

Corporate Health & Safety - Management Action Plan

Ref	Due Date	owner	Audit Recommendation	HR comment	Activity update	Interdependancy?	What was said at ELT 08/01	Deadline for HSW
1	31/12/2023	HM	A corporate health and safety plan should be developed accordingly, after which it should be agreed by the JHS&W Committee and made available to employees via the intranet	WNC comprises of a diverse number of services with many different Health & Safety requirements therefore a single corporate plan would not be sufficient. Activity has commenced on an overall H, S & W strategy (as written in the HSW Policy (Item 3 policy statement) to provide direction over medium to long term. Internal Audit comment: The management response is accepted but note this will require amendment to the policy.	16/08/2023 Hayden has a skeleton ideas document. Currently shared with GK AG and SR , HM to resend link GK and AG to comment and HM to discuss with SR at meeting next weds. 15/09/23 - Meeting been set up with Sarah Reed etc to discuss 11/10/23 - Meeting scheduled for 16/10 08/11/23 - GK to review 06/12/23 - Strategy group names in draft, GK to check with RW for providor, then share list and draft invite email with SL. Invite can be sent from PMO. 31/01/2024 HSW meeting with SL on 6/02 to progress.  <b>28/02/2024 Strategy just going through strategy group 7th March</b>		H&S strategy in solid draft form. Governance Group being arranged via PMO who will then input into strategy to ensure its workable for whole org. Once strategy is in place we will work with services on their localised plans.	End of April: Governance group has inputted Post April: consult with unions and commenc work on localised plans.
2	31/12/2023	HM	A comprehensive action plan should exist to confirm when the relevant outstanding procedures (as listed within the policy) will be developed and / or made available to employees via the intranet. The action plan should be subject to regular review to provide assurance that key tasks requiring attention are actioned by the relevant named officers within the agreed timescales. In addition, a version control sheet should be included with all procedures to provide an audit trail of all revisions and approvals.	The current H&S policy put in place at vesting day will firstly be reviewed to ensure the procedures listed within it are still relevant for WNC given our workforce mix. Following this review an action plan with appropriate / agreed timescales will be developed to ensure WNC has the relevant procedures, guidance and reporting mechanisms in place, and these will be published via the intranet (with version controls).	16/08/2023 Re-write and then republish the policy with the procedures stripped out but can't happen until action 12 re dcf review is complete 15/09/23 - need to ensure we strip procedures right back when we review it all, plus there is inconsistency in terminology 11/10/23 - HSW Steering group to be established, PMO to assist 08/11/23 - HSW membership being looked at meeting on 9/11 06/12/2023 - HSW policy is currently under review, this is clear on the intranet pages. The references to legacy procedures referenced in the 'old' policy have been removed, and the intranet site updated directing colleagues to either the team or relevant HSE guidance and documentation. Once the HSW policy review is complete, any procedures that do not exist currently for WNC will be created. IF THEY ARE NEEDED 31/01/2024 Shortened policy is being drafted currently <b>8/02/2024 - Aiming to issue statement of intent within next two weeks.</b>	yes, action 10	Aim to complete shortened h&s policy by end of janauary. We will only create procedures where they are needed and relevant. Once policy agreed we will publish via the intranet with version control. In the meantime we have published any 'missing' procedures.	Jan to complete policy, then consult with unions
3	30/09/2023	HM	Management should be reminded that additional health and safety elements should be included within the relevant job descriptions (for senior and specialist job roles) in accordance with agreed policy.	There is an overarching legal duty around H&S. Whilst including the information in a job description serves as a helpful reminder to the postholder, it is not a control in itself as it is the experience, knowledge, training and application (assessment of competence) that is critical. Being in the job description or not will also not absolve the postholder of the responsibility in law. However, HR will provide a recommendation to ELT regarding a statement for EDs Directors and ADs which they can insert into the job descriptions.	16/08/2023 - HM /GK will pull together short statements for inclusion in relevant job descriptions AG will take item to elt workforce session 18th Sept then we will notify those impacted about why the statement has been included/will be included. 11/10/23 - Wording under review as ELT wanted revisions. 8/11/23 - Wording reviewed - ELT on 20/11 06/12/2023 - currently with AG 31/01/2024 AG has asked for updated JDs to be returned by end of Jan and will review progress next week <b>28/02/2024 - 80% are back, final ones are being chased by AG and exec support</b>		AD will ensure locally owned role profiles for Eds and ADs are updated.	Feb
