
To: Social Work, Health and Well-being Policy Board

On: 19 May 2015

Report by: Director of Children's Services

Heading: Annual Health and Safety Report 2014-15 and Plan 2015-16

1. Summary

- 1.1. The Council's Health and Safety Policy requires each Service to prepare an annual Health and Safety Plan. A report on the Plan is required to be submitted annually to the relevant Policy Board.
- 1.2. The Social Work Service's report for 2014/15 is attached as Appendix I. It sets out the arrangements for the management of health and safety within the Service and demonstrates the Service's commitment to continuous improvement in health and safety performance. It summarises the achievements to March 2015. Appendix 2 details the health and safety related training provided during 2014/15 and Appendix 3 outlines the actions which the Service aims to take by March 2016 for social work adult services to consolidate and improve health and safety practice.
- 1.3. The Social Work Service has had a proactive approach to health and safety. This is evidenced by the attainment of accreditation and certification to BS OHSAS 18001: 2007 with a recommendation that the registration be continued during the recent visit by NQA's representative in October 2014. The standard measures the suitability and effectiveness of the Service's occupational health and safety management systems.

2. Recommendations

- 2.1 It is recommended that the Social Work, Health and Well-being Policy Board:
 - (a) approve the content of the report at Appendix 1;
 - (b) note the health and safety training figures at Appendix 2; and

- (c) approve the 2015-16 health and safety plan at Appendix 3 as it relates to adult services and addictions.

3. Background

- 3.1 Social work offers guidance, care and support to adults and children. It ensures the range of needs experienced by vulnerable people, their families and communities are effectively met. This is achieved through close working relationships across services for children, young people, adult care and criminal justice social work, with other Council Services, other local authorities, public agencies, users and carers, their representatives, the independent and voluntary sectors.
- 3.2 The Council's Health and Safety Policy requires each service to prepare an annual Health and Safety Plan. A report on the Plan is required to be submitted annually to the relevant Policy Board, including a review of performance for the previous year.
- 3.3 This report covering 2014/15 is the last health and safety report which covers the whole social work service. Health and Safety plans which relate to 2015/16 onwards will be submitted for consideration by the Education and Children Policy Board in respect of Children's and Criminal Justice Social work services, and to the Integration Joint Board, once formally established, in respect of Adult and Addiction services. Pending the formal establishment of the Integration Joint Board, reports for 2015/16 relating to adult and addictions services will be submitted to the Social Work, Health and Well-being Policy Board which will remain in place until services are formally delegated to the IJB.

Implications of the Report

1. **Financial** – Continuing to improve health and safety performance will reduce accidents/occupational ill health and associated costs.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and well being of employees.
3. **Community Planning –**

Children and Young People – protecting and supporting children and young people at risk in a safe environment.

Community Care, Health & Well-being - Improving the physical and emotional wellbeing of service users and employees across the Council through effective health and safety management and practice.

Empowering our Communities - Promoting learning and encouraging employees to fulfil their individual potential, and ensure that the council delivers high-quality Services in the most effective and efficient way to meet the needs of local people.

Jobs and the Economy - Recognising that Council employees are its most valuable asset and providing training and support to allow them to develop within the organisation and gain the skills and experience necessary to provide top quality services to service users.

Safer and Stronger - Facilitating the health, safety and wellbeing of our service users and employees by ensuring appropriate policies and procedures are developed and adhered to and that all legal requirements for health and safety are fulfilled.

4. **Legal** - The Council will continue to comply with current health and safety legislation.
5. **Property/Assets** - None.
6. **Information Technology** - The Health and Safety Databases are facilitated through the Council's email server system.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - This report supports and demonstrates the Council's commitment to ensuring effective health and safety management.
9. **Procurement** – None.
10. **Risk** - This report supports the overarching management of risk within the Council.
11. **Privacy Impact** – None.

List of Background Papers

None.

