeing Strategy:</p> <p>Wellbeing Strategy is integrated into service planning and delivery.</p> <p>Wider health initiatives are integrated into Wellbeing Strategy.</p>	<p>CMT</p> <p>Health and Safety Committees.</p> <p>DMTs and Service Managers</p> <p>Human Resources</p> <p>Corporate Health & Safety Team</p>	<ul style="list-style-type: none"> Policy in place Training course & supporting tools developed and running. Corp H&S team providing support on high-risk cases. Absence Management Procedure in place 	31/3/2012
			31/03/2012
			31/03/2012
			Completed

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<p>7. Fire Safety</p> <p>Fire risk assessments are in place and urgent improvement works are scheduled.</p> <p>Staff have received suitable training, instruction or information to ensure that they know what to do in case of fire.</p>	<p>Building Services</p> <p>Corporate Health & Safety Team</p> <p>Building Managers</p> <p>Service Managers</p> <p>Corporate Management Team. (CMT)</p>	<ul style="list-style-type: none"> Premises are categorised into priority areas. Best practice risk assessment model identified. Supporting CoP in place. Risk Assessments are undertaken Building Manager identifies & allocates funding to carry out improvements. Where identified costs exceed local budget allocations CMT considers funding options. All staff have been instructed on local fire emergency procedures 	31/03/2012
			Completed
			Completed
			31/03/2013
			Ongoing
			As required
			01/11/2011
<p>8. Asbestos</p> <p>Asbestos surveys have been carried out and information contained within them is kept up to date.</p>	<p>Building Services</p>	<ul style="list-style-type: none"> Surveys are carried out by suitably competent people Completed surveys are available and readily accessible 	31/03/2012
			31/12/2013

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Objective	Responsibility	Actions	Target Dates
Asbestos cont All building managers are aware of what they have to do	Managers with Levels 3 & 4 responsibilities Corporate Health & Safety Team	<ul style="list-style-type: none"> Supporting CoP in place Competent support is available to Building Managers 	Completed
			31/03/2012
9. Lone Working Managers have identified all staff within their service areas who are at risk during lone working. Managers are provided with the tools to carry out effect risk assessments of lone working. Training is available to ensure staff can manage the risks to their safety whilst lone working	Managers with Levels 2 & 3 responsibilities Corporate Health & Safety Team	<ul style="list-style-type: none"> Supporting CoP in place Training course is available Managers have identified all lone workers Managers have completed risk assessments on their lone workers activities Managers ensure that their lone working staff have booked/attended the relevant training Staff can identify high risk customers or premises where extra precautions are necessary 	Completed
			01/10/2011
			01/12/2011
			31/03/2012
			31/03/2013
			31/03/2012
10. First Aid Adequate First Aid support is available.	Corporate Health & Safety Team Managers with Levels 2 & 3 responsibilities	<ul style="list-style-type: none"> Adequate number of trained First Aiders are available in corporate buildings Adequate number of trained First Aiders are available in all buildings 	01/09/2011
			31/03/2012