

HEALTH AND SAFETY ACTION PLAN 2012-2013

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
POLICY	ECC Health and Safety Policy (statement of intent) to be refreshed, agreed, signed and communicated.	Agree content of new Health and Safety policy and obtain policy sign off by Chief Executive.	CEO/ H&S Board	Sep 2012	Oct 2012	COMPLETED: H&S Policy accepted by CHSB and Trade Union 24/10/12. Policy accepted by CLT and signed off by Chief Exec and Deputy Leader 05/11/12. Posted on intranet
		Communicate policy to respective employees and display on health and safety notice boards.	Comms/ Corp H&S	Oct 2012	Dec 2012	COMPLETED: Policy developed and communicated via Corp Comms Policy sent to H&S Champions who are responsible for maintaining H&S notice boards.
RESPONSIBILITY	Health and Safety responsibilities to be defined, understood and implemented for each directorate.	Agree responsibilities section of H&S Management System. Provide formal communication sessions to Directors and Heads of Department. Communicate general responsibilities as part of H&S Committees, training, briefings and intranet.	Corp H&S/ Directors	Sep 2012	Dec 2012	COMPLETED Final version distributed and signed off by CHSB Dec 2012. Roles and responsibilities document on intranet
	Annual & ongoing Health and Safety objectives required for each Directorate.	Develop and communicate Directorate Health and Safety objectives template.	Corp H&S/ Dir H&S Coords	Sep 2012	Nov 2012	COMPLETED: Objectives template distributed to Directorates and template on intranet
		Agree actions, monitor, review and report performance.	Directors/ Dir H&S Coords	Nov 2012	Dec 2012, then Quarterly	Objectives template discussed with AHSW, ESH, SCF & Corp Functions and Directorate objectives being compiled by H&S Groups

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RISK ASSESSMENTS	Identify and assess risks within generic 'low risk' activities (e.g. office environments).	Identify low risk/generic activities & services Develop generic risk assessments where appropriate and provide training/briefings for staff. Ensure control measures are understood, implemented and monitored by management & employees.	Corp H&S/ Directorates	Sep 2012	Dec 2012	COMPLETED: Risk Deep Dives took place for: ESH [17 Sep] ACHW [20 Sep] SCF [27 Sep]. Data analysed and low level risk assessments developed prior to being communicated to and owned by Directorate. Templates to be displayed risk assessment section on intranet .
	Identify hazards and assess risks within high and medium risk activities, processes and equipment.	Review existing or new activities, operations, processes or equipment and ensure risk assessments have been completed. Assessments to be reviewed in light of any changes.	Corp H&S/ Directorates	Oct 2012	Mar 2013	Risk Deep Dives took place for: ESH [17 Sep] ACHW [20 Sep] SCF [27 Sep] Data has been analysed and medium/high level risk assessment are being developed. Risk assessments identified include: <ul style="list-style-type: none"> • Lone working • Driving • Swimming Pools • Working From Home Other will be developed with Directorates, communicated to and owned by Directorate.
	Implement dynamic risk assessment process for non standard or unforeseen activities.	Develop dynamic risk assessment process	Corp H&S	Oct 2012	Dec 2012	COMPLETED: Proposed document tabled with ESH. Document posted on intranet
		Communicate/implement as part of training.	L&D	Jan 2013	Dec 2013	Discussed during H&S Training which commenced in Jan 2013.
Safety assessment forms to be simple and user friendly.	Review current assessment forms (VDU, Manual Handling, CoSHH, Fire, Young Person, Pregnant Workers, PEEPs). Simplify/improve if necessary. Communicate any changes to management/staff.	Corp H&S	Oct 2012	Jan 2013	Forms to be published on risk assessment section of H&S intranet .	

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RISK MANAGEMENT	Ensure adequacy, suitability and provisions of work and safety equipment.	Assess and review work and safety equipment currently in operation (e.g. access equipment, PPE, work equipment), determine suitability and procure equipment identified in the risk assessment.	Procurement/ Corp H&S	Nov 2012	Mar 2013	Currently reviewing resource availability
	Ensure ECC contractors/third parties are working in line with ECC's health and safety policy, standards, commitment and legal requirements.	Ensure contractor control procedure/standard is robust and fit for purpose. Review procurement arrangements/implementation/compliance. Monitor and audit compliance against standards/best practice.	Procurement/ Directors/ Corp H&S	Nov 2012	Mar 2013	Start to be delayed until Q2 2013. Dependent on availability of resources.
	Ensure H&S in schools is effectively managed	Develop a robust H&S Action Plan for schools to encompass training, guidance, monitoring and auditing	Corp H&S	Nov 2012	Dec 2012	COMPLETED: Action plan developed and agreed.
		Implement the Action Plan	Corp H&S/SCF	Jan 2013	Dec 2013	Implementation underway and has the support of the SCF Directorate.