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Social Work Services

ANNUAL HEALTH AND SAFETY REPORT

2014/15

This annual report is prepared for the Social Work Service in accordance with Renfrewshire Council's Health and Safety Policy and Plan, the purpose of which is to evaluate the health and safety performance of the Service and set future health and safety objectives.

1. Management of health and safety within the Service

1.1 Broad context of health and safety policy

The objective of Social Work Services is to ensure that health, safety and well being is an integral part of its business. The Service seeks to continually improve its health and safety performance and to further develop the positive response amongst its staff and service users.

2. Organisation for implementing health and safety management

2.1 Health and Safety Planning

The senior management team (SMT) monitors and reviews all Service health and safety issues. It has been chaired by the Director of Social Work with senior representatives across the Service. This group considers the formulation and implementation of the Service's health and safety policy and plan, determines and prioritises Service issues and monitors the health and safety plan. This group meets on an approximately six weekly cycle and health and safety is a standing agenda item.

The Head of Resources or a suitable representative attends the Corporate Health and Safety Committee.

The quarterly Social Work Health and Safety Committee comprised of wide representation across the service and is chaired by the Head of Resources. Progress of the service's health and safety plan is monitored by this group and updated every quarter.

The operational responsibility for maintaining and progressing actions within the annual health and safety plan is through the Finance and Resources, HR and Organisational Development, (FACS, H.R. and O.D.) health and safety section.

The service's health and safety plan outlines the key objectives and related actions which require attention within the Service. This dictates the main health and safety focus of the SMT in order to ensure continuous improvement in health and safety matters.

Within the agreed key objectives in the Service's current health and safety plan, a programme of specified risk assessments has been undertaken and is maintained on an ongoing basis.

2.2 Consultation mechanisms

The Social Work Health and Safety Committee has been chaired by the Head of Resources and both management and trade unions are represented. Consultation takes place at these meetings on the development of any health and safety policies or initiatives being planned across the Service. Following the achievement of the Healthy Working Lives Gold Award, the Corporate Health Improvements Group continues to be instrumental in highlighting health issues to employees and to the community. The group is chaired by the Health Improvement Manager and made up of a cross-section of council employees and representatives from the occupational health service.

Health and safety is a standing item on the agendas of every team meeting across the service.

The Violent Incident Review Group met regularly and representatives from various sections attend including Older Adults, Home Care, Training, Child Care and Renfrewshire Learning Disabilities Service. Service updates are provided and the quarterly violence and aggression statistics are reviewed/discussed. The group acknowledges that, due to the nature of the service, it would not be possible to stop all violent and aggressive incidents occurring but it is possible to seek to reduce the incidence and severity.

The Service cascades relevant information, advice and guidance which is received from the Health and Safety team and other relevant organisations.

Local communications have been produced at unit level, for example within residential units, staff notice boards are used to convey local safety arrangements.

3. Planning and setting standards

3.1 Setting of health and safety objectives

The service's accreditation to BS OHSAS 18001: 2007 measures the suitability and effectiveness of the Service's health and safety management systems. The accreditation process continued on a sampling basis during 2014/15 as part of the overarching Council's BS OHSAS 18001: 2007 assessment plan. Social Work Services were audited during May and October 2014.

Inspections are carried out in all the residential, day care and home care services by the Care Inspectorate. Inspections are either announced or unannounced and address national standards which include health and safety arrangements within each of the units.

Further to this, Scottish Fire and Rescue also undertake inspections within residential units as well as other units to ensure compliance with the requirements of the Fire Scotland Act 2005. The health and safety section assist on request. Refer to paragraph 5.4 for further information.

Risk assessments are undertaken by trained staff within the Service with support and advice from the health and safety section where required. Areas covered include moving and handling, violence and aggression including lone working, fire safety, display screen equipment and general office/working environment.

Personal Emergency Evacuation Plans will continue to be undertaken by management representatives with guidance from the health and safety section when required.

