

Tuesday 14th April 2015

Corporate Health and Safety Department
Annual Plan 2015/16

Brief description of the paper

This Paper presents the corporate Health and Safety Department’s annual plan for 2015-16, together with progress in 2014-15 against plan. Critical success factors and KPIs used to gauge success are also included.

<u>Action requested</u>	<i>For Information</i>
<u>Resource implications</u>	Does the paper have resource implications? No
<u>Risk Assessment</u>	Does the paper include a risk analysis? No
<u>Equality and Diversity</u>	Does the paper have equality and diversity implications? No
<u>Any other relevant information</u>	<i>Presented by Alastair Reid, Director of Health and Safety</i>
<u>Originators of the paper</u>	<i>Alastair Reid</i>

Freedom of information Can this paper be included in open business? **Yes**

If no, please indicate which of the reasons below justifies the paper being withheld.

Its disclosure would substantially prejudice a programme of research	
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Corporate Health and Safety Department Annual Plans 2014/15 and 2015/16

A Paper submitted to the Health and Safety Committee Meeting, 14th April 2015, by Alastair Reid.

Introduction

Each year, in consultation with the Heads of each Unit within the Health and Safety Department, the Director of Health and Safety (DoHS) formulates a Health and Safety Plan for the coming academic year. This Plan is divided into subject areas which correspond with the individual professional disciplines within the Health and Safety Department, together with some further general headings.

The DoHS and the Director of Corporate Services (DoCS) meet in December/January to discuss the Health and Safety Department's planning and budgeting submission, which also includes financial elements and forecasts, and which feeds into the Corporate Services annual planning and budgeting submission. The content of the Health and Safety Plan is discussed and agreed with the DoCS, in line with the latter's role as the senior management champion for health and safety within the University.

Progress against the previous year's Plan is also fully reviewed and examined. This examination should confirm the substance of the discussions held during monthly one to one meetings between the DoHS and the DoCS throughout a given year. Items which arise within the course of a given academic year, but were not in the Plan for that year, are also highlighted.

The following text summarises the key achievements which have been delivered/are expected to be delivered in 2014/15, and the major milestones for 2015/16, grouped by subject area. This is by no means intended as a comprehensive list of achievements and milestones, but is a summary of significant headlines for each academic year.

Due to the nature of the work of the Health and Safety Department, with scheduled work routinely having to give way to issues arising, e.g. incidents, enforcement visits, other unplanned events etc., there is little value in trying to assign dates and timelines to each individual item within the year in question. However, for the first time, a set of targets for 2015/16 has been included, under the heading of "Critical Success Factors and KPIs".

Annual Plan 2014/15 – achievements delivered/expected

Key themes/areas of activity are highlighted for each subject area.

Subject Area: General Health and Safety Management

- Publish the new version of the central University Health and Safety Policy
- Consolidate and further develop the supporting Framework Codes of Practice and Guidance to the UoE's central raft of health and policy and guidance
- Comply with HSE Training Notice (Appealed) on PI and CBS training, PI workshops, monitoring of LAAs in and outwith animal houses, as if Notice was in force.
- Work with HSE to ensure compliance with the spirit of HSE Management Notice (Appealed), including MSc Project
- Consult informally with HSE at senior level regarding ongoing intervention and relationship in general
- Manage the impact of the HSE's decision on further enforcement action, whatever that may be
- Rationalise the H&S Department's core training database into a new supported package, within a Corporate Services Group structure
- Undertake migration of H&S Department's extensive websites into new content management system, EdWeb

Subject Area: Occupational Health

- Implement the main thrust of the external review of occupational health provision via an Implementation Group
- Re-structure the Occupational Health Unit (OHU) in terms of professional capacity and administrative support, and solve OHU accommodation issues
- Move towards a sector-leading solution on student "occupational" health, beginning with cohort of Veterinary Undergraduates

Subject Area: Biological Safety and Biosecurity

- Operate an effective contingency plan for the delivery of biosafety services to the UoE, and development of the BTI, in the absence of the University Biological Safety Adviser on long term sick leave

Subject Area: Biological Safety and Biosecurity (cont.)