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COMMUNICATION & CONSULTATION	Establish structured and strategic Health and Safety Board.	Identify Board members; establish Terms of Ref; arrange & undertake meetings every month; record, communicate and implement actions.	H&S Board Champion/ Corp H&S	Sep 2012	Monthly	COMPLETED: CHSB membership agreed, monthly meetings set up and commenced Sept 2012. CHSB ToR agreed on 24/10/12
	Ensure health and safety issues are discussed at a Directorate/ local level.	Directorates to undertake meetings at least every six months. Agree agenda; identify attendees; minute; communicate and implement actions.	Directors	Nov 2012	Every 6 Months	COMPLETED: AHSW, ESH, SCF & Corp Functions meetings in place. Template agenda created and on H&S Intranet
	Provide user-friendly health and safety information for all staff at all levels.	Develop staff H&S handbook with summary of responsibilities and condensed health and safety arrangements - use document as part of induction.	Corp H&S/ Comms	Oct 2012	Jan 2013	COMPLETED: Published as part of H&S Intranet launch Feb 2013
	Promote H&S via European H&S week.	Plan and promote week long events and initiatives (e.g. poster competition, wellbeing events, prize draws). Promote & communicate.	Corp H&S/ Comms	Oct 2012	Oct 2012	COMPLETED: Various Health, Safety and Wellbeing activities arranged, publicised and provided.
	Ensure continual support and training for Safety Support Staff (e.g. Local H&S Champions, Trade Union Reps, Fire Marshals & First Aiders).	Establish formal and informal two-way communication for Safety support staff between Health & Safety and Line Management.	Corp H&S/ L&D/ Mitie	Dec 2012	Dec 2013 then meetings as req'd	COMPLETED: Health and Safety Champion/Coordinator Meeting held on 23 Nov 2012. Meeting to continue on 6 monthly basis.
H & S STANDARDS	Ensure ECC's health and safety standards and guidance are adequate and relevant to ECC activities and services.	Identify ECC activities & operations. Complete gap analysis. Develop remaining procedures/ standards/ guidance containing sufficient information and instruction to ensure efficiency and simplicity.	Corp H&S	Dec 2012	Jul 2013	Intranet site framework and format developed . Procedures and forms identified.
		Review & structure standards, document control, intranet and other H&S sites in order that information can be found quickly and readily.	Corp H&S/ Comms	Jan 2013	Jul 2013	Format, structure and control agreed and to be included on new Intranet in early February

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TRAINING	Ensure formal health and safety training in place for ECC staff.	Develop structured health and safety training plan and monitor implementation.	L&D/ Corp H&S	Oct 2102	Feb 2013	COMPLETED: Meetings held with H&S & L&D Oct 2012. Training plan completed and will be included on new H&S Intranet site .
		Develop health and safety needs analysis/ training matrix for each directorate and establish a monitoring process	Directorates	Oct 2012	Feb 2013	Training matrix template drafted and discussed with Directorates. Template on H&S Intranet
	Ensure new starters are aware of H&S arrangements and responsibilities.	Review health and safety induction process with stakeholders. Simplify and implement any recommendations.	HR/Corp H&S/ Comms/ Directorates	Oct 2012	Dec 2012	COMPLETED: Process reviewed and agreed. To be included as part of H&S Handbook
	Mandatory Health and safety awareness training required for Senior and Line managers.	Deliver Senior and Line manager training programme. Provide guidance and outline responsibilities. Develop process to monitor attendance.	Corp H&S/L&D	Nov 2012	Dec 2013	Training for CLT & Ops Board completed. Wash-up session scheduled for Feb for those unable to attend. CHSB advised that Line Mgr. training to be via e-learning module.
	Develop Health and Safety e-learning module	Develop and agree content	Corp H&S	Oct 2012	Dec 2012	COMPLETED: Content agreed.
		Publish on e-learning portal and communicate	L&D	Jan 2013	Jan 2013	With L&D to develop and test
		Ensure staff/contractors with access complete training and monitor completion rates	Directorates	Jun 2013	Jun 2013	
Establish process for excepted contractor/agency staff to ensure they receive induction		Mar 2013		April 2013		
WELL BEING	Develop and Implement Stress Management Strategy for ECC.	Establish stress policy; stress steering group; training; assessments & surveys; counselling support mechanisms for management and staff.	HR/OH/Corp H&S	Jan 2013	Dec 2013	Stress briefings run as part of European H&S week and included in training plan. Stress Steering Group took place Jan 2013 and will continue every 3 months

