

(SCE) SHEF PLAN FOR FY 2010-2011

Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1	Policy	a. Statements SHEF Statement detailing organisation and arrangements to meet requirements of SofS Policy to be promulgated.	Oct 2010	CE and HOE's	Statement to be written in first person singular and signed by Head of Organisation and to be brought to the attention of all SCE Agency staff together with SofS Policy Statement.
2	Planning	a. SHEF Plan to be issued covering actions required to implement policy initiatives and legislation.		SHEF "A"	Planning for hazard identification, risk assessment and control to be included. SHE Plans of Subordinate formations to reflect that of higher level plans and include detailed objectives and timescales as they apply to the formation.
3	Implementation and Operation	SCE SHEF Manual detailing SHEF arrangements available on the SCE Web site.	On-going	SHEF "A"	SCE SHEF Manual is a living document.
3		b. Structured SCE SHEF organisation established and indicated on a wiring diagram. c. SHEF responsibilities to be included in terms of reference/job descriptions for service and civilian personnel with staff responsibilities. d. Key SHEF personnel with sufficient competency to be identified and appointed.	Nov 2010 On-Going	Line Managers Line Managers	Available in Part 2 & 3 of the SCE SHEF Manual A brief statement is sufficient in outline job descriptions. This should be expanded to suit individual circumstances in objectives and performance targets in annual staff reports. SHE Advisors/Representatives to be trained in SHEF activities as appropriate to their duties.

(SCE) SHEF PLAN FOR FY 2010-2011

Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
		e. SHEF training programme to be implemented.	Mar 2011	SHEF "A"	SHEF training needs analysis to be conducted to identify requirements for all staff, including induction and refresher training. Programme to be drawn up to enable staff to receive appropriate training.
		f. SCE SHEF Committee to meet at least twice yearly.	Dec 2010	DCE HOE's	Committee to be chaired by senior officer of appropriate rank/grade attended by appropriate key areas. SHE Action Plan to be standing Agenda item. Similar SHEF committees to be set up at lower level as appropriate.
		g. Hazard Identification - Hazard Surveys to be conducted in all SCE establishments and the results recorded and prioritised.	Dec 17 th 2010	HOE's	Hazard surveys to be reviewed periodically (at least annually) and when there is significant change.
		h. Risk Assessment: Risk Assessments to be recorded covering significant hazards, together with controls to reduce the residual risks to reasonably acceptable levels.	Dec 17 th 2010	HOE's	Risk Assessments to be reviewed periodically (at least annually) and when there is significant change.

(SCE) SHEF PLAN FOR FY 2010-2011

Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
3		i. Emergency and Disaster Control Plans to be drawn up at all levels of the Agency. Practice emergency procedures at agreed/appropriate intervals.	Dec 2010	HOE's	Duties and responsibilities of key personnel to be published and included in Standing Orders or Desk Instructions. Where appropriate, dialogue with local emergency services to be implemented/ maintained. Copies of site plans to be readily available to emergency/ security services in case of emergency/incident. Procedures to be practised at agreed intervals.
		j. Legionella Management Plans (LMP) are to be In compliance with the BFG SHEF manual.	Dec 2010	HOE's	All SCE establishments will continue to comply with the Defence Estates Legionella Management Plan (LMP). (The LMP is available under SHEF area on the SCE Web site under SHEF Guidance and SCE SHEF Manual Leaflet 13)
		k. First-aid: All SCE establishments to have adequate numbers of first aiders.	On-going	HOE's	First-aid risk assessment to be carried out to establish needs.
4	Checking and Corrective Action	a. Regular and detailed Inspections to be carried out by Head of Establishments.	On-Going	HOE's	Frequency of SHEF Inspections will depend on hazards, eg 6 monthly for offices, more frequently for high hazards areas. Results of Inspections to be recorded and follow up actions to be taken.
		b. SHE audits to be conducted in accordance with JSP375 vol4. SCE SHEF Audits conducted as per the SCE SHEF Audit plan.	See SCE SHEF Audit plan	HOE's	All areas covered by Audit in 2 year period – lower level audit periodicity to be decided by Audit Needs Assessment.

(SCE) SHEF PLAN FOR FY 2010-2011

Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
		c. Accident Reporting- All areas to ensure accidents and incidents reported as required by the SCE SHEF Manual.	Oct 2010	HOE's	
5	Management Review	a. Annual formal review of the SHE Performance to be conducted and results recorded.		HOE's	All areas to arrange for a formal review of SHE performance to be conducted in their areas and recorded.
6	Audit Observations	a. correct any audit non-conformancies/ observations		HOE's	