- Achievement of validation/accreditation for the core BTI biosafety course from ISTR, Society of Biology and IOSH
- Implement BTI business plan with a view to forming partnerships in order to effectively market BTI e-learning courses outside the UK
- Develop RETAIN database system for recording of biological materials, including Schedule 5 substances

Subject Area: Occupational Hygiene

- Implement a new enhanced online accident and incident reporting and management system for the University
- Continue to progress the professional development of, and qualifications for, the Occupational Hygienist
- Cement engagement with the Sustainable Labs project to ensure correct balance between health and safety and e.g. energy conservation

Subject Area: Radiation Protection

- Continue the rationalisation of Radioactive Substances Act Certification in the Central Area and at Kings Buildings.
- Achieve re-accreditation of University Radiation Protection Adviser
- Manage the radioactive decommissioning of the Darwin Building as part of the Darwin decant project
- Development and roll out of the RETAIN database system for recording radiation usage, improve RETAIN system in conjunction with IS Projects to ensure all Schools are able to use the system effectively and to record Uranium/Thorium held in the University

Subject Area: Training and Audit

- Implement the next phase of the Aon partnership audit programme
- Take control of the management of e-learning course development, with colleagues in other Units acting as programme contributors
- In particular, take management control of the development of the BTI course programme, following restructuring of the BTI

Subject Area: Fire Safety

- Complete a review of operational/ human resources aspects of the Fire Safety Unit

Subject Area: Fire Safety (cont.)

- Implement succession plan for the Fire Safety Unit to accommodate retirements of key staff
- Ensure still closer collaborative working with E&B colleagues through Fire Safety Liaison Group

Subject Area: Enhancing Reputation

- Begin work to achieve IiP Gold Award
- Consolidate and further develop our Healthy Working Lives award

Annual Plan 2015/16 - critical success factors and KPIs used to gauge success

Primary Critical Success Factors and KPIs

- Minimising fatalities, serious injuries and instances of occupational ill health, so far as reasonably practicable
 - **Target KPI: Fatalities = zero**
 - **Target KPI: Specified Injuries = < 5**
 - **Target KPI: Occupational Diseases = zero**
- Preventing criminal law actions against the University, including Prosecutions, Prohibition Notices, and Improvement Notices issued by Enforcing Authorities
 - **Target KPI : Enforcement Actions = zero**
- Preventing significant civil cases arising against the University on health and safety grounds
 - **Target KPI : Significant Civil Cases = zero**

Secondary Critical Success Factors and KPIs

- Ensuring consistency of best practice via health and safety management and compliance audits
 - **Target KPI: all management units audited to score in top band**
 - Occupational Health Unit performance – no. of contacts, health surveillance statistics etc.
 - Overall percentage increase of **281%** of OHU student contacts over the last 2 years – all of which is outwith the original OHU remit for staff.
- | Period (Year) | Number of Student contacts |
|---------------|----------------------------|
| 2010-2012 | 311 |
| 2012-2014 | 875 |
- **Target KPI: tbc.** Meaningful and realistic targets to be identified in due course
- Accreditations and awards achieved in the area of occupational safety, health and wellbeing
 - **Target KPI: maintain Gold Level in Scotland's Healthy Working Lives (SHWL)**
 - **Target KPI: achieve Gold Level in Investors in People (IiP)**

Annual Plan 2015/16 – expected milestones

Subject Area: General Health and Safety Management

- Continue to take pro-active steps to re-build relationships with HSE, following resolution of current enforcement intervention
- Review the bedding in of the new version of the University Health and Safety Policy and Framework, and continue with rationalisation of Codes of Practice and guidance
- Accommodate structural changes in CM&VM without prejudicing health and safety compliance/performance