Use of the General Risk Assessment Database (GRAD) has been increasing across the service. A total of 304 risk assessments were approved/reviewed on the GRAD during the period. The total can be attributed to the following:

- Increasing awareness by regularly monitoring the service's related Performance Indicator and related actions within the 2014-15 health and safety plan at the Social Work Health and Safety Committee;
- Managers/supervisors utilising the corporate training courses namely general risk assessment and IOSH Supervising/Managing Safely;
- highlighting risk assessments to managers during planned inspections, audits and site visits; and
- providing training/mentoring on the GRAD on request.

Portable appliance testing continues to be undertaken in line with Corporate Guidance Document HR Circular 06/11 – Revised Guidance on Inspection, Maintenance and Use of Portable Electrical Appliances. Testing is organised by the Corporate Landlord Section currently based within Development and Housing Services.

3.2 Training

The training undertaken within Social Work Services supports the outcomes of the Service requirements, individual training needs and the result of risk assessments. To enable this, the Service has a dedicated training section which offer bespoke training courses that address the needs of the staff and complement the courses offered corporately. The training section is an accredited provider of SVQ training and within the curriculum there is a requirement to provide adequate health and safety knowledge to enable participants to evidence and practice their acquired knowledge for assessment purposes. This training has been further developed to incorporate Dealing with Violent Incidents, Moving and Handling, Health Emergencies and Infection Control training.

The Service has been proactive in the use of the Institute of Occupational Safety and Health (IOSH) accredited courses. 2 employees attended the

IOSH Managing Safely course in November 2014. 7 employees attended the IOSH Supervising Safely Course held which were held during September and December 2014. Feedback from those who attended the courses was positive.

The Service is fully committed to staff training and this is reflected in the table attached as appendix 2 which details training for staff during the year 2014-2015.

Training needs analysis and individual development plans are also part of the Service's processes and this supports the identification of health and safety training needs.

4. Measuring performance

4.1 Active monitoring

An audit is a systematic examination of the health and safety management systems in place including implementation of policies, procedures, training and safety awareness of staff. An inspection is the physical examination of the workplace including tools and equipment. The service is externally audited in line with the Council's overarching plan to ensure standards meet those required to continue accreditation to BS OHSAS 18001:2007.

The BS OHSAS 18001:2007 audits conducted during 2014-15 focused on the health and safety management system within individual units. Support was provided to unit managers in preparation for the audits which took place during May and October 2014.

A formal inspection programme for 2014-15 was compiled by the health and safety section for all Council premises. Within Social Work, premises are assigned either a high, medium or low risk rating. Residential units were assigned a high risk rating given the vulnerable nature of the clients and the residential setting. There is a constant focus on various aspects of health and safety within residential units.

Inspections were undertaken on a sampling basis and service managers are asked to consider sharing findings with all other unit managers. Areas of the service which received a formal inspection were:

- Community Mental Health Team (Mile End Mill);
- Spinners Gate;
- 1-3 Beech Avenue;
- Physical Disability Day Services (Disability Resource Centre); and
- Renfrew Day Centre.

The Service's 2014-15 proactive health and safety performance indicators (PI) are discussed/monitored at the extended SMT and the Service's health and safety committee. They are detailed below along with their performance during the period:

PI Description	Planned Reporting Frequency	Monitoring Frequency	Performance
Increase number of generic risk assessments captured on the General Risk Assessment Database (GRAD) by 100%	Annual	Performance is monitored quarterly by the Social Work Health and Safety Committee	A total of 304 approved risk assessments were reviewed/added during 2014-15. This is an increase of 93% from the previous year's total which was 157.
Ensure at least 1000 health and safety training places are taken up by employees during 2014-15.	Annual		809* training places were taken up during 2014-15, and therefore below target. .
Number of Health and Safety inspections undertaken/reviewed on time.	Annual		6 inspections were scheduled and all were carried out.
% of actions resulting from Health and Safety inspections carried out within agreed timescales	Annual		67%*. Priority 1 recommendations are a key focus.

