

## Appendix 1

### Showing how the strong leadership methodology is being used to drive improvements

An example of an initial (2012) hazard analysis from the Reablers team in Social Services (local perception of their position)

- Column "A" lists the locally identified hazards associated with the work that the team does.
- The red cells in column "D" indicate a local recognition that there is a significant lack of systems in place for the identified hazard
- The red cells in Column "C" indicate a the local perception of where there is a significant level of risk of injury
- The red cells in column "B" indicate where there is a locally perceived high risk of enforcement action if the regulators become involved

Column A	B	C	D
Hazard identification and RAG analysis			
	For target condition - hover in box		
List of identified hazards	Exposure to enforcement action	Risk of injury	DCC systems in place
Moving & Handling of people	Yellow	Yellow	Yellow
Lone Working	Yellow	Red	Yellow
Stress	Yellow	Yellow	Green
Personal Protective Equipment	Green	Green	Green
Slips, Trips and Falls	Green	Yellow	Yellow
Aggressive or Unpredictable Behaviours	Green	Yellow	Green
Hazardous waste - clinical/medical/general	Green	Yellow	Green
Food Preparation	Green	Green	Green
Animals / Pets	Green	Yellow	Green
Medication	Green	Green	Green
Room Temperatures	Green	Yellow	Green
Environment	Yellow	Yellow	Yellow
Weather	Green	Yellow	Green
Hoists	Yellow	Yellow	Yellow
Display Screen Equipment	Green	Green	Green
Fire	Yellow	Yellow	Yellow
Infection Control	Green	Yellow	Green
Driving	Yellow	Red	Yellow
Locations	Green	Yellow	Green
Manual Handling of objects	Yellow	Yellow	Yellow
Smoking	Green	Green	Green
Telecommunications "black spots"	Yellow	Red	Red

## The same hazard analysis in late 2013 from the Reablers team

- This updated example shows how safety management systems have been improved. (This is the local perception of their position)
- A large amount of H&S awareness and risk assessment training has taken place with managers and staff
- The main focus in Social Services areas has been on general H&S compliance and lone worker safety
- Manual handling of objects training is part of the CH&S team training portfolio. Social Services have a moving and handling of people trainer
- However good our systems are, there will always be a residual risk associated with our activities.

Hazard identification and RAG analysis			
List of identified hazards	For target condition - hover in box		
	Exposure to enforcement action	Risk of injury	DCC systems in place
Moving & Handling of people	Green	Yellow	Green
Lone Working	Yellow	Yellow	Green
Stress	Green	Yellow	Green
Personal Protective Equipment	Green	Green	Green
Slips, Trips and Falls	Green	Yellow	Green
Aggressive or Unpredictable Behaviours	Green	Yellow	Green
Hazardous waste - clinical/medical/general	Green	Yellow	Green
Food Preparation	Green	Green	Green
Animals / Pets	Green	Yellow	Green
Medication	Green	Green	Green
Room Temperatures	Green	Green	Green
Environment	Green	Yellow	Green
Weather	Green	Green	Green
Hoists	Yellow	Yellow	Yellow
Display Screen Equipment	Green	Green	Green
Fire	Green	Yellow	Green
Infection Control	Green	Yellow	Green
Driving	Yellow	Yellow	Yellow
Locations	Green	Yellow	Green
Manual Handling of objects	Green	Yellow	Green
Smoking	Green	Green	Green
Telecommunications "black spots"	Yellow	Yellow	Green

## Initial GAP analysis (2012) for the same team

	Self assessment questionnaire - GAP analysis	RAG
	Section \ operational level - standard questions	
1	Is the relevant H&S policy statement readily available for your team to read?	Green
2	Do team members know where they can see a copy of the policy?	Green
3	Are there risk assessments for the tasks \ activities that you and your team do?	Red
4	Were you or your colleagues and operatives involved in their development?	Red
5	Are there SSoW for the work that you do?	Green
6	Were you or your colleagues involved in their development?	Red
7	Do you and the team work the way described in the SSoW?	Green
8	Do you and team members know where to find H&S guidance on any specific subject? (Documentation or competent advice)	Red
9	Are all of the specific areas of H&S legislation related to your work covered in your risk assessments and SSoW?	Red
10	Have you and your team been trained to carry out your work activities?	Green
11	Is there a current training record?	Green
12	Is the way the team works ever assessed \ checked? (supervised \ monitored)	Green
13	Are your risk assessments, SSoW, competence requirements reviewed and recorded on a regular basis?	Green
14	Are there any consequences for not following your working procedures?	Green
15	Is PPE \ RPE that you need provided?	Green
16	Where PPE \ RPE is provided is it always used?	Green
17	Is the PPE \ RPE provided for free and replaced whenever needed? (E.g. damage or change in conditions)	Green
18	Do you know where to get first aid assistance if you need it?	Red
19	Is there someone to go to if you or the team are in doubt, need support or think something is wrong?	Green
20	Are there any routines carried out by your team? (workplace checklists, vehicle checks, equipment checks etc)	Green
21	Is there a copy of the HSE's Health and Safety Poster displayed in the workplace?	Green
22	Is there a copy of the current employers liability insurance certificate displayed in the workplace?	Green

Date of assessment 15.06.2012

Area \ function assessed

Local contact(s)

Assessed by

Ruthin County Hall Social Services

Sophie Cawdry and Chris Robinson

**GAP analysis late 2013 for the same team**

Self assessment questionnaire - GAP analysis	RAG
<b>Section \ operational level - standard questions</b>	
Is the relevant H&S policy statement readily available for your team to read?	Green
Do team members know where they can see a copy of the policy?	Green
Are there risk assessments for the tasks \ activities that you and your team do?	Yellow
Were you or your colleagues and operatives involved in their development?	Green
Are there SSoW for the work that you do?	Green
Were you or your colleagues involved in their development?	Yellow
Do you and the team work the way described in the SSoW?	Green
Do you and team members know where to find H&S guidance on any specific subject? (Documentation or competent advice)	Green
Are all of the specific areas of H&S legislation related to your work covered in your risk assessments and SSoW?	Yellow
Have you and your team been trained to carry out your work activities?	Green
Is there a current training record?	Green
Is the way the team works ever assessed \ checked? (supervised \ monitored)	Green
Are your risk assessments, SSoW, competence requirements reviewed and recorded on a regular basis?	Green
Are there any consequences for not following your working procedures?	Green
Is PPE \ RPE that you need provided?	Green
Where PPE \ RPE is provided is it always used?	Green
Is the PPE \ RPE provided for free and replaced whenever needed? (E.g. damage or change in conditions)	Green
Do you know where to get first aid assistance if you need it?	Green
Is there someone to go to if you or the team are in doubt, need support or think something is wrong?	Green
Are there any routines carried out by your team? (workplace checklists, vehicle checks, equipment checks etc)	Yellow
Is there a copy of the HSE's Health and Safety Poster displayed in the workplace?	Green
Is there a copy of the current employers liability insurance certificate displayed in the workplace?	Green

Date of assessment November 2013

Area \ function assessee

Local contact(s)

Assessed by

Ruthin Cour