

HSE's Corporate Plan for Internal Health & Safety for 2010/11

1. Policy

HSE is committed to providing its employees with safe conditions of work and to have effective management arrangements that ensure the well being of staff and to minimise the adverse impacts to individuals and the business from ill health and injury. HSE will manage risks sensibly and proportionately and will create an environment in which managers and staff work together collaboratively.

This plan sets out the principal health and safety improvement activities HSE will carry out in 2010/11. It updates the plan previously agreed between management and trade unions.

2. Organisation

Control

The '[Your health & safety](#)' intranet site provides detailed information on health and safety in HSE, including responsibilities for health and safety management.

Individual line managers and staff members need to be aware of the significant health and safety initiatives planned for the year ahead and what our performance indicators are.

The responsibility for implementing and ensuring health and safety policies and plans are adhered to is delegated to line managers, with all staff having an individual responsibility to contribute to delivery. This plan identifies specific activities that supplement the on-going and routine health and safety activities in HSE.

The CHSC will formally monitor progress at its three in-year meetings and alert SMT if there are any serious deviations.

[Annex 1](#) to the plan is a monitoring tool.

Cooperation

Staff engagement and collaboration on health and safety is achieved in the local health and safety committees at regional level. There are also specific tasks delegated to the Stress Working Group. All of these groups will report on the health & safety activity they have undertaken throughout the year to the HSA.

Communication

We will promote and publish our health and safety policies and plans on the intranet and ensure through the site safety co-ordinator network that dissemination is achieved throughout the organisation.

Competence

The Health and Safety Advisor (HSA) fulfils the role of Competent Person in HSE. HSE promotes continued development of staff and application of knowledge throughout the organisation.

3. Planning and implementation

The three-year framework for health & safety for 2009 to 2012 was agreed by the HSE Senior Management Team (SMT) and Corporate Health & Safety Committee (CHSC). It sets out key themes, aligned with the HSE Strategy 'Be part of the solution', which focus our attention on encouraging strong leadership through active management and collective ownership, and to create healthier, safer workplaces by targeting risk priorities and implementing effective measuring and monitoring systems.

These are our key themes and objectives for the year, [annex 1](#) contains the action we will be taking.

Strong leadership, active management and collective ownership

- *We will demonstrate effective leadership and our commitment to the health and safety of our staff.*
- *We will raise the profile of competent health and safety management and ownership.*
- *We will actively promote a healthy environment and culture across the whole of our organisation.*
- *We will develop systems to monitor and improve our performance*



Action 1-5

Risk priorities, developing monitoring and improving performance

- **DSE** - *We will continue to manage the DSE risk to our staff and monitor training and assessment levels.*
- **Road Related Risk/Lone Working (RR/LW)** - *We will manage the risk to our visiting staff.*
- **Stress** - *We will progress work on this topic at both a regional and corporate level through the Stress Working Group.*



Action 6 – 13

4. Measuring Performance

Our performance measures (PM) include both leading and lagging indicators, which the HSA will monitor and provide progress reports to the SMT and CHSC.

Lagging indicators will be monitored on a monthly basis and details will be provided to the Chair of the CHSC and SMT in the form of a below the line paper.

Leading indicators (PM 7-9 have a 10% tolerance with a red, amber, green rating system applied to them) will be monitored and discussed in line with the timings of the CHSC who will assess progress with the corporate objectives and take corrective action as required.

In addition to the performance measures identified in this plan the HSA will:

- liaise with PFPD to gauge compliance with HSEs expenses code when travelling by car on official business,
- receive assurances from HR and the Site Safety Coordinator network that all absences due to work related stress are investigated and reported through the IH1 system with any identified action taken, and

- engage with site safety coordinators to evaluate how effective the dissemination of the corporate plan is across the business

Lagging Indicators

- PM 1: To have fewer than 70 incidents leading to injury, including slips and trips and road traffic injuries
- PM 2: To have fewer than 20 slip and trip related injuries
- PM 3: To have fewer than 15 work related road traffic injuries
- PM 4: To have fewer than 50 cases of work related ill health, including DSE and work related stress (WRS)
- PM 5: To have fewer than 10 cases of DSE related ill health
- PM 6: To have fewer than 30 cases of WRS
- PM 7: To have fewer than 6.2 days of sickness absence per staff member for the year

