

COUNCIL HEALTH AND SAFETY ACTION PLAN 2013- 2014

Objective	Item	Actions	Responsibility	Target Date
<p>1. Health & Safety Audits</p> <p>All audits are carried out and reviewed. Action Plans are monitored and improvements are delivered within the agreed timescales</p>	<ul style="list-style-type: none"> • Directorate audit programmes in place & maintained. 	<ul style="list-style-type: none"> • Identify services that need an audit • Identify last audit date • Establish new audit date • Receive completed audits at H&S Forum • Ensure audits are completed within timescales 	<ul style="list-style-type: none"> • Chair of H&S Forum 	<p>1/11/2013</p>
	<ul style="list-style-type: none"> • Service managers/Heads of Service (Level 3) to carry out audits, complete action plans & deliver improvements. 	<ul style="list-style-type: none"> • Service manager to ensure that they have undertaken Level 3 training in time to be able to complete the audit. • Audit to be completed within timescale that has been determined in the audit programme. • Action Plan to include completion dates. (H&S Forum will review sample of audits to ensure actions are completed on time.) 	<ul style="list-style-type: none"> • Service Managers/Heads of Service • Support and training available from the H&S Team 	<p>31/03/2014</p>
	<ul style="list-style-type: none"> • Assistant Directors (Level 4) to ensure their managers carry out audits & completed the resultant actions. 	<ul style="list-style-type: none"> • Assistant Directors to include audit target in appraisal and 1:1 meetings with their managers 	<ul style="list-style-type: none"> • Assistant Directors 	<p>30/09/2013</p>
	<ul style="list-style-type: none"> • Health & Safety Forums will monitor progress of action plans. 	<ul style="list-style-type: none"> • Forums must select one high risk completed audit per meeting to monitor progress with action plan 	<ul style="list-style-type: none"> • Chair of H&S Forum 	<p>01/09/2013</p>

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<p>2. Risk assessments</p> <p>Services have effective & consistent control of areas/activities of significant risk.</p> <p>Services have effective & consistently control of areas/activities of significant risk.</p>	<ul style="list-style-type: none"> • Directorate H&S Forums to sample and review ‘high-risk’ risk assessments to ensure suitability. 	<ul style="list-style-type: none"> • Forums must review two ‘high-risk’ risk assessments per meeting. 	<ul style="list-style-type: none"> • Chair of H&S Forum. • H&S Team will support committee during the assessment 	01/09/2013
	<ul style="list-style-type: none"> • DMTs ensure that high level H&S risks are identified, controlled & monitored 	<ul style="list-style-type: none"> • Chair of each H&S Forum to report to their DMT to update on progress of plans and emerging risks. 	<ul style="list-style-type: none"> • Chair of H&S Forum 	01/10/2013
	<ul style="list-style-type: none"> • First line supervisors (Level 2) to carry out risk assessments for all areas where there is a significant risk of injury or loss. 	<ul style="list-style-type: none"> • Level 2 supervisors to identify all areas where there is a significant risk of injury or loss. • Level 2 supervisors to ensure that risk assessments are in place, and staff are trained. • Level 2 supervisors to ensure that risk assessments are regularly reviewed, effective and consistently applied. • Level 2 supervisors to ensure that appropriate H&S targets are included in Appraisals and 1:1’s 	<ul style="list-style-type: none"> • Level 2 supervisors • Support and training available from the H&S Team • Appraisals will be sampled through HR process 	01/11/2013
	<ul style="list-style-type: none"> • Service managers/Heads of Service (Level 3) to ensure risks are adequately controlled. 	<ul style="list-style-type: none"> • Level 3 managers to ensure that appropriate H&S targets are included in Appraisals and 1:1’s 	<ul style="list-style-type: none"> • Service managers/Heads of Service • Appraisals will be sampled through HR process 	01/11/2013

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<p>3. Building safety-related compliance:</p> <p>Systems, policies and procedures are in place to ensure that building safety related risks are managed e.g.:</p> <ul style="list-style-type: none"> • Fire • Asbestos • Legionella • Gas • Electricity • Lifts • Lifting Equipment • Powered gates & doors • Pressure vessels • Local exhaust ventilation and fume cupboards. 	<ul style="list-style-type: none"> • Managers with building responsibility ensure that all statutory maintenance, testing and inspections are carried out. 	<ul style="list-style-type: none"> • Managers with building responsibility to identify building-related items that must be complied with. • Managers with building responsibility to ensure that all statutory maintenance, testing and inspection is up-to-date. • Managers with building responsibility to ensure that they and their staff have sufficient training and understanding to enable them to carry out their duties. • Managers with building responsibility to ensure that appropriate H&S targets are included in Appraisals and 1:1's 	<ul style="list-style-type: none"> • Managers with building responsibility • Technical advice, support & commissioning provided by Property Services • Compliance advice provided by Health & Safety Team 	<p align="center">01/02/2014</p> <p align="center">01/02/2014</p>
	<ul style="list-style-type: none"> • Managers with Level 3 & 4 responsibility must ensure that records of maintenance, testing and inspection are up-to-date, accurate & consistent 	<ul style="list-style-type: none"> • Service managers/Heads of Service to test accuracy and consistency during audits, appraisals & 1:1's • Assistant Directors to test consistency during appraisals & 1:1's 	<ul style="list-style-type: none"> • Service Manager/Heads of Service • Assistant Directors 	31/03/2014
	<ul style="list-style-type: none"> • Improvements identified by statutory inspections are promptly carried out. 	<ul style="list-style-type: none"> • Manager with building responsibility and manager with budget to ensure high priority works are completed. 	<ul style="list-style-type: none"> • Manager with building responsibility (supported by Property Services). 	

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4. Management of Stress & Wellbeing Strategy: Managers are able to apply appropriate techniques to minimise the effects of stress during change.	<ul style="list-style-type: none"> Managers have undertaken suitable training to be able to apply effective performance management in the workplace. 	<ul style="list-style-type: none"> Personal Development plans are put in place to ensure managers have the necessary training 	<ul style="list-style-type: none"> Service managers /Heads of Service And Assistant Directors 	31/03/2014
	<ul style="list-style-type: none"> Regular team meetings, 1:1's and appraisals are undertaken. 	<ul style="list-style-type: none"> Appraisals to be sampled through HR process 	<ul style="list-style-type: none"> Human resources 	31/03/2014
	<ul style="list-style-type: none"> Training & advice is available to managers to effectively manage change. 		<ul style="list-style-type: none"> Human Resources Learning & Development Health & Safety 	
	<ul style="list-style-type: none"> Guidance, tools & advice are available to support managers and staff under stress. 		<ul style="list-style-type: none"> Human Resources Learning & Development Health & Safety 	
5. Lone Working The risks to staff from lone working activities are identified and controlled.	<ul style="list-style-type: none"> First line supervisors (Level 2) have identified all lone workers 	<ul style="list-style-type: none"> First line supervisors have carried out lone working risk assessments. Managers (Level 3) have confirmed in their audit risk assessments are in place and effective. E.g. Careline, gsm or gps. 	<ul style="list-style-type: none"> First Line supervisors Service managers/Heads of Service 	01/12/2013
	<ul style="list-style-type: none"> Managers ensure that their lone working staff have booked/attended the relevant training 	<ul style="list-style-type: none"> Essential training is identified in the personal development plans within appraisals 	<ul style="list-style-type: none"> All managers Lone worker and managing aggression courses available through Learning & development team 	31/03/2014