

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"> • Accident and Near Miss Reporting • Asbestos Arrangements • Consultation Arrangements • Care of Substances Hazardous to Health (COSHH) • Fire • First Aid Arrangements • Bomb and Terrorism • Slips, Trips and Falls • Sun Exposure • Unacceptable Behaviour • Work Place Transport • Display Screen Equipment • Lone Working • New and Expectant Mothers • Person Protective Equipment (PPE) • Risk Assessment • Workplace Arrangements 	<p>June 2018</p> <p>September 2018</p> <p>December 2018</p>	<ul style="list-style-type: none"> • Sun exposure procedure has been reviewed and amended, providing more information • Fire arrangements have been circulated to all relevant managers so that they can be reviewed, updated and staff informed of the arrangements • 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. • Asbestos arrangements have been reviewed and updated • COSHH procedure reviewed • Workplace Transport Procedure reviewed • Slips and Trips Procedure reviewed • Fire procedure reviewed • First aid arrangements are under review: 2 first aiders have recently left the organisation. 2 new first aiders will be required to replace them, however, will await organisational change to identify personnel who could fulfil this role. • A further first aider has now left the organisation and a replacement will need to be found. • Procedure on PPE reviewed. • Unacceptable behaviour procedure reviewed and updated. • Workplace arrangements and workplace transport procedures have been reviewed.

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Risk Assessments	<p>To review all service risk assessments</p> <ul style="list-style-type: none"> • Community Protection Officers • Customer Services • Environmental Health • Facilities • Finance • Housing • IT • Legal and Democratic Services • Parks • Planning and Building Control • People, Policy and Performance • Revenues and Benefits 	Throughout the year and all by the end March 2019	<ul style="list-style-type: none"> • Environmental Health risk assessment reviewed • Risk assessments to be reviewed following the restructure and implementation of the new teams under the future model.
Risk Assessment Audit	To review risk assessments to assess whether they are suitable and sufficient	December 2018	<ul style="list-style-type: none"> • Work postponed until the new structure has been implemented and the risk assessments reviewed and amended to reflect the new teams.
Training	<p>To deliver health and safety training where required, to include:</p> <ul style="list-style-type: none"> • Lone working • Refresher first aid training • Developing an e-learning module for manual handling (carried forward from last year's work plan) • To complete development of an e-learning module for Display Screen Equipment (DSE) 	<p>November 2018</p> <p>As and when required</p> <p>December 2018</p> <p>October 2018</p>	<ul style="list-style-type: none"> • Two designated first aiders have left the organisation, however, waiting for completion of phase one of the restructure before training and appointing new first aiders. • A further first aider has left the organisation and will need to be replaced. • As three of the trained display screen equipment assessors have left/will be leaving the organisation, replacements will need to be found.