

## SBC Health, Safety and Wellbeing Action Plan 2010 - 2011

Ref	Objective	Health Safety and Wellbeing Team actions to support and enable	Accountabilities	Date By	Benefits	Priority	Risks Impact.	Mitigation	Progress to date comments	Status
<b>1. POLICY</b>										
	SBC Health Safety & Wellbeing Policy and Arrangements reviewed to reflect current structure and management approach.	Benchmark with other organisations. Review Policy, consult key stakeholders and launch revised policy	Revised policy is owned and endorsed by Chief Executive and Group Directors	End Aug 2010	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	High	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	Existing policy in place but in need of review to reflect new structure and arrangements	Final draft in circulation to Ops Board and Trade unions. Will be cleared by Cabinet Oct 2010	Amber
	Managers understand their HSW responsibilities and what actions they need to take to comply with legislation	Develop user friendly safety guidance to replace existing Codes of Practice by end Sept 2010. Consult with key stakeholders and gain endorsement	Group Directors, Directors and Line Managers	End Dec 2010	Compliance with HSW legislation Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	High	Identified as essential requirement of recent 'Corporate Manslaughter' audit and agreed at Corp Board Apr 2010	Existing policy in place but in need of review to reflect new structure and arrangements. Internal audit reviews commissioned for Children's Services and ER&C.	Lead roles allocated within HSW team for each Service Area. H&S audit and training programme ongoing	Amber - H&S audit scores showing significant non-compliance
		Develop policy which meets legislative requirements for 'Managing Pressure' at work	Head of Health, Safety and Wellbeing	End Jul 10	A key enabler for SBC's transformation agenda. Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	High	HSE enforcement will occur if this initiative is not implemented this year	Workplan in place which HSE have endorsed	Draft policy now in circulation. Awaiting final endorsement by key stakeholders	Amber
	Review of Smoke Free policy by Health Overview and Scrutiny Committee	Develop scoping paper for Health and Overview Scrutiny Committee to inform review of Smoke Free Policy by end Apr 2010	Group Directors and Directors	Sep-10	SBC aim to comply with legislation.	Medium	Non compliance with statutory legislation	HOSC meeting scheduled Sept 2010 to discuss way forward.	HOSC paper completed and awaiting discussion	Green - on target
<b>2. ORGANISING</b>										
	Develop Directorate Health, Safety and Wellbeing Risk Registers.	Assist Service Areas in completing risk registers	All Group Directors	Aug-10	Demonstrates 'golden thread' of HSW management at SBC. Enables ownership of HSW risks within Service Areas.	High	Identified as essential requirement of recent 'Corporate Manslaughter' audit and agreed at Corp Board Apr 2010	Corporate manslaughter identified in SBC Corporate Risk Register. Formal review of HSW now scheduled via QBAR.	Lead roles allocated within HSW team	Amber - risk register process now under review. Draft format of H&S risk registers exist in Service Areas
	Regular review of HSW at Ops board, Joint Safety Committee and QBAR	HSW summary report to Joint Safety Committee and Ops Board every quarter	Group Directors, Directors	From July 2010	Demonstrates 'golden thread' of HSW management at SBC and enables escalation of unresolved issues. First quarter delayed to Sept at request of Ops Board	High	Identified as essential requirement of recent 'Corporate Manslaughter' audit.	Ops board and Corporate JSC dates agreed for 2010/11	First update delayed to Sept at request of Ops Board. Future dates now agreed	Amber - JSC and Ops Board review dates scheduled for 2010/11. QBAR process under review
	Group Directors, Directors and members attend Corporate Manslaughter Training to ensure clear understanding of their roles and responsibilities.	Develop and deliver training to meet Corporate Board specification	Group Directors, Directors	Sep-10	Demonstrates 'golden thread' of HSW management at SBC. Enables ownership of HSW risks within Service Areas.	High	Identified as essential requirement of recent 'Corporate Manslaughter' audit and agreed at Corp Board Apr 2010	Initial corporate manslaughter training delivered to Directors and Senior Managers in Spring 2007	Training session scheduled for 22 Sept 2010	Green - on target
	Joint Safety Committees are in place within all Group Directorates to ensure consultation with trade unions and key staff	HS&W team attend and input. HSW team to share best practice within organisation and provide linkages to Corporate JSC.	Group Directors, Directors	Ongoing	Demonstrates 'golden thread' of HSW management at SBC. Enables ownership of HSW risks within Service Areas and timely input by trade union colleagues	High	Identified as essential requirement of recent 'Corporate Manslaughter' audit. Agreed at Corporate Board Apr 2010	Consultation arrangements in place within some Service Areas. Joint Protocol for working with Trade Unions in place	In place for ER&C. Consultation arrangements in place for schools. Opportunity to merge existing consultative forums	Amber - review of arrangements for other service areas required
	Ensure SBC HSW responsibilities are met within shared sites and teams	Advise on legislative requirements. Share information with Swindon Capita Property Services Partnership regarding portfolio property issues.	Group Directors, Directors, Line Managers	Ongoing	Demonstrates 'golden thread' of HSW management at SBC. Enables ownership of HSW risks within Service Areas. Informs allocation of resources	High	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	Health and Safety training provided free of charge via SLS. Various policies and guidance documents available to support managers	Document endorsed by Operations Board and launched Aug 2010. Manager training sessions available via SLS	Amber - action required by Directors in identifying premises managers for their sites