4	31/10/2023	GK and CY	Managers should be reminded of their responsibility for ensuring that all employees have completed the relevant mandatory health and safety training via the Council's LMS within the first two weeks of their induction process. The H&S team should determine whether the relevant reports are readily available to enable monitoring to take place, with issues of non-compliance escalated accordingly. Any issues with reporting functionality should be discussed / resolved accordingly with the relevant provider.	HR will issue a reminder to all managers regarding completion of all mandatory training in line with the Council's induction policy. It should be noted that the H&S elements of mandatory training are currently under review as per the recommendations arising from the review of all mandatory training that took place with ELT in 2022, therefore the extent of the mandatory H & S training may be reduced as it is currently duplicated. The L & D function returned to WNC on 1st April 2023 and the learning management system is now WNC owned, meaning that a WNC reporting strategy can be put in place once the new system is procured (Aug 2023).	16/08/2023 - GK sent out reminder via managers briefing on 14/08/2023 Separately a paper is going to ELT in sept to update on mandatory training and also HSW looking at madatory training going forward. Action for next time to pick up with Hannah and Clare re reporting going forwards. 15/09/2023 - Hannah Oswin now attending our HSW team meeting (once a month or as required bearing in mind whatever happening) reporting being looked at. Need to look at courses on ilearn. 11/10/23 - The three year annual refresh of mandatory training is due in 2024, Hannah Oswin is aware and updating ilearn to ensure refreshes every three years for colleagues. 08/11/23 - IOSH Managing Safely dates scheduled every month for 2024 from Feb complete plus regular reminder to be put on HR comms forward plan <b>29/02/2024 Remains open as action re reporting functionality of ilearn.</b>		Reminder issued via managers briefing on 14/08/2023 with request to internal comms team to repeat regularly. The three-year annual refresh of mandatory training is first due 2024, once new LMS launched (Jan 2024), reporting capability will be in place and updated so it can schedule reminders. Face to Face Risk Assessment Workshops delivery commenced early 2023 with ongoing program in place. 3 day IOSH Managing Safely training dates have been scheduled monthly for 2024.	
5	31/10/2023	HM	Organisation-wide compliance with the risk assessment procedure should be subject to an early health and safety audit with the relevant findings presented to the JHS&W Committee for their consideration.	H&S will do an audit and report to the JHSW Committee for their consideration.	16/08/2023 HM to device an audit and sampling approach. Could look at doing this in Oct, could target lone working and DSE Assessment - so looking at what is a risk to people. 15/09/23 - HM will send something out on return from leave to pre warn people it will be going out in Oct, focus on mix of new starters and lonner term 11/10/23 - Preparation for audit is in process, email from Sarah R has gone to AD's, HoS. 23/10/23 - Notification of audit and requirements sent to AD's for communication to colleagues.  08/11/23 - Audit is in progress, interviews scheduled during Nov. 06/12/2023 - Findings being collated, need to book onto next jhs. 13/11/23 - 30/11/23 Two procedures audited (Lone Working & Display Screen Equipment) total of 57 contacted scheduled for one hour meeting. ?? carried out in person, various locations. ?? on Teams. ?? Failed to attend 10, despite three plus attempts to contact (email, phone etc.) and escalation to AD's  22/01/24 - 31/1/24 - 7hrs moderation meetings held GK/HM/KB and lead HSW advisor undertaking audit of various areas. Next step to write report and get to JHSWC on 27th Feb <b>28/02/2024 - HM still writing up report, not yet ready to go. HM to advise AG when its ready and AG will take to ELT.</b>		In Oct/Nov 2023 an audit was conducted across services on Risk Assessments. Outcome will go to ELT in Feb and then onto JHSWC.	27th Feb JHSWC
