

Appendix 1- Health and Safety Action Plan 2017-18 – Progress Update

Reference	Area of focus	Deliverables	Progress and Impact
PROCESS IMPROVEMENT			
To get new staff aligned to the on boarding process for health surveillance and protection	<ul style="list-style-type: none"> • Hepatitis B • Hand Arm Vibration Syndrome • Noise • Night Worker Assessment 	<ul style="list-style-type: none"> • Review and adjust the on-boarding process. • Communication and implementation. 	<p>In 2016-17 a programme of health surveillance and protection was introduced for employees who are classified as night workers, workers who use vibrating and noisy equipment, along with staff at risk from contracting Hepatitis B. This was offered to all identified staff.</p> <p>For 2017-18 the approach has been to mainstream these programmes into BAU, by assigning the individual requirement against each employee record on SAP</p> <p>There has been delays with the systems that enables this process to progress, however a manual approach has been meeting the requirement to date.</p> <p>For the period 1st January 2017 to 30 November 2017 the following have been delivered:</p> <ul style="list-style-type: none"> • 25 Audiometry • 35 Health Surveillance (HAVs) • 5 Night Worker assessments

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			<ul style="list-style-type: none"> • 557 Hep B inoculations
<p>Management of Occupational Road Risk and Driver Wellbeing</p>	<p>For existing staff, identify where driver assessment is required, e.g. where staff are exposed to driver risk, including, vehicle types, journeys and accompanying service users.</p> <p>Establish a robust system for regular checking of driver licence and insurance for staff who regularly drive as part of their work.</p>	<ul style="list-style-type: none"> • Identify specific roles where health assessment is necessary and record on to HR systems. • Establish a central and local mechanism for health monitoring. • Identify backlog and implement assessments. • Establish central and local mechanism for recording checks of driving licence and insurance at on-boarding and through continuous service. 	<p>Driving documentation check process is well advanced with over 2000 staff invited to conduct a risk assessment and provide relevant documentation. This process is currently being managed by a trusted external partner, who also offer a full suite of development tools based on the outcome of employee risk assessment.</p> <p>This checking process has generated a number of alerts including:</p> <ul style="list-style-type: none"> • Insurance expired • MOT expired • Disqualified driver • Insufficient insurance cover • VEL expired <p>This demonstrates an effective alert system. These have been managed directly by the HR Helpdesk and to date there have been no ongoing concerns.</p> <p>Staff in system = 1967</p> <p>Alerts = 111</p> <p>An internal SAP portal that allows managers to</p>

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			<p>record that they have reviewed their employee driver documentation is in the development stage and is expected to go live April/May 2018.</p> <p>At this time SCC have no central recording system for driver documentation leaving SCC vulnerable to work related road risk.</p> <p>The impact will be as of April/May SCC will have a centralised recording system with over 1000 initial employee records of drivers who drive for over 50% of their working time. Over time, managers will undertake the checks and all staff who drive for any work related purposes will be held on this central record.</p>
Review of the Internal Audit MAP	Internal audit to review the outcomes of the health and safety audit to ensure compliance in the areas identified	<ul style="list-style-type: none"> • Accurate incident data • All workplace accidents recorded • Full attendance at corporate health and safety meetings • A robust process for recording health and safety training. • A compliant process for the management of trees including their inspections. 	<p>The review has taken place and has gone from significant improvement required to Reasonable Assurance within 6 months. This indicates that most controls are in place and operating as expected to manage the risks. The outstanding area of focus is the Management of Tree risk.</p> <p>There have been workshops set up with all stakeholders to agree and adopt a common set of standards to enable this to reflect industry</p>

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			<p>best practice. To enable this a policy has been drafted.</p> <p>The impact has been an overall improvement of health and safety systems including reporting of incidents, safe systems of work and tree risk management.</p>
Security Risk Management	Review security arrangements of SCC premises and ensure general arrangements are in place for the differing and changing levels of security risk.	<ul style="list-style-type: none"> • Review corporate guidance. • Audit key SCC locations for existing security arrangements. • Ensure local arrangements are suitable taking into account location/building use etc. 	<p>A stakeholder working group was set up at the beginning of 2017 following an external audit by the National Counter Terrorism Security office of County Hall. The audit highlighted the need to have an effective security of premises policy and training and development for all staff on how to manage a terrorist alert or incident. Effective measures and improvements have been made at County Hall, including restricting the number of access/egress points and a follow up external audit showed solid progress.</p> <p>There is a further series of audits being planned at identified locations across the County e.g. main offices and libraries and a new dynamic lockdown procedure has been designed.</p> <p>Training programmes, based on national best practice guidelines, have been developed and</p>

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			<p>launched, complimented by the Prevent Training.</p> <p>This now allows the Council to respond more effectively during severe and critical threat levels and increases the awareness of staff of what to do during an incident.</p>
Health & Safety Training	To improve the quality, access and take up of health and safety training for all managers and leadership team.	<ul style="list-style-type: none"> • To work with L&D to review course provision and content. • Review promotion methods • To monitor course attendance figures 	<p>The leadership training was delivered in October 2017 to 47 senior managers by an external barrister. He has vast experience with County Councils in health and safety cases and previously delivered the same sessions to our Orbis partners.</p> <p>This training generated a lot of renewed interest at Chief Executive forums where key performance areas were reviewed, including the current governance arrangements.</p> <p>Through improved access the take up of health and safety training for managers has also improved.</p> <p>For the period 1st January 2017 to 31st December 2017.</p> <ul style="list-style-type: none"> • 40 Managers attended the Health & Safety for Managers classroom course. • 826 Managers carried out the E

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			Learning – Health & Safety for Managers.
PREVENTION			
Slips, Trips & Falls (STFs)	Slips, trips and falls have been identified as the highest cause of reported incidents. The management review of these incidents is a critical require step and should prevent reoccurrence of incidents and identify improvements as needed. There was an identified need for supportive a management guidance	<ul style="list-style-type: none"> • Slips, trip's, and fall's incidents are to be monitored and reviewed. • To produce a manager's guidance note for the prevention of slips, trips and falls incidents. 	<p>Through improved management practice, over time there has been successive decrease in the total number of incidents involving slips, trips and falls (STFs).</p> <ul style="list-style-type: none"> • 2014 – 1831 STFs • 2015 - 1666 STFs • 2016 - 1434 STFs • 2017 - 1345 STFs
Preventing Abuse, Violence and Threats in the workplace	Improve reporting and address concerns of potential culture of tolerance developing where staff may be	<ul style="list-style-type: none"> • Complete survey of incidents and analyse responses. • Identify and work with local leadership teams. • Review and agree local changes to practice, culture, support, training, guidance and messages. 	An analysis of reported incidents and a survey was conducted with different frontline services to identify the different challenges in the workplace. Several directorate workshops have been delivered in ASC and Facilities, which

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	exposed to risk of abuse, threats and violence at work. Grow restorative ways of working and resolution.	<ul style="list-style-type: none"> Promote the recording of abuse threat and violence incidents on OSHENS. Engage partners to promote change across the county. 	were areas which were showing higher numbers of incidents. The recommendations from the workshops will define and develop a toolkit that all services can use, to enable them to effectively prevent, reduce and manage incidents.
Work load management and social worker employment standards.	Making sure there is appropriate workload management processes in place to support Social Workers.	<ul style="list-style-type: none"> Contribute to the implementation of the LGA Standard for Employers of Social Workers in relation to workload management systems. Work with internal lead on caseload allocation systems, to ensure excessive workloads are removed. Services to implement and monitor improved workload management systems. 	There has been an in depth research and staff survey of CSF and ASC Social Workers, as part of the LGA 39 Steps Health Check programme of work has been delivered. The key findings and recommended changes in practice are being identified by the service.
STRATEGIC			
Audit/Review/Self Check programme	To prepare a corporate health and safety self-audit document as a compliance	<ul style="list-style-type: none"> Establish a programme of audits Agree action plans to follow up Support from centre of excellence 	The Audit/Review/Self Check programme is in the process of being developed, with roll out in 2018-19

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	record and to assist managers in the management of health and safety in their work areas.	health and safety	
Annual Health & Safety Report	To improve the reporting of the Councils Health & Safety performance for all areas of the Council.	<ul style="list-style-type: none"> To scope and develop an annual health and safety report 	2017/18 Annual Report will be produced and seen by CEDR and Cabinet by the end of June 2018.
Health & Safety Policy Review	To carry out the annual review of the Health & Safety policy to ensure legislative compliance and governance is up to date.	<ul style="list-style-type: none"> Complete the annual review of the health and safety policy statement and communicate the revised policy across the organisation. 	<p>The Policy was reviewed in early 2017 and the date changed to January 2017. No other changes were made.</p> <p>The Policy will need to be reviewed in early 2018 to align with the new CEX appointment and any revised governance arrangements.</p>