

ODT HS&W Plan 2018-19

| Theme | Objective | HS&W Project Ref (if app) | Responsibility | Measure |
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| Theme 1 – Leadership | Promote a behavioral safety culture through innovation and continuous improvement | | SMT & OMT | Support for working hours research and how this may help with wellbeing of ODT staff with implementation of key learning (as appropriate) |
| | Supporting plans to develop our safety and wellbeing | | SMT & Regional/ Team Managers | Proactive, forward-thinking approach to prevent harm before it happens. Projects identified relevant to ODT in 18/19 1) Risk Assessment consolidation exercise a. Phase 1 – ODT SNODs risk assessment review (signed off by end of May and implemented by end of June with all risks archived by then) b. Phase 2 – Stoke Gifford focussed review / consolidation 2) Lone Working Alarms Retender – options / review use v benefit 3) Amvale Contract – Monitoring & Retender 4) Video clips as replacement for SSW and compliment training |
| | Monitoring accidents and near misses and act on our findings | | SMT & Regional / Team Managers | Know date of last lost time accident in directorate and any learning. Able to demonstrate any improvements identified. |
| | Health, Safety and Wellbeing high visibility and business as usual | | SMT & Regional/ Team Managers | Lost time accidents and near misses monitored and reported monthly to the SMT as part of balanced scorecard. SMT member will visit departments if they have had a level 1 incident to discuss Safety. |
| | Regularly visiting departments and use human factors safety techniques | | Team Managers | Monthly Risk Based Awareness campaigns using observations are being used and promoted within ODT at operational level relevant to activities/issues. |
| | Sufficient and practice Manual Handling training provision to ensure safety techniques | | SMT & OMT | Review the requirements for Manual Handling, to include suitable and sufficient practical training in the workplace or the classroom where the trainee must be able to transfer the learnt principles into good practice techniques. |
| | Working closely with other business support areas and directorates e.g. QA, Corporate Risk, Continuous Improvement, Clinical and Business Continuity | | SMT & OMT | Stakeholders from other business support areas identified in any HS&W project plans as part of collaborative working and to prevent any unintended consequences / impact on others. |
| | Benchmark safety and wellbeing practices with outside organisations | | Julie Whitney & Rachel Stoddard-Murden | HS&W co-ordinator to visit a private company to learn from their HS&W system Benchmark against. Select those that may be helpful for the challenges within ODT – lone working, transportation of staff by third party, |
| | Provide resources and wellbeing for safety development | | SMT & Regional/ Team Managers | All departments to have access to MHW champions and provide them with time to facilitate this and promote HS&W. Improve training available for managers in supporting health and wellbeing of colleagues, inc mental health, and 'soft skills' using lighten up and debriefing systems (in place). Support the Immunisation regeneration project – time out for sample / tests where needed to ensure that NHS clearances met (and hep B given). ODT to be a stakeholder in the review of HS&W systems (accident and risk assessment systems) tender. |
| | Working with communities to improve wellbeing links | | Team Managers | Local H&W plans in place for each centre / out-posted team, linking with services in the local community. Ensure H&W plan is in place for the Hub |
| | Working to engage colleagues at all levels | | Team Managers | Our voice score improves reflecting engagement. Quarterly communications used to showcase good work being done – celebrating success. |

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| | Working with contractors through estates and facilities | | N/A | N/A to ODT although there are projects around third party contractors / support in 2018 captured above – Amvale and lone working alarms contract. |
| Theme 2- Safety Culture moving to Prevention culture | Effectively managing health and Wellbeing risks | | SMT & Regional /Team Managers | Reduction in all accidents 10% annually, with long term aim of zero harm. ODT has its own HS&W target to meet. Managers complete monthly observations from the HSW topics list. Monthly safety inspections / tours / gemba walks completed and recorded on Datix and scorecards Reduction in number of litigation cases (currently 1 being handled against ODT, claimed submitted in 2017, not settled yet but admission made). Use of the health needs assessment tool (tailored adjustment agreement, available on People First at http://nhsbandt.nhs.sitekit.net/tailored-adjustment-agreement.htm to identify and monitor any health risks. |
| | Monitoring the increase of near miss reporting | | Regional /Team Managers | 10% increase in Minor and insignificant injury/ Near miss reporting. Near miss postcards to be added to donor packs to assist with this. (completed May 2018) |
| | Reducing serious incidents | | Regional /Team Managers | Maintain zero Level 1 and 2 incidents. |
| | Maintaining Health, Safety and Wellbeing mandatory training within the compliance target | | All | 95% Mandatory training compliance. Development of peer to peer observations / videos clips may assist with compliance. |
| | Adopting a just culture approach in accidents/incidents root cause analysis | | Regional/ Team Managers | Ensure right individuals are involved in root cause analysis using the tools provided. |
| | Consistently utilise the Human Factors principles in Root Cause analysis | | Regional/ Team Managers | Ensure right individuals are involved in root cause analysis using the tools provided. |
| | Encouraging peer to peer safety observations using human factors | | All | Use aids provided by wider NHSBT to support this including use of digital/media technology and develop own / specific as necessary. |
| | Managers/Leaders to encourage personal responsibility and accountability for safety and wellbeing to be developed | | Regional/ Team Managers | Positive feedback and engagement of colleagues. Decrease in avoidable accidents and increase in near miss reporting. |
| | Managers/Leaders to encourage incident and near miss reporting | | Regional/ Team Managers | Near misses reported across all teams by all grades of staff. |
| | Managers/Leaders to investigate all injuries and incidents and understand the causes to identify lessons learned | | Julie Whitney & Team Managers | Risk assessment reviews and actions monitored at management level, reviewed at directorate level. 100% Risk Assessments that are no longer relevant are archived in Datix. Monitoring is led by HS&W coordinator monthly. This also has links to consolidation project (aims and objectives). |
| | Managers/Leaders to complete all Corrective and Preventative Action (CAPA) and communicate lessons learned | | Julie Whitney & Team Managers | Risk assessment reviews and actions monitored at directorate level and led by HS&W coordinator monthly – no over dues. Self audits carried out by directorates annually in addition to HS&W department audit programme. |
| | Colleagues to engage in identifying best practice and report near misses | | All | Recognise and celebrate colleagues contributions to encourage active participation and engagement across the directorate. |
| | Colleagues to take responsibility for their own safety and wellbeing | | All | Quarterly increase in level 4 reporting. Use of peer to peer observations. Increased participation in wellbeing activities. Encourage personal responsibility for own H&W using wellbeing promotions and signposting. Survey of colleagues on lone working alarms / options to review risk assessment and way forward. |
| | Colleagues to follow safe systems of work wherever possible | | All | Failure to follow safe systems of work not implicated in any accidents. Certification to OHSAS18001/ISO45001 no minor / major non conformances, or observations regarding safe systems of work. |