Leading Indicators

- PM 8: 100% of staff are up to date with their DSE assessment
- PM 9: 100% of high risk user action reports are actioned by an assessor within 4 weeks of the self assessment date
- PM 10: 100% of drivers who travel more than 5,000 miles per year, by car on official business are up to date with their defensive driver training
- PM 11: At least 10% of calendar and Who's who entries are randomly checked to ensure the contact information and location details are correct

Tolerance Levels

- Red ≤90%
- Amber 91 – 98%
- Green ≥99%

5. Audit and Review

The HSA will use the leading indicators to gauge the level of compliance with DSE, stress, lone working and work related road risk policies and commence on an engagement programme with internal audit to formulate a phased programme of work which will lead to a review of HSEs health and safety procedures.

If new issues emerge during the year which require our attention the CHSC will review our priorities and advise SMT as necessary to make sure we are always using our limited resources to address the most appropriate mix of topics.

We will also ensure that we implement rapidly within HSE any new policies that are produced for the rest of the UK.

Annex 1 - HSE's Corporate Plan for Internal Health & Safety for 2010/11

Action	What	Who to deliver	How to monitor	Progress monitoring			
				Summer CHSC	Autumn CHSC	Spring CHSC	Year end
Leadership, Management and Ownership							
1.	SMT to be provided with a progress report on health and safety on a monthly basis. Health and safety to be discussed at SMT meetings whenever it is meaningful and proportionate to do so, e.g. if we are off track on performance measures or unable to complete actions.	HSA to provide monthly progress reports	Document to be circulated to members of the CHSC				
2.	Evaluate the health and safety content of the Elisha management training programme.	HSA to review course content in conjunction with L&D. L&D to seek feedback via course evaluation sheets	Summary report to be provided to the Autumn 2010 CHSC				
3.	Develop meaningful, SMART, example health and safety objectives and promote their inclusion in performance agreements	HSA to lead	Report to be provided to CHSC by year end.				
4.	Evaluate the suitability and benefits of adopting DWP's wellbeing and Productivity Management (WPM) programme into HSE.	HR to lead	Report to be provided to the Summer 2010 CHSC				
5.	Directorates to provide on a quarterly basis a summary report of their health and safety activities	SSC to lead	Reports to be submitted to the HSA on a quarterly basis				
Risk priorities - DSE							
6.	DSE policy and procedures to be revised and published to provide clarification of procedures, roles and responsibilities.	Cardinus master administrator in consultation with site safety coordinators, DSE administrators and the CHSC task and finish group	HSA to report to Autumn CHSC				
7.	Monitoring administrator and assessor numbers within the organisation and advising directorates when they need to recruit staff into these roles.	Cardinus master administrator and site safety coordinators	Summary report to be provided to the Autumn 2010 CHSC				
8.	Monitoring the training and self assessment data provided by the Cardinus system.	Cardinus master administrator	Data to be provided in a below the line paper at each CHSC				
Risk priorities – Lone working and work related road risk							
9.	Lone working and work related road risk policies and procedures to be revised to provide clarification of roles and responsibilities.	HSA in consultation with the CHSC task and finish group	HSA to report to the Autumn CHSC				
10.	A monitoring system to be developed to assess the level of driver training throughout the organisation.	HSA to work in conjunction with L&D and Site Safety Coordinators	HSA to report to the Spring CHSC				
11.	Reviewing the provision of safe driver training prior to re-tendering (contract expires at the end of 2010).	L&D and procurement to lead with support from the HSA	HSA to report to the Spring 2011 CHSC				

Action	What	Who to deliver	How to monitor	Progress monitoring			
				Summer CHSC	Autumn CHSC	Spring CHSC	Year end
Risk priorities - Stress							
12.	An indicator set to be developed to allow a better focus by HSE on particular stress hotspots and / or priority issues	SWG	Stress Working Group to report to the CHSC				
13.	Establish a training and development package for new and existing managers on how to spot signs of stress and appropriate preventative approach.	SWG	Stress Working Group to report to the CHSC				
14.	Stress policies and procedures to be revised to provide clarification of roles and responsibilities.	SWG	Stress Working Group to report to the CHSC				