

Development Network: Health & Safety		Prepared by: Sandra-Jane Grier/Andy Cathro		Period : 2016-2017
Chosen Action aligned to sector needs and CDN Strategic Plan.	Tasks/Key actions	Success Criteria	Resources	Time Frame
<p>Strategic Objective 1.</p> <p>To provide effective support to health and safety practitioners in the sector. (Links to HSE Strategy and CDN <i>Strategic Theme Three - 3.1, 3.2 and 3.3</i>)</p>	<p>1.1 To maintain the health and safety development network webpages</p> <p>1.2 Share knowledge and ideas to improve health and safety management</p> <p>1.3 Conduct a sector survey of development needs/support and deliver two H&S seminars</p>	<p>1.1.1 Current web content reviewed and improved layout/re-design options explored/actioned</p> <p>1.1.2 Contact list for webpage updated facilitating ease of contact/support</p> <ul style="list-style-type: none"> • Work with SG and CDN lead to: • to improve online presentation, usability, accessibility, etc. • check quality, currency of web material regularly deleting /adding relevant material (1.1.1 and 1.1.2) <p>1.2.1 Increased sharing of information with college</p>	<ul style="list-style-type: none"> • Time for joint working (SG chair and CDN lead) • SG to publicise existing material; obtain feedback e.g. Share-Net/seminar events 	Ongoing throughout 2016-2017

		<p>staff/ practitioners/ H&S Development Network</p> <p>- Steering Group to develop a list of FAQs – CDN lead/chair to arrange upload to web page</p> <p>1.2.2 Maintain and develop Share-Net system usage</p> <p>- Use web forum/ShareNet comments to promote group's events</p> <p>1.3.1 Survey returns used to drive ideas/methods to enhance support and event planning/content</p>		<p>December 2016</p> <p>Ongoing throughout 2016-17</p> <p>December 2016</p>
<p>Strategic Objective 2. To develop a set of sector H&S performance indicators to create a consistent approach across colleges (Links to HSE Strategy and CDN <i>Strategic Theme Three – 3.1, 3.2 and 3.3</i>)</p>	<p>2.1 Implement the accident/ incident annual reporting system to enable colleges to benchmark against the sector and for sector trends/priorities to be identified</p> <p>2.2 Encourage colleges to use FESH assessment tool</p> <p>2.3 To pilot health and safety audits in selected departments of nominated colleges in 2016/17</p>	<p>2.1.1 Encourage practitioners to complete returns; follow up with non-responders.</p> <ul style="list-style-type: none"> Write to Principals/H&S practitioners to encourage completion from all Colleges <p>2.1.2 Analyse collected data - Trends identified, risks evaluated and prioritised, guidance provided to colleges</p>	<p>Admin support- (level/scale tbc)</p> <ul style="list-style-type: none"> Provide each participating college with feedback on their statistics, in comparison to the college sector Establish number of current users in Scotland. Encourage completion from all Colleges Encourage trade union safety rep involvement 	<p>Ongoing throughout 2016-2017</p>

		<p>on where to take action</p> <p>2.1.3 Benchmark performance</p> <p>2.2.1 Successfully advertise/promote the benefits of the tool; follow up with non-users.</p> <p>2.2.2 Display on web site</p> <p>2.3.1 Secure Principals' support for pilot.</p> <p>2.3.2 Sign up participating colleges. (3 colleges to participate - Dundee & Angus; Fife and Perth UHI). - Nominated H&S personnel to carry out audits/inspections in allocated colleges (not their own).</p> <p>2.3.3 Produce report on outcomes for the Principal of the college audited.</p>	<p>Staff time/ web page information</p> <ul style="list-style-type: none"> Promulgate results of pilots to wider FE H&S community/FESH. 	<p>October 2016</p> <p>October 2016</p> <p>Ongoing</p>
<p>Strategic Objective 3.</p> <p>To support health and safety leadership and sensible risk management by successfully engaging with key stakeholders (Links to HSE Strategy and CDN <i>Strategic Theme Three - 3.1 and 3.2</i>)</p>	<p>3.1 Engage with college leaders</p> <p>3.2 Maintain working relations with other organisations</p> <p>3.3 Encourage good H & S practices with colleges and external partners</p>	<p>3.1.1.Engage with the CDN Development Committee/other Senior Operational staff Forums</p> <p>3.1.2 H&S performance to be tabled at senior management Meetings/CDN Development Committee updates</p>	<p>Admin support- (level/scale tbc)</p> <ul style="list-style-type: none"> Provide and maintain an updated list of resources/useful links on web pages Provide reports of achievements and relevant notes of meetings. 	<p>Ongoing throughout 2016-2017</p>

		<p>3.1.3 Steering Group updates provides for CDN Development Committee/ Principals/senior staff/web pages</p> <p>3.2.1 Continued participation from HSE and SCHWL on Steering Group</p> <p>3.3.1 Increased sector understanding of proportionate, appropriate and effective risk management</p> <p>3.3.2 College workplaces safer/healthier</p>		
Additional Comments:				