6	31/03/2024	HM	Appropriate documented procedures and record-keeping arrangements should exist to provide assurance that the relevant actions within the	The current (inherited) IT system is not fit for purpose, meaning it is not possible to efficiently manage and monitor actions on the existing frontline system, hence the service is	Not started - we are choosing to focus on a new system. 15/09/23 - still only reliant on what is in system in first place but some amendments done so we will be notified.		Some automation has been put in place with current process to deliver some limited improvements. Better reporting going into JHSWC. It looks like overall numbers of	

			accident / incident log have been followed up / undertaken accordingly.	currently exploring funding options for a replacement and funding means. The team will explore further manual interventions to strengthen record keeping arrangements outside of the system, but this activity will need to be within the existing capacity constraints of the service.	08/11/23 - Application for new system via DTI in process, however indication that this will not be approved currently, when formal response received need to consider the options. 06/12/2023 - request for budget for new system part of 2024/25 growth proposals, not all of which can be agreed. Team are looking initially at a bolt on to the existing property management system as this may provide a lower cost solution. 31/01/2024 - financing for new system was not included in the 2024/25 budget build, this has been raised with Finance at Jan budget meeting. Concerto bolt on will be in region of £10-15k, AG to ask finance about money for this. Jason is producing an high level options appraisal on spending on concerto. 28/02/2024 - pursuing the concerto option (albeit no budget available as it stands). HSW need to visit concerto Leicester to review , currently with Jason to progress		incident has reduced over the year, however this is because a lot of duplicate, incorrectly classified data has been identified. Detailed breakdown of reporting is being prepared and will go to ELT. System issues: Team are currently exploring whether there is a cheaper 'bolt on' module to the new property system that may be a better option than the current state. The new system exploration will continue into 2024.	
7 -	30/09/2023	HM	RIDDOR incidents should be reported to the Health and Safety Executive (HSE) within the agreed timescales (10 days of incident or 15 days for accidents resulting in the over-seven-day incapacitation of a worker). In addition, matters relating to RIDDOR (incidents / reporting timescales etc.) should be reported to the JHS&W Committee for their consideration.	Agreed where the incident is considered reportable under RIDDOR.	16/08/2023 - Riddors are on the report which goes to JHSWC . HM to devise a communication for both schools and corporate about what is RIDDOR and reporting requirements. Talk to comms about H and S forward plan and include this. Secondly ensure procedures in hsw team re weekly meeting and reporting captures these. 07/09/2023 - RIDDORS now coded into the HSW spreadsheet, if time off work has been indicated a notification will be sent to the team inbox, to DT and KB so it can be followed up. However it is only as good as the ability of the manager to report in first place and provide the right information. 11/10/2023 - Reporting of significant incidents advice note has gone to Sarah Reed. 08/11/23 - on hold pending decision on management system. 24/10/23 - First significant incident distributed to the ELT by Leanne Wightman 31/01/2024 - system now in place to notify key colleagues of incidents, but information can only be impacted upon based on information inputted in first place so remains not foolproof. Complete and closed		RIDDORS are listed as an item on the report to JHSWC and a standing item on HSW team weekly agenda. A communication went to schools and corporate to remind managers about what a RIDDOR is and reporting requirements. RIDDORS coded into the HSW spreadsheet, meaning that if time off work has been indicated by the manager, a notification will go to the HSW inbox for the team to follow up. (noting this is only as good as the ability of the manager to i) report and ii) provide the right information.) A 'Reporting of significant incident advice note' is now in place with items being sent directly to ELT as they arise for their consideration and immediate action.	CLOSED
8	31/12/2023	HM	A risk-based inventory of auditable areas and a comprehensive audit and inspection schedule should be agreed and start to be delivered as soon as reasonably practicable. Once established monitoring of progress of audits and the implementation of recommendations should be reported to the JHS&W Committee in accordance with	An audit and inspection approach will be designed based on risk over a 12 month period.	Not started - we will look at this but firstly the procedures and guidance need to be in place to then audit approach and HM will review in due course 31/01/2024 - not started, as per above focussing on other actions first.	yes action 2	Not yet commenced as MAP 1 & 2 need to be in place first.	
