

Directorate of Manufacturing and Logistics

National Operations Health, Safety and Wellbeing Management Plan

This HS&W Plan covers the following functions within the Manufacturing and Logistics (M&L) Directorate: Manufacturing, Hospital Services, Testing and NTML

April 2019 – March 2020

Area: Prevention Culture			
Activities	Person Responsible	Target Completion Date	Comments / Updates/ Completion Date
Ensure that all local risk assessments (RA/COSHH/MH) have been reviewed & put onto Datix (Target 95% within review date)	Managers	Ongoing	
Department monthly target zero level 1-3 incidents and at least 1 level 4 incident / near miss reporting reported	Managers	Ongoing	
Monitor H&S performance by the department; including accident trends, performance against this plan and scorecard	SMT/H&S Coordinators/HS&W	Ongoing	
Mandatory training completed within timescales (95% compliance)	Managers	Ongoing	
Further development of national model risk assessments across Manufacturing	HS&W / Managers	Summer 2019	
Representation at HAZOP group from functions when required	BM Co-ordinator	Ongoing	
Provide input into M&L culture work (focus on HS&W from strategy deployment) and North Value Stream Analysis Event (VSA)	HS&W / Co-Ordinator	As identified by project	
Ensure that Ergonomic Champions are consulted at an early stage regarding any changes/actions that may have H&S implications that arise from rapid improvement events	Managers	Ongoing	
Managers to complete traffic light scorecard for their site every quarter on the G drive and contact the H&S co-ordinator with any issues. To be completed in April, July, October and January.	BM Managers	Quarterly	
Internal OHSAS 18001 audits to be carried out by local HS&W Advisors on three year rolling basis	HS&W	Ongoing	
Audit contractor control process	HS&W	Ongoing	
Participation required from functions in involvement in video clips project. Aim to replace some SSW and aid refresher training.	Managers	Summer 2019	

Area: Visible Leadership			
Ensure each department has their own HS&W plan. Managers to use this template and to include one local initiative In their H&S plan.	Managers	May 2019	
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; http://peoplefirst.nhsbt.nhs.uk/behavioural-safety.htm . Any improvements identified can be recorded as actions in Datix.	Managers	Ongoing	
Participate in best near miss award, when new system in place, to encourage near misses, and photos of near misses. When new accident reporting system in place summer 2019	All / SMT	December 2019	
First Aider numbers in Newcastle Hospital Service (aim for 4 trained across the year)	HS Manager	December 2019	
Area: Communication			
This H&S Management Plan (or locally adapted version) is available on G-drive & displayed on the wall in the dept as required.	Managers	July 2019	
Copy of this National Plan available on intranet and updated annually	HS&W	May 2019 and ongoing	
Circulate monthly H&S reports from local CPC/LMG to all staff	Managers	Ongoing	
Promote any Health, Safety and Wellbeing initiatives via Department meetings or function communication publication if necessary. (Eg, Network in Logistics, briefings in Warehousing)	Managers	Ongoing	
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	

Use stories from HSE reported accidents to communicate across different departments, about what could happen			
Area: Wellbeing			
Trail Health Needs Assessment in on centre for national operation functions HS&W Co-ordinator to identify area Survey done Report agreed	HS&W Co-ordinator	Summer 2019	
Reduce missed occupational health appointments identified as “did not attend” by 10%. To be monitored via OH standards meeting.	HS&W Co-ordinator / managers	Ongoing	
Offer the annual night workers questionnaire to relevant staff and make referral via OH portal for those who request it	BM Managers	Ongoing	
INF213, Information for Nightworkers, to be reviewed and developed by HS&W to encourage further take up	HS&W	Summer 2019	
Promotion of Flu jab during Flu vaccination campaign. Aim to increase take up by individual departments to 40%	Managers	January 2020	
Review numbers of mental health and wellbeing champions in national operations and ensure colleagues have access to them	Managers	March 2021	

Key to abbreviations

The tables uses the following abbreviations:

SMT - Senior Management Team

HS&W – Health, Safety and Wellbeing

HS&W Co-ordinators Blood Manufacturing: Christina Whittington

OH - Occupational Health