H&SO WORK PLAN 2012-13

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March]
Annual Report	I I			, ,									
for Audit &													5 days prep + 2
Risk Comm													hr meeting
Annual Report													
- 6-monthly													2 days prep + 2
update													hr meeting
Corporate													
Health &													20 days inc
Safety													prep, admin and
Committee													action time
Civic Offices													
Tenants Joint													
Liaison Group 4 x 2 hrs													1 day
Depot Health													i uay
& Safety													10 days inc
Committee													action time
Corporate													dollori time
Governance													
Work Group -													
2 hr x													
quarterly													1 day
Assets													
Review Group													
- 2 hr x bi-													
monthly													1.5 days
Attend Team													
Briefings - 1													
1/2 hrs x													
monthly													2.5 days

1							•
Target 100							
admin/							
assistance							15 days
8 x 1 day							
refresher							
training							
Streetscene/							10 days inc prep
Waste Services							time
Corporate							
H&S Induction							
1½ hr x							
quarterly							
approx							1 day
CIEH H&S L2							
Certificate 2 x							4 days inc prep
1 day courses							time
First Aid At							
Work course -							5 days inc prep
3 days							and admin time
First Aid At		•					
Work							
refresher							
course 2 days							3 days inc admin
Arrange/attend							, ,
Defibrillator							
refresher trg							
1/2 day							1 day inc admin
Working							r day ino admin
groups for							
events held							
on council							Variable –
land							estimate 5 days
Organise							
training as							
required							45 1
approx							15 days

Inspect work operations and sites within			Markets	Community					Customer			
Borough 1 per		Leisure	Super-	Sports	Parks	Waste	Litter	Pest	Service		Building	12 days inc
month	CEOs	Services	visor	event	Attendant	Services	picking	Control	Agent	Facilities	Cleaning	report writing
Follow-up visit												
to work												
operation/site												
visit												6 days
Organise fire												
drills 2 per												
year CO, Depot,												
Kidsgrove TH, Guildhall, St												
George's Chmbs												2 days
Return To												, ,
Work RAs for												
HR approx 2												15 days inc
per month												report writing
Maternity RAs												J
for pregnant												
employees												
approx 10 per												
year												1 day inc admin
Streetscene												, , , , , , , , , , , , , , , , , , , ,
noise												
monitoring												
project												5 days
Organise Hep												
B vaccination												
programme												
for selected												
staff												5 days

Annex A

Annual review of safety policies			General			Stress			Smoking			Mobile phones	4 days
Service and individual requests - 5 per month approx													30 days
Investigation of accidents to employees or public													5 days
Check insp/ testing on UNIFORM	Gas + Crem	Fire + CO	Legnella + Depot	PAT + Jub 2	Asb + Kidsgrove T Hall	Fire ext + Museum	Lifts + St G Ch	Evac chair + KSC	Elecs + Cemy	Vent + G'hall	Gas + Depot Houses	Fire + Comm Centre	30 min per month 1 day
Renew First Aid At Work certificate													2 days
Maintaining CPD status - 3 yr cycle													Av 10 "points" p.a., 10 days approximately