9 - CLOSED	31/12/2023	HM	The relevant reporting issues identified during this audit should be addressed accordingly.	The establishment of critical metrics are currently being worked on and then regular reporting will take place. The annual report is currently being prepared for a future JHSW committee.	16/08/2023 - annual report being pulled together. AG going to elt on 21/08 to discuss what elt want to see on a quarterly basis and includes a H and S and HM will consider with team over next few months the desired reporting state. Then as part of system procurement we have an idea of what we need it to do and can then start to report once you system in place. 15/09/23 - HM starting to look at what data can be pulled in from where to compile reporting, and link to data from other reports, need to be mindful potential new system therefore metrics/reporting may then change again. 08/11/23 - Arrangements for H&S Forums under consideration within governance for HSW reporting requirements to be identified. 06/12/2023 - quality reporting suite provided to last jhswc, these will be enhanced once a better system is in place. Discussion with John D over feeding relevant data into the quarterly corporate dashboards, and review of what data can go to directorates on a monthly basis 03/01/2023 - Analysis of previously provided information and data shows significant inconsistencies in data previously supplied as part of reports (included NCT incorrectly reported incidents, duplication i.e multiple reports of the same incident.) Template for annual report. Comparative Analysis of 2021 - 31/01/2024 - Closed - Metrics will be going to ELT quarterly (Jo Bonham report) and metrics established for JHSWC and consultation forums. Closed.	yes action 6	End of year annual report to be produced. Quality suite of data provided to last JHSWC (28th November 2023). Discussion underway with HR data lead to feed key metrics into the quarterly corporate dashboards and reviewing what is sent to DMTs on monthly basis	CLOSED
10	31/12/2023	HM	That terms of reference be established to guide the directorate HS&W forums, and their purpose and objectives be set out in the next revision of the policy, together with appropriate revision to Appendix 2.	There are some gaps in the terms of reference for DCFs, the HSW team are currently working with Executive Directors to review these. The H&S policy will be updated and amended as necessary following review.	16/08/2023 - HM currently pulling together report for JHSWC. The Committee need to decide the terms of reference. HM will produce a couple of options around draft TOR recommendations and this can go to SL, ST and SR in advance of next JHSWC for review. Will also include it as agenda item on committee to discuss. Then in terms of feedback set a hard deadline for mid Sept to finalise. Once these are nailed down the action on H&S policy can be completed. 15/09/23 - Draft TOR looked at with SR, HM to get draft TOR over to TUs for comment then we can finalise in early oct following HM return from leave. 11/10/23 - Discussion had with Andy Langford re draft TOR, require minor amendments before taking to JHSWC. 08/11/23 - Under review as part of governance arrangements for HSW. 06/12/2023 - These need to go to JHSWC for ratification, date to be arranged (proposed 27/2/24) 09/01/2024 - Meeting UNISON Offices to discuss ToR 11/01/2024 - C&O 2nd standalone HSW Forum held. Chaired by Louise Seymour 15/01/2024 - Meeting GMB to discuss ToR (Cancelled by TU) 29/01/2024 - Meeting GMB to discuss ToR, currently with GMB to comment and this will then go to JHSWC on 27/02	yes action 2	Service actions post audit: Draft ToR created and discussed with TUs. These will now go to next JHSWC (20th February) for ratification.	

								28/02/2024 - TOR went to JHWC on 27/02. HM/GK to draft email for SL to send to ELT giving them the TOR for information only and ensuring they send subs going forwards for JHWC - <b>Can be closed at next meeting.</b>		
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