

Appendix 1 - Health Safety and Wellbeing Implementation Plan – Year 1 (2025-2026) Strategy

	Strategic Theme	What?	How?	When?	Measure?	Action & Progress
1.	Leadership & culture	Embedding the Governance structure Senior leaders and managers are clear on roles responsibilities and accountabilities.	Deliver senior leadership development on health and safety	End February 2025	CLB have a clear understanding of roles and responsibilities and what is expected	Ontrack
2.	Leadership & culture	Embedding the Governance structure.	Embed a positive culture of health safety and wellbeing at a senior level	End January 2025	Active leadership at EDMs and DMTs on Health Safety and Wellbeing	Ontrack
3.	Leadership & culture	Embedding the Governance structure.	The groups and board that make up the governance structure are tested to the requirements of the new Chief Executive	End March 2025	Groups and Boards are aligned to the corporate requirements and are still developing, but on the whole are working well.	Ontrack
4.	Maintenance Competence	Ensure there is the right training offer for staff to be competent across the authority or Health and Safety.	Review and revise the current training offer.	End May 2025	Revised training offer on the source and circulated to managers via comms.	Ontrack
5.	Maintenance Competence	Ensure there is the right training offer for staff to be competent across the authority or Health and Safety.	Develop a training matrix and skills core competencies for Health, Safety & Wellbeing.	End Sept 2025	Revised training matrix available.	Ontrack
6.	Health & Wellbeing	Better understanding of how to undertake stress risk	Develop a Management of Stress in person workshop.	End January 2025	Workshop materials completed and	Ontrack

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		assessments and develop and action plan			available to the Corp HSW team.	
7.	Health & Wellbeing	Better understanding of how to undertake stress risk assessments and develop and action plan	Revise corporate stress documentation.	End March 2025	Revised document on the source and circulated to managers via comms.	Ontrack
8.	Health & Wellbeing	Better understanding of how to undertake stress risk assessments and develop and action plan	Develop a Stress Management Procedure (Policy).	End March 2025	Revised document on the source and circulated to managers via comms.	Ontrack
9.	Health & Wellbeing - mental health	Better understanding of how to undertake stress risk assessments and develop and action plan	Run regular (monthly) excessive pressure training session (Mandatory).	Monthly	Every person who manages a team, must in the last 12 months, have attended the excessive pressure training. Monitor via yearly CHaSMs returns.	Ontrack
10.	Health & Wellbeing - workplace health risk	Implementation and monitoring of EAP provision	Access for every employee to the new online app or call, variety of resources to help engage and improve employee psychological health.	End Dec 2024	Via relationship management and KPI's and data from power BI.	Ontrack

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11.	Health & Wellbeing - physical health	Encourage all staff to look after their physical health and wellbeing.	Promote physical health and wellbeing via roadshows	End Sept 2024	Attendance, feedback and staff survey.	Completed
12.	Health & Wellbeing - physical health	Encourage all staff to look after their physical health and wellbeing.	Promote physical health and wellbeing online and comms	End March 2026	Management Information from Staff survey	Ontrack
13.	Health & Wellbeing - physical health	Encourage all staff to look after their physical health and wellbeing.	NHS health Checks and MOT's onsite	End February 2025	Results from NHS	Ontrack
14.	Health & Wellbeing - workplace health risk	Ensure everybody that used a piece of workplace equipment understands what needs to be done to ensure they work safely and protects themselves from musculoskeletal injury or ill health.	Update, revise and publish Display Screen Equipment (DSE) procedure	End February 2025	Revised document on the source and circulated to managers via comms and measured by annual CHaSMs returns.	Ontrack
15.	Health & Wellbeing - workplace health risk	Display Screen Equipment (DSE) - revise process for seeking specialist advise	Update, revise and publish Display Screen Equipment (DSE) procedure and develop online form.	End February 2025	Revised document on the source and circulated to managers via comms and measured by annual CHaSMs returns.	Ontrack
16.	Health & Wellbeing - workplace health risk	Display Screen Equipment (DSE) - get moving initiative	Develop get moving sessions and documentation/advice	End April 2025	Reduced case load and ill health numbers	Ontrack
17.	Health & Wellbeing - workplace health risk	Display Screen Equipment (DSE) - get moving initiative	Develop a Roadshow and drop-in sessions	End June 2025	Number of participants attending.	Ontrack

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18.	Health & Wellbeing - workplace health risk	Manage Health Surveillance	Develop a procedure for Health Surveillance.	End Sept 2025	Every person using equipment linked to HAV will be working below the recommended Action Levels and there will be no white finger linked to the workplace	Ontrack
19.	Health & Wellbeing - workplace health risk	Reduce risk of ill health from staff having exposure to hand arm vibration	Through the new provider's system develop a targeted relevant Health Surveillance program that is link to risk	End Sept 2025	All staff attend health surveillance. All staff requiring to exposure to HAVs are checked at pre-employment No ill health referrals or RIDDORS	Ontrack
20.	Health & Wellbeing - workplace health risk	Control of Hand -Arm Vibration Syndrome across the organisation	Develop a procedure to manage HAVs	End Sept 2025	All staff are following the procedure – checked through audit process	Ontrack
21.	Health & Wellbeing - workplace health risk	Control of Hand –Arm Vibration Syndrome across the organisation	Develop and undertake formal drop-in sessions	End Sept 2025	Risk assessments in place for HAVS with effective safe systems of work that reduce exposure levels	Ontrack
22.	Safe Places & People - Effective Risk Assessment	Ensure that there are suitable and current risk assessments in place for the wide range of	Revise, publish and communicate risk assessment process	End February 2025	Revised documentation on the Source and comms issued	Ontrack

