

Health and Safety – Phase 1 Action Plan

Action	Lead	Deadline	Status	Updates
Priority 1 – Updated Governance				
Identify members of Strategic Health and Safety Board (SHSB) and agree ToR	H&S	Nov 24	Completed	
SHSB to meet quarterly and monitor, record and implement actions.	SHSB	Ongoing	In progress	
Initiate Directorate Operational Health and Safety Committees (OHSC), agree ToR	Director	Mar 25	In progress	
OHSC to meet quarterly and monitor, record and implement actions.	OHSC	Ongoing		
Priority 2 – Health and Safety Digital Platform				
Procure health and safety digital platform	H&S	Dec 24	In progress	
Configure and implement digital platform	H&S	Mar 25		
Train users on how to use the new digital platform	H&S	Ongoing		
Review risk assessment template(s) as part of the implementation of new digital platform.	H&S	Mar 25	In progress	
Review and implement refresher risk assessment training across the organisation	H&S	Aug 25		
All services to update and review risk assessments	Mgrs	Ongoing		
Review accident, incident and violence reporting processes as part of the implementation of new digital platform	H&S	Mar 25	In progress	
Review Audit function to ensure that it is effective and efficient	H&S	Mar 25	In progress	
Review and monitor action plans developed from audits and promote accountability for completing identified actions.	H&S	Jun 25		

Completed ■ In progress ■ Unlikely to achieve ■ Not started □

Develop robust reporting process once new digital platform is implemented	H&S	May 25		
Develop reports to identify strengths, weaknesses, actions and resources.	H&S	Ongoing		
Priority 3 – Review of policies and procedures				
Review and update Health and Safety – Statement of Intent.	H&S	Oct 24	■	
Review and update Health and Safety – Roles and Responsibilities (including premises related)	H&S	Oct 24	■	
Create Health and Safety Governance and Accountability Structure	H&S	Oct 24	■	
Identify and appoint Corporate Leadership Team Health and Safety Champion	CLT	Oct 24	■	CEO appointed.
Obtain formal approval to adopt revised policy	H&S	Jan 25	■	
Review all existing health and safety policies and procedures, prioritising those overdue and associated with high risks activity.	H&S	Nov 25		
Communicate policy and responsibilities to all employees	H&S	Ongoing		
Priority 4 - Highest risk areas – personal safety and construction				
Establish Personal Safety Steering Group (PSSG) and core members to ensure a collaborative and robust approach to lone working and personal safety.	H&S	Oct 24	■	
Update personal safety arrangements including lone worker education & awareness, monitoring and enforcement.	H&S	Ongoing	■	
Review and update Employee Safety Database to ensure employees can access information/intelligence relating to known members of the public who pose a risk.	H&S	Feb 25	■	
Review and update Unwanted Behaviours Policy to reflect review of Employee Safety Database.	H&S	May 25		

Completed ■ In progress ■ Unlikely to achieve ■ Not started □

Procure lone worker Personal Safety SOS devices	H&S	Jan 25	Completed	
Phase roll out of lone worker devices.	H&S	Mar 25	In progress	
Provide training for employees and managers on lone working, personal safety and responsibilities.	H&S	Feb 25	In progress	
Audit arrangements for the lone working devices to ensure understanding and compliance	H&S	Apr 25		
Establish Building Safety Steering Group (BSSG) and core members to ensure a collaborative and robust approach to construction related activity.	H&S	Jan 25	In progress	
Priority 5 – Training and competency				
Review and update induction for employees and managers.	H&S /OD	Aug 25	In progress	
Record completion and compliance with H&S induction requirements.	H&S/OD	Aug 25		
Review and update contents of health and safety training plan/programme for all employees	H&S/ OD	Aug 25	In progress	
Ensure employees complete e-learning training and monitor completion rates	Mgrs	Apr 25		
Deliver H&S training for Leaders, Directors and HoS to ensure awareness and compliance with their roles and responsibilities	H&S/ OD	Mar 25	In progress	
Deliver H&S manager training to ensure awareness and compliance with their roles and responsibilities	H&S/ OD	Jul 25		
Review current training requirements for specialist responsibilities (construction premises related responsibility) and deliver training and guidance	H&S/ Mgrs	Ongoing	In progress	
Priority 6 – Organisational communication and profile				
Continue to consult with and update the Joint Consultative Committee.	H&S	Ongoing		

Completed  In progress  Unlikely to achieve  Not started 

Continue to consult with and update Committees with progress, improvement, risks.	H&S	Ongoing		
Undertake health and safety surveys and use results to improve culture, awareness and compliance.	H&S	Ongoing		
Ensure understanding and compliance with respect to accident and incident reporting across the organisation	H&S/ OD	Apr 25		
Promote awareness of implementation of new Health and Safety Policy	H&S/ OD	Mar 25		
Promote awareness of implementation of new Health and Safety Platform	H&S/ OD	May 25		

Completed In progress Unlikely to achieve Not started