

# VALE of GLAMORGAN

## **Occupational Health & Safety – Human Resources Team Plan 2013/14**



# BRO MORGANNWG

Team Manager	Andrea Davies – Occupational Health & Safety
Service Plan	Resources 2013/17
Date signed off	February 2014
Signed off by	Reuben Bergman

<b>Outcome 1:</b>	The Council's corporate objectives are achieved with the assistance of high quality support services
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<b>Objective 1:</b>	To respond positively to the support needs of our customers and proactively promote our services
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<b>Context for this objective:</b>	The OH&S team provides support services in respect of Occupational Health (OH), Manual Handling (MH) and Health & Safety (H&S).
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<b>Ref.</b>	<b>During 2013-14 we plan to:</b>	<b>Outcomes we'll achieve from this action are:</b>	<b>High , medium or low priority</b>	<b>Officer responsible for achieving this action</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>How will the work be resourced?:</b>	<b>Progress</b>
RS01/A009	Progress the Penarth Learning Community project to completion i.e. Undertake regular inspections throughout the construction phase	Construction of the PLC undertaken in a safe manner	High	Dave Porter	01/09/13	31/10/14	Existing H&S resources	Inspections taking place at regular intervals
RS01/A012	Deliver year 1 actions of the corporate workforce plan i.e. Implement the actions from the	5% improvements in outcomes of the staff survey	High	Andrea Davies	01/04/13	31/03/14	Existing H&S resources	As set out in employee engagement action plan

	2012 Employee Survey as approved by Cabinet in September 2012.  Develop and implement a staff engagement strategy on the basis of outcomes from staff focus groups led by Heads of Service during 2013/14	Staff feel that their hard work is valued by the organisation	High	Andrea Davies	01/04/13	31/07/14	Existing H&S resources	Project plan for focus groups to be formulated and approved for wider consultation by CMT; Questions for focus group work from PB's dissertation findings
	Progress H&S priorities identified in the 2012/13 annual report	H&S priorities are addressed	High	Andrea Davies Richard Stopgate Ian Cooksley Dave Porter Tiff Barker Elspeth Cameron Wendy McCarthy	01/04/13	31/03/14	Existing H&S resources	Annual Report identifies the H&S priorities to be addressed
	Undertake Fire Risk Assessments (FRA)	All Council properties have an up-to-date	High	Richard Stopgate Ian Cooksley Dave Porter	01/04/13	31/03/14	Existing H&S resources	Action plan reviewed monthly & FRA's

		FRA that satisfy Fire Safety Legislation		Tiff Barker				undertaken on a priority basis
	Undertake CDM inspections	Construction work (in-house & by Contractors) is undertaken safely in accordance with current legislation	High	Richard Stopgate Ian Cooksley Dave Porter Tiff Barker	01/04/13	31/03/14	Existing H&S resources	Policy to be approved ASAP
	Undertake a feasibility study for possible collaboration with Cardiff Council for OH Services	Financial savings; OH Nurse & Technician provided by Cardiff	Medium	Andrea Davies	01/05/13	31/03/14	Existing H&S resources	Meetings with HofS in Cardiff & OH Manager; JEQ completed for OHT post
	Review H&S policies, guidance & procedures	H&S information on staff net remains up-to-date & fit for purpose	Medium	Andrea Davies Richard Stopgate Ian Cooksley Dave Porter Tiff Barker Elspeth Cameron	01/04/13	31/03/14	Existing H&S resources	Information reviewed as and when required
	Develop an action plan for topic-based audits during 2014/15	Plan in place to audit high-risk activities / priority areas of work in	Medium	Andrea Davies Richard Stopgate Ian Cooksley Dave Porter	01/01/14	31/03/14	Existing H&S resources	MH audits undertaken in two residential homes

		all Directorates		Tiff Barker Elspeth Cameron				
	Attend corporate meetings to advise on H&S implications e.g. CAMP, Space Project, H&S Committees, JCF etc.	H&S issues discussed and addressed in an effective manner	High	Andrea Davies Richard Stopgate Ian Cooksley Dave Porter Tiff Barker Elspeth Cameron	01/04/13	31/03/14	Existing H&S resources	Ongoing
	MH training provided to appropriate staff & external bodies	Reduction in MH incidents in the workplace	High	Elspeth Cameron Tiff Barker	01/04/13	31/03/14	Existing H&S resources	2013/14 training programme in place

<b>Outcome 1:</b>	<i>The Council's corporate objectives are achieved with the assistance of high quality support services</i>
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<b>Objective 2:</b>	To ensure that Council services are supported by the appointment, retention and deployment of skilled, flexible and engaged employees
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<b>Context for this objective:</b>	Employees must be competent to undertake the role for which they are employed
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<b>Ref.</b>	<b>During 2013-14 we plan to:</b>	<b>Outcomes we'll achieve from this action are:</b>	<b>High , medium or low priority</b>	<b>Officer responsible for achieving this action</b>	<b>Start Date</b>	<b>Finish Date</b>	<b>How will the work be resourced?:</b>	<b>Progress</b>
RS02/A025 CL10	Develop a new HR Strategy including a Training and Development Strategy ensuring staff are supported and engaged to provide services to the highest possible standard i.e. Undertake a TNA to identify any	Employees will be skilled /	Medium	Andrea Davies	01/01/14	30/09/14	Existing H&S	Ongoing

	outstanding mandatory H&S training	competent to undertake their role & fulfil their H&S obligations					resources	
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