	Ensure Occupational Health provisions in line with legal requirements, best practices and risk assessment findings.	Review health surveillance and screening processes in line with legal requirements and risk assessment findings. Ensure management and staff are aware of OH requirements, process and adjustments to work activities and work patterns.	Corp H&S/HR	Nov 2012	Dec 2012	COMPETED: Meeting held with OH and processes considered to be robust. Corp H&S to support OH in health promotion. Process to be defined in H&S standard.
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ACCIDENTS & EMERGENCIES	Ensure robust accident & incident reporting procedure and monitoring process.	Review accident & incident report processes.	Corp H&S	Oct 2012	Jan 2013	Process agreed but will not be implemented until new financial year so that stats for 2012 are not impacted
		Train management on accident causation and investigation.	Corp H&S	Jan 2013	Dec 2013 (continue as necessary)	Incorporated into the Training schedule for 2013
		Develop process for management of accident/incident database.	Corp H&S	Sep 2012	Dec 2012	COMPLETED: Stats to be reported at monthly CHSB
		Provide management information for Health and Safety Board and CLT.	Corp H&S	Oct 2012	Monthly (CHSB) Quarterly (Board)	COMPLETED: Dashboard agreed by CHSB in Nov 2012. Submission to quarterly Governance Steering Board.
ACCIDENTS & EMERGENCIES	Ensure adequate compliment, training and motivation for Fire Marshals and First Aiders.	Identify names and locations of Fire Marshals & First Aiders. Establish training needs and frequency Establish regular meetings/communications with Fire Marshals and First Aiders.	Mitie/ Corp H&S	Sep 2012	Mar 2013	Meeting (via Mitie) with Fire Marshals Oct. Provided examples of fire marshal and first aider lists plus monthly checks. Meeting with Mitie Dec. Fire Marshal training scheduled. Chasing Mitie for the following: <ul style="list-style-type: none"> List of County Hall Fire Marshals & First Aiders Schedule for updating non-County Hall H&S noticeboards List of sites that Mitie manage (to identify any not managed by Mitie)
MONITORING	Ensure routine health and safety inspections within directorates and offices.	Develop forms/process for regular fire safety, office safety and workplace inspections.	Corp H&S/ Directorates	Oct 2012	Dec 2012	COMPLETED: Forms developed and published on H&S Intranet Feb 2013
		Train management/staff on use and develop process to monitor implementation	Corp H&S	Jan 2013	Dec 2013	Incorporated into the Training schedule for 2013

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AUDITS	Develop systematic means to measure health and safety compliance within each Directorate/function.	Establish Audit plan for ECC sites and operations. Undertake health and safety audits for each Directorate/function. Report back audit findings and actions to Department Heads. Provide summary to Health and Safety Board and CLT.	Corp H&S	Feb 2013	Mar 2013	Delayed to Q2 2013 Dependent on availability of resources
				July 2013	Aug 2013	
				Feb 2014	Mar 2014	
REVIEW	Senior Management to formally review ECC health and safety compliance and performance against objectives.	Undertake regular health and safety management reviews with CLT and ECC senior management.	CEO/Corp H&S	Nov 2012	Quarterly	Meeting with Chief Exec on 27/11/12. Meetings to continue in 2013.
		Develop and present annual report. Identify strengths, weaknesses, actions and resources going forward.	Corp H&S	Mar 2013	Apr 2013	
3 rd PARTY VALIDATION	Ensure ECC's H&S management system is robust & meets best practice requirements via 3 rd party validation.	Agree recognised 3 rd party audit methodology (e.g. RoSPA, British Safety Council, OHSAS 18001).	H&S Board	Sep 2013	Oct 2013	
		Establish audit plan and assist auditors. Review findings and report back to H&S Board and CLT.	Corp H&S	Dec 2013	Jan 2014	

Signed _____
Joanna Killian
Chief Executive Officer
Essex County Council

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