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| Theme 3- Wellbeing | Encouraging usage of targeted wellbeing initiatives | | All | Completion of observations using H&W topics. Improvement in scores from Britain's Healthiest Workplace Survey. Flu vaccination target for ODT frontline colleagues 62% (was 58% in 2017 and 54% in 2016). Improved use of physiotherapy and EAP services to assist recovery / reduce sickness absence. Awareness of and use of mental health wellbeing champions available within directorate and wider NHSBT. Increased use of tailored adjustment agreement. |
| | Evaluating the wellbeing initiatives | | All | Reduction in sickness absence as a result of occupational health reasons. Improved scores for internal and external opinion surveys regarding wellbeing, support and safety. Tailored adjustment agreement used across directorate. Colleagues surveyed about use of lone working alarms and options / safety as the lone working alarms are up for retender. Wider initiatives within the directorate may also support this. |
| | Organising plans for mental wellbeing | | SMT & OMT | Mental health promotions supported within directorate. Lighten up is used regularly in all areas with debriefing to support SNODs to be reported via scorecards |
| | Reviewing wellbeing data alongside sickness absence. | | SMT & OMT | Reduction in sickness absence as a result of occupational health and mental health reasons. Monitoring sickness absence against inequality characteristics (i.e. disability, age, gender, shift patterns, staff grade, etc). Monitoring mental wellbeing data against inequality characteristics. Encouraging colleagues to update their information in ESR and provide Immunisation information for regeneration project. |
| | Clearly communicating HS&W requirements and expectations to our colleagues | | Team Managers | Increase in use of Musculoskeletal-Physiotherapy and tailored adjustment agreement. Increase in use of work related stress management tools in People First. All workplace adjustments captured appropriately, reduction in numbers of employees on restrictions or reasonable adjustments. Encourage personal responsibility for own H&W using health promotions and signposting. |
| | Developing communications plans supporting local needs | | SMT & OMT | Musculoskeletal - Physiotherapy interventions provided to colleagues with return to work. Local H&W plans at least at centre level. ODT quarterly comms newsletter to be developed to support this. |
| | Participating in mental health campaigns | | All | Increase in number of Mental Health and Wellbeing Champions (MHCW) within directorate / centres and colleague's awareness of who they are. Reduction in mental health absence from work. Signing 'Time to Change' Pledge. Increased numbers of colleague blogs and personal stories. |
| | Developing and encouraging Mental Health and Wellbeing champions. | | Team Managers | Health and Wellbeing Champions to be developed in all ODT teams (in addition to other control measures in place to support their role). Increase in reported usage of MHCW by colleagues. |
| | Contributing to local health and wellbeing plans | | All | Health, Safety & Wellbeing promotions locally supported at centres / by colleagues. |
| | Participating in wellbeing activities where possible | | All | Numbers participating in wellbeing activity increase year on year. |
| | Providing feedback on work activities that affect their health | | All | Surveys and review of feedback from colleagues to identify opportunities. Example of reviewing lone working alarms and use by colleagues / alternatives as contract up for review / renewal. |
| Theme 4- Engagement/Influence/ Communication | Completing formal observations and communicate outcomes to colleagues | | Team Managers | Reports to OMT & SMT as part of scorecard. Action taken as necessary. |
| | Individually coaching colleagues where appropriate | | Team Managers | Provided as necessary using tools on PeopleFirst. |
| | Ensuring interventions are accessible for all colleagues | | Rachel Stoddard-Murden | Quarterly ODT focussed health and wellbeing newsletter |

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| | Sharing safety and wellbeing stories | | Team Managers | Encourage ODT colleagues to share good experiences of services provided. |
| | Providing suggestions for improvement | | All | Encourage colleagues to put forward 'ideas into action' and ensure feedback is provided and that they are recognised appropriately. |
| | Engaging in a learning organisation culture by sharing best practice | | All | Information on number of days since the last lost time accident in directorate (date known, broad details and any learning). ODT H&W quarterly bulletin. Additional information sent out to colleagues if wider learning following an incident. |
| | Union colleagues to work in partnership to achieve this strategy through local and national HS&W committees. | | Julie Whitney & Union colleagues | To ensure involvement of our Union Colleagues look to re-energise the national ODT HS&W committee incorporating within wider ODT HR/staff-side working group to achieve this in a LEAN and inclusive way. |

