

Appendix 1: Health and Safety Action Plan

Action	Priority RAG	Lead	Status	Target Date
Undertake recruitment to the role of Senior Health and Safety Advisor		Customer Assurance Manager Assurance Team Leader	In progress	Aug 2020
A revised Health and Safety Policy statement and accompanying roles and responsibilities document to be produced which will include the role of the service safety champion		Senior Health and Safety Advisor	In progress	Sept 2020
Revisions to the governance structure		Senior Health and Safety Advisor	To start	Nov 2020
Heads of Service will be asked to identify suitable service safety champions		Senior Health and Safety Advisor	To start	Aug 2020
A programme of meetings will be convened to progress a programme of work between the Senior Health and Safety Advisor and the service safety champions approved by SMT		Senior Health and Safety Advisor	To start	Oct 2020
The Health and Safety Team and the service safety champions in collaboration with the service managers will undertake a detailed review of operational compliance within all service areas and develop a prioritised list of actions based on the findings		Senior Health and Safety Advisor, Heads of Service	To start	Nov 2020
Review progress as part of regular health and safety reporting, including biannual reports to Joint Audit and Governance Committee		Head of Corporate Services and Head of Development and Regeneration	To start	Dec 2020
Proposals on health and safety performance indicators, the form of health and safety audit and a programme of audit will be developed		Senior Health and Safety Advisor	In progress	Aug 2020
Amendment of the constitution outlining key roles and		Head of Corporate Services and Head	To start	Sept 2020

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responsibility for health and safety		of Development and Regeneration		
Agree roles and responsibilities for health and safety training and development with the HR team		Senior Health and Safety Advisor	To start	Sept 2020
Agree detail of the structure and resourcing of the agreed corporate landlord model		Head of Corporate Services and Head of Development and Regeneration	Completed	June 2020
An ongoing programme of communications will be initiated to inform staff of the proposed changes to health and safety management and to reinforce the new arrangements		Senior Health and Safety Advisor	In progress	Sept 2020