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| **H&S Five Year Plan – Action scoping document** | | | | | | | | | | | | | | | | | | | |
| 1. **Action info.** |  | | | | | | | | | | | | | | | | | | |
| 1. **Action no. & statement** | **Action 62**  **Review current training afforded to those working at night and deliver**  **improvements where required.** | | | | | | | | | | | | | | | | | | |
| 1. **Action CONTACT INFORMATION** | **Action Manager:**    Simon Jones (Richard Street) | | | | | | **H&S 5Y Work stream lead:**  **H&S Business Partner:** Ross Kennedy  **Facilitator/Enabler:** Lucy Fell  **Action Owner:** David Brewer | | | | | | | | | | | | |
| **Key Stakeholders;**   1. Action facilitators/enablers and action owner 2. Members of the Working group 3. Other 5YP OH Action Managers 4. All Service Providers and Contractors | | | | | | | | | | | | | | | | | | |
| 1. **Scope & Objectives** |  | | | | | | | | | | | | | | | | | | |
| 1. **A full description of the action statement *(filling in the gaps)*** | Review current training afforded to those working at night and deliver improvements where required. | | | | | | | | | | | | | | | | | | |
| 1. **What’s in scope** | Service Providers and Highways England staff at risk of fatigue | | | | | | | | | | | | | | | | | | |
| 1. **what’s out of scope** | Action 61, | | | | | | | | | | | | | | | | | | |
| 1. **Objectives** | To develop a toolkit of training materials appropriate for service provider managers, supervisors, works vehicle drivers and operatives, on fatigue and night time working. | | | | | | | | | | | | | | | | | | |
| 1. **Problem statement** | The toolkit is required to support and deliver action 61 although they have the same target end date | | | | | | | | | | | | | | | | | | |
| 1. **Desired outcome** | All persons working shift work, nights or split shift are afforded the relevant training to carry out their duties without risk of fatigue | | | | | | | | | | | | | | | | | | |
| 1. **Strategic context** |  | | | | | | | | | | | | | | | | | | |
| Identify the applicable risk groups and golden thread from the 5YP. | Risk Group - Supply chain, Our Employees  Golden thread – Managing Risk | | | | | | | | | | | | | | | | | | |
| 1. **Outputs, deliverables and time frame** |  | | | | | | | | | | | | | | | | | | |
| **Outputs / Deliverables When**   1. worked examples (scenarios) showing how to use the HSE fatigue tool, End February 2016   for different working patterns for service provider managers, supervisors,  works vehicle drivers and operatives.  <http://www.hse.gov.uk/research/rrhtm/rr446.htm>     1. worked examples (scenarios) for different working patterns for service provider End February 2016   managers, supervisors, works vehicle drivers and operatives.  These will show  what rest periods are required for specified working time patterns and door to  door times, to comply with existing legislation and published HSE guidance.  Several scenarios were agreed by all attendees at the Task 61 stakeholder  workshop.  These are for use in training all service provider staff.   1. training materials for service provider managers, supervisors, works vehicle End February 2016   drivers and operatives, so that they better understand why there is a need  for fatigue monitoring and what they need to do, on a day to day basis, to  ensure their good health and wellbeing and reduce incidents due to fatigue.  For works vehicle drivers and operatives, this will help to maximise their paid  working time. | | | | | | | | | | | | | | | | | | | |
| 1. **Outline Project Approach** | | | |  | | | | | | | | | | | | | | | |
| * Review what’s currently available internally and externally * Identify linked actions (61) * Work with our supply-chain work group and linked actions * Select the best suited training material from guidance and best practice * Produce an training package * Identify and select the method of delivery * Publish | | | | | | | | | | | | | | | | | | | |
| 1. **Approval** | | | | Name | | | | | | Name | | | | | | |  | | |
| **Author / Action Manager** | | | | Richard Street | | | | | | Simon Jones | | | | | | |  | | |
| **Enabler / Facilitator** | | | | Name | | | | | | Signature | | | | | | | Date | | |
|  | | | | | |  | | | | | | |  | | |
| 1. **Record of changes** | | | |  | | | | | | | | | | | | | | | |
| . | | | | Milestone or Change Event | | | | | | | | Date | | | | | Version No. | | |
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