

Health and Safety Work plan 2022/23

The work plan below covers the Health and Safety activity to be undertaken during 2022/23. The work plan will be reviewed and updated on a quarterly basis by the Health and Safety Group. This does not include health and safety activities classified as 'business as usual' for example compliance checks and monitoring, statutory and mandatory training etc.

Ref	Action	Lead	RAG Status	Due date	Status
General					
1.1	Recruit Trainee Health and Safety Advisor to support Health and Safety agenda in Estates and Health and Safety Division	Head of Estates and Health and Safety		31/05/22	On track- JD has been developed and currently awaiting advice from POD.
1.2	Continue to review health and safety requirements including DSE following implementation of Work How it works best.	Head of Estates and Health and Safety/ Health and Safety Managers		01/04/23	On track- Head of Health and Safety and Senior Facilities Manager working with People and OD to ensure health and safety elements are considered as part of the guidance and resources for Work How it Works Best
1.3	Review and update Health and Safety Audit process and schedule of audits planned	Head of Estates and Health and Safety		30/06/22	On track- work to commence in May to review previous audit process and develop as required, learning from Covid-19 risk assessments.
1.4	Health and Safety dashboard to be developed	Head of Estates and Health and Safety		31/12/22	On track- Dashboard covering risks, incidents and compliance information developed working with the Corporate Analytics team.
Covid-19					
1.5	Undertake reviews of Covid-19 workplace risks assessments	Head of Estates and Health and Safety/ Health and Safety Managers		31/05/22	On track- arrangements put in place to minimise the risk of spreading infection are being reviewed in line with Welsh Government guidance and restrictions eased where possible
Policies					

1.6	Health and Safety Policy sent for consultation	Head of Estates and Health and Safety		30/04/22	On track- Policy has been updated and shared with Health and Safety group prior to being sent for consultation.
1.7	Fire Safety Policy and Procedure reviewed and updated	Head of Estates and Health and Safety		30/07/22	On track- initial comments received on draft and to be finalised prior to sending for consultation.
1.8	Security Policy and Procedure reviewed and updated	Head of Estates and Health and Safety		31/08/22	On track- Aim to merge a number of existing policies including CCTV procedure, suspect packages and bomb threat procedure into one document.
1.9	Control of Substances Hazardous to Health Procedure reviewed and updated	Head of Estates and Health and Safety/ Health and Safety Managers		31/03/23	On track- to be updated during 2022/23
2.0	Moving and Handling Procedure reviewed and updated	Head of Estates and Health and Safety		31/12/22	On track- to be updated during 2022/23
2.1	Management of violence and aggression procedure reviewed and updated	Head of Estates and Health and Safety		31/03/23	On track- to be updated during 2022/23
2.2	Asbestos Management procedure reviewed and updated	Head of Estates and Health and Safety		31/03/23	On track- to be updated during 2022/23
2.3	Personal Protective Equipment Procedure reviewed and updated	Head of Estates and Health and Safety		31/03/23	On track- to be updated during 2022/23
2.4	Water management policy and procedure reviewed and updated	Head of Estates and Health and Safety		31/03/23	On track- to be updated during 2022/23
2.5	Control of contractors procedure reviewed and updated	Head of Estates and		31/03/23	On track- to be updated during 2022/23

		Health and Safety			
2.6	Smoke free procedure to be reviewed	Head of Estates and Health and Safety		31/03/23	On track- to be updated during 2022/23
Risk					
3.1	Health and Safety risks to be reviewed and updated	Health and Safety Group		30/06/22	On track- this is ongoing however further cleansing and updates are required
3.2	Training arranged for senior managers within Screening and Microbiology on risk reporting and management using Datix	Health and Safety Managers/ John Lawson		31/07/22	On track- Managers to undertake training in Screening and Microbiology to ensure all required information is included on Datix
Training					
4.1	Undertake assessment of first aid and fire warden training requirements in light of new ways of working	Facilities and Compliance and		31/07/22	On track- Initial discussions with POD and Microbiology to understand requirements and numbers for training
4.2	Work with People and OD to incorporate Health and Safety into revised corporate induction process	Head of Estates and Health and Safety		31/08/22	On track- Initial discussions held with POD to take forward, also incorporating best practice induction process from other Directorates.

	Not due to be completed by agreed date
	Behind schedule however on track to achieved
	On track
	Complete