

HEALTH AND SAFETY ACTION PLAN 2018 / 19

Subject	Action Required	Timescale	Progress
Health and Safety Arrangements	To review all the corporate health and safety procedures falling due during 2018 / 19 <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 	June 2018	<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. • Asbestos arrangements have been reviewed and updated.
	<ul style="list-style-type: none"> • Bomb and Terrorism • Slips, Trips and Falls • Sun Exposure • Unacceptable Behaviour • Work Place Transport 	September 2018	<ul style="list-style-type: none"> • COSHH procedure reviewed. • Workplace Transport Procedure reviewed. • Slips and Trips Procedure reviewed. • Fire procedure reviewed and updated. • Procedure on Personal Protective Equipment reviewed. • Unacceptable behaviour procedure reviewed and updated.
	<ul style="list-style-type: none"> • Display Screen Equipment • Lone Working • New and Expectant Mothers • Person Protective Equipment (PPE) • Risk Assessment • Workplace Arrangements 	December 2018	<ul style="list-style-type: none"> • Workplace arrangements and risk assessment procedure reviewed. • Bomb procedure has been reviewed and updated to reflect the new structure and current seating plans. • First aid arrangements reviewed and amendments made. • Display Screen Equipment procedure reviewed. • Lone working procedure reviewed. • New and Expectant Mothers procedure reviewed.

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Risk Assessments	To review all service risk assessments <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. • Water related activity risk assessments have been reviewed. • Risk assessments to be reviewed following the restructure and implementation of the new teams under the future model. • Relevant managers within the Resources and Strategy, Performance and Governance Directorates have been asked to complete risk assessments pertaining to their new service areas.
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	To deliver health and safety training where required, to include: <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) 	November 2018 As and when required December 2018 October 2018	<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. • Assessing the requirements for first aid provision across the organisation and where required, identifying new first aiders and organising relevant training. • Assessing the requirements for work station assessors. • Other training courses have lapsed due to organisational restructuring.