

# **Directorate Logistics**

## **Health, Safety and Wellbeing Management Plan**

**April 2019 – March 2020**

<b>Area: Prevention Culture</b>			
<b>Activities</b>	<b>Person Responsible</b>	<b>Target Completion Date</b>	<b>Comments / Updates/ Completion Date</b>
Ensure that all local risk assessments (RA/COSHH/MH) have been reviewed & put onto Datix (Target 95% within review date)	Managers	Ongoing	
Zero Target level 1-3 incidents on monthly basis and 3 lost time accidents or less per year 20% increase in near miss reporting	Managers	Monthly	
Monitor H&S performance by the Logistics SMT and departmental level through own local plans; including accident trends, performance against this plan and personal injury claims	SMT/ Managers	Ongoing	
Mandatory training completed within timescales (95% compliance)	Managers	Ongoing	
Further development of national model risk assessments across Transport departments to reduce number of assessments by 10%	Co-ordinators / HS&W	Sept 2019	
Warehousing to continue monthly H&S briefings on hazard/topic of the month	Warehousing managers/ supervisors	Ongoing	
2 trained auditors to be increased to 8 internal OHSAS 18001	Managers to ID individuals and HS&W to train them	Sept 2019	
Internal OHSAS 18001 audits to be carried out by trained Logistics Managers, 1 per site (18 per year)	Managers	Ongoing	
Audit on area of Occupational Road Risk to be carried out by HS&W to comply with Policy. To be discussed and agreed with Logistics.	HS&W / Logistics SMT	October 2019	

<b>Area: Visible Leadership</b>			
Managers to carryout inspections using the Inspection Checklist as required based on risk (or as stated in local plan) and encourage all staff to participate in these	Managers	Ongoing	
Managers to carry out a monthly Health and Safety observation on a topic relevant to their area. Details of these can be found on People First following this link; <a href="http://peoplefirst.nhsbt.nhs.uk/behavioural-safety.htm">http://peoplefirst.nhsbt.nhs.uk/behavioural-safety.htm</a> . Any improvements identified can be recorded as actions in Datix.	Managers	Ongoing	
Participate in any development in the new accident reporting system when available from July 2019	Managers	Sept 2019	
Roll Out of behavioural safety from Tooting to Colindale and Liverpool and then to all centres	Ian Cron / Andrew O'Brien / HS&W	Liverpool and Colindale by summer 2019 rest of centres by March 2020	
<b>Area: Communication</b>			
This H&S Management Plan (or locally adapted version) is available on G-drive & displayed on the wall in the dept as required. Managers to own HS&W plan that supports national plan and has own initiative	Managers	July 2019	
Develop H&S learning stories from the level 1 accidents, anonymously as required, and communicate in the Network, one per quarter	Co-ordinators / HS&W	Quarterly	
Continue to communicate accident and near miss performance in the Network.			
Ensure that consultation and engagement on changes with staff side is effective by involving reps on project teams or keeping them informed via the Committee meeting.	Managers	Ongoing	

<b>Area: Wellbeing</b>			
Reduce missed occupational health appointments identified as "did not attend" to as low as possible. To be monitored via OH standards meeting.	Managers	Ongoing	
Offer the annual night workers questionnaire to relevant staff and make referral via OH portal for those who request it	Managers	Ongoing to March 2020	
INF213, Information for Nightworkers, to be reviewed and developed by HS&W to encourage further take up	HS&W	Sept 2019	
Promotion of Flu jab during Flu vaccination campaign. Identify ways to capture information from colleagues who have had the vaccination elsewhere. Overall to increase back above 33% across Logistics. (National target for donor and patient contact staff is 65% from 60% last year)	Managers	Sept to December 2019	
Identify wellbeing needs of transport drivers	Co-ordinators / HS&W	Sept 2019	

## Key to abbreviations

This HS&W Plan covers the following functions within Logistics: Transport and Warehousing.

The tables below use the following abbreviations:

**SMT** - Senior Management Team

**HS&W** – Health, Safety and Wellbeing

### **HS&W Co-ordinators**

**Logistics:** Tom Hammond (Transport), Andrew Carlton (Warehousing)

**OH** - Occupational Health  
**HS&W** – Health, Safety and Wellbeing