****provisional figures***

4.2 Re-active monitoring Accidents/Incidents

Accident/incident statistics are reviewed on a regular basis by the Service's ext SMT and at the service's health and safety committee in order to develop appropriate accident prevention programmes and/or campaigns.

Employees:

The total number of accidents reported involving employees during 2014-15 are detailed within the table below:

Category	Number	%
Incident	17	22%
Major injury	2	3%
Major injury not riddor reportable	2	3%
Minor	49	63%
Near Miss	6	8%
Over 3 days	1	1%
Over 7 days	1	1%
TOTAL	78	100%

Please note these figures are provisional.

The above figures can be explored further by accident type as follows:

Accident Type	Number	%
Another kind of accident	14	18%
Injured by an animal	2	3%
Lifting and handling injuries	14	18%
Near miss	6	8%
Road Traffic Accident	2	3%
Slip, trip, fall same level	27	35%
Struck against	6	8%
Struck by moving vehicle	3	4%
Struck by object	4	5%
TOTAL	78	100%

Please note these figures are provisional.

The number of accidents reported involving employees has increased by 13 from 2013-14.

Non-Employees:

The total number of accidents reported involving employees during 2014-15 are detailed within the table below:

Category	Number	%
Incident	335	56%
Major injury not riddor reportable	12	2%
Member of public taken directly to hospital	1	0%
Minor	241	40%
Near miss	10	2%
TOTAL	599	100%

Please note these figures are provisional.

The above figures can be explored further by accident type as follows:

Accident Type	Number	%
Another kind of accident	47	8%
Exposure to harmful substance	1	0%
Fall from height	41	7%
Injured by an animal	2	0%
Lifting and handling injuries	3	1%
Near miss	15	3%
Slip, trip, fall same level	459	77%
Struck against	16	3%
Struck by object	14	2%
Trapped by something collapsing	1	0%
TOTAL	599	100%

Please note these figures are provisional.

The number of accidents reported involving non-employees has decreased by 140 from 2013-14.

Accidents and incidents reported within the service are largely client based, many of which are caused by slips, trips and falls within Older Adults services. The majority of these have an underlying cause of physical and/or psychological capability.

The introduction of a falls strategy in the Council's 3 care homes has reduced the overall number of resident falls and the severity of injuries resulting from falls. The strategy has now been fully implemented. Initial training was delivered by health partners and care home managers. Each care home has a 'falls champion' who is competent in training new staff, can apply risk assessments relating to falls and records falls histories within the care home. A care home manager represents care homes on the Community Falls Group, which is a multi disciplinary group led by health partners. Monitoring and analysis of falls within each care home will continue with actions for improvement being identified from the analysis. New equipment, which is intended to reduce the risk of falls, for example sensor beams, bed and chair alarms, has been purchased for use by residents where there is a high risk. Employees are alerted, via the nurse call system, to when residents are mobilising. They can then provide an appropriate level of supervision.

Violence and Aggression

When violence and aggression incidents involve clients, care plans are reviewed after each violent or aggressive incident and clients encouraged to talk to staff about issues they have which could lead to the violent behaviour towards staff or their peers. Violent incidents involving employees are also discussed at the Violent Incident Review Group (VIRG).

Employees

Category	Number	%
Incident	122	61%
Minor	76	38%
Over 7 days	2	1%
TOTAL	200	100%

Please note these figures are provisional.

The number of violent incidents towards employees have decreased by 22 from 2013-14. The Violent Incident Review Group analyses statistics throughout the year.

Social Work Services has a re-active health and safety performance indicator (PI) which is monitored and discussed at the SMT and the Service's health and safety committee:

Health and Safety Objective	Planned Reporting Frequency	Monitoring Frequency	Performance
Number of planned Social Work Health and Safety Audits undertaken (both internal and 3 rd party)	Annual	Quarterly by the Social Work Health and Safety Committee	2 audits were scheduled and undertaken by a third party (NQA). There were no in-house audits undertaken during 2014-15.

