

KCTMO Performance and Development Review System

Objective setting

Name: Janice Wray

Job Title: Health, Safety & Facilities Manager

All objectives should be SMART.

Work Objectives / Targets
1. Draft Action Plan for coming year – to come out of MH’s next report for CE on non-compliant areas and be monitored by H&S Committee
2. Complete annual programme of property H&S inspections & risk assessments
3. Fire safety - continue to initiate FRAs and reviews as necessary, raise actions through W2, monitor and report statistics on actions completed and those outstanding. Continue to liaise with LFB and RBKC on lessee doors. Continue with regular liaison meetings with LFB.
4. To progress work raised in relation to accommodation strategy (as yet unquantified) - Facilities
5. Working at Height – work with Matt & Adrian to finalise policy, draft procedures & risk assessments to ensure compliance in this area.
6. Introduce the Reliance Identicom GPS lone worker tracking device, monitor use & dealing with any teething problems
7. Improve the h&s info on the Intranet and look to enhance that on the website



Employee Signature:

Date:

Manager Signature:

Date:

Please review the behaviours in “Leading – the KCTMO Way” and agree which areas need development, and agree an objective for each area accordingly

Behaviours	Objective
Personal Qualities	
Setting Direction	
Delivering the Service	

Employee Signature:

Date:

Manager Signature:

Date:

Personal Development Plan:

Name:

Job Title:

What training do you need to achieve your objectives?	By when	By who
Fire Safety		

Employee Signature:

Date:

Manager Signature:

Date:

Year-End Performance Review:

Name: Janice Wray

Job Title: H, S & F Manager

Work Objectives:	Achievement against objectives:
<p>1. Work to complete implementation of the three medium risk recommendations allocated to the H&S Team within the RBKC Audit Report to ensure that the reviewed audit achieves “Satisfactory Assurance.”</p>	<p>All fully completed and implemented to the satisfaction of the K&C auditor. Specifically –</p> <ul style="list-style-type: none"> • successful implementation of the FRA Workflow – introduced in August and backlog of FRAs (back to Feb 2013) were loaded & all FRA Action Plans received subsequently are allocated through the workflow within 5 days of receipt, • Weekly (sometimes daily) uploading of asbestos information to Keystone. Additionally, further work with John Parsons & the contractor to ensure information is submitted to facilitate easy upload • Implementation of W2 Workflow for annual Inspection & risk assessment programme – successfully implemented in March 2014 following demonstration to auditor in late 2013. All actions are now being allocated through this workflow and, going forward, statistics on progress with these actions will also be submitted regularly to Ops & H&S Com • FRA stats, asbestos survey stats, details of h&s training, risk assessments, H&S procedures, high level h&s escalation report & progress with MH’s Action Plan etc. are now regularly submitted to the H&S Ops Group & the H&S Com
<p>2. Progress issues raised by Matt Hodgson in his audit / action plan & monitor progress with those allocated to others</p>	<ul style="list-style-type: none"> • Completed redraft of the TMO H&S Policy statement to give greater clarity to the split in H&S responsibility – Policy & Strategy with H&S Team and Operational responsibility with Ops directorate. This was done with MH approval in Oct 2013 and finalised. However, have now asked Peter & Michael Lyons to provide a summary of

	<p>Michael's responsibilities for inclusion in the Policy</p> <ul style="list-style-type: none"> • Redrafted Terms of Reference for H&S Com & reviewed constitution to involve more senior officers • Drafted Terms of Reference for newly created Ops H&S Group. • FRA workflow stats now produced regularly and escalated throughout org. – H&S Com chaired by Anthony and reports to ET and Ops H&S Group chaired by Sacha and her direct reports attend.. • Reviewed approach to Annual H&S inspections – incorporated risk assessment element and amended supporting documentation to clearly reflect & support “exception reporting” approach (then W2 introduced). • Reviewed work activity & workplace Risk Assessments – programme submitted to Ops Group & H&S Committee and completed assessments and programme currently being uploaded to Intranet. • Reviewed compliance position on asbestos – in particular the duty to manage asbestos in non-domestic premises (requirement for communal surveys and reinspections). Instigated programme of asbestos communal surveys of blocks not previously surveyed (generally street properties) – progress with this monitored by the H&S Com. Also instruct Bellamys asbestos consultancy to review / audit a number of our existing communal surveys to ensure that the right standard has been met. Finally, have incorporated the annual reinspection of communal ACMs into Adrian's Annual Inspections. • Worked towards clarifying A&R concerns re: FRAs. Arranged several meetings with Fire Consultant & A&R and where possible have taken on board & incorporated their recommendations / concerns and amended process accordingly. Further, have encouraged A&R to consult with the Fire Consultant and have demonstrated the value of engaging with him early in a major project. Consequently, this has led to Carl's recent involvement with David Gibson's team in relation to Grenfell Tower project, Decent Homes work, external decs & reroofing projects etc. and with Alex team in relation to feasibility study for mobility scooter parking at sheltered schemes, specification for fire stopping work in dwelling at cremorne high-rise etc. • Work with John Borra to put together a specification for annual inspection &
--	--

6. Fire safety – post Lakanal House

Continue to foster good relationship with local LFB Fire Safety Team Leader – instigated bi-monthly meetings, now receive regular stats on fires, lift shut-ins, false alarms activations etc. Also instigated post-Lakanal house visits to familiarisation visits

7. H& S Training matrix drafted for organisation	<p>And significant amount of training specified, coordinated & undertaken in this period. Again monitored by both H&S groups and working with Fay to agree a programme of H&S trg for the coming year</p>
---	---

Behaviours Objectives:	Achievement against objectives:

Employee Comments

Line Manager Summary

A great deal has happened during the year in the area of Health and Safety. Janice has been successful in meeting a number of her work objectives and, together with a consultant, has set up the processes to enable her to raise the level of H & S at a corporate level to the upper quartile over the next year. She has also cemented the Corporate H & S manager role in the organisation.

She has the technical skills, ability and processes to make a real success of the role going forward..

She has also progressed on personal skills and is more confident to stand her ground with other departments and senior staff..

Employee Signature:

Date:

Manager Signature:

Date:

Year End Ratings (please rate 1-5 in accordance with the Hay PRP Guidance):

Name:

Job Title:

Work Performance Rating by Line Manager :

3

(subject to moderation by ET)

Behaviour Rating by Line Manager :

3

(subject to moderation by ET)

Overall Rating by Line Manager :

3

(subject to moderation by ET)

Line Manager Signature:

Date:

Senior Manager Signature:
(if different from Line Manager)

Date:

Moderated (by ET) and Final Rating :

Date:

