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1	Health and Safety Management Framework	1.1.  Update Organisation (Section B) of Safety Policy 1.2. Update priority Arrangements (Section C) Policies 1.2.1.  Fire Safety 1.2.2.  Management of Contractors 1.2.3.  Home Working 1.2.4.  Asbestos 1.2.5.  Occ. Health and Health Surveillance 1.2.6.  Lone Working 1.2.7.  Noise & Vibration 1.2.8.  DSE and Eye Sight Testing 1.3.  Update Statement of Intent (Section A) of Safety Policy	May 10 Complete Aug 10 Sep 10 Oct 10 Nov 10 Dec 10 Feb 11 Mar 11 Mar 11 Done	H&S Officer H&S Officer H&S Officer H&S Officer & HR Officer Housing Impr. Mgr H&S Officer & HR Officer H&S Officer with Planning H&S Officer H&S Officer H&S Officer
2	Lone Working	2.1.  Identify data protection issues around the use of the Lone Worker Marker System 2.2.  Populate the Lone Worker Marker System, using data gathered by EH (Flair) and Housing (Orchard) 2.3.  Re-launch Lone Worker Marker System 2.4.  Review corporate LW Policy in line with Planning local policy and include use of Marker system	Oct 10 Nov 10 Dec 10 Dec 10	Liaise with Housing Ops Mgr As above As above H&S Officer with Planning
3	Risk Assessments Ensure that suitable and sufficient risk assessments are in place for all areas across the Council	3.1.  Review risk assessment gap analysis 3.2.  Monthly review of the use of Assess Net and risk assessments on system 3.3. Produce generic risk assessment templates as means of support to managers and on request (for example) 3.3.1.  New/Expectant Mothers 3.3.2.  Young Persons 3.3.3.  Interviewing Members of Public	Jun 10 Ongoing (start May 10) Sep 10 Nov 10 Feb 11	H&S Officer H&S Officer H&S Officer H&S Officer H&S Officer

		<p>3.4. Health and Safety Officer to offer additional support to overdue/higher risk areas including: 3.4.1. ⓐ Cemeteries (Church Gresley & Newhall)</p>	Apr 10	H&S Officer
4	Health and Safety Training	<p>4.1. ⓐ Devise corporate training programme for 2010-11</p> <p>4.2. Develop training materials for modules to include: 4.2.1. ⓐ Leisure Specific Risk Assessment Course 4.2.2. ⓐ Refresher Health and Safety Training</p> <p>4.3. ⓐ Identify staff requiring induction and refresher Health and Safety training for remaining staff</p> <p>4.4. ⓐ Arrange refresher First Aid and Fire Warden courses as necessary</p> <p>4.5. ⓐ Devise corporate training programme for 2011-12</p>	<p>Complete</p> <p>Complete Aug 10</p> <p>May 10</p> <p>Ongoing</p> <p>Mar 11</p>	<p><i>Training needs identified</i></p> <p>H&S Officer H&S Officer</p> <p>H&S Officer</p> <p>H&S Officer & L&D Officer</p> <p>H&S Officer</p>
5	Health and Safety Audits	<p>5.1. ⓐ Develop Audit checklist, with emphasis on risk assessment</p> <p>5.2. Carry out programme of Safety Audits for 2010-11 to include: 5.2.1. ⓐ Waste & Cleansing 5.2.2. ⓐ Housing Repairs team (DLO) 5.2.3. ⓐ Leisure (Grounds Maintenance) 5.2.4. ⓐ Rosliston Forestry Centre</p>	<p>May 10</p> <p>Jul 10 Nov 10 Jan 11 Mar 11</p>	<p>H&S Officer</p> <p>H&S Officer & Trainee ODO H&S Officer & Trainee ODO H&S Officer H&S Officer H&S Officer</p>
6	Develop Performance Measures	<p>6.1. ⓐ Prepare Annual Health and Safety Update Report for Committee</p>	May 10	H&S Officer & Head of OD
