

## Annex b006b

### HSE/HA Benchmark Report Action plan

The action plan to implement the recommendations up the Benchmark report was agreed at the CHSC on the 14<sup>th</sup> Nov 02 and by the HSE Board on the 8<sup>th</sup> Jan. 03.

Some actions require working together with HA.

<b>Recommendation for Both Organisations</b>	<b>Action</b>	<b>Completion Date</b>
1 Improve occupational health service	In hand. Contract being retendered with an aim of improving the level of service to mangers and staff	June 03
2 HSE/HA to consider methods of identifying work related ill health and reduce sickness absence	1. HSU to discuss and agree with HA how this can be handled jointly. 2. Results of AON study of Sickness Absence figures in HSE are expected in Jan. 03 and will be referred to the stress-working group.	AON report expected in Jan 03. Agree way forward with HA by end Feb 03
3 Review Monitoring and Auditing	HSU to consider and bring forward proposals to CHSC	Proposals to be with the CHSC 25 <sup>th</sup> March 03
4 H&S Standing item on all staff meetings	Should be happening now. Needs to be re-emphasised. J.Mc to raise at Board. JI to ask H&S coordinators to bring to attention of line managers	To be raised at the Jan Board discussion on the report
5 Risk assessment	JI carrying out audit to establish present position. Proposals to be put to CHSC	Report due for completion by 25 <sup>th</sup> March 03
6 H&S Training strategy	A project on developing the competences required for HSE managers and staff	Completion by Sept

	will be undertaken with the PD Learning and Development team and D/D representatives	03.
7 Lone Working	FOD to take forward and to share experience with HA. Trial of the Crysis system in FOD London Division to inform work	Trial should be complete March 03
8 Home working	PD to produce policy on health and safety arrangements for Home workers.	Policy on H&S aspects of home working to agreed by CHSC March.03
9 Landlords	BSD to review the position and advise CHSC on action	BSD to review by July 03
10 Review procedures for special equipment	HSU and BSD purchasing to investigate – examples of problems are required	Information gathering exercise by end March 03
Improvement ideas	To be discussed with a small group of H&S coordinators and TUs. Suggested actions for implementation to be brought to the CHSC	For next CHSC on the 20 <sup>th</sup> March

### Recommendations for HSE

Recommendation	Action	Completion Date
1 Purchasing / Procurement	BSD Purchasing to take forward	Programme to be agreed with BSD
2 Monitoring performance	HSU to consider and advise CHSC	To be discussed at March 03 CHSC
3 Video Conferencing	BEU are preparing strategy following discussion at CHSC.	Strategy to be prepared by

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