5. Review of Health and Safety Management

5.1 Health and safety activities

The implications of the Scottish Manual Handling Passport on the Council as a whole have been considered and a plan has been developed.

The violent incident review group (VIRG) met throughout the year. Its purpose is to analyse violent and aggressive incidents occurring within the service, identify potential trends and develop best practice to avoid or reduce incidents aimed at staff/clients. Regular reports from the group are provided at the SW health and safety committee. The VIRG was instrumental in testing the online violence and aggression reporting prior to it being formally launched.

The Service worked in partnership with Finance and Resources and the occupational health service to promote health and well being for staff. The Health Improvement manager was a key contributor to the Council's Healthy Working lives award maintenance programme.

The health and safety section provided support in various areas. Various site visits were undertaken throughout the year. The old Rowanlea Children's Home was safely demolished (a number of pre-demolition meetings were held to discuss this). Online violent Incident reporting went live and various support was given to managers including on-site training. An audit was undertaken on Fire Risk Assessments to ensure every applicable unit had one in place. Once results of the audit were collated, support and advice was provided to managers.

One of our care homes required modifications to be made to the roof, during which the sprinkler system required to be decommissioned for a very short period of time. The health and safety section provided support in terms of advice and guidance to the unit manager before and during the works to ensure all health and safety arrangements were suitable and sufficient.

During the year there were various moves within the service and support/advice given when required. There were two refurbishments within the Mile End Centre and Charleston Centre. Various pre-start meetings were held with Development and Housing Services, the unit managers and the health and safety section to discuss and finalise H&S arrangements.

A review of lone working health and safety arrangements is still underway within the service. It is anticipated this will continue in 2015-16.

5.2 Occupational Health

The Service utilises the occupational health service to assist with the managing absence process within the Council. The Service recognises that early intervention can support staff return to work, reducing absence levels and the associated costs.

There were no notifiable diseases reported to the HSE.

5.3 Corporate Landlord

The Corporate Landlord arranges statutory testing within Council owned properties. Their remit includes managing Legionella checks, periodic testing of electrical hardwiring as well as gas boilers. Repairs are now logged by each unit via the Corporate Asset Management Information System (CAMIS)

5.4 Joint Working with Scottish Fire and Rescue (SFR)

The SFR are responsible for enforcing the Fire (Scotland) Act 2005. Some joint inspections/visits were held between the health and safety section and SFR during 2014-15.

5.5 Training

Fire wardens training was requested by various sections within the service. This included training for night shift staff in one of our children's units.

As well as health and safety training being made available by the health and safety section via the corporate training planner, unit managers can request on site training if required. A range of training has been provided on request (figures are listed within appendix 2).

6. Future objectives – Health and Safety Plan for 2015-16

The health and safety plan for 2015-16 is attached at Appendix 3 to this report and covers the main objectives set out below.

Audits/Inspections 2015-16

An internal audit plan has been devised for the service for 2015-16 the health and safety team in order to assess the existing health and safety management system (on a sampling basis).

An inspection programme for 2015-16 has been arranged and communicated to relevant unit managers on a sampling basis according to the risk rating of premises. Inspections will be undertaken by the health and safety team. In order to encourage unit managers to undertake an annual Workplace Observation Inspection Reports (WOIRs), a WOIR programme has been compiled for 2014-15 and is monitored within the health and safety plan to aid implementation.

Risk Assessments

The process of migrating paper based general risk assessments onto the General Risk Assessment Database (GRAD) will continue during 2015-16. It is recommended this remain as a performance indicator within the 2015-16 health and safety plan to enable monitoring of progress which will include monitoring reviews of risk assessments already on the GRAD system.

Electronic Display Screen Equipment (DSE) Assessment

The online DSE self-assessment was launched in September 2013. It is recommended uptake of this tool continues to be monitored by the SW Health and Safety Committee during 2015-16.

Lone Working Procedures

Due to various structural changes throughout the service a review will be undertaken of the lone working procedures to ensure they remain suitable and sufficient.

