

**DCYP SHEF PLAN FOR FY 2014-2015**

<b>Ser</b>	<b>Heading</b>	<b>Objective</b>	<b>Target Date</b>	<b>Action by</b>	<b>Remarks</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>	<b>(f)</b>
1	Policy	a. <b>Statements</b> SHEF Statement detailing organisation and arrangements to meet requirements of SofS Policy to be promulgated.	Feb 2014	DCYP Dir & SCE SHEF Advisor	Statement to be written in first person singular and signed by Head of Organisation and to be brought to the attention of all DCYP staff together with SofS Policy Statement.
2	Planning	a. <b>SHEF Plan</b> to be issued covering actions required to implement policy initiatives and legislation.	Apr 2014	SCE SHEF Advisor	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	<b>SCE SHEF Manual</b> detailing SHEF arrangements available on the SCE Web site.	On-going	SCE SHEF Advisor	SCE SHEF Manual is a living document.
3		b. <b>Structured DCYP SHEF organisation</b> established and indicated on a wiring diagram.	On-going	SCE SHEF Advisor	To be made available in Part 2 of the SCE SHEF Manual when the DCYP Organisation is known. 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.
		c. <b>SHEF responsibilities</b> to be included in terms of reference/job descriptions for service and civilian personnel with staff responsibilities.	Sept 2014	Line Managers & SCE SHEF Advisor	
		d. <b>Key SHEF personnel</b> with sufficient competency to be identified and appointed.	On-Going	Line Managers	SHE Advisors/Representatives to be trained in SHEF activities as appropriate to their duties.

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		e. <b>SHEF training</b> programme to be implemented.	May 2014	SCE SHEF Advisor	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. <b>DCYP SHEF Committee</b> to be established	Sept 2014	DCYP Dir, SCE Consortium, DCYP Line Managers, SCE SHEF Advisor	Committee to be chaired by a member of the DCYP Executive Board and attended by SHEF representatives/line managers to represent all DCYP schools & workplaces. The SHE Action is to be included as a standing Agenda item. Similar SHEF committees to be set up at lower level as appropriate.
		g. <b>Hazard Identification</b> - Hazard Surveys to be conducted in all DCYP establishments and the results recorded and prioritised.	Dec 2014.	HOE's	Hazard surveys to be reviewed periodically (at least annually) and when there is significant change.
		h. <b>Risk Assessment:</b> Risk Assessments to be recorded covering significant hazards, together with controls to reduce the residual risks to reasonably acceptable levels.	Dec 2014	HOE's	Risk Assessments to be reviewed periodically (at least annually) and when there is significant change.

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3		i. <b>Emergency and Disaster</b> Control Plans to be drawn up at all levels of the DCYP. Practice emergency procedures at agreed/appropriate intervals.	Dec 2014	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. <b>Legionella Management Plans (LMP)</b> are to be In compliance with the BFG SHEF manual.	Dec 2014	HOE's	All DCYP 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. <b>First-aid:</b> All DCYP 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.

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		b. <b>SHE audits</b> 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 – areas deemed to be at higher risk including areas scored as C or D in their last SHEF audits will be audited more frequently.
		c. <b>Accident Reporting-</b> All areas to ensure accidents and incidents reported as required by the SCE SHEF Manual.	Ongoing	HOE's	
5	Management Review	a. Annual formal review of the SHE Performance to be conducted and results recorded.	End of year	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-conformances/ observations	Within deadlines agreed with audit authority.	HOE's	An Action Plan must be produced to address all shortcomings identified in Audit and progress to successful resolution.