

HEALTH AND SAFETY ACTION PLAN 2019-20

Subject	Action Required	Timescale	Progress
Health and Safety Arrangements	To review all the corporate health and safety procedures falling due during 2019-20, ensuring they are relevant to the new future model	March 2020	<ul style="list-style-type: none"> • Accident and near miss reporting procedure reviewed and updated to reflect changes in staffing: new staff have been identified and made aware of the procedure. • Contractors' procedure reviewed and updated as some links were no longer working and relevant staff were reminded of this procedure. • The fire procedure is being updated on a regular basis to reflect all the changes in staffing and the relocation of staff within the Council office building.
Risk Assessments	To update and amend risk assessments, ensuring they reflect the new organisational structure: - <ul style="list-style-type: none"> • Strategy, Performance and Governance • Resources • Service Delivery Units 	October 2019 October 2019 March 2020	<ul style="list-style-type: none"> • The managers of the Resources and Strategy, Performance and Governance teams have been asked to complete their risk assessments by October 2019. Risk assessments have not yet been received from the back office service areas: email sent 29 October 2019 asking the tier 2 managers for an update.
Hand Arm Vibration (HAV)	To respond to the Health and Safety Executive's investigation into HAV hazards and risks within the Parks Team	June 2019	<ul style="list-style-type: none"> • To date, the HSE has not contacted the Council following the submission of HAV information. • An appointed HSE inspector contacted the Council in October 2019 asking to visit the depot in Promenade Park: a date and time are being arranged.
Training	To deliver health and safety training where required, to include: - <ul style="list-style-type: none"> • refresher first aid training and training for new first aiders • training for new workstation assessors 	When required and June 2019 October 2019	<ul style="list-style-type: none"> • First aid training for additional first aiders (following the departure of staff with first aid qualifications) and training for workstation assessors has not yet been organised. • Conflict resolution training is currently being organised for Customer Service staff.