

Appendix 2

Draft Health and Safety Work Targets for 2014/15

Introduction

This document sets out the key targets for the Authority's health and safety provision for 2014/15. It is not designed to be exhaustive as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the workload of the provision.

Key Target	Owner	Lead Officer	Target Date	Expected Outcome	Resources	Status
<p><u>(A) Implementation of a Positive Health and Safety Culture</u></p> <p>To develop a organisational culture where policies and procedures are suitable and sufficient to the Authorities needs and all staff are actively encouraged to participate in development of H&S provision</p>	Angela Grundy	Mark Spotswood	February 2015 (Subject to feedback on whether EIA,s required)	<ol style="list-style-type: none"> 1. Policies and procedures are compliant with current legislation (July 2014) 2. An action plan is developed to increase consistency of policies and procedures between the Strategic Alliance partners.(December 2014) 3. The health and safety section of the ERIC system to be updated to enable staff to easily access H&S documentation and guidance. (May 2014) 4. To re-introduce a corporate health and safety Induction for all new starters. (June 2014) 5. To launch and brief all staff on the SAFE hazard reporting scheme to raise employee engagement in their health and safety. (February 2015) 		
<p><u>(B) SHE H&S Software</u></p> <p>To implement new version of the System across all operational areas within the Authority for:</p> <ul style="list-style-type: none"> - Accident Reporting - Risk Assessment 	Angela Grundy	Mark Spotswood	December 2014	<ol style="list-style-type: none"> 1. All system users to be retrained on new system and its operation (Oct 2014) 2. All departments to commence using SHE system to record accident and Incidents. (Nov 2014) 		

<p>- Operational Assessment (Fire, DSE & Manual Handling)</p>				<p>3. Reference Library of all Authorities Assessments to available to system users (December 2014)</p>		
<p><u>(C) Operational Risk Assessment & Method Statements</u></p> <p>To ensure Authority has suitable and sufficient assessments and systems of work to manage the health and safety of its operations and provide appropriate guidance to members of its workforce.</p>	<p>Angela Grundy</p>	<p>Mark Spotswood</p>	<p>December 2014</p>	<p>1. Risk Assessments to be available on the SHE software platform for all activities undertaken. (August 2014) 2. Method Statements to be available on the SHE software platform for all activities undertaken. (September 2014) 3. COSHH Assessments to be available on the SHE software platform for all substances utilised. (November 2014) 4. Manual Handling Assessments to be available on the SHE software platform or all activities undertaken. (December 2014)</p>		
<p><u>(D) Statutory Provision for Premises</u></p> <p>To ensure the Authority has suitable and sufficient procedures in place to ensure all statutory requirements are appropriately addressed at all premises within the Authorities portfolio of building.</p> <p>To ensure that any staff with specific duties in connection with designated activities is suitably appointed, trained, and have access to appropriate equipment.</p>	<p>Angela Grundy</p>	<p>Mark Spotswood</p>	<p>March 2015</p>	<p>1. A robust system of management for asbestos within all premises is in place. (October 2014) 2. A robust system of management for legionella within all premises is in place. (September 2014) 3. Statutory Requirements for each corporate premise is identified and addressed. (March 2015) 4. Staff with designated duties have been trained and are competent in the role: - Fire (December 2014) - Legionella (January 2015) - First Aid (March 2015)</p>		

<p><u>(E) Training</u></p> <p>To ensure that all staff within the Authority have received relevant training to ensure that they can undertake their specific duties in a safe and healthy manner.</p>	Angela Grundy	Mark Spotswood	March 2015	<ol style="list-style-type: none"> 1. The Health and Safety needs of the Authority have identified. (JuLy 2014) 2. The Health and Safety needs of the Authority have been programmed into a Deliver plan. (August 2014) 3. Designated Facilitators have been trained are competent to deliver specific training. (November 2014) 4. Mandatory training identified in the training plan has been delivered (March 2015) 		
<p><u>(F) High Risk Areas</u></p> <p>To ensure suitable and sufficient policies and procedures are in place to manage the key High Risk Areas:</p> <ul style="list-style-type: none"> - Work at Height - Lone Working - Control of Contractors 	Angela Grundy	Mark Spotswood	March 2015	<ol style="list-style-type: none"> 1. Systems and procedures to be in place to allow the Authority to effectively manage Work at Height issues and meet its statutory requirements. (January 2015) 2. Current Lone Working Systems and procedures to have been reviewed, gaps identified and action plan to address issues put be in place to ensure Authority meet its statutory requirements. (November 2014) 3. Systems and Procedures to be developed which allow the Authority to effectively manage 		

				Current Control of Contractors Systems and procedures to have been reviewed, gaps identified and action plan to address issues put be in place to ensure Authority meet its statutory requirements and minimises the risk exposure for this area. (March 2015)		
<p><u>(G) Employee Protection Register</u></p> <p>To develop a system which ensures there is a robust system in place to ensure the safety of all Staff, Council Members and contractor which maintains the data protection legislation requirements and is fully auditable.</p>	Angela Grundy	Mark Spotswood	November 2014	<ol style="list-style-type: none"> 1. All contractors to have received signed and returned relevant documentation agreeing to abide by the administration rules .before being granted access to the register. (October 2014) 2. Systems to be established that ensure all data recorded in respect to the Register is stored, processed and communicated in a manner compliant with Data Protection Legislation. (November 2014) 3. System to be maintained in a format which is fully auditable. (November 2014) 		

Management and Monitoring Process

This plan will be reported to the Authority’s Safety Committee and the Health and Safety Adviser will report progress on the plan as a standing item at each Committee meeting throughout the year.

Progress towards these targets will be reviewed quarterly by the Joint Assistant Director of Human Resources, in consultation with key stakeholders and the Health and Safety Adviser.