Subject Area: Occupational Health

- Build upon the results of the external review of occupational health provision to ensure a service and partnerships which are sector leading, meeting the needs of both UoE management and individuals
- Re-structure the OHU to allow the OH Manager and Senior OH Adviser to play more strategic roles, responding to the findings of the Occupational Health Review
- Replace the Occupational Health Physician (OHP) on his retirement, continuing with a contracted-out service
- Expand the OHU footprint at Drummond Street Annexe or elsewhere
- Continue progress with the holistic model for occupational health provision, to ensure effective partnership working with HR colleagues and local managers
- Manage the controlled widening of the remit of OHU, to accommodate Postgraduate and Undergraduate student health surveillance needs
- Fully implement mandatory day zero health surveillance for animal workers – in conjunction with HR/Schools etc. following HSE intervention
- Continue to develop the physiotherapy service for staff, in partnership with FASIC, following the success of the pilot project

Subject Area: Biological Safety and Biosecurity

- Return the Biosafety Unit to full functioning capacity
- Move forward with the BTI business plan to market full e-learning course, and develop further modules
- Should it come onto the Statute Book, accommodate the new legislation on biosafety and biosecurity with concomitant work on policy, guidance, training etc., to ensure satisfactory compliance

Subject Area: Biological Safety and Biosecurity (cont.)

- Successfully include the UK's new regulatory framework, should it come into force, within the commercial teaching materials offered by the BTI
- Continue with roll out of REATIN database system to all Schools, replacing current paper based annual report system

Subject Area: Occupational Hygiene

- Build upon our contribution to areas such as corporate social responsibility, particularly sustainable laboratories
- Formulate e-learning training programme on COSHH compliance
- Fully implement mandatory day zero facefit testing for animal workers (if facemasks mandatory according to risk assessment) – in conjunction with Schools etc. following HSE intervention
- Completion of professional qualifications by Occupational Hygienist

Subject Area: Radiation Protection

- Accommodate the requirements of the new Electro Magnetic Field (EMF) Directive, ensuring compliance with resultant UK legislation over a reasonably practicable timescale
- Progress further notification system for acquisition of radiation emitting devices, in conjunction with Procurement colleagues
- Develop e-training courses for Departmental Radiation Supervisors, ensuring effective networking opportunities are also facilitated
- Achieve Radioactive Waste Adviser (RWA) Certification for both members of the Radiation Protection Unit
- Continue with roll out of RETAIN database system to all Schools

Subject Area: Training and Audit

- Develop the latest partnership approach to auditing and map our future auditing strategies
- Continue the development of our e-training provision, identify remaining gaps and continue development of programme
- Review the performance of the BTI and set future strategy
- Fully implement mandatory training for PIs – in conjunction with HR/Schools etc. following HSE intervention
- Roll out Health and Safety Training Database to Schools etc.

Subject Area: Fire Safety

- Review progress with the modernisation of our model for fire safety provision and implement any further changes required, in collaboration with E&B
- Consolidate the Fire Safety Unit's complement of personnel and accommodation, taking operational requirements fully into consideration
- Implement custom built fire safety management system in liaison with IS
- Continue rationalisation of fire fighting equipment to reduce numbers and move to more eco-friendly solutions

Subject Area: Enhancing Reputation

- Review the status of proposed Occupational Health and Safety Assessment System (OHSAS 18001) accreditation for corporate health and safety systems
- Review progress towards Safe Effective Quality Occupational Health Service (SEQOHS) accreditation for the Occupational Health Unit
- Implement information exchange/due diligence relating to SRUC Strategic Alignment, and ensure that results are effectively communicated
- Achieve IiP Gold award

Conclusion

The overall outline plan for corporate health and safety initiatives/endeavours/activities is shared with Health and Safety Committee on an annual basis, and is also published as an open document, accessible via the Health and Safety Committee intranet site.

These plans link closely into the Corporate Services Group Strategic Plan, and with the current version of the University of Edinburgh Strategic Plan, 2012-2016, see:

<http://www.docs.sasg.ed.ac.uk/gasp/strategicplanning/201216/StrategicPlan201216.pdf>