APPENDIX 2

Provision of Health and Safety Training 2014-15*

No of employees

Section 1	Apr – June	Jul – Sept	Oct– Dec	Jan– Mar
Health and safety training courses (training planner)				
Accident investigation	-	-	-	-
Fire risk assessment	-	2	4	-
Fire wardens training	11	1	6	56
Risk assessment	-	3	-	-
Manual handling - (objects) risk assessment	11	-	-	-
Violence and aggression	-	-	-	-
Working safely accredited by IOSH	-	-	2	3
Supervising safely accredited by IOSH	-	2	5	-
Managing Safely accredited by IOSH	-	-	2	-
COSHH awareness	-	-	-	-
Section 2				
Health and safety training courses available on request				
Construction safety awareness	-	-	-	-
Manual handling risk assessment (people)	-	-	-	-
Quality of working life (stress) risk assessment	-	-	-	-
Corporate policy on alcohol and substance misuse	-	-	-	-
Safety representatives	-	-	-	-
Manual handling (objects) practical training	-	-	-	-
Manual Handling Toolbox Talk	-	-	-	-
Health and safety relocation awareness	-	-	-	-
Section 3				
Any other appropriate health and safety training courses, or bespoke courses				
Emergency First Aid at Work	-	15	26	11
Food Hygiene	18	20	13	36
Moving and Assisting Refresher	-	24	23	11
Moving and Assisting (2 day)	-	9	63	51
Behavioural Support Strategies (BSS)	-	-	-	-
- Older and learning disability (2 day)	-	-	-	-
- Learning disability (full course)	-	-	-	-
- Learning disability refresher	-	-	-	-
- Older People Refresher	-	-	-	-
Extended Personal Care	41	10	34	9
Dealing with Violent Incidents	20	11	-	-
Site specific Fire Warden training	-	9	-	-
Promoting Positive Behaviour (PPB)	52	-	16	6
Promoting Positive Behaviour Transition Course	75	50	-	32
Reporting accidents/incidents/V&A on AIRD	-	16	-	-
Sub Total	228	172	194	215*
Total	809*			

***Provisional figures**

APPENDIX 3

Health and Safety Plan 2015-16

Social Work Services Health and Safety Plan 2014-15	
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Health and Safety Objective	
01- Undertaking planned Health and Safety Audits and managing any arising non-conformities	

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
No of planned SW Health & Safety Audits undertaken (both internal and 3rd party)	No of planned Social Work Health & Safety Audits undertaken (both internal and 3rd party)	2015-16					
		Value	Target				
			2				

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
% of actions, resulting from SW H&S audits, carried out on time	% of actions, resulting from Health and Safety audits, carried out on time	2015-16					
		Value	Target				
			100%				

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
BS OHSAS 18001:2007 standard	Ensure BS OHSAS 18001:2007 standard is retained by the service during 2015-16	tbc	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Undertaking internal audits	Review the strengths and weaknesses of the service's health and safety management system by undertaking audits within Social Work Services in accordance with the Corporate Audit Plan.	Karen Flood	31 Mar 2016			

Health and Safety Objective	
02 - Monitor and review risk assessment programmes	

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
Increase number of general risk assessments captured on the General Risk Assessment Database (GRAD)	Increase number of approved general risk assessments captured/reviewed on the General Risk Assessment Database (GRAD) by 50 during the course of 2015-2016	2015-16					The amount of risk assessments approved on the GRAD during 2013-14 exceeded expectation. A target of 50 has been set for 2015/16.
		Value	Target				
			+ 50				

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Generic Risk Assessments	Increase number of existing risk assessments due for review and new risk assessments onto the GRAD	tbc	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Display screen assessments	Monitor the implementation and management of display screen equipment self assessments for appropriate employees via the Social Work Health and Safety Committee	tbc	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Manual handling activities	Ensure manual handling activities within home care,	tbc	31 Mar 2016			

	residential services and RLDS have been identified and suitably risk assessed via the Social Work Health and Safety Committee					
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Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Fire risk assessments	Monitor the implementation and management of fire risk assessments within premises occupied by Social Work Services employees via the Social Work Health and Safety Committee.	tbc	31 Mar 2016			