7	Assess Net	<p>7.1. ⓐ Maintain administration of Assess Net for all three modules, including inputting accident data</p> <p>7.2. ⓐ Change organisational structure to improve functionality</p> <p>7.3. ⓐ Sort out licence arrangements and ensure adequate numbers of both licences to enable the system to be used correctly</p> <p>7.4. ⓐ Review Organisational Development employee records and</p>	<p>Ongoing</p> <p>Jun 10</p> <p>Jun 10</p> <p>Jul 10</p>	<p>H&S Officer</p> <p>H&S Officer</p> <p>H&S Officer & Head of OD</p> <p>H&S Officer</p>

		actions for DSE and risk assessment		
		7.5.  Review of DSE assessments completed on the system and gap analysis	Ongoing	H&S Officer
		7.6.  Deliver training courses in the use of Assess Net as required.	Ongoing	H&S Officer
8	RoSPA Award	8.1.  Plan submission for 2011 award and begin to gather evidence	Sep 10	H&S Officer & Trainee ODO
		8.2.  Prepare answers for key application questions	Dec 10	H&S Officer <i>with assistance</i>
		8.3.  Submit award application	Feb 11	H&S Officer <i>with assistance</i>
9	Other Issues	<p>10.1. Control of Contractors</p> <p>10.1.1.  Review Management of Contractors Policy and guidance</p> <p>10.1.2.  Review corporate Approved Contractor list</p> <p>10.2. Etwall Health and Safety Assistance</p> <p>10.2.1.  Provide assistance in completing actions from the Health and Safety Action Plan</p> <p>10.3. Occupational Health Review</p> <p>10.3.1.  Review health surveillance programme and identify gaps (in HAVs, audiometry screening)</p> <p>10.3.2.  Undertake initial periodic HAVs screenings for relevant staff (questionnaire responses)</p> <p>10.3.3.  Review the need for inoculations and carry cards</p> <p>10.4. Vibration</p> <p>10.4.1.  Meet with Health and Safety Lab to organise Grounds Maintenance tool testing</p> <p>10.4.2.  Liaise with management and communicate out findings of HSL and Five Sides reports</p> <p>10.5. New Depot Plans</p> <p>10.5.1.  Provide assistance to design team as and when required</p>	<p>Jul 10</p> <p>Aug 10</p> <p>Ongoing</p> <p>Jun 10</p> <p>Ongoing</p> <p>Aug 10</p> <p>Jun 10</p> <p>Jul 10</p> <p>Ongoing</p>	<p>H&S Officer</p> <p>H&S Officer <i>with assistance</i></p> <p>H&S Officer & ELC Mgr</p> <p>H&S Officer & Trainee ODO</p> <p>H&S Officer</p> <p>H&S Officer</p> <p>H&S Officer</p> <p>H&S Officer</p> <p>H&S Officer</p> <p>H&S Officer</p>

		<p>10.6. Fire Safety</p> <p>10.6.1.  Coordinate the development of Personal Emergency Evacuation Plans (PEEP's) for regular visitors with mobility/sight/hearing impairments</p> <p>10.6.2.  Ensure all Council Premises have correct Fire Log Books on site</p> <p>10.6.3.  Review Fire Evacuation Procedures for out of hours at the Civic Offices</p> <p>10.6.4.  Practice Evacuation of Council Chamber out of hours</p> <p>10.6.5.  Review Fire Evacuation Procedures for Darklands Depot</p> <p>10.6.6.  Practice Evacuation of Darklands Depot</p> <p>10.6.7.  Assist Etwall Leisure Centre in developing Fire Evacuation Procedures</p> <p>10.6.8.  Practice Evacuation of Etwall Leisure Centre</p> <p>10.6.9.  Review Fire Evacuation Procedures for Care Line at Bretby Business Park</p> <p>10.6.10.  Practice Evacuation of Care Line</p> <p>10.7. Obtain IOSH Chartered Status</p> <p>10.7.1.  Complete 7 units of IOSH IPD</p> <p>10.7.2.  Attend Peer Interview</p>	<p>May 10</p> <p>Nov 10</p> <p>Jul 10</p> <p>Sep 10 Oct 10</p> <p>Oct 10 Dec 10</p> <p>Jan 11 Feb 11</p> <p>Mar 11</p> <p>Mar 11 Mar 11</p>	<p>H&S Officer & Dem Ser Mgr</p> <p>H&S Officer & Pub Build Mgr</p> <p>H&S Officer & Pub Build Mgr</p> <p>H&S Officer & Pub Build Mgr H&S Officer & Pub Build Mgr</p> <p>H&S Officer & Pub Build Mgr H&S Officer & ELC Mgr</p> <p>H&S Officer & ELC Mgr H&S Officer & SH Mgr</p> <p>H&S Officer & SH Mgr</p> <p>H&S Officer</p> <p>H&S Officer</p>
