London Borough of Hounslow

Corporate Health and Safety Action Plan April 2015-17

Ref	Objective	Milestones	Deadline (last working day)	Owner	Costs	Progress	Links to other plans
HS01	To, review, integrate, update and re-launch health and safety policy and procedure, which collectively form the Corporate and former Hounslow's Homes health and safety manuals	1.1 Health and safety associated policy and procedure made under the Corporate and Former Hounslow homes Health & Safety Policy reviewed and updated in line with published H&S policy development and review schedule	Mar 2017	**Owner/Lead:** Mel Fontinelle **Team:** Gerry Austen-Reed Helen Stiles	Initially officer time only	• Policy review and development schedule created and in place. First drafts of revised policy/procedures expected Feb 2016 (See HS06 & HS07)	• CHS Development & review plan • HSW strategy: A1, A2, A4, A5 • BS OHSAS 18001:4.4.1, 4.4.6
HS02	To review current health and safety training provision to identify and create minimum training requirements for all staff, including those with specific health and safety responsibilities. To develop a HS training strategy and annual training programme to meet identified minimum requirements. **(Carried over from 2014-2015 action plan HS3)**	2.1 To review current health and safety training provision across council	1 Apr 2014 - **Revised to Feb 2016**	**Owner:** Mel Fontinelle **Lead:** Gerry Austen-Reed **Team:** Helen Stiles Tony Fenton Adam Stonely	Initially officer time only, but depending on outcome additional funds for mandatory health and safety training may need to be identified	• Council is licensed to deliver IOSH Managing Safely, with first courses proposed for April 2016 • 3 Learning Pool e-learning courses have been developed. • Revised minimum training requirements and strategy drafts near completion	• Turner and Townsend: recommendation 5 • BS OHSAS 18001:4.4.2 • HSW strategy: A1,A7 • Corporate plan: Many talents - one aim • Internal audit 14/15 recommendation 5
		2.2 To review and update proposed minimum training requirements and link to key job requirements	(1 Jul 2014) 31 Jul 2014 **Revised to Feb 2016**				
		2.3 Agreed Corporate H&S training strategy and annual training programme including indicative costs to meet minimum training requirements	(1 Jul 2014) 31 Aug 2014 **Revised to Feb 2016**				
		2.4 To identify any additional resources to deliver training programme	1 Jul 2014 **Revised Feb 2016**				
		2.5 To launch new health and safety training programme	1 Sep 2014 **Revised to Apr 2016**				
HS03	To implement an effective auditing process including capturing learning from audits to generate continuous improvement	3.1 Review current audit cycle progress	1 March 2014 (Done)	**Owner/Lead:** Gerry Austen-Reed **Team:** Helen Stiles	Officer time, but some "invest to save" funding may be needed to implement more effective	• Hounslow Housing services now included in audit cycle. • Sufficient information will be available at the end of year 2 to provide fuller	• BS OHSAS 18001: 4.5.1, 4.5.2, 4.5.3.2, 4.5.5 • HSW strategy: A4

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	(Carried over from 14-15 action plan - HS5)	3.2 Regular reporting of Trend information in performance reports to CLT, SLT and HeSOM	1 Sep 2014 **(revised to Apr 2016)**	Adam Stonely	and efficient ways of working	trend information as part of the normal performance reporting requirements • IT support solution currently being researched to support the launch of the new audit cycle in April 2017	• Corporate plan: Getting it right - going the extra mile
		3.3 Investigate options for IT solutions to audit and risk management processes	1 Oct 2014 **(revised Oct 2016)**				
HS04	To regularly report on health and safety performance against agreed indicators to senior managers	4.1 To produce a standard suite of performance reports at defined intervals aimed at CLT, SLTs and HeSOM, and the Health and Safety Committee	In line with agreed performance reporting scheduling	**Owner/Lead:** Mel Fontinelle **Team:** Gerry Austen-Reed Helen Stiles	Officer time only, but possible investment in supporting IT systems maybe required	• Performance reporting to CLT, and SLT occurring in line with requirements	• BS OHSAS 18001: 4.4.1, 4.5.1, 4.5.5, 4.6 • HSW strategy: A2, A4 • Corporate plan: Listening – responding • Internal audit 14/15 recommendation 3
HS05	To ensure that all general (core) risk assessments (RA) are completed by every service and required actions are taken **(Carried over from 14-15 action plan - HS7)**	5.1 To undertake 6 monthly performance reporting on completion rate of RA across directorates	Jun 2016 Dec 2016	**Owner/Lead:** Mel Fontinelle **Team:** Gerry Austen-Reed Donna Al Assaad Tony Fenton	Officer time only, but possible investment in IT systems maybe required (see HS03)	• RA training scheduled to commence in Feb 2016. • Further training requirements in this area are being established in line with HS02.	• BS OHSAS 18001: 4.3.1, 4.4.6, 4.5.1 • HSW strategy: A1, A2, A4, A7 • Corporate plan: Getting it right - going the extra mile
		5.2 Management review of current RA policy/procedures to identify and implement areas for improvement and simplification	Apr 2016				
		5.3 Roll out of a programme of Managers RA training to support RA development	(30 Jun 2014) 30 Sep 2014 **(revised Apr 2016)**				
		5.4 Risk register and tracking / reporting / reviewing process for core risk assessments including analysis of key risks in place	1 Sep 2014 **(revised to Apr 2016)**				