Health and Safety Objective	
03 - Ensure health and safety training and development is identified and appropriate courses are available	

Linked PI Code and Title	Description	Values		Short Term Trend	Long Term Trend	Status	Latest Note
Ensure sufficient numbers of Social Work Services staff receive H&S training	Ensure at least 750 health and safety training places are taken up by employees during 2015-16	2015-16					
			Value	Target			
				1000			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Fire related training requirements	Monitor fire related training requirements for staff located in all premises occupied by Social Work Services employees via the Social Work Health and Safety Committee.	tbc	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Manual handling training	Monitor and provide training for employees undertaking manual handling activities via the Social Work Health and Safety Committee.	tbc	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Any additional health and	Monitor any additional	tbc	31 Mar 2016			

safety training including first aid and in-house IOSH courses	health and safety training requirements for Social Work Services employees as deemed necessary via the Social Work Health and Safety committee.						
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Health and Safety Objective	
04 - Undertake a health and safety inspection programme in partnership with Social Work Services Unit Managers	

Linked PI Code and Title	Description	Values			Short Term Trend	Long Term Trend	Status	Latest Note
No of Social Work Services health & safety inspections undertaken/ reviewed on time	No of H&S inspections undertaken/reviewed on time	2015-16						
			Value	Target				
				100%				

Linked PI Code and Title	Description	Values			Short Term Trend	Long Term Trend	Status	Latest Note
% of actions resulting from SW H&S inspections carried out on time	% of actions identified during Health and Safety inspections due for completion in 2015-16 carried out on time	2015-16						
			Value	Target				
				100%				

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Undertake annual health and safety inspections in accordance with the Corporate Inspection Programme 2015-16	Monitor the implementation of the annual corporate health and safety inspection programme for Social Work Services.	Karen Flood	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
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Ensure actions identified from health and safety inspections due for completion during 2015-16 are closed out on time.	Monitor the implementation of actions at the Social Work Health and Safety Committee.	tbc	31 Mar 2016			
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Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Unit managers to undertake an annual Workplace Observation Inspection Report (WOIR)	Monitor the implementation of the 2015-16WOIR programme within Social Work Services via the Social Work Health and Safety Committee	tbc	31 Mar 2016			

Health and Safety Objective						
05 – Monitor and Improve Health and Safety Management Across the Service						
Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Review Lone Working Procedures	Due to various structural changes throughout the service a review will be conducted of all lone working procedures to ensure they are current and suitable and sufficient.	tbc	31 Mar 2016			
Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Arrange and convene 4 quarterly meetings of the Social Work Health and Safety Committee	Hold quarterly service specific health and safety committee meetings after the Corporate Health and Safety Committee meetings	tbc	31 Mar 2016			
Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Distribute accident and VI incidents specific within the service	Prepare quarterly statistics for discussion at the SMT meetings	tbc	31 Mar 2016			
Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Ensure corporate policies and guidance are disseminated throughout the service	When documents are issued/revised ensure they are communicated to unit managers to add to health and safety folders	tbc	31 Mar 2016			
Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note

	Description								
Evaluate the ongoing health and safety performance of the service	Prepare and submit a quarterly report to the Corporate Health and Safety Committee	Karen Flood	31 Mar 2016						

Health and Safety Objective	
06 – Ensure communication of health and safety issues throughout the service	

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Develop the intranet site to ensure health and safety information is accessible for employees	Add a service specific section to the intranet containing information (policies, procedures) for use by employees	tbc	31 Mar 2016			

Related Action Code	Related Action Description	Assigned To	Due Date	Progress	Status	Latest Note
Take part in European Week and other safety/health related campaigns	Communicate forthcoming external and internal h&s campaigns to the Social Work Health and Safety Committee and participate where appropriate.	Karen Flood	31 Mar 2016			