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Alternative Calendar View

Apr 10		May 10		Jun 10	
1.2.1	Update Fire Safety Policy	1.1	Update Organisation Safety Policy	3.1	Review risk assessment gap analysis
3.4.1	Additional support to Cemeteries RA's	3.2	Monthly review of Assess Net	3.2	Monthly review of Assess Net
4.1	Devise annual H&S training programme	4.3	Identify employees for refresher/induction	7.2	Change org structure of Assess Net
4.2.1	Develop materials for Leisure RA course	5.1	Develop Audit checklist	7.3	License arrangements on Assess Net
Extra	Horizon scanning for Safety Committee	6.1	Annual H&S Update Report for Committee	10.3.1	Review health surveillance programme
Extra	Update H&S notice boards	10.6.1	Coordinate PEEP for visitors to Civic Offices	10.4.1	Coordinate HSL Grds Mt tool testing
				10.4.2	Communicate findings from HSL reports
Jul 10		Aug 10		Sep 10	
3.2	Monthly review of Assess Net	1.2.2	Update Mgt of Contractor Policy & guidance	1.2.3	Update Home Working Policy
5.2.1	Waste & Cleansing Safety Audit	3.2	Monthly review of Assess Net	3.2	Monthly review of Assess Net
7.4	OD Assess Net records and actions	4.2.2	Develop materials for refresher H&S course	3.3.1	Generic new/expect. mothers RA template
Extra	Horizon scanning for Safety Committee	10.1.2	Review corporate Approved Contractors list	8.1	Plan RoSPA submission
Extra	Update H&S notice boards	10.3.3	Review need for inoculations & carry cards	10.6.3	Review Fire Evac out of hours Civic Offices
				10.6.4	Practice Fire Evac out of hours Civic Offices
Oct 10		Nov 10		Dec 10	
1.2.4	Update Asbestos Policy	1.2.5	Update Occ Health and Health Surv. Policy	1.2.6	Update Lone Working Policy (& 2.4)
2.1	Identify data pro. issues LW Marker system	2.2	Populate LW Marker system	2.3	Re-launch LW Marker system
3.2	Monthly review of Assess Net	3.2	Monthly review of Assess Net	3.2	Monthly review of Assess Net
10.6.5	Review Fire Evac procedures DL's Depot	3.3.2	Generic young persons RA template	8.2	Prepare answers for RoSPA application
10.6.6	Practice Fire Evac Darklands Depot	5.2.2	Rosliston Forestry Centre Safety Audit		
Extra	Horizon scanning for Safety Committee	10.6.2	Ensure Council Premises have Fire Folders		
Extra	Update H&S notice boards	8.1	Plan RoSPA submission		
8.1	Plan RoSPA submission				
Jan 11		Feb 11		Mar 11	
3.2	Monthly review of Assess Net	1.2.7	Update Noise & Vibration Policy	1.2.8	Update DSE Policy
5.2.3	Leisure (Grounds Mt) Safety Audit Review	3.2	Monthly review of Assess Net	1.3	Update Statement of Intent Policy
10.6.7	Fire Evac procedures Etwall	3.3.3	Generic interviewing public RA template	3.2	Monthly review of Assess Net
10.6.8	Practice Fire Evac Etwall	8.3	Submit RoSPA award application	4.5	Devise corp. training programme 2011-12
Extra	Horizon scanning for Safety Committee	10.6.9	Review Fire Evac procedures Care Line	5.2.4	Housing Repairs (DLO) Safety Audit
Extra	Update H&S notice boards	10.6.10	Practice Fire Evac Care Line	10.8.1	Complete IOSH IPD
				10.8.2	Attend Peer Interview
Ongoing					
4.4	Arrange refresher first aid & fire warden training	10.3.2	Undertake periodic HAV's screening for relevant staff		
7.1	Maintain administration of Assess Net	10.5.1	Provide assistance on new depot plans		
7.5	Review DSE assessments completed on system and gap analysis	10.2.1	Provide assistance with Etwall H&S Action Plan		
7.6	Deliver training courses in the use of Assess Net as required				