	In order to meet legislative requirements, ensure competent HSW advice is available to the organisation.	Scope business case for alternative delivery model of HSW support and advice to the organisation by end Dec 2010	Group Directors, Directors	Ongoing	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	Medium	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	HSW team in place	Exploration of alternative H&S service delivery models underway	Green
	Ensure Occupational Health support and guidance is available to managers. Provide employee assistance programme to support all staff.	Manage contract for Occupational Health and Employee Assistance Programmes.	Group Directors, Directors, Director of HR and Change	Ongoing	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	Medium	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	Contracts in place to enable provision	Online referral system now in place	Green - review of contract specifications taking place with member involvement
	HS&W capabilities are included within The 'Swindon Manager' and integral to the management arrangements within SBC	Input HSW aspects into Swindon Manager process	Group Directors, Directors	Nov-10	Demonstrates 'golden thread' of HSW management at SBC. Enables ownership of HSW risks within Service Areas.	Medium	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	H&S training available via SLS	Provisional discussions with project lead have taken place	Green
<b>3. PLANNING AND IMPLEMENTATION</b>										
	Implement HSW risk registers to ensure significant risks are identified and controlled.	Input to evaluation of risk and identifying controls	Group Directors, Directors	Aug 2010 and ongoing	Demonstrates 'golden thread' of HSW management at SBC. Enables ownership of HSW risks within Service Areas.	High	Identified as essential requirement of recent 'Corporate Manslaughter' audit. Agreed at Corporate Board Apr 2010	HSW team supporting Service Areas.	Revised H&S risk registers in place for Children's Services and ER&C. Discussions/drafts versions in other service areas.	Amber - review of risk register process underway
	Implement revised HSW policies and guidance within Service Areas	HSW team to update guidance, support information and training as required	Group Directors, Directors, Line Managers	Oct-10	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	High	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	Policy framework in place but now in need of review	Draft policies being developed and consulted on.	Green - on target
	Ensure staff at all levels have HSW training appropriate to their job	Review Corporate HS&W training plan based on risk register outcomes	Group Directors, Directors, Line Managers	April and October via In Touch discussions	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	High	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	H&S training available via SLS. In touch discussions scheduled for April and October	First In Touch discussions for 2010/11 took place during April/May 2010	Amber - low takeup of H&S training via SLS.
	Ensure all staff complete 'Wellbeing Survey' and managers conduct action planning within their teams to meet SBC policy requirements	HSW team to provide policy, guidance, survey tool, data, information and training to managers	Group Directors, Directors, Line Managers	by end April 2011	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence. A key transformation enabler	High	HSE enforcement threat if this initiative is not implemented this year	Existing policy in place, soon to be replaced.	Survey has taken place. Results now being analysed. Policy draft now under consultation	Green - on target
	Agree priorities for HSW audit programme and ensure arrangements are in place for review of outcomes	HSW team to visit all sites on scheduled basis. HSW team to provide performance information on site visits to Service Areas	Group Director's, Director's responsible for implementing identified remedial actions	Sep-10	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	Medium	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	Existing audit programme in place	H&S audit performance data collated and shared within Service areas	Green - on target
<b>4. MONITORING AND REVIEW</b>										
	Review compliance with HSW policies and guidance within sites/teams and implement remedial actions where required	Undertake scheduled HSW audit programme to identify high risk areas and check compliance with legislation. Escalate findings via Joint Safety Committees and Ops Board. Assist with action planning within Service Areas to address significant risks. Work with Swindon Capita Property Services partnership to ensure all fire safety and premises compliance issues are understood within the Service Area	Group Directors, Directors	Oct-10	Compliance with HSW legislation. Improved Management Practice Reduction in accidents and incidents Reduction in Sickness Absence	High	Non compliance with HSW legislation resulting in potential prosecution, enforcement action and/or inability to defend civil claims.	H&S audit programme in place with feedback to managers.	Quarterly performance reviewed at Corporate Joint Safety Committee. Quarterly performance data to be provided to Ops Board	Amber

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