

NPA Health and Safety Gap Analysis and Action Plan – March 2017

HSG65 Ref	Specific	Full Compliance	Actual Compliance	Action
Plan	Health & Safety policy	Organisation has a clear, written policy for health and safety at work, signed, dated and communicated to all. Policy is reviewed annually.	Policy is in-place and signed by the CEO and Chairman. Policy due to be reviewed in June 2017 for RAPC meeting.	
		All employees are aware of the Health and Safety Policy and it is brought to their attention and have access to it	Policy is e-mailed out to all staff.	
	Health and Safety policies	Suitable policies detailing procedures in-place and accessible to all staff	Policies currently in-place: PPE - draft DSE – in-place Driving for work – in-place Lone working – in-place	1) Draft policies to be completed. 2) Review on requirements for additional policies
	Senior management commitment	A named Director has been given overall responsibility for implementing the Health and Safety Policy.	Steve Avery is the named director	
	Management understanding of responsibilities	Management understands responsibilities to all staff, contractors and public	Management have not received any formal H&S training.	1) Check if H&S included in JDs? 2) Manager to receive IOSH Managing Safely course.
	Competent advice	Arrangements are in place for access to competent health and safety advice.	SLA with NFDC in-place and under review.	Review agreement with NFDC

	Training	Ensure that adequate training budget is available	NPA has an H&S training budget.	
		All training requirements are identified and scheduled	Staff induction in-place. Statutory fire warden and first aid is planned and scheduled. No H&S training has been identified, scheduled and planned.	1) Review what training has been carried out, produce training gap analysis. 2) Schedule essential training (eg manual handling and refresher training as decided on eg every 3 years).
	First Aid	Ensure that adequate first aid arrangements' are in-place	In-place	
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Do	Communication	Clear information to people of the hazards and risks in their workplace and the preventative and protective control measures.	Some teams complete risk assessments that are signed by staff. Other teams do not carry out risk assessments. Some generic assessments are not in place.	Review of risk assessments for all significant tasks, where gaps are identified then additional assessments created.

	Communication	Clear information is provided to those working for the organisation (contractors, visitors, schools, customers) of the hazards and risks in the workplace and the control measures in place to protect them.	Some teams share risk assessment with other organisations (schools etc). This is not a consistent approach.	Managers and team leaders to have training to ensure consistent approach.
		Health and Safety is an agenda item at all management and team meetings.	1) Health and Safety Forum meet twice yearly 2) Annual Health and Safety report to RAPC 3) Quarterly H&S meetings 4) Minutes of all meetings are held on Q-drive	
	Risk assessment / SSW	Risk assessments and safe systems of work are easily accessible in the relevant workplaces.	Risk assessments and SSW are held on team drives.	
	Management understanding of health and safety responsibilities	Line managers and supervisors are adequately trained to understand their Health and Safety responsibilities and have the skills necessary for instruction and supervision.	No training has been carried out.	1) Managers to undertake IOSH Managing Safely course. 2) Supervisors to undertake IOSH Working Safely course.
	Risk assessment	All significant risks have been assessed, suitable control measure implemented and communicated to staff.	Some risk assessments are in-place but this is not consistent across all the activities carried out.	1) Complete review of all tasks carried out by NPA staff and ensure that risk assessment has been completed and communicated to staff. 2) Review risk assessment template and review existing assessments. 3) Complete a risk register.
		All risk assessments are reviewed annually and following an incident to ensure they are suitable and sufficient	No formal schedule for reviews.	Ensure that risk assessments are reviewed following incidents, change of working methods and annually.

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Do	CoSHH	All hazardous substances have been identified and suitable CoSHH assessments completed and made available to staff	CoSHH assessments currently not carried out	Review what substances are being used that require CoSHH assessments and carry out where required.
	Accident / Near miss reporting	System in-place for staff to report accident / near miss.	Separate forms for reporting accidents and 'close call'.	1) Consider using the one form for employees to record accident / near miss. Separate form may be required for incidents involving members of the public. 2) Policy and communication to all staff on reporting of incidents (to include supervisor and manager sign-off).
		All staff are fully aware of the reporting system and are encouraged to report issues	It is not clear if this has been communicated to staff	
	Communication and consultation	Health and Safety is an agenda item at all management and team meetings.	While H&S is an agenda item at management level meetings it is not clear if this is the case at team level meetings.	1) Identify if team level meeting are carried out and if H&S is an agenda item. 2) Consider team tool-box-talks
		Employees and safety representatives consulted on Health and Safety issues.	TU and Employee Side Safety Representatives are invited to H&S forum.	
		Induction process in place relevant for all new employees, promoted employees, and changes in roles due to restructures.	Inductions are carried out for new employees and covers basic health and safety.	

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Check	Arrangements	Arrangements are in place for reporting and investigating accidents and incidents.	The NPA have an accident form to report accidents, near misses but there are no procedures in place to report an accident.	Reporting procedures communicated to staff to be created
		Organisation has suitable disciplinary procedures where health and safety rules are not followed.	In-place	
Act	Audit	Audits of the safety management system by independent auditors.	NFDC internal audit External audit carried out	
		Arrangements in place for the retention and disposal of health and safety records.	The NPA have a retention policy which refers to retention periods for some aspects of health and safety.	