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		hazards that impact on our activities, work, and environment.				
23.	Safe Places & People - Effective Risk Assessment	Increase health safety and wellbeing awareness of workplace hazards for all our workforce.	Revise Risk Assessment training material for standalone online session. Regular drop-in sessions.	End May 2025	Everyone is able to identify hazards, assess risks and take appropriate measures to prevent accidents, injuries, and ill health	Ontrack
24.	Safe Places & People - Effective Risk Assessment	Ensure a Corporate Fire Safety Management System is available for all Corporate Premises	Develop a Fire Safety Management Procedure.	End March 2025	Documentation on the source and circulated to responsible persons via comms and measured by annual CHaSMs returns.	Completed
25.	Safe Places & People - Effective Risk Assessment	Ensure a Corporate Fire Safety Management System is available for all Corporate Premises	Support Corporate Landlord implement the Corporate Fire Safety Management System as part of their new model	End March 2026	Documentation available on individual sites. Monitor via FRA & CHaSMS returns (when Property questions have been added to CHaSMS).	Ontrack
26.	Safe Places & People - Managing Risk	Ensure Parks and Harbours achieve key planned objectives	Support Parks and Harbours to recruit to a post to deliver a start and finish piece of work to	6 months from recruited post	Parks and Harbours would have achieved their health and safety objectives	Ontrack

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			achieve their health and safety objectives			
27.	Safe Place and People	Develop an arrangement for drug testing for 'Driving a fleet vehicle for work (Transport User Arrangement)	Work with Fleet Service to understand the requirements and develop a consent form for drug testing to be within 'Driving a fleet vehicle for work (Transport User Arrangement)' Consult with HR & Trade Unions	End March 2025	Arrangement agreed and document developed published and all staff informed. Arrangement linked to HR recruitment policy and other HR arrangements	Ontrack
28.	Safe Place and People	Revise and send for consultation document on Hand Arm Vibration	Evaluate and revise policy document	End February 2025	Document available, published and all staff informed.	Ontrack
29.	Safe Place and People	Check that 'Driving a fleet vehicle for work (Transport User Arrangement)' is being followed.	Map out Services which this arrangement applies to, sample test. Comms.	End March 2025	Sample test results returned.	Ontrack
30.	Safe Place and People	Develop new Corporate Asbestos Policy/Procedure.	Consult with key interested parties, amend and finalise documentation Publish and communicate through the governance structure and targeted comms. Implement through the PDCA system	End March 2025	Documents available on The Source. CHaSMS.	Ontrack
31.	Safe Place and People	Develop new Corporate Legionella Policy/Procedure.	Consult with key interested parties, amend and finalise documentation Publish and communicate through the	End March 2025	Documents available on The Source. CHaSMS.	Ontrack

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			governance structure and targeted comms. Implement through the PDCA system			
32.	Safe Place and People	Develop new Corporate Fire Safety Policy/Procedure.	Consult with key interested parties, amend and finalise documentation Publish and communicate through the governance structure and targeted comms. Implement through the PDCA system	End March 2025	Documents available on The Source. CHaSMS.	Ontrack
33.	Safe Place and People	Undertake fire risk assessments for the non-housing property portfolio prioritising based on the premises risk rating system.	Set a programme of planned site inspections/audits and development of reports and action plans.	End March 2026	FRA reports available to site management & Corporate Landlord. CHaSMS.	Ontrack
34.	Safe Place and People	Ensure key stakeholders are competent in their understanding on what they need to do regarding the management of Asbestos in the buildings they occupy	Deliver Asbestos awareness training to BCC staff. Virtual and face to face delivery via L&D and individual requests.	End March 2026	Delivered training and registered with L&D.	Ontrack
35.	Safe Place and People	Ensure key stakeholders are competent in their understanding on what they need to do regarding the management of Legionella in the buildings they occupy	Deliver Legionella Awareness training to BCC staff Virtual and face to face delivery via L&D and individual requests.	End March 2026	Delivered training and registered with L&D.	Ontrack

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36.	Safe Place and People	Ensure key stakeholders are competent in their understanding on what they need to do regarding fire safety in the buildings they occupy.	Deliver Fire Safety /Warden training - Virtual and face to face delivery via L&D and individual requests.	End March 2026	Delivered training and registered with L&D.	Ontrack
37.	Safe Place and People	Review the arrangements for First Aid at Work.	Review Risk Assessment requirements, training and update policy /procedure	Jul-25	New revised arrangements in place	Ontrack
38.	Process and Performance	Monitor Health and Safety Performance	Annual CHaSMS return and report	Sep-25	100% returns	Ontrack
39.	Process and Performance	Monitor Health and Safety Performance	Undertake follow up meetings with Managers on CHaSMS return for 2024	June 2025	All managers have a relevant health and safety action plan in place	Ontrack
40.	Process and Performance	Monitor and check health and safety performance	Develop and deliver a range of targeted audit and monitoring activities	March 2026	Health and Safety performance has improved in targeted areas.	Ontrack
41.	Process and Performance	Improve data led decisions for accidents and incidents	Implement data insights into accident and incident data	Dec 2025	Power BI data available to help manage accident and incident data identify trends reduce incidents	Ontrack