



Occupational Health & Safety

Team Plan 2015/16

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Service Plan: Resources
Date signed off: 02/06/2015
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Team Overview – Occupational Health & Safety Team

The Occupational Health & Safety Team undertakes a number of key roles for the Council. The team provides support services in respect of Occupational Health (OH), Manual Handling (MH) and Health & Safety (H&S). The key aim is to protect and promote the health, safety and welfare of employees whilst at work. A summary of the key roles / responsibilities include: provide advice, information and training; workplace inspections; health and safety audits; fire risk assessments; workplace assessments; accident / incident investigations; manual handling advice and training; support to health and safety committees; development of policies, procedures and guidance; process pre-placement health questionnaires; health surveillance; health screening and promotion; support in relation to management of attendance.

The Team's broad functions are:

- Promote the health and well-being of employees;
 - Assist Directorates in managing attendance including rehabilitation of employees after sickness or injury;
 - Provide specialist advice and guidance on all health and safety matters, including legislation and implementing policies and procedures;
 - Monitor health & safety management and performance;
 - Liaise with Trade Unions on health and safety matters;
 - Monitor accidents and incidents;
 - Promote & deliver specific health and safety training.
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Our Contribution to Service Plan priorities 2014/15

Our contribution to the Service Plan priorities last year:

- Maintain the Gold Corporate Health Standard Award for workplace health initiatives (RS02 / M007)
- Ongoing work towards the development and implementation of a staff engagement strategy (RS / A077 / NA10)
- Regular inspections of the construction phase of Penarth Learning Community Project to completion (RS / A009 / NA5)
- Restructure of Occupational Health Service to contribute to savings (R4)
- Ensure sickness absence levels remain lower than public sector national comparators.

Our Team Plan 2015/16

Service Outcome 2:		The Vale community benefits from the Council's sound and transparent decision-making through effective management of resources.						
Objective 3:		To optimise our resources, exercise robust financial management and provide effective relevant services and facilities.						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
RS/A102 (CL4)	To support the delivery of the regionalisation of Regulatory Services across the three local authorities.	Implementation of a regionalised service that is cost-effective and sustainable in the longer term	High	Debbie Marles/ Nicholas Wheeler/ Tom Bowring/ Laura Davies/ Lorna Cross/ Reuben Bergman	April 2015	March 2016	Approximately £400k system costs allocated. Project Manager's time	
	Ongoing support to Regulatory Services staff	Regulatory Services staff receive corporate induction & ongoing occupational health and health & safety advice & support as required	High	Andrea Davies Nicky Johns Dave Porter Vacancy	May 2015	March 2016	Within existing resources 0.2 FTE over the year	
RS/A106 (LS1)	Delivery of school investment programme projects for Oakfield Primary School, Ysgol Dewi Sant, Ysgol Gwaun Nant and phase 2 of the Penarth Learning Community	Delivery of school investment programme of Oakfield, Ysgol Dewi Sant, Ysgol Gwaun Nant and phase 2 PLC	High	Jane Wade	April 2015	March 2016	Contractor team within the capital programme	

	Undertake regular inspections throughout the construction phase of each of the above projects	Construction work undertaken in a safe manner	High	Tiffany Barker	April 2015	March 2016	Within existing resources 0.25 FTE over the year	
RS/A107 (LS1)	Progress the first phase of the Llantwit Learning Community through obtaining planning consent & initiate work on site	Planning consent is obtained and work is initiated on site	High	Jane Wade	April 2015	March 2016	Contractor team within the capital programme	
	Undertake regular inspections throughout the construction phase of above project	Construction work undertaken in a safe manner	High	Tiffany Barker	April 2015	March 2016	Within existing resources 0.1 FTE over the year	

Service Outcome 2:		The Vale community benefits from the Council's sound and transparent decision-making through effective management of resources						
Objective 4:		To ensure that Council services are supported by the appropriate deployment of skilled, flexible and engaged employees						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
RS/A070	Develop and implement a Staff Engagement Strategy in relation to reshaping services	Employees feel appropriately informed and engaged in relation to the reshaping services agenda	High	Reuben Bergman	April 2015	March 2016	0.75 FTE over the year	
	Provide ongoing support to staff in relation to reshaping services.	Staff receive timely support and advice as required	High	Andrea Davies Nicky Johns	April 2015	March 2016	Within existing resources 0.75 FTE over the year	Employee briefing sessions arranged for June '15 OH advice provided to employees affected by any changes
Internal Audit	Undertake fire risk assessments (FRA)	All Council properties have an up-to-date FRA that satisfy fire safety legislation	High	Dave Porter Tiffany Barker Vacancy Vacancy	April 2015	March 2016	Within existing resources 2 FTE over the year	Monitored bi-monthly at team meetings & re-prioritised as

								necessary
	Undertake CDM inspections	Construction work (in-house & by contractors on Council's behalf) undertaken safely in accordance with current legislation	High	Dave Porter Tiffany Barker Vacancy Vacancy	April 2015	March 2016	Within existing resources 1 FTE over the year	
	Review H&S policies, guidance & procedures	H&S information on staff net remains up-to-date and fit for purpose	Medium	Andrea Davies	April 2015	March 2016	Within existing resources 0.25 FTE over the year	
	Attend corporate meetings to advise on H&S implications e.g. CAMG, Space Project, H&S Committees, JCF etc.	H&S issues discussed and addressed in an effective manner	Medium	Andrea Davies Tiffany Barker Vacancy Vacancy	April 2015	March 2016	Within existing resources 0.25 FTE over the year	
	Manual handling training provided to appropriate staff & partner organisations	Reduction in MH incidents in the workplace	High	Elspeth Cameron Vacancy	April 2015	March 2016	Within existing resources 1 FTE over the year	
	Progress collaborative work with neighbouring LA and Health Trust in relation to joint training and specific project initiatives	Improved collaboration and service delivery and identification of efficiencies where appropriate	High	Elspeth Cameron	April 2015	March 2016	Within existing resources 0.25 FTE over the year	
	Development and support of Key Handler system in Ty Deri & Y Deri	Risks associated with complex paediatric handling appropriately managed	High	Elspeth Cameron	April 2015	March 2016	Within existing resources 0.2 FTE over the year	