

SCE SHEF PLAN FOR FY 2011-2012

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 2011	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.	Sep 2011	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	a. SCE SHEF Manual - detailing SHEF arrangements available on the SCE Web site.	On-going	SHEF "A"	SCE SHEF Manual is a living document.
		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.	Nov 2011	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.
		d. Key SHEF personnel - with sufficient competency to be identified and appointed.	Mar 2012	Line Managers	Safety Co-ordinators/ Representatives to be trained in SHEF activities as appropriate to their duties.

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		e. SHEF training - programme to be implemented.	Ongoing	SHEF "A"	SHEF training needs analysis conducted to identify requirements. SHEF training dates on the CPD planner for 2011.
		f. SCE SHEF Committee - to meet at least twice yearly.	Ongoing	DCE HOE's	SHEF Committee is under review from Hd of Support Services. Will be in the form of a Road Show event or form part of the Consortia Chairs meeting.
		g. Hazard Identification - Hazard Surveys to be conducted in all SCE establishments and the results recorded and prioritised.	Ongoing	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.	Ongoing	HOE's	Risk Assessments to be reviewed periodically (at least annually) and when there is significant change.
		i. Emergency and Disaster - Control Plans to be drawn up at all levels of the Agency. Practice emergency procedures at agreed/appropriate intervals.	Ongoing	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.

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		j. Legionella Management Plans - (LMP) are to be In compliance with the BFG SHEF manual.	Dec 2011	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 - First Aid facilities are to be consistent with the school activities and the numbers of first aiders required determined by a Risk Assessment .	Mar 2012	HOE's	All SCE establishments to have adequate numbers of first aiders. .First-aid risk assessment to be carried out to establish needs. First aid courses are on the CPD Planner.
4	Checking and Corrective Action	a. Regular - and detailed Inspections to be carried out by Head of Establishments.	Mar 2012	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. SHEF audits - to be conducted in accordance with JSP375 vol 4. 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.
		c. Accident Reporting- All areas to ensure accidents and incidents reported as required by the SCE SHEF Manual. d. Controls - an adequate system needs to be in place to inform contractors, other users and visitors of known hazards, risk assessments, control procedures, environmental requirements and safe working practices.	Ongoing Mar 2012	HOE's HOE's	See SCE SHEF Manual

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		e. Directives - SHEF directives and SHEF Management Committee Meeting Minutes are to be brought to the attention of all staff.	Ongoing	HOE's	
5	Management Review	a. Review - Annual formal review of the SHEF management system to be conducted and results recorded.	Ongoing	HOE's	All areas to arrange for a formal review of SHEF performance to be conducted in their areas and recorded.
		b. Contractors – There is to be an effective system in place to ensure that Contractor and Visitor related Accidents, Environmental Incidents & Dangerous Occurrences are reported to the HOE's and HQ SCE.	Mar 2012	HOE's	
		c. Arrangements - Formal arrangements are to be implemented for the review of the school SHEF Management System to ensure compliance with SCE Policy and the SCE SHEF Management system.	May 2012	HOE's	
6	Audit Observations	a. Audit - Correct any audit non-conformances/ observations	Ongoing	HOE's	See Audit documentation.
7	Portable Appliance Testing	a. Policy – The PAT policy has been reviewed and re-written. b. Distribution – The new policy will be distributed early Oct 2011.	Oct 2011	SHEF "A" HOE's	New PAT guidelines for all sce establishments.
8	SHEF Documentation Archiving	a. Procedures – Establishments are to ensure that procedures are in place for the archiving of SHEF documentation.	Ongoing	HOE's	Documentation records procedures are in the SHEF Management System, SCE website. Leaflet 26 Keeping Records.

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9	Generic Risk Assessments	a. Assessments – a comprehensive library of generic risk assessments is available from the SHEF Management system. Where required these assessments are to be downloaded and reviewed to ensure relevance/ compliance for establishments.	Ongoing	HOE's	Establishments are to ensure they have the relevant assessments in place.
10	Fire Safety	a. Fire Safety – HOE's are to ensure that suitable arrangements are in place for all Fire Safety Equipment, Alarms, Emergency Lighting and Fire Fighting Equipment to be regularly tested and maintained with suitable records.	Ongoing	HOE's	
11	SHEF Concerns	a. Concerns – HOE's are to ensure that SHEF concerns and hazards are reported to higher formation (SCE HQ) and incorporated into subsequent action plans.	Ongoing	HOE's	