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		5.5 A 100% compliance rate across authority for all core RA	Apr 2017				
HS06	To review key management procedures for Asbestos, Legionella and Fire safety and make recommendations for improvements **(Carried over from 14-15 action plan – HS8, HS9, HS10)**	6.1 Management review of current procedures and status to identify any areas for improvement	1 Aug 2014 **(revised to April 2016)**	**Owner/ Lead:** Helen Stiles **Team:** Jon Godfrey Alexis Correa	Initially officer time, but further budget may be needed if significant shortcomings are identified	• Feedback expected February 2016	• Turner and Townsend: Recommendations 7, 8, 9 • BS OHSAS 18001: 4.3.1, 4.4.6, 4.5.3.2 • HSW strategy: A2 • Corporate plan: Getting it right - going the extra mile
		6.2 Recommendations and action plan for improvement	(1 Aug 2014) 30 Aug 2014 (**revised to Apr 2016)**				
		6.3 Follow up review to measure impact of recommendations Follow up review to measure impact of recommendations	1 Feb 2015 **(revised to Apr 2016)**				
HS07	To review lone worker procedures, working towards a consistent approach to managing lone working proportionate to the risk **(Carried over from 14-15 action plan – HS11)**	7.1 To review current lone working procedures across the council, identifying areas of good practice and higher risk services requiring further support	30 Sep 2014 **(revised to Apr 2016)**	**Owner/ Lead:** Helen Stiles **Team:** Alexis Correa Donna Al Assad	Initially officer time, but further budget may be needed depending on recommendations made e.g. training, lone worker protection systems	• First draft lone working policy prepared for consultation with HeSOM group	• BS OHSAS 18001: 4.3.1, 4.4.6, 4.5.3.2 • HSW strategy: A2 • Corporate plan: Getting it right - going the extra mile
		7.2 To make recommendations for improvement, including changes to risk assessments and supporting guidance, as well as any training or equipment required	31 Oct 2014 **(revised to Apr 2016)**				
		7.3 To pilot revised guidance and systems within children's and adults' services as these will be higher risk areas	30 Nov 2014 **(revised to Oct 2016)**				
		7.4 6 month review to measure impact of recommendations	1 April 2015 **(revised to Mar 2017)**				

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		prior to full roll out across council					
HS08	To review how suppliers health and safety performance is monitored and reported **(Carried over from 14-15 action plan HS12)**	8.1 Management review of current procedures and status to identify any areas for improvement.	1 July 2014 **(revised to Jun 2016)**	**Owner/Lead:** Helen Stiles **Team:** Gerry Austen-Reed Jon Godfrey Alexis Correa	Officer time only		• BS OHSAS 18001: 4.5.1, 4.5.2, 4.5.3.2 • HSW strategy: A1, A2 • Corporate plan: Spending wisely - every penny counts
		8.2 Ensure standard monitoring and reporting mechanisms are in place for all suppliers, including how feedback is delivered.	1 Aug 2014 **(revised to Aug 2016)**				
		8.3 Health and Safety team to carry out independent monitoring of high risk suppliers	1 Sep 2014 onwards **(revised to Aug 2016)**				
HS09	To scope and present options for transitioning from OHSAS 18001 to ISO 45001 (ISO 45001 due to be published October 2016)	9.1 Outline of certifications options and recommendations for Authority	October 2016	**Owner/Lead:** Mel Fontinelle **Team:** Jon Godfrey	Officer time only	• Current certification to OHSAS (applicable to REDe) ends in January 2017	• HSW strategy: A1, A2
HS10	To raise the profile of Health and Safety within the Authority to positively encourage and improve the health and safety culture locally and corporately	10.1 Agreed Health & Safety communication strategy	Apr 2016	**Owner/Lead:** Mel Fontinelle **Team:** Sheila Pritchard Helen Stiles Gerry Austen Reed	Initially officer time, but further budget may be needed	• Initial discussions with Communications team completed and draft strategy available for comment with HeSOM group	• HSW Strategy A5, A7 OHSAS 4.4.1, 4.4.3
		10.2 Complete HS culture review, and develop an action plan based on outcomes	Oct 2016				
		10.3 Re-brand and re-launch of Corporate Health & Safety Management System	Mar 2017				

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		10.4 Publish and run a programme of activities and awareness sessions for staff across management groups	Ongoing				
HS11	To support organisational initiative, change and growth across the Authority, to include: • Worksmart • Occupational Health MNGT Review	11.1 Completed H&S related transition planning, gap and risk analysis where required, to support proposed organisational change	Ongoing and in line with change scheduling	**Owner/Lead:** Mel Fontinelle (CEX) Helen Stiles (REDe) Gerry Austen-Reed (CAS) **Team:** Shelia Pritchard (CEX) John Godfrey (REDe) Donna Al Assad (CAS)	Initially officer time, but further budget may be needed	• Support, discussion and reviews ongoing.	• HSW Strategy A2, A6, A7 OHSAS 4.3.1, 4.4.6
		11.2 Completed management review and monitoring following period of transition/change	Ongoing and in line with change scheduling				
HS12	To reinforce and build on good practice to promote health and wellbeing in the organisation	Completed review of the organisation against the London Healthy Workplace Charter self-assessment framework	Mar 2017	**Owner/Lead:** Mel Fontinelle	Initially officer time, but further budget may be needed	• Scoping exercise currently being undertaken	• HSW Strategy A3, A6