

## HEALTH AND SAFETY ACTION PLAN 2018 / 19

Subject	Action Required	Timescale	Progress
Health and Safety Arrangements	<p>To review all the corporate health and safety procedures falling due during 2018-19</p> <ul style="list-style-type: none"> <li>• Accident and Near Miss Reporting</li> <li>• Asbestos Arrangements</li> <li>• Consultation Arrangements</li> <li>• Care of Substances Hazardous to Health (COSHH)</li> <li>• Fire</li> <li>• First Aid Arrangements</li> </ul>	June 2018	<ul style="list-style-type: none"> <li>• Sun exposure procedure has been reviewed and amended, providing more information</li> <li>• Fire arrangements have been circulated to all relevant managers so that they can be reviewed, updated and staff informed of the arrangements</li> <li>• Accident and Near Miss Reporting and Consultation Arrangements have been reviewed and updated. Health and safety representatives have been asked to comment on these procedures by then end of July 2018.</li> </ul>
	<ul style="list-style-type: none"> <li>• Bomb and Terrorism</li> <li>• Legionella Arrangements</li> <li>• Manual Handling</li> <li>• Slips, Trips and Falls</li> <li>• Sun Exposure</li> <li>• Unacceptable Behaviour</li> <li>• Work Place Transport</li> </ul>	September 2018	
	<ul style="list-style-type: none"> <li>• Display Screen Equipment</li> <li>• Lone Working</li> <li>• New and Expectant Mothers</li> <li>• Person Protective Equipment</li> <li>• Risk Assessment</li> <li>• Workplace Arrangements</li> </ul>	December 2018	

Subject	Action Required	Timescale	Progress
Risk Assessments	<p>To review all service risk assessments</p> <ul style="list-style-type: none"> <li>• Community Protection Officers</li> <li>• Customer Services</li> <li>• Environmental Health</li> <li>• Facilities</li> <li>• Finance</li> <li>• Housing</li> <li>• IT</li> <li>• Legal and Democratic Services</li> <li>• Parks</li> <li>• Planning and Building Control</li> <li>• People, Policy and Performance</li> <li>• Revenues and Benefits</li> </ul>	Throughout the year and all by the end March 2019	
Risk Assessment Audit	To review risk assessments to assess whether they are suitable and sufficient	December 2018	
Training	<p>To deliver health and safety training where required, to include:</p> <ul style="list-style-type: none"> <li>• Lone working</li> <li>• Refresher first aid training</li> <li>• Developing an e-learning module for manual handling (carried forward from last year's work plan)</li> <li>• To complete development of an e-learning module for display screen equipment</li> </ul>	<p>November 2018</p> <p>As and when required</p> <p>December 2018</p> <p>October 2018</p>	