

2019/20 H&S action plan

Health and Safety Guidance, assistance and changes to H&S legislation

Summary of planned control actions for 2019/20:

- Complete an additional review of the H&S policy and introduce the periodic reviews to Cabinet.
- Introduce a review plan for the full suite of H&S policy documents.
- Continue to support officers with H&S requests to allow key service and Gedling Plan objectives to be achieved.
- Complete a cabinet report to obtain formal executive sign for the Council's Volunteer policy and arrangements.
- The Depot improvement working group, will continue to require resource to address legacy H&S risk within the main and jubilee house depot areas.
- Contractor control and pre-construction phases are expected to require some significant resource this year to be able to deliver the refurbishment and development objectives of the Gedling Plan. It remains important especially with increasing FFI, fines and reputational risk with public prosecutions that the Council has control of construction and all contractor activities.
- The HSEPO will commence work to incorporate the new good practice principles of the Occupational Health and Safety Assessment Series (OSHAS) OSHAS 45001 international standard, within the Council's H&S Policies and management system. 45001 now replaces the former 18001 standard. The main benefits identified are an integrated set of H&S standards, a strong H&S reputation, resilience and results. From a humanitarian perspective the links to less injuries and costs associated.
- H&S support maintained to enable the updating of the Asset register; which will then support accurate interrogation of data and future gap analysis.
- Risk management reserve will be required to fund up to a further 10 statutory compliance assessments in Property services.
- Internal audit of parks and open spaces and previous H&S internal audit reports have consistently identified gaps in quality and quantity of inspection being undertaken across the Council. The HSEPO will propose an option to address this ongoing issue.
- Implement checks and balances for the AssessNET system such as usage (logged usage); and key statistics within the CHAS briefing reports.
- Provide feedback to users that input data, with help and support to address common errors and inaccuracies. This will support the robustness of defences against litigation and potential fee for intervention (FFI).
- Identify on a quarterly basis and work with management to address the temporary incident reports (incomplete reports).
- Continue to raise the awareness of AssessNET at all opportunities.

2 Health and Safety training delivery

Summary of planned control actions for 2019/20:

- Outline a training plan for 2019/20 for SLT to review and agree. For example, Mental health first aid training options will be researched.
- Complete an eLearning project plan and submit to SLT for review and agreement.

- Continue to raise H&S consciousness across the Council, and ensure AssessNET awareness is built into all internal facilitated.
- Management and officer requests will continue to be logged and shape H&S training provision for ad hoc sessions when identified.
- SLT and Service managers support to ensure those requiring H&S training are effectively released to attend.
- H&S support assistance will be required to investigate and further develop a corporate approach to logging H&S training; to enable better training gap analysis and improve the financial planning needs.

3 Health and Safety Audit, inspections and site visits

Summary of planned control actions for 2019/20:

- To deliver the audit programme 2019/20 that was signed off by SLT in May 2019.
- Support the RSM internal audits known to require HSEPO assistance including; lone working; safeguarding, agile/flexible arrangements and emergency planning and business continuity arrangements.
- H&S tours will be replaced with targeted service area visits. These will be fewer in number due to an increased audit programme.

4 Accidents, Incidents, Investigations and learning

Summary of planned control actions for 2019/20:

- Continue to support officers in the use of the AssessNET H&S software (accident, incident & hazard reporting modules),
- The HSEPO to continue to provide feedback and statistics to management via the CHAS group,
- The HSEPO to provide support on all RIDDOR and other incidents where required,
To provide positive reinforcement of good practice,
- SLT to be briefed on the accident, incident and hazard reporting module compliance. Once briefed can then provide an informed level of control management by service areas, such as completing actions associated with reports in a timely manner.

5 Occupational health and promotion

Summary of planned control actions for 2019/20:

- Request to SLT to arrange administration support assistance to support with occupational health surveillance needs.
- Complete a Customer services noise assessment.
- Continue to complete noise assessments as part of a periodic risk assessment programme.
- The HSEPO and Service manager for Organisational Development are to propose suggested policy ideas to SLT to address the findings of the 'addicted to work' article.
- Support officer morale and occupational health of officers through positive interventions, by delivering the annual occupational health promotion

(Health Fair for 2019/20); please note this may be on a smaller scale if resource and support is limited due to other work commitments.

- For Respiratory protective equipment (RPE) like welding and dust face masks; the HSEPO will support training and the roll out of face fitted kit, advising on suitable RPE and face fit testing officers that require RPE usage; this will be booked in with departments that need this support.