

DRAFT HEALTH & SAFETY ACTION PLAN FOR CORPORATE H&S GROUP and J.C.S.P.

July 2008

ISSUE	ACTION NO.	ACTION	TIMESCALE	RESPONSIBLE	PROGRESS	COMMENTS
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RISK ASSESSMENT						
1 Management						
	1.1	Run pilot refresher training workshops for Customer Service managers and supervisors	By end July 2008	Health & Safety Adviser		
	1.2	Extend refresher training to all personnel involved in risk assessment production	By end Sept 2008	Health & Safety Adviser		
	1.3	Review arrangements for central and local risk assessment admin	By end Sept 2008	H.R. Manager/Health & Safety Adviser		
	1.4	Implement revised arrangements for risk assessment admin	By end Dec 2008	H.R. Manager/Health & Safety Adviser		
2 Health & Safety (Display Screen Equipment) Regulations 1992	2.1	Train additional in-house assessors to carry out workstation assessments	By end Dec 2008	H.R. Officer/Health & Safety Adviser		
	2.2	Review and up-date schedule of workstation assessments	By end October 2008	Assessors/Managers		
	2.3	Investigate on-line DSE assessment methods	By end September 2008	H.R. Manager/Health & Safety Adviser		
	2.4	Implement improved DSE monitoring arrangements	By end November 2008	H.R. Manager/Health & Safety Adviser		
3 Risk Assessment – Lone Working/Exposure to Violence and Aggression	3.1	Review register of employees involved in lone working or potentially exposed to violence and aggression	By 30 Sept 2008	Health & Safety Adviser/Managers		
	3.2	Review risk assessments and mitigation measures	By 31 October 2008	Health & Safety Adviser/Managers		

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	3.3	Introduce improved mitigation arrangements	By 30 November 2008	Managers/Health & Safety Adviser		
	3.4	Review effectiveness/operation of Cautionary List	By 30 November 2008	Corporate Team/Managers		
	3.5	Implement required Cautionary List improvements	By 31 December 2008	Corporate Team/Managers		
4 ACCIDENT/INCIDENT REPORTING	4.1	Remind employees of requirements via Intranet guidance	By end August 2008	H.R. Manager/ Health & Safety Adviser		
	4.2	Review admin of accident/incident reporting	By end September 2008	Health & Safety Adviser/H.R. Manager		
	4.3	Introduce improved admin arrangements for accident/incident reporting	By end November 2008	Health & Safety Adviser/H.R. Manager		
5 WORK RELATED STRESS	5.1	Review Management Policy and system for Work related stress	By end December 2008	Health & Safety Adviser/Corporate Team		
	5.2	Improve analysis of sickness absence data to identify stress management trends	By 31 March 2009	H. R . Manager		
	5.3	Review training needs of managers and staff	By end September 2008	H.R. Manager		
	5.4	Implement required training	By 31 March 2009	H.R. Manager/Health & Safety Adviser		
6 REVIEW AND RESOURCE SAFETY ADVISER ROLE	6.1	Review recruitment situation and agree proposals for resolution	By end August 2008	H.R. Manager/ Corporate Team/Personnel Panel		
	6.2	Implement agreed proposals for Safety Adviser role	By end October2008	H.R. Manager		
7 MONITORING						

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	7.1	Review monitoring arrangements	By 30 November 2008	Corporate H&S Group/H&S Adviser/ H.R. Manager		
	7.2	Implement improvements identified	By 31 January 2009	Managers		
8 OCCUPATIONAL HEALTH SUPPORT	8.1	Review Occupational Health service arrangements, including proactive health improvement activities	By 31 December 2008	H.R. Manager/Health & Safety Adviser /Corporate Team/Managers		
	8.2	Implement identified improvements	By 31 March 2009	H.R. Manager/Health & Safety Adviser		
9 MANAGEMENT INFORMATION & SUPPORT	9.1	Rebuild Intranet Health & Safety Section to create “electronic Health & Safety Manual”	By 30 September 2008	H.R. Manager/Health & Safety Adviser/Comms Team		
10 HEALTH & SAFETY REPRESENTATIVES GROUP	10.1	Review arrangements and consider improvements	By end August 2008	H & S Director/Health & Safety Adviser/Safety Reps Group		
	10.2	Implement identified improvements	On-going	H & S Director/Health & Safety Adviser/Safety Reps Group		
11 COMMUNICATIONS	11.1	Plan , and implement in-house health and safety campaign linked to European H&S Week 20-24 October 2008	By end October 2008	H & S Director/Health & Safety Adviser/Safety Reps Group/ Comms Team		
12 FIRST AID	12.1	Review existing First Aid provision	By end August 2008	H.R. Officer		
	12.2	Recruit and train additional staff as required	By end October 2008	H.R. Officer		