

Aim	Process	Who	What	Action	Comment
Learn from experiences (positive and negative)	Accident and attack and dangerous occurrences report forms. HSE involvement HSE Website	Dept SA's and CHSU to assess the reports to assess implications for other Departments	CHSU to forward details of these to Departmental Safety Advisors and their line managers and ask them to assess implications for their Department	Departmental Safety advisors line managers to report back to CHSU within 10 working days of notification, of action taken or a work programme with timescales showing action needed.	CHSU to monitor: <ul style="list-style-type: none"> □ Safety Advisors group □ safety advisors line managers then <ul style="list-style-type: none"> □ Report exceptions to AD H&S Champions then <ul style="list-style-type: none"> □ Report exceptions to SRG then <ul style="list-style-type: none"> □ TC& Dir of Corporate Resources with comments
H&S Project Plan	CHSU to agree roles and timescales	As allocated and published in CHSU work programme	As allocated and published in CHSU work programme	Senior H&S Advisor to manage the Project plan on behalf of Project Director	As above
Communicate and Consult with Departmental Safety Advisors	Monthly meetings between CHSU and Departmental Safety advisors		Standing Agenda items: <ul style="list-style-type: none"> □ Accident/attacks and HSE involvement with implications for other Departments □ HSE topical issues 	As identified in the minutes	All members to report inability to meet deadlines and arrangements they have made to manage exceptions. In the event of no action CHSU to report as above

			<ul style="list-style-type: none"> □ H&S Project plan 		
Fast track consultation on Management Guidance Notes	CHSU to forward final draft from Safety Advisors Group	Departmental safety Advisors Line Manager		To arrange for consultation with Departmental Managers and Trades Union representatives	1 month from receipt of notes CHSU In the event of no action CHSU to report as above
Communicate and consult with Departmental safety Advisors line managers	Safety Advisors Managers Club to be held every three months	Safety Advisors line managers and AD H&S "Champions if they wish to attend	<p>Standing Agenda items</p> <ul style="list-style-type: none"> □ Progress against H&S Project Plan □ Exceptions in communicating accidents/attack and HSE involvement with implications for other Departments □ Topical Issues □ Report to SRG □ Review of consultation on Management Guidance Notes 	As per minutes	<p>CHSU to:</p> <ul style="list-style-type: none"> □ Report exceptions to AD H&S Champions then □ Report exceptions to SRG then □ TC& Dir of Corporate Resources with comments
Departmental safety Advisors 6 monthly report	Departmental safety Advisors/DMT		<p>Standing items</p> <ul style="list-style-type: none"> □ Progress against H&S Project plan 	As per report	To be forwarded to CHSU 5 days before Review of H&S meeting

to DMTS			<ul style="list-style-type: none"> □ Departmental Safety Action Plan □ Work programme to address action points arising from Review of H&S meeting 		
Review of Health and Safety Meeting	Meeting, every 6 months	AD HR& Staff Development. Senior H&S Advisor, CHSU Safety Advisor, Risk Manager, AD H&S "Champion, Safety Advisors' line manager and Departmental safety Advisor	<p>Standing agenda items</p> <ul style="list-style-type: none"> □ Action Points arising from previous meeting □ DMT report inc Departmental safety Action Plan 	Notes of meeting and updated action plan circulated in draft form to those attending. Agreed notes or areas of disagreement highlighted forwarded with action plan to Service Director.	Exceptions not managed to be reported to TC&Dir of Corporate Resources
Annual Report to DB	Annually	Senior Health and safety Advisor CHSU	<p>Standing items</p> <ul style="list-style-type: none"> □ Work 		
Consultation with Trades Unions	Ongoing	Departmental managers/Safety advisors line managers/ safety	As per agenda, minutes and topical issues	As indicated	

		Advisors as appropriate CHSU to provide secretariat to Council Wide safety Committee and consult on additions/amendments to manual with the Staff Side Chair			
Management representation at Council Wide safety Committee	Meetings held every two months	2 AD H&S "Champions by prior arrangement			