

# Health and Safety Work plan 2023/24

The work plan below covers the Health and Safety activity to be undertaken during 2023/24. 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. Actions rolled over from 2022/23 have been included in the table.

Ref	Action	Lead	RAG Status	Due date	Status
<b>General</b>					
1.1	Undertake health and safety audit schedule	Head of Estates and Health and Safety		31/03/23 (Ongoing)	<b>On track.</b> Audits to commence in May 2023 and frequency to be determined by risk profile.
1.2	Health and Safety dashboard to be developed	Head of Estates and Health and Safety		31/05/23	<b>Rolled over from 2022/23 workplan. On track</b> - Dashboard covering risks is now utilised as part of review of risks. Further discussions required with the Corporate analytics team to develop and include KPI's for future reporting.
1.3	Review Health and Safety resources within Estates and Health and Safety Division and future requirements across organisation	Head of Estates and Health and Safety		30/07/23	<b>On track.</b> Review of existing and future resource requirements to be undertaken to deliver Health and Safety agenda within Public Health Wales. This will commence in quarter 1 2023/24.
1.4	Develop and issue a workplace Safety Culture Survey to determine employees' attitude to safety in the organisation and help raise standards	Health & Safety Advisor		31/12/23	<b>On Track</b> – survey in development stage
1.5	Work with QNAPS to look at digital auditing tools for H&S, IPC and Clinical Audits, so processes can be streamlined and improve reporting capabilities	Health & Safety Advisor		30/09/23	<b>On Track</b> – initial meetings undertaken between H&S and QNAPS functions to determine requirements. Currently looking into setting up demonstrations of available audit tools.
1.6	Installation of extraction system to reduce Radon levels in BTW Wrexham and communicate to staff.	Health & Safety Advisor		30/06/23	<b>On track-</b> briefing paper has been developed and currently arranging dates for engagement with staff and for installation of the extraction system.
<b>Policies</b>					
1.8	Security Policy and Procedure reviewed and updated	Head of Estates and		31/07/23	<b>Rolled over from 2022/23 workplan.</b> - Aim to merge a number of existing policies including CCTV

		Health and Safety			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		30/06/23	<b>Rolled over from 2022/23 workplan.</b> Due to capacity issues and competing priorities update of procedure will now be undertaken in quarter 1 of 2023/24.
2.0	Moving and Handling Procedure reviewed and updated	Head of Estates and Health and Safety		31/05/23	<b>Rolled over from 2022/23 workplan.</b> - Draft is currently out for consultation and will be approved virtually by the Health and Safety Group in May 2023.
2.1	Management of violence and aggression procedure reviewed and updated	Head of Estates and Health and Safety		31/05/23	<b>Rolled over from 2022/23 workplan.</b> Draft is currently out for consultation and will be approved virtually by the Health and Safety Group in May 2023.
2.3	Personal Protective Equipment Procedure reviewed and updated	Head of Estates and Health and Safety		31/05/23	<b>Rolled over from 2022/23 workplan.</b> Draft is currently out for consultation and will be approved virtually by the Health and Safety Group in May 2023.
<b>Risk</b>					
3.1	Health and Safety risks to be reviewed and updated	Health and Safety Group		Ongoing	<b>Rolled over from 2022/23 workplan . Ongoing-</b> this is ongoing however further cleansing and updates are required. Risks reviewed at each Health and Safety Group meeting and specific update has been provided from Health and Safety Managers in Screening and Microbiology. Action as part of internal audit review of Health and Safety arrangements.
3.2	Training arranged for senior managers within Screening and Microbiology on risk reporting and management using Datix	Health and Safety Managers/ John Lawson		31/05/23	<b>Rolled over from 2022/23 workplan.</b> Managers to undertake training in Screening and Microbiology to ensure all required information is included on Datix. To be picked up with Bethan Osbourne. H&S Managers contacted to arrange sessions with staff.
<b>Fire</b>					
4.1	Undertake tender for fire door repair and compartmentation works	Health and Safety Advisor		30/06/23	<b>On track.</b> Tender specification to be developed in May 2023.

4.2	Fire door repair and compartmentation works completed	Health and Safety Advisor		30/11/23	<b>On track.</b> Work to be tendered and start date for contactors agreed upon awarding of tender.
<b>Training</b>					
5.1	Develop the in-house Fire Warden Training Package and implement a programme for undertaking fire warden training across the estate	Health and Safety Advisor		31/05/23	<b>On track</b> – training package is currently being developed
5.2	Review training opportunities so more health & safety functions can be brought in-house	Health and Safety Advisor		30/06/23	<b>On track</b> – currently reviewing health & safety responsibilities against available training opportunities to see where activities can be undertaken within the Health & Safety Team as opposed to outsourcing.

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