



### Health & Safety Service Improvement Plan 2009/10

<b>SIP Reference Code</b>	Insert two digit code here
<b>Lead Officer</b>	Ian Rabett
<b>Last Updated</b>	12 March 2009
<b>For Period Ending</b>	01 April 2009 – 31 March 2010

Please note the reference numbers in the left column cross-reference with the Health & Safety Strategy 2008-2011

Ref	Objectives and Actions	Start Date	Target Date	Revised Target Date	Lead Officer	Expected Outcome	Cross Cutting Issues				Resource Required	Progress Comments	Status % Comp
							C	D	T	E			
<b>1.0 Managing health and safety</b>													
1.2	Prepare Gap analysis between current H&S management arrangements and the IOD / HSC guidance on directors' responsibilities	Jan 09	Dec 09		GL	Position statement identifying shortcomings between company arrangements and proposals to comply with guidance				E3	No additional resources required		
1.3	Review Company H&S risk assessment procedures, including those relating to individual needs.	Apr 09	Jun 10		IR	Risk assessment procedures that are robust, simple and effective.		D3		E4	May require increased input from service managers		

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							C	D	T	E			
1.4	Review H&S service budgets	Jul 09	Dec 09		IR	More accurate H&S budget forecast	C2				No additional resources required		
<b>2.0 Implementing health and safety policies and procedures</b>													
2.1	Develop proposal for new H&S policy	Apr 09	Dec 09		GL	More accessible and widely understood Health & Safety Policy	C2			E4	May require additional printing budget		
<b>3.0 Monitoring and reporting our health and safety performance</b>													
3.1	Develop H&S performance indicators	Jun 08	Jun 09		IR	H&S performance monitored and able to benchmark	C2			E3	Business Improvement service		
3.2	Implement a formal H&S inspection programme	Apr 09	Jun 09		IR	A published inspection schedule for NCH workplaces and common areas of high rise buildings, hostels & sheltered schemes	C4		T1	E3	No additional resources required		

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3.4	Identify benchmarking opportunities with like organisations and agree benchmarking process	Jan 10	Dec 10		IR	Direct comparison of NCH H&S performance with other ALMOs	C2 C4			E4	May require travel outside district		
3.5	Review H&S reporting processes	Jan 09	Jun 09		IR	Clear structure to how, when and where H&S is reported across the organisation	C2 C4		T1	E3	No additional resources required		
<b>4.0 Improving the health of employees</b>													
4.1	Review health surveillance programme	Jan 09	Dec 09		IR	Review of current OH provisions using expertise of new OH consultants to arrange improved service.	C1 C4	D3		E4	Human Resources service		
4.2	Review stress management procedures	Jan 09	Dec 09		IR	Review current stress management procedures with aim of reducing work related stress absence	C1			E3	Human Resources service		

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<b>5.0 Reducing fire risks</b>													
5.1	Review fire risk assessments	Jun 08	Jun 09		CH	Review existing fire risk assessments and assessment procedures with aim of improving process	C4	D3		E4	May require increased input from service managers		
5.2	Review fire evacuation plans	Jun 08	Jun 09		CH	Review of plans at each major workplace and sheltered schemes and high rise buildings with aim of identifying any necessary improvements.	C4	D3		E3	No additional resources required		
5.3	Implement a formal fire safety inspection programme	Jan 09	Jun 09		CH	A published fire safety inspection schedule for NCH workplaces and common areas of high rise buildings, hostels & sheltered schemes	C4			E4	May require increased input from service managers		

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<b>6.0 Working within the law</b>													
6.1	Implement horizon scanning procedure	Jan 10	Jun 10		GL	A procedure to ensure that new H&S legislation and guidance is identified as early as possible	C2			E3	No additional resources required		
<b>7.0 Planning for emergencies</b>													
7.2	Prepare emergency / BCM procedures manual	July 09	June 11		IR	A complete procedures manual including all the company emergency and BCM plans	C2	D3		E4	May require increased input from service managers		
<b>8.0 Training our employees</b>													
8.1	Review H&S training	Jan 09	Dec 09		RW	A H&S training strategy based on employee needs	C1 C4	D3	T1	E3	Learning & Development service		
8.3	Implement E-learning programme	Jun 08	Jun 09		RW	Fully implemented e-learning modules for office, fire, manager and computer safety, and DSE management procedure	C1 C2 C4			E4	Learning & Development service		

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<b>9.0 Reporting and investigating incidents</b>													
9.1	Review incident reporting procedure	Jan 09	Jun 09		IR	Simplified and improved incident reporting procedure	C1 C4			E3	No additional resources required		
9.2	Review H&S incident investigations procedure	July 09	Dec 09		IR	Clear guidelines for incident investigation by H&S team	C2 C4			E3	No additional resources required		
9.3	Implement new incident statistics reporting procedure	Jan 10	Jun 10		IR	Improve incident statistic reports	C2 C4			E2	Reduced admin cost - no new resource - database developed in house		
<b>10.0 Consulting and involving employees, tenants and leaseholders</b>													
10.1	Survey service user preferences	Jan 09	Jun 09		IR	Benchmark survey of service users	C3 C4			E3	No additional resources required		
10.2	Review H&S Committee terms of reference	Jun 08	Dec 09		IR	Improvements to H&S Committee	C1 C4			E3	H&S Committee		

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10.3	Involving Safety Representatives	Jul 09	Dec 09		IR	Identification and implementation of methods to ensure involvement of TU Safety Reps where it is beneficial	C1			E3	H&S Committee		
10.4	Involving Tenants & Leaseholders	Jan 10	Dec 10		RW	Identification and implementation of methods to improve involvement of tenants & leaseholders in H&S	C2 C4		T1	E3	Tenant & Leaseholder Involvement service		
<b>11.0 Improving our health and safety culture</b>													
11.1	Implement the H&S message	Jun 08	Jun 09		IR	Clear definition of the corporate vision for H&S	C2 C4		T1	E3	EMT / BOARD		
11.3	H&S performance reviews	Jan 09	Jun 09		IR	Options for formal review / celebration of individual H&S performance	C2 C4	D3		E3	Learning & Development service		
11.5	H&S Competitions	Jun 08	Jun 09		RW	Identification of partner agencies and activities able to promote H&S through competition	C4			E3	Outside agencies e.g. HSE / unions		

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<b>12.0 Managing our contractors</b>													
12.1	Review CDM procedures	Jul 09	Jun 10		JW	Improved procedures for management of relevant contract works	C4			E3	Decent Homes service		
12.2	Review contractor selection procedures	Jun 08	Jun 09		JW	Assurance that contractors selected fro work are competent	C4			E3	Procurement service		
12.4	Implement contract H&S inspection targets	Jan 09	Jun 09		JW	Agreed targets for frequency of H&S inspections of construction works	C4			E3	Decent Homes service Repairs service		
<b>13.0 Other health and safety arrangements</b>													
13.1	<b>Prepare equipment procurement procedure</b>	Jan 09	Jun 09		GL	Procedure to ensure new work equipment is fit for purpose	C4			E3	Procurement service		
13.2	<b>Review asset management procedures</b>	Jun 08	Jun 09		JW	Assurance that safety critical assets are adequately maintained	C4			E3	Asset Management service		

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13.3	Review procedures for management of violent incidents	Jun 08	Dec 09		RW	Improvements to all aspects of violent incident management, including training, database, information, risk assessment, security arrangements and lone working policy and procedures	C1 C2 C4			E3	ASB service  NCC Violent Incident Co-ordinator  Learning & Development service		
13.4	Review of asbestos management procedures	Jun 08	Jun 09		GL	Improvements to asbestos management procedures	C2 C4			E3	Repairs service  Asbestos Team		
13.5	Review procedures for provision of Personal Protective Equipment (PPE)	Jul 08	Jun 10		GL	PPE policy and procedures	C1 C2 C4	D3		E4	Procurement service  Stores service		

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13.6	Review vehicle safety arrangements	Jun 08	Dec 09		GL	Review of vehicle safety arrangements - including driver training, licencing and health and traffic management at Harvey Rd	C4			E3	Human Resources service Learning & Development service Repairs service		
13.7	Review of legionella management arrangements	Jun 08	Jun 09		GL	Improvements to management of legionella in communal water supplies and protocol for responding to legionella alert	C4			E3	Asset Management service Public health agencies		
13.8	Review of procedures for inspection and test of portable	Jul 09	Jun 10		RW	Clear inspection and test procedure, asset register and test schedule	C